

National Programme of Nutritional Support to Primary

Education, 2006 [Mid-Day Meal Scheme]

GUIDELINES

Contents

Sl. No.	Title	Page
1.	Background	1-4
2.	Revision of NP-NSPE, 2006	
2.1	Need for revision	5
2.2	Objectives, Programme Intervention and Coverage	6-7
2.3	Components and Norms for Central Assistance	7-8
4	Continuation of Central Assistance at existing rates as an interim measure	8
2.5	Convergence with other development programmes	8-10
2.6	Overall Responsibility	10-11
3.	Programme Management	
3.1	National level	12-13
3.2	State/UT level	13
3.3	State/UT-specific Norms of Expenditure	13-14
3.4	Functions of State Nodal Department	14-15
3.5	Nodal Responsibility at the District and Block Level	15
3.6	Management at the Local Level	15-16
3.7	Responsibility of Food Corporation of India (FCI)	16-17
3.8	Nodal Agency/Agencies for transportation of foodgrains	17
3.9	Association of Voluntary Organizations in the Programme	17-19
3.10	Information, Education and Communication (IEC) activities	19
3.11	Activity Mapping	19-21
4.	Quality and Safety Aspects	
4.1	Some suggestions for preparation of nutritious and economical Mid-Day Meal	22-23
4.2	Safety and Hygiene Specifications	23-24
4.3	Mid-Day Meal not to adversely affect teaching-learning	24
4.4	Community Support	24-25
4.5	Other Health Interventions	25
5.	Annual Work Plan & Budget, and Flow of Central Assistance	
5.1	Annual Work Plan & Budget	26-29
5.2	Reimbursement to FCI	29
5.3	Release of Transport Subsidy	29-30
5.4	Periodic Returns	30
5.5	Utilization Certificate	30

Sl. No.	Title	Page
6.	Monitoring & Evaluation	
6.1	Management information system	31-32
6.2	Regular monitoring of Programme implementation and its impact	32-33
6.3	Display of information under Right to information Act	33
6.4	Management, Monitoring & Evaluation (MME)	33-34
Annexures		
Annexure – 1-	Major Nutritional Deficiencies among children of Elementary School-going Age group.	35-36
Annexure – 2-	Evaluation Studies conducted during 2005 by independent agencies	37-39
Annexure – 3-	Letter of Secretary (SE&L) dated 6.7.06 informing States/UTs about the revision of the scheme.	40-42
Annexure – 4-	Tentative costing of a Mid-Day Meal worked out in August, 2005	43
Annexure – 5-	Nutritive value of 100 gms of Wheat Rice Chapatis.	44
Annexure – 6-	Constitution of National level Steering-cum-monitoring Committee – Notification dated 20.12.04 and 31.12.04.	45-51
Annexure – 7-	Constitution of MDM-Programme Approval Board – Order dated 9.3.06	52-53
Annexure – 8-	Suggested Composition of Steering-cum-Monitoring Committees to be constituted at various levels.	54-55
Annexure – 9-	Prototype Design of Kitchen-cum-Store for a school with student strength of about 150.	56-58
Annexure – 10-	Letters of Secretary (HE) dated 27.12.05 and HRD Minister dated 29.12.05 about mobilization of mothers to watch mid- day meal.	59-62
Annexure – 11-	Framework for annual Work Plan & Budget.	63-78
Annexure – 12-	Monitoring of Programme and Impact Parameters.	79
Annexure – 13-	List of institutions assigned monitoring of Mid-Day Meal Scheme.	80-81
FORMS		
Form– 1-	Report on monthly Off take of Foodgrains.	82
Form– 2-	Request for Reimbursement of Expenditure incurred on transport of foodgrains.	83-84
Form– 3-	Quarterly Progress Report.	85-89
Form– 4-	Utilization Certificate in respect of foodgrains lifted during the preceding financial year.	90

CHAPTER 1

BACKGROUND

1.1 Mid Day Meal in schools has had a long history in India. In 1925, a Mid Day Meal Programme was introduced for disadvantaged children in Madras Municipal Corporation. By the mid 1980s three States viz. Gujarat, Kerala and Tamil Nadu and the UT of Pondicherry had universalized a cooked Mid Day Meal Programme with their own resources for children studying at the primary stage. Mid Day Meal was also being provided to children in Tribal Areas in some States like Madhya Pradesh and Orissa. By 1990-91 the number of States implementing the mid day meal programme with their own resources on a universal or a large scale had increased to twelve, namely, Goa, Gujarat, Kerala, Madhya Pradesh, Maharashtra, Meghalaya, Mizoram, Nagaland, Sikkim, Tamil Nadu, Tripura and Uttar Pradesh. In another three States, namely Karnataka, Orissa and West Bengal, the programme was being implemented with State resources in combination with international assistance. Another two States, namely Andhra Pradesh and Rajasthan were implementing the programme entirely with international assistance.

1.2 It is an incontrovertible fact that school meal programmes exert a positive influence on enrolment and attendance in schools. A hungry child is less likely to attend school regularly. Hunger drains them of their will and ability to learn. Chronic hunger can lead to malnutrition. Chronic hunger also delays or stops the physical and mental growth of children. Poor or insufficient nutrition over time means that children are too small for their age, and susceptible to diseases like measles or dysentery, which can kill malnourished children. Malnutrition adversely affects Universalization of Elementary Education. Even if a malnourished child does attend school, she finds it difficult to concentrate on and participate in the teaching-learning activities in school. Unable to cope, she would drop out. Some details in regard to major nutritional deficiencies, and their incidence among children of elementary school-going age group, are given in *Annexure-1*.

1.3 There is also evidence to suggest that apart from enhancing school attendance and child nutrition, mid day meals have an important social value and foster equality. As children learn to sit together and share a common meal, one can expect some erosion of caste prejudices and class inequality. Moreover, cultural traditions and social structures often mean that girls are much more affected by hunger than boys. Thus the mid day meal programme can also reduce the gender gap in education, since it enhances female school attendance.

1.4 With a view to enhancing enrollment, retention and attendance and simultaneously improving nutritional levels among children, the National Programme of Nutritional Support to Primary Education (NP-NSPE) was launched as a Centrally Sponsored Scheme on 15th August 1995, initially in 2408 blocks in the country. By the year 1997-98 the NP-NSPE was introduced in all blocks of the country. It was further extended in 2002 to cover not only children in classes I-V of government, government aided and local body schools, but also children studying in centres run under the Education Guarantee Scheme (EGS) and Alternative and innovative Education (AIE) Scheme. Central Assistance under the scheme consisted of the following:

- (a) free supply of food grains @ 100 grams per child per school day, and
 - (b) subsidy for transportation of food grains upto a maximum of Rs 50 per quintal.
- 1.5 In addition to foodgrains, a mid day meal involves two other major inputs, viz., "cost of cooking" and "provision of essential infrastructure", which are explained below:
- (a) Cost of cooking includes cost of ingredients, e.g. pulses, vegetables, cooking oil and condiments. It also includes cost of fuel and wages/ remuneration payable to personnel, or amount payable to an agency (SHG, VEC, SMC) responsible for cooking.
 - (b) Provision of essential infrastructure includes kitchen-cum-store, adequate water supply for cooking, drinking and washing, cooking devices (stove, chulha, etc.) containers for storage of foodgrains and other ingredients and utensils for cooking and serving.
- 1.6 In NP-NSPE, 1995 the cost of cooking was to be borne by the State Governments/ UT administrations. Unable to provide adequate funding for meeting the cooking costs, many State Governments/ UT Administrations resorted to distribution of food grains, rather than providing cooked mid day meals. To ameliorate some of the difficulties experienced by the States and UTs, Planning Commission requested State Governments in December 2003 to earmark a minimum of 15% of Additional Central Assistance under the Pradhan Mantri Gramodaya Yojana (PMGY) towards cooking cost under the mid day meal scheme. Nonetheless, the programme continued to suffer on account of budgetary constraints in the States and UT Administrations.
- 1.7 Central Government's commitment to a universal cooked meal programme found reflection in the budget speech of the Union Finance Minister in July 2004, which stated; *"The poor want basic education for their children: we shall provide it... We shall also make sure that the child is not hungry while she or he is at school..."* The budget speech further promised *"...the whole of the amount collected as cess will be earmarked for Education, which will naturally include providing a nutritious cooked mid day meal. If primary education and the nutritious cooked meal scheme can work hand in hand, I believe there will be a new dawn for the poor children of India"*.
- 1.8 In keeping with the promise made in the budget speech of 2004, the NP-NSPE, introduced in 1995, was revised in September 2004 to provide cooked mid day meal with 300 calories and 8-12 grams of protein to all children studying in classes I - V in Government and aided schools and EGS/ AIE centres. In addition to free supply of food grains, the revised scheme provided Central Assistance for the following items:
- (i) Cooking cost @ Re 1 per child per school day
 - (ii) Transport subsidy was raised from the earlier maximum of Rs 50 per quintal to ₹ 100 per quintal for special category states, and ₹ 75 per quintal for other states
 - (iii) Management, monitoring and evaluation costs @ 2% of the cost of foodgrains, transport subsidy and cooking assistance
 - (iv) Provision of mid day meal during summer vacation in drought affected areas.
- 1.9 Infrastructural requirements continued to be met through convergence with other development programmes, including *inter alia* Sampurna Grameena Rozgar Yojana (SGRY), Basic Services for Urban Poor (BSUO), Urban Wage Employment Programme (UWEP) for the construction of kitchen-cum-stores. Water supply requirements were met through convergence with Accelerated Rural Water Supply Programme (ARWSP), Swajaladhara and Sarva Shiksha Abhiyan.
- 1.10 The revised NP-NSPE, 2004 scheme also provided for a 4-tier institutional mechanism for programme management, through the constitution of Steering-cum-Monitoring Committees at the National, State, District and Block levels.

1.11 Today, the NP-NSPE is the world's largest school feeding programme reaching out to about 12 crore children in over 9.50 lakh schools/EGS centres across the country. Several independent evaluation studies were conducted in 2005 including (a) a study by Pratchi Trust in Birbhum district, (b) University of Rajasthan/ Unicef in Rajasthan, (c) Samaj Pragati Sahyog in Madhya Pradesh, (d) Seva Mandir in Udaipur district, etc. A summary of the main findings of these Reports is given at Annexure-2. These reports testify to the increase in enrollment, particularly of girls and to the narrowing of social distance. The reports also point out that the programme provides an important rallying point for the involvement of parents in school governance. At the same time some operational difficulties have been experienced by State Governments and Union Administrations.

REVISION OF NP-NSPE IN 2006

2.1 Need for revision

Following main difficulties were experienced in the implementation of NP-NSPE,2004:

- (i) The existing rate of Re. 1 towards cooking cost was found to be inadequate for meeting the cost of nutritious meal as per prescribed norms, particularly after discontinuation of PMGY w.e.f 1.4.05.
- (ii) Absence of kitchen sheds in schools had emerged as a critical factor impacting the quality of the programme. Though convergence with other centrally assisted programmes was envisaged for construction of kitchen sheds, progress in construction has been poor. Consequently, classrooms tend to be used for storage and cooking purposes, which is not only undesirable, but also fraught with risk. In the alternative, cooking is done in the open, which is unhygienic & hazardous.
- (iii) The existing nutritional norm of 300 calories and 8-12 grams of protein was felt to be inadequate to meet the growing needs of young children, necessitating therefore, the need to review and enhance the norm, and also provide for essential micronutrients and de-worming medicines.

Against the above background a Sub Committee of the National Steering *cum* Monitoring Committee (NSMC) was constituted in August 2005 in order to make recommendations, *inter-alia*, on the adequacy of the present norm of Central Assistance to meet the cooking cost, as well as the manner in which the infrastructure gap should be met. Recommendations of the Sub-Committee were considered by the NSMC in its meeting held on 29th September 2005 and were approved with some modifications. Based on the recommendations of the NSMC, Central Government approved the revised scheme with effect from June 2006. State Governments and UT Administrations were informed of the main features of the revised scheme *vide* letter No. 1(9)/2006/Desk(MDM) dated 06.07.2006 read with letter dated, 08.08.2006, appended at Annexure-3. This document spells out the detailed guidelines of the revised scheme.

2.2 NP-NSPE. 2006 : Objectives, Programmes Intervention and Coverage :**2.2.1 Objectives**

NPNSPE, 2006 seeks to address two of the most pressing problems for the majority of children in India, namely, hunger and education by:

- (i) improving the nutritional status of children in classes I - V in Government, Local Body and Government aided schools, and EGS and AIE centres.

- (ii) Encouraging poor children, belonging to disadvantaged sections, to attend school more regularly and help them concentrate on classroom activities.
- (iii) Providing nutritional support to children of primary stage in drought-affected areas during summer vacation.

2.2.2 Programme Intervention and Coverage:

To achieve the above objectives a cooked mid day meal with nutritional content as shown in column 3 of the table below will be provided to all children studying in classes I – V.

Nutritional Content	Norm as per NP-NSPE, 2004	Revised Norm as per NP-NSPE, 2006
Calories	300	450
Protein	8-12	12
Micronutrients	Not prescribed	Adequate quantities of micronutrients like iron, folic acid, vitamin-A etc.

Central Government will provide assistance for implementing a mid day meal programme with the above nutritional content for children in classes I-V in :-

- (i) Government, Local Body and Government - aided schools, and
- (ii) EGS and AIE Centres.

Explanation :

1. "Government-aided School" means a school in receipt of regular annual recurring aid from the Central or State Government, or a competent Local Body, and recognized/categorized by it as an "aided school".
2. An "EGS/AIE Centre" means a Centre run by a State Government/UT Administration, Local Body or non-Government agency, and receiving Central assistance in accordance with the EGS/AIE Scheme of the Ministry of HRD. Children studying in Madarasas/Maqtabs which fall within the category of a Government-aided school or EGS/AIE Centre as defined above, would also be covered under the Mid-Day Meal Programme.

See "Handbook for Education Guarantee Scheme and Alternative & Innovative Education", Government of India, Ministry of Human Resource Development, 2001.

A tentative costing for a mid day meal with the above-mentioned content, worked out by the sub-committee of NSMC mentioned in para 2.1 in August 2005 is given in Annexure-4. A statement showing nutritional values of 100 grams of wheat, rice & chapattis is given in Annexure-5.

2.3 Components and Norm s for Central Assistance:

Under NP-NSPE, 2006, Central Government will provide w.e.f 16.6.06 the following assistance to State Governments/UT Administrations:

- (i) Supply of free food grains (wheat/rice) @100 grams per child per School Day from the nearest FCI godown;
- (ii) Reimburse the actual cost incurred in transportation of food grains from nearest FCI godown to the Primary School subject to the following ceiling:
 - (a) Rs.100 per Quintal for 11 special category States viz. Arunachal Pradesh, Assam, Meghalaya, Mizoram, Manipur, Nagaland, Tripura, Sikkim, J&K, Himachal Pradesh and Uttaranchal, and
 - (b) Rs.75 per quintal for all other States and UTs.
- (iii) Provide assistance for cooking cost at the following rates:-
 - (a) States in North-Eastern Region :- @Rs. 1.80 per child per school day, provided the State Govt. contributes a minimum of 20 paise.
 - (b) For Other States & UTs :- @Rs. 1.50 per child per school day provided the State Govt./UT Admn. Contributes a minimum of 50 paise

State Governments/UT Administrations will be required to provide the above minimum contribution in order to be eligible for the enhanced rate of Central assistance mentioned above.

- (iv) Provide assistance for cooked Mid-Day Meal during summer vacations to school children in areas declared by State Governments as "drought-affected".
- (v) Provide assistance to construct kitchen-cum-store in a phased manner up to a maximum of Rs. 60,000 per unit. However, allocations under MDMS for construction of kitchen-cum-store for all schools in next 2-3 years may not be adequate, States would be expected to proactively pursue convergence with other development programmes for this purpose. (Also please see para 2.5 in this regard).
- (vi) Provide assistance in a phased manner for provisioning and replacement of kitchen devices at an average cost of Rs. 5,000 per school. States/ UT Administration will have the flexibility to incur expenditure on the items listed below on the basis of the actual requirements of the school (provided that the overall average for the State/ UT Administration remains Rs 5000 per school):
 - a. Cooking devices (Stove, Chulha, etc)
 - b. Containers for storage of food grains and other ingredients
 - c. Utensils for cooking and serving.
- (vii) Provide assistance to States/ UTs for Management, Monitoring & Evaluation (MME) at the rate of 1.8% of total assistance on (a) free food grains, (b) transport cost and (c) cooking cost. Another 0.2% of the above amount will be utilized at the Central Government for management, monitoring and evaluation.

2.4 Continuation of Central Assistance at existing rates as an interim measure:

As stated in para 2.3 (iii) State Governments and UT Administrations are required to provide the minimum contribution towards cooking costs equal to 0.50 paise/ 0.20 paise as the case may be. State Governments and UT Administrations shall notify the enhanced contributions. Pending issue of the said notification, States/ UT Administrations may avail Central assistance for cooking costs at the pre-revised rate of Re. 1 per child per school day.

2.5 Convergence with other development programmes:

Though NP-NSPE, 2006 will provide some assistance, *inter alia*, towards infrastructural elements, viz., kitchen-cum-store and kitchen devices, the programme will continue to have to be implemented in close convergence with several other development programmes as detailed below so that all requirements of the Programme are fully met in the shortest possible time frame: -

Sl. No.	Item	Scheme/ Programme under which funds are available
1.	Construction of Kitchen-cum-store.	<p>Ministry of Rural Development</p> <ul style="list-style-type: none"> • Sampurna Grameen Rozgar Yojana (SGRY) in rural areas <p>Ministry of Housing and Urban Poverty Alleviation</p> <ul style="list-style-type: none"> • Basic Services for Urban Poor (BSUP). Integrated Housing • Slum Development Programme, a component of Swarna Jayanti Shastri Rozgar Yojana (SJSRY) for urban areas outside slums. <p>Ministry of Panchayati Raj</p> <ul style="list-style-type: none"> • Backward Region Grant Fund (BRGF) available as untitled funds for 250 districts for gap filling and augmentation <p>Ministry of HRD</p> <ul style="list-style-type: none"> • Sarva Shiksha Abiyan (SSA) for new school construction
2.	Water Supply	<p>Ministry of Rural Development, Department of Drinking Water Supply</p> <p>Accelerated Rural Water Supply Programme (ARWSP)</p> <ul style="list-style-type: none"> • Swajaldhara <p>Ministry of Panchayati Raj</p> <ul style="list-style-type: none"> • Devolution of block grants to Panchayats on the recommendations of the 12th Finance Commission. • Backward Region Grant Fund (BRGF) available as untitled funds for 250 districts for gap filling and augmentation.
3.	Kitchen device	<p>Ministry of Human Resource Development</p> <ul style="list-style-type: none"> • Sarva Shiksha Abhiyan (SSA) for new school construction. <p>Ministry of Human Resource Development Funds available under SSA :-</p> <ul style="list-style-type: none"> • From annual school grant of ₹. 2000/- per annum per school and • ₹ 1000/- per annum for EGS Centres
4.	School Health Programme	<p>Ministry of Health and Family Welfare</p> <ul style="list-style-type: none"> • Necessary intervention, like regular health check-up, supplementation of micro-nutrients, deworming medicines, etc., can be taken up under the National Rural Health Mission.

2.6 Overall Responsibility

The overall responsibility for providing nutritious, cooked mid day meal to every child in classes I - V in all Government Schools, EGS and AIE Centres will lie with the State Governments and Union Territory Administrations. This will include, *inter alia*:

- Ensuring adequate budgetary provisions towards assistance for cooking cost and establishing systems for timely flow of funds towards all components of the programme, namely cooking costs, infrastructure, procurement of kitchen devices, etc.
- Formulating State Norms of expenditure under the different components of the scheme, which will be not less than the minimum contribution prescribed under the scheme, as amended from time to time.
- Formulating safety specifications for construction of kitchen-cum-store.
- Establishing systems for continuous and uninterrupted flow of foodgrains to all eligible schools, EGS/AIE Centres from FCI.
- Ensuring that all logistic and administrative arrangements are made for regular serving of wholesome, cooked mid day meal in every eligible school, EGS/AIE Centre. Similarly, ensuring logistic and administrative arrangements for timely construction of infrastructure and procurement of kitchen devices through funding made available under the scheme and by convergence with other development programmes.
- Formulating guidelines that would promote and facilitate peoples' participation in the programme including criteria for identifying and associating genuine voluntary agencies and civil society organizations.

CHAPTER 3
PROGRAMME MANAGEMENT

A programme of the scale and magnitude of the Mid Day Meal Scheme requires a Management structure which is robust and dynamic. It is imperative that the Management system at various levels is clearly articulated and the roles of the different Agencies involved clearly delineated. The programme requires close cooperation and coordination of the various agencies involved in the implementation of Scheme. NP-NSPE, 2006 envisages putting in place the following Management structures at the National, State, District/ Block and Local levels.

3.1 National level:

(i) National level Steering cum Monitoring Committee: Vide Notification dated 20.12.04 read with Notification dated 31.12.04, the Department of School Education and Literacy has set up a National Level Steering cum Monitoring Committee (NSMC) to oversee the implementation of the programme. The composition of NSMC is given in **Annexure-6**. The NSMC is mandated to:

- (a) Guide the various implementation agencies,
- (b) Monitor programme implementation, assess its impact, and take corrective steps,
- (c) Take action on reports of independent monitoring/evaluation agencies,
- (d) Effect coordination and convergence among concerned departments, agencies (e.g. FCI), and schemes, and
- (e) Mobilize community support and promoting public-private partnership for the programme.

Under NP-NSPE, 2006, the NSMC will also, in addition, be expected to perform the following functions:

- (f) provide policy advice to Central and State Governments, and
- (g) identify voluntary agencies and other appropriate institutions to undertake training, capacity building, monitoring and evaluation and research connected with the programme at the national level.

(ii) Programme Approval Board: Vide Order dated 9.3.06, the Department of School Education and Literacy has also set up a Programme Approval Board under the chairpersonship of Secretary, School Education and Literacy with membership of nutrition experts and representatives, *inter alia*, of the Departments of Women and Child Development, Ministry of Rural Development, Ministry of Panchayat Raj, Planning Commission, Food Corporation of India, etc. The composition of the Programme Approval Board is given in **Annexure-7**. The Programme Approval Board meets at the beginning of each financial year in order to consider and sanction the Annual Work Plan and Budget (AWP&B) submitted by the State Governments and UT Administrations.

(iii) National Mission for Sarva Shiksha Abhivan (SSA):

The General Council and Executive Council of the National Mission for Sarva Shiksha Abhivan (SSA) will, in addition to SSA itself, review, from time to time, Mid Day Meal Scheme also.

3.2 State/UT level:

- (i) States and UT administrations are also required to set up Steering cum Monitoring Committees at the State, District and Block levels to oversee the implementation of the programme which function, *mutatis mutandis*, similar to those spelt out in para 3.1 for the NSMC. Besides, city level SMCs should also be constituted for all cities having a Municipal Corporation. A suggested composition of Steering-cum-Monitoring Committees at various levels is given at **Annexure-8**. A representative of the Department of School Education and Literacy, Government of India, should be invariably invited to meetings of the State/UT level Steering cum Monitoring Committee.
- (ii) Every State Government /UT Administration will designate one of its Departments as the Nodal Department, which will take responsibility for the implementation of the programme. State Governments / UT Administrations may set up Implementation Cell attached to the State Nodal Department to oversee the implementation of the programme by using a part of funds under MME.

3.3 State/ UT-specific Norms of Expenditure:

Taking into account the Central assistance available under NP-NSPE, 2006, every State Government/UT Administration will prescribe and notify its own norms of expenditure on the Scheme, based on which it will allocate funds for the implementation of the programme. The norms, thus notified, will be referred to as "State norms".

The State Norms would spell *out inter alia*, modalities for ensuring regular and uninterrupted provision of nutritious cooked meal. To ensure uninterrupted supply of cooked food in thousands of primary schools and EGS-AIE Centres scattered across the State is a challenging task. State Governments/UT Administrations will have to develop and circulate detailed guidelines taking into account common obstacles which may come in the way of regular supply of cooked mid-day meal, including for example:

- (i) Delay in flow of monetary assistance from the Centre to the States (e.g. due to late or defective Utilisation Certificates or unspent balances). State Governments will have to make adequate provision for the programme (both for centre and state) in their annual budget, in anticipation of actual flow of Central assistance. It must be understood that Central Assistance as per norms given in para is committed, and will get transferred in due course. However, if for any reason, there is some delay in its actual transfer, that must not be allowed to interrupt actual provision of cooked mid-day meal to children.
- (ii) Delay in release of funds sanctioned by the Central Government from the State Finance Department on account of the State's 'ways and means' position. State Nodal Departments will need to ensure that the State Finance Department releases the funds intended for mid day meals expeditiously.
- (iii) Delays on account of hierarchical level-wise releases from State to district to taluk/ block to gram Panchayat to School. Wherever possible States/ UT Administrations may consider electronic transfer of funds from State to Village level through banking channels.
- (iv) Irregular supply of food grains from FCI godown or interruption in their timely transportation to schools. States will need to ensure that FCI gives priority to the mid-day meal programme. States should also ensure that a minimum of one-month buffer stock of foodgrains and cooking costs is available in each school.
- (v) Failure of the local implementation agency to adequately procure and stock up cooking ingredients.
- (vi) Absence of cook for any reason, etc.

3.4 Functions of State Nodal Department:

- (i) The Department of School Education and Literacy, MHRD will convey the district wise allocation of food grains, cooking costs, construction of kitchen-cum-store, cooking-cum-kitchen devices as approved by the MDM-PAB to the State Nodal Department and the FCI. In addition the Department of School Education and Literacy, MHRD will also convey sanctions relating to MME allocations. The State Nodal Department will convey district-wise allocations for the next financial year to all District Nodal Agencies.
- (ii) In States where the function of Primary Education has devolved to Panchayat Raj Institutions, the State Nodal Department will convey the district-wise allocation to the District Panchayats.

The State Nodal Agency will ensure that the District Nodal Agencies have sub-allocated the monthly district allocation to the sub-district level which in turn will further allocate to each school.

3.5 Nodal Responsibility at the District and Block Level:

- (i) Every State Government/UT Administration will designate one nodal officer or agency at the district and block level (e.g. the District Collector, District/ Intermediate Panchayat, etc.) who shall be assigned over-all responsibility of effective implementation of the programme at the district/ block level.
- (ii) In States which have devolved the function of primary education either by legislation or executive order on Panchayats, the Chief Executive Officer of District Panchayats or

the Executive Officer of Block Panchayats will be the Nodal Officer with overall responsibility for effective implementation of the programme at the district level. In such States, the responsibility for implementing the programme within their jurisdiction shall be that of the Panchayats and the Urban Local Bodies concerned which have been assigned the responsibility by the State.

- (iii) The District Nodal Agency will ensure that each school is informed of its monthly allocation of food grains and financial sanctions for construction of kitchen-cum-store, cooking costs, kitchen-cum-cooking devices, etc. It shall also identify the Transportation Agency to transport foodgrains from the nearest FCI godown to school. The transportations could be done once in a month.
- (iv) The district/ taluk nodal agency will also take responsibility for developing indicative menus using locally available and culturally acceptable food items.

3.6 Management at the Local Level:

- (i) In States which have devolved the function of primary education through legislation and/or executive order on Panchayats and Urban Local Bodies, the responsibility of implementation and day to day supervision of the programme shall be assigned to the Gram Panchayat/Municipality. Standing Committees may be constituted by the Gram Panchayats and Municipalities to oversee the implementation of the programmes. Alternatively, already existing Standing Committees, which have been assigned the task of supervising education related issues may be entrusted the task of monitoring, review and taking other necessary steps for the smooth implementation of the scheme. The Gram Panchayat/Municipality may, in turn, assign responsibility of the day-to-day management of the programme at school level to the Village Education Committee/ School Management & Development Committee or Parent-Teacher Association as the case may be.

The VEC/SMDC/PTA shall be responsible for the programme to the Gram Panchayat/Municipality.

(ii) Responsibility for Cooking/Supply of Cooked Mid-Day Meal

As far as possible, responsibility for cooking/supply of cooked midday meal should be assigned to one of the following:-

- (a) Local women's/mothers' Self-Help Group,
 - (b) Local Youth Club affiliated to the Nehru Yuvak Kendras,
 - (c) A voluntary organization fulfilling requirements laid down in para 3.9, and
 - (d) By personnel engaged directly by the VEC/SMDC/PTA/Gram Panchayat/Municipality.
- (iii) In urban areas where a centralized kitchen setup is possible for a cluster of schools, cooking may wherever appropriate, be undertaken in a centralized kitchen and cooked hot meal may then be transported under hygienic conditions through a reliable transport system to various schools. There may be one or more such nodal kitchen(s) in an urban area, depending on the number of clusters which they serve.

3.7 Responsibility of Food Corporation of India (FCI):

It will be the responsibility of the FCI to ensure continuous availability of adequate food grains in its Depots [and in Principal Distribution Centres in the case of North East Region]. It will allow lifting of food grains for any month/quarter upto one month in advance so that supply chain of food grains remains uninterrupted.

For the NP-NSPE, 2006, FCI will issue food grains of best available quality, which will in any case be at least of Fair Average Quality (FAQ). FCI has also appointed a Nodal Officer for each State to take care of various problems in supply of food grains under MDM Programme.

The District Collector/CEO of Zila Panchayat will also ensure that food grains of at least FAQ are issued by FCI after joint inspection by a team consisting of FCI and the nominee of the Collector and/or Chief Executive Officer, District Panchayat, and confirmation by them that the grain conforms to at least FAQ norms.

FCI will keep samples of such food grains supplied by it for future verification and analysis; this will be available in case of any complaints regarding the quality of foodgrains supplied.

3.8 Nodal Agency/Agencies for transportation of food grains :-

Transportation of food grains from nearest FCI depot to each Primary School/EGS-AIE Centre is a major logistical responsibility. State Government will be expected to make arrangements in this regard in the following manner: -

- (i) Wherever appropriate, a single Govt./Semi-Government agency with State wide jurisdiction and network, e.g. State Civil Supplies Corporation, may be designated as the State Nodal Transport Agency. This Agency will be responsible for lifting food grains from FCI godowns- and delivering them to designated authority at the taluk/block level. State Government will also need to make foolproof arrangements to ensure that the food grains are carried from the taluk/block level to each school, etc., in a timely manner.
- (ii) Alternatively, District/Taluks Panchayats may be assigned the responsibility for different districts/ taluks or groups of districts/ taluks in the State.

3.9 Association of Voluntary Organizations in the Programme:

The major groups of activities for which Voluntary Organizations may be associated with the programme are -

- o Supply of cooked mid day meal, and
- o Provision of resource support to the programme, e.g.
 - Training and capacity building,
 - Monitoring and evaluation, and
 - Research._

3.9.1 Assignment of supply responsibilities to Voluntary Organizations:

Identification of voluntary organizations, which are suitable for being assigned supply responsibility under the NP-NSPE, 2006 for a school or group of schools may be done by the City level SMC for Municipal towns and District level SMC for all other areas. Once a voluntary organization is so identified, the decision to actually award supply work to it for a school or a group of schools may be taken by a body empowered in this behalf by the State Government, e.g. the Gram Panchayat, VEC/ SMC/ PTA, Municipal Committee/ Corporation, etc.

The City or District SMC should keep the following aspects in mind while determining suitability of a voluntary organization for supply of cooked mid day meal:

- (i) The voluntary agencies should not discriminate in any manner on the basis of religion, caste and creed, and should not use the programme for propagation of any religious practice.
- (ii) The voluntary agency should be a body that is registered under the Societies Registration Act or the Public Trust Act, and should have been in existence for a minimum period of two years.
- (iii) Commitment to undertake supply responsibility on a no-profit basis.
- (iv) Financial and logistic capacity to supply the mid day meal on the requisite scale.

- (v) Commitment to abide by the parameters of NP-NSPE, 2006 particularly with regard to the prescription of eligible children, nutrition content etc.
- (vi) Willingness to work with PRIs/ Municipal bodies in accordance with relevant guidelines of the State Government.
- (vii) It will furnish to the body assigning the work to it an Annual Report along with audited statement of accounts in terms of all grants received from the State Government, both in cash and kind, duly certified by an approved Chartered Accountant.
- (viii) The voluntary organisation shall not entrust/ sub-contract the programme or divert any part of the assistance (food grains/money) to any other organization/agency.
- (ix) Commitment to return to the State Government any permanent/ semi permanent assets acquired by the Voluntary Organisation from the grants received under the programme, once the voluntary organisation ceases to undertake the supply work.
- (x) All accounts, stock and registers maintained by the voluntary organisation should be open to inspection by officers appointed by the State Government.
- (xi) State Governments may prescribe such other conditions, as they may deem appropriate in addition to the conditions stated above.

3.9.2 Engaging Voluntary Organizations for Resource Support:

The State/ UT level SMC may identify voluntary organizations for providing resource support to NP-NSPE, 2006, in the form of training and capacity building programmes, monitoring and evaluation and research studies. Guidelines for this purpose will follow after consideration in the NSMC.

3.10 Information, Education and Communication (IEC) activities connected with the programme:

Though NP-NSPE, 2006 does not envisage central assistance for IEC activities in connection with the programme, it is important that following messages are communicated to parents of the children in the target group, the community at large, and other persons connected with the programme, so as to derive optimal benefit from it:-

- i) It needs to be explained to parents belonging to weaker sections that **School Mid-Day Meal is meant to be in addition to, and not a substitute for,** meals which parents should in any case provide to children at home, or were so providing prior to introduction of cooked Mid-Day Meal programme.
- ii) Importance of balanced and nutritious meals, and how to provide them economically,
- iii) Safety, health and hygiene aspects,
- iv) Community participation/contribution in, and supervision of the MDM programme, and
- v) Good storage, cooking, serving and eating practices.

State Governments/UT Administrations, Panchayati Raj Institutions (PRIs) and Municipal Bodies will be expected to undertake above IEC activities using their regular budget for publicity as also by mobilizing contributions from media groups, philanthropic organizations and the community.

3.11 Activity Mapping:

It is recommended that States / UT Administration initiate an activity mapping exercise in order to ensure that there is no overlapping of functions and responsibilities. The activity mapping exercise is based on the 'Principle of Subsidiarity', which means '*what can best be done at a particular level should be done at that level alone, and not at higher levels*'. For example, if condiments can be procured at the lowest level, namely the school or the village, its procurement should not be centralized at higher levels of administration.

An activity mapping exercise has been attempted below to guide State Governments and UT Administrations to initiate similar exercises. Activity Mapping, while identifying the levels at which different functions are required to be transacted, will have to be accompanied with delegation appropriate administrative and financial powers to the concerned level.

Broad category of function	Specific activity	Activity Mapping							
		MHRD	State Government	Local self-governments				SMC/V EC	SHG, NGO, NYK youth Group, PTA/MTA
				Panchayati Raj Institutions			Urban Local Bodies		
				District level	Intermediate level	Village level			
Policies/ Norms Standards	National norms	...							
	Standards for nutritional content	...							
	Preparation of State Norms of expenditure		...						
	Formulating hygiene and safety specifications		...						
	Eligibility of Voluntary agencies				
	Indicative menus					
	Design of kitchen cum store					
Planning and Operations	Formulation of AWP&B		...						
	Food-grain: Lifting			...					
	Food-grain: Transportation				
	Other Consumables: Procurement						
	Other consumables: Transportation						
	Fund Release			
	Menu Planning				
	Cooking, serving and ancillary activities				
	Information, Education and Communication activities			

Broad category of function	Specific activity	Activity Mapping							SMC/EC	SHG, NGO, NYK youth Group, PTA/MTA
		MHRD	State Government	Local self-governments			Urban Local Bodies			
				Panchayati Raj Institutions						
				District level	Intermediate level	Village level				
Asset Creation	Construction of Kitchen cum store							
	Procurement of kitchen devices							
Monitoring and Evaluation	Reporting			
	Quality of MDM served/ Social Audit at local level.						
	Programme and Impact Parameters (Annexure 12)		
	Studies						

CHAPTER 4

QUALITY AND SAFETY ASPECTS

The success of the mid day meal programme revolves around the manner in which it is implemented at the school. Safety and hygiene standards must be set and practiced with rigour. Processes should also be set in place to ensure vibrant community involvement so that the mid day meal programme becomes a peoples' programme, which addresses classroom hunger and also contributes to the overall improvement in teaching learning transaction. Given below are some guidelines for prescription of nutritious mid day meal in an economical manner, observance of safety and hygiene specifications as also regarding community support and health interventions.

4.1 **Some suggestions for preparation of nutritious and economical Mid-Day Meal:**

The Mid-Day Meal programme does not merely aim to provide a cooked meal, but one satisfying prescribed nutritional norms. At the same time, this has to be done within certain cost norms. Following are some suggestions which would help in achieving the twin-objectives:-

- Foodgrains must be stored in a place away from moisture, in air tight containers/bins to avoid infestation.
- Use whole wheat or broken wheat (dalia) for preparing mid-day meals.
- Rice should preferably be parboiled or unpolished.
- '**Single Dish Meals**' using broken wheat or rice and incorporating some amount of a pulse or soyabean, a seasonal vegetable/green leafy vegetable, and some amount of edible oil will save both time and fuel besides being nutritious. Broken wheat pulao, leafy khicheri, upma, dal-vegetable bhaat are some examples of single dish meals.
- Cereal pulse combination is necessary to have good quality protein. The cereal pulse ratio could range from 3:1 to 5:1.
- Sprouted pulses have more nutrients and should be incorporated in single dish meals.
- Leafy vegetables when added to any preparation should be thoroughly washed before cutting and should not be subjected to washing after cutting.
- Soaking of rice, dal, bengal gram etc. reduces cooking time. Wash the grains thoroughly and soak in just sufficient amount of water required for cooking.
- Rice water if left after cooking should be mixed with dal if these are cooked separately and should never be thrown away.
- Fermentation improves nutritive value. Preparation of idli, dosa, dhokla etc. may be encouraged.
- Cooking must be done with the lid on to avoid loss of nutrients.
- Over cooking should be avoided.
- Reheating of oil used for frying is harmful and should be avoided.
- Yearly tops of carrots, radish, turnips etc., should not be thrown but utilized in preparing mid day meals.
- "**Only iodised salt**" should be used for cooking mid-day meals.

4.2 **Safety And Hygiene Specifications:**

Special attention must be paid to the following:

- (i) Kitchen-cum-store is a vital part of the mid day meal scheme. Absence of kitchen-cum-store or inadequate facilities would expose children to food poisoning and other health hazards as well as fire accidents. Kitchen-cum-

stores should be separate from classrooms, preferably located at a safe, but accessible distance. They should be well ventilated and designed so that there is a separate storage facility with locks to check pilferage. On no account should kitchen-cum-stores have thatched roofs or other inflammables, like straw, bamboo and synthetic material. A prototype design of kitchen-cum-store for a school with a student strength of about 150, is given in **Annexure-9**.

- (ii) Smokeless chulhas should be used to the extent possible.
- (iii) Fuel (kerosene/fuel wood/charcoal/LPG) should be stored safely, so that there is no fire hazard.
- (iv) To the extent possible firewood should not be used in the interest of environmental protection.
- (v) If kerosene/gas is used for cooking, the cooking staff/agency should be specifically trained in safe handling of stoves, gas cylinders, etc.
- (vi) All cooks, helpers and other functionaries should also be trained in hygienic habits, for example, regular cutting of nails, washing hands and feet with soap before commencement of cooking/serving, etc.
- (vii) Kitchen-cum-storage shed must always be kept clean. There should be a raised platform for cooking, adequate light, proper ventilation and arrangement for drainage and waste disposal;
- (viii) Ingredients used for cooking, food grains, pulses, vegetables, cooking oil and condiments, should be free from adulteration and pest infestation, and should be used only after proper cleaning and washing;
- (ix) Ingredients should be stored in proper containers, which should protect them from moisture, pests, etc.
- (x) Cooking and serving utensils should be properly cleaned and dried every day after use.

4.3 Mid Day Meal not to adversely affect teaching-learning:

There persists a widely held belief that provision of cooked meals disrupts class room processes: that teachers spend too much time in supervising the cooking operations to the detriment of academic timetables. This has resulted in a general lack of enthusiasm for the programme in some States. Under NP-NSPE States and UT Administrations can make payment of salary of cooks and helpers from the central assistance provided towards cooking costs. Teachers should, therefore, under no circumstances be assigned responsibilities that will impede or interfere with teaching learning. Teachers should, however, be involved in ensuring that (a) good quality, wholesome food is served to children, and (b) the actual serving and eating is undertaken in a spirit of togetherness, under hygienic conditions, and in an orderly manner so that the entire process is completed in 30-40 minutes. It should however, be ensured that the food prepared is tasted by 2 - 3 adults including at least one teacher before it is served to children.

4.4 Community Support:

School managements should also be encouraged to draw on the support of the community. Gram Panchayats and Village Education Committees may be approached for arranging community members to regularly, on a rotation basis, help the school management in ensuring efficient cooking, serving and cleaning operations. The involvement of teachers and community members in ensuring that children eat together in a spirit of camaraderie and develop sensitivity to their peers with different abilities, by offering them precedence, and instilling values of equality and cooperation would be very valuable support to the implementation of the programme. Support of the community members, including mothers groups, could also be solicited to ensure that children wash their hands with soap before eating, use clean plates and glasses, avoid littering and wastage of food, and clean their plates, rinse their hands and mouth after eating. Advisories issued by Central Government on mobilization of mothers in connection with the programme may be seen at **Annexure-10**.

MDM Scheme also offers wide opportunity of self-employment to poor women who could constitute self-help groups. Such groups can take the responsibility of cooking and serving mid day meal with the overall assistance of the local level implementing agency. Mid Day Meal Scheme can provide the groups the scope for income generating activities such as growing & supplying vegetables, preparing condiments, etc., Mid Day Meal Scheme could also provide opportunity for involvement of SHGs in the management of the programme, thus ensuring that teaching-learning processes in the classroom are not affected, while SHGs take responsibility for regular procurement, cooking and distribution. In the selection priority should be given to SHGs with membership of poor women, and whose children are participating in the MDM programme.

School managements may also be encouraged to seek local support for driving out varied, but wholesome and nutritious menus.

School Managements should maintain a roster of community members who will be involved in the programme. Community members should be encouraged to their observations on the implementation of the scheme and the School Management should make available a register for regular recording of such observations.

4.5 Other Health Interventions:

NP-NSPE, 2006 should also be complemented with appropriate interventions relating to micronutrient supplementation and de-worming, through administration of (a) six monthly dose for de-worming and Vitamin-A supplementation, (b) weekly Iron and Folic-Acid supplement, Zinc and (c) other appropriate supplementation depending on common deficiencies found in the local area. It may be noted that only iodized/double fortified (iron and iodine) salt should be used for cooking. State Governments are expected to issue detailed guidelines in this behalf.

Technical advice and doses for the above may be obtained by Schools from the nearest Primary Health Centre/Government Hospital, and may be funded from appropriate schemes of the Health Department, or the School Health Programme of the State Government - unless a State Government is able to provide funds for this from its own resources under the Mid-Day Meal Programme itself.

CHAPTER 5
ANNUAL WORK PLAN AND BUDGET
AND FLOW OF CENTRAL ASSISTANCE

5.1 Actual Work Plan and Budget

- (1) Mid Day Meal Scheme assigns importance to the preparation of Annual Work Plan & Budget (AWP&B) by States/UT Administrations based on information maintained at school level and aggregated in Block, District and State level. It envisages a bottom-up approach, rather than a top-down approach to planning. It is necessary that there is documentation of the process of plan preparation to ensure that they have been prepared at the School level through participatory planning processes. The framework for preparation of the Annual Work Plan & Budget is appended at ***Annexure-11***.
- (2) The AWP&B framework is designed to provide a comprehensive picture of present scenario in the State as far as implementation of MDMS is concerned. It contains details of Management Structure, Implementation processes, Monitoring systems, sociological break up of target groups infrastructure position, findings of evaluation studies, strategies to tackle problems, community participation, best practices and new initiatives etc.,
- (3) State governments and UT Administrations will prepare a comprehensive AWP&B, *inter alia*, with detailed district-wise information on the following:-
 - (i) Anticipated number of working days for schools, EGS and AIE Centers, *i.e.* total number of school days minus vacations and other holidays.
 - (ii) District-wise information on the average number of children who have availed of MDM in the previous year based on school level attendance register maintained for MDM and aggregated for the block, district and state level.
 - (iii) District-wise information on enrolment in classes I - V and number of children who are estimated to avail of MDM in the current year.
 - (iv) District wise details of lifting and utilization of food grains allocated in the previous year.
 - (v) District wise details of allocation and utilization of Central Assistance towards cooking cost in the previous year.
 - (vi) District-wise requirement of food grains and central assistance towards cooking costs for the current year.
 - (vii) District-wise details for construction of kitchen-cum-store.
 - (viii) District-wise details of cooking devices (Gas conversion).
 - (ix) District-wise details of cooking devices (Utensils for cooking and serving).
 - (x) Statement of Expenditure in respect of funds released under MME during previous year.
 - (xi) Proposal for utilization of funds under MME with a detailed Action Plan for current year.

(xii) Statement of Expenditure in respect of Transport subsidy received during the previous year.

(4) Assistance for Mid-Day Meal in Summer Vacations in Drought-Affected Areas:

- (i) Central Assistance will also be given for a mid-day meal in primary schools during summer vacations in areas which are formally notified by the State Government as 'drought-affected', in accordance with its established procedure and guidelines of Government of India, if any.
- (ii) Since the notification is valid for a period of one year, the State Government may submit their Action Plan in the framework of Annual Work Plan & Budget itself.
- (iii) In case notification declaring an area as 'drought-affected' is issued at a time when summer vacation has already commenced or is about to commence, State Govt. should provide mid-day meal in primary schools located in such areas in anticipation of release of Central assistance.

Food grains for implementing the programme in summer vacation should be drawn against the concerned district's annual allocation, which will be suitably augmented by the Ministry in due course to cover the resultant additional requirement of food grains for the year.

- (5) In States where the function of Education has been transferred to Panchayat Raj Institutions, the school plans will be consolidated at the Gram Panchayat, Taluk Panchayat and Zilla Panchayat level.
- (6) The AWP&B presented by the State Governments and UT Administrations will be placed before the Programme Approval Board. Approval will be contingent on the budgetary commitments made by the concerned State Governments and UT Administrations for the State's contribution towards cooking cost. Based on the deliberations and approval accorded by the MDM-PAB, Central Assistance for the following would be sanctioned/ released:
 - (i) District wise allocation of quantity of food grains
 - (ii) District wise allocation of cooking assistance
 - (iii) Transport subsidy (based on quantity of food grains allotted to State/UT Administration as a whole)
 - (iv) Funds for Management, Monitoring and Evaluation. (1.8% of item [i] to [iii] above for State/UT Administration as a whole)
 - (v) District wise allocation for Construction of Kitchen-cum-stores
 - (vi) District wise allocation for provision of kitchen devices.
- (7) It will be mandatory for the State Governments and UT Administrations to ensure that their budgetary allocation for MDM Programme (Plan & Non-Plan) is not reduced below the level of BE 2005-06. While seeking Central Assistance States and UTs will be required to give an undertaking that they have not actually reduced their own budgetary allocation for MDM Programme in any year below the level of BE 2005-06.
- (8) It will also be mandatory for State Governments and UT Administrations to ensure that the money saved as a result of enhanced Central assistance is not diverted to purposes other than mid-day meal. Savings, if any, shall be utilized in the following order of preference:
 - (i) To provide essential micronutrients and de-worming medicines, and for periodic health check-up.

- (ii) To provide mid-day meal of a quality better than had been the case so far;
- (iii) To improve infrastructure in Primary Schools required for Mid-Day Meal (e.g. Kitchen-cum-Store, Drinking Water facilities, Smokeless Chulha/ Gas-based cooking, etc.),
- (iv) To improve supervision, monitoring and evaluation.

(9) The following schedule of activities is proposed for timely and efficient release of funds:

Sl. No.	Activity	Time Schedule
1	State Government/ UT Administration to forward AWP&B to Department of School Education and Literacy, MHRD	January/ February each year
2	AWP&B appraisal by Department of School Education and Literacy, MHRD	As received in January/ February each year
3	Placing AWP&B in PAB	March/April each year
4	Issue of sanctions indicating food-grains allocations and other components of Central Assistance	April each year
5	Release of 1 st installment subject to unspent balances available with the State Government/ UT Administration not exceeding 20% of the previous year's releases.	April/ May each year
6	Release of 2 nd installment based on progress of expenditure incurred out of the first installment released.	September/October each year

(Note: Unspent balance should be worked out after considering balance of stock and cash at all levels i.e. State, District, Block and School)

5.2 Reimbursement to FCI

The information on quantity of foodgrains supplied contained in the bills submitted by the FCI to the MHRD would be forwarded to the State Nodal Department for verification before reimbursements are made. The State Nodal Departments must certify that the figures of quantity of foodgrains submitted by FCI are correct. State Nodal Departments are also required to furnish monthly district-wise information on the lifting of foodgrains in **Form 1** by the 15th of each ensuing month. State Nodal Departments must ensure that there is no discrepancy in the bills submitted by FCI and the monthly district-wise information on the lifting of food-grains furnished in Form 1 in the interest of efficient settlement of FCI's reimbursement claims.

5.3 Release of Transport Subsidy

Reimbursement of Transport subsidy will be made on the basis of the information furnished in **Form 2**. viz., Quarterly Claim for Transport Subsidy. The Quarterly Claim for Transport subsidy must be furnished by the 15th of the month following the Quarter. MHRD will release transport subsidy to the State Nodal Transport Agency / concerned directly, under intimation to the State Nodal Department.

Transport subsidy for the extra food grains consumed on account of providing mid-day meal during summer vacation will be claimed in the same manner.

5.4 Periodic Returns

The State Nodal Department will furnish progress reports on the Scheme to the Ministry of HRD, as per following details: -

Sl. No.	Title of Return	Due date for receipt in the Ministry	Form
1.	Monthly Report on Off-take of Food grains	15 th of the following month	Form-1
2.	Quarterly claim towards transport subsidy	15th of the month following the Quarter	Form-2
3.	Quarterly Progress Report (QPR) end of the Quarter	Within one month from the end of the Quarter	Form-3

It may be noted that the proforma for the QPR includes, *inter alia*, information regarding coverage of children, progress of provision of infrastructure, and unspent balance of Central assistance at the end of the quarter. Failure to furnish information about unspent balance will affect further release of Central assistance.

5.5 Utilization Certificate

Utilization Certificates (UCs) in respect of Central assistance provided by way of (a) free food grains, (b) foodgrains in drought-affected areas during summer vacations, will be expected to be provided by the State Nodal Department to the MHRD for each financial year as on 31st March of the previous year in respect of the food grains lifted. This Utilisation Certificate will be required to be furnished by the 30th of June in **Form-4** of the following financial year.

CHAPTER 6

MONITORING AND EVALUATION

6.1 Management Information System:

- (i) Under NP-NSPE, 2004, maintenance of Accounts and generation of Reports was generally being done manually, which is time consuming, error-prone and labour-intensive. It is difficult to generate analytical reports using such manual systems. Hence, urgent need of the hour is a sound system of accounting procedure and reporting as well as a computer based MIS for MDMS, which is robust and reliable. The Department of School Education and Literacy is in the process of developing a Web enabled MIS that would ensure:
- (a) Effective and de-centralized planning process based on relevant and useful data
 - (b) Smooth and timely flow of food grains and cooking assistance
 - (c) Prompt information about food grain / fund utilization
 - (d) Better Inventory control
 - (e) Timely and automatic report generation
 - (f) Transparency & wider dissemination of information on implementation of MDMS.
- (ii) In the interim, States may proceed with processes for:
- Review of their present accounting procedures & practices and reporting systems after carrying out the exercise of business re-engineering, if necessary, with a view to evolve a simple but effective system to ensure timely delivery.
 - Evolve comprehensive and easy-to-follow formats to maintain daily attendance register recording children availing MDM, stock books for food grains & other cooking items, cash book for cooking cost etc., at school level and consolidate this information at Block and District levels.
 - Identify and specify personnel to maintain the above documents with a view to ensure responsibility and accountability. Establish MIS cell with computers with Internet facility and position MIS co-coordinators/data entry operators to maintain accounts and generate reports at district level.
 - Co-ordinate with District NIC center for the purpose of building up of e-net work for effective monitoring of implementation of MDM Scheme.

6.2 Regular Monitoring of Programme Implementation and its Impact:

The Mid-Day Meal Programme would need to be monitored to assess: -

- (i) Programme parameters, namely the manner in which the programme is being implemented in terms of all children regularly getting a meal of satisfactory quality, and

- (ii) Impact parameters, namely the effect, if any, on improving children's nutritional status, regularity of attendance, and retention in and completion of Primary Education.

Monitoring of programme and impact parameters may be seen in **Annexure-12**.

Further guidelines and modalities in regard to the above should be developed by State Government/State-level SMCs. State Government will be expected to fix monthly targets for inspection of mid-day meal served in Schools/EGS-AIE Centres in respect of officers of District, Sub-Divisional, Tehsil/Taluka, block and other suitable levels belonging to Departments, including Rural Development/Urban Administration, School Education, Women & Child Development, Health & Family Welfare, Food & Civil Supplies, etc. On an average 25% of the Primary Schools and EGS/AIE Centres should be visited in every quarter, and all Primary Schools and EGS/AIE Centres should be visited at least once every year.

States may evolve suitable formats for Questionnaire (Data capture form) to be filled by the Officials during field visits. It should be simple and able to capture all vital parameters required for effective monitoring of implementation of programme in field level. As far as possible, field visits should be unannounced. Field visits should not be superficial ones. It should be used for critical observation and interviewing broad range of individuals. Data capture forms should have provisions to obtain feed-back from Head Master/cooks/organizers/children who take mid day meals and their parents/children from disadvantaged sections/community leaders/PRIs etc., Inspection reports are very important part of monitoring documentation and they should be analyzed in depth and linked with previous reports on the same centers. Findings of the reports should be documented and reported in SMC meetings of all levels. Suitable remedial /corrective measures should be initiated without any delay. School authorities may provide necessary facilities to the stake-holder parents/general public who approach school on any such field visits and make available such materials/documents for their perusal without disturbing teaching or cooking/serving MDM.

A list of institutions currently undertaking monitoring of Sarva Shiksha Abhiyan, which have also been entrusted the task of monitoring MDM Scheme, is given at **Annexure-13**. The services of the same institutions may be utilized for undertaking evaluation of MDM Programme.

6.3 Display of Information under Right to Information Act:

At the school level, the following information should be displayed on a weekly/monthly basis as *suo moto* information under the Right to Information Act.

- i. Quantity of food grains received, date of receipt.
- ii. Quantity of food grains utilized
- iii. Other ingredients purchased, utilized
- iv. Number of children given mid day meal.
- v. Daily Menu
- vi. Roster of Community Members involved in the programme.

In addition to above, the States and UTs shall also develop dedicated mechanism for public grievance redressal, which should be widely publicized and made easily accessible (like toll free call facility etc.).

6.4 Management Monitoring & Evaluation (MME):

As stated earlier in the guidelines, 2% of cost of food grains, transportation cost and cooking cost is available for Management, Monitoring and Evaluation. This amount will be allocated to Central Government and States/UTs in the following proportion: -

- (i) Central Government - 0.2%
- (ii) States/UTs - 1.8%

The items of expenditure from funds allocated under MME each year are listed below:

Sl. No.	Items / Services on which expenditure may be incurred	Ceiling as % of total MME funds sanctioned
1.	Central/Government	
	(i) External Monitoring & Evaluation (ii) Management & Internal Monitoring	
	a. Staff salaries b. Transport and Contingencies expenses, c. Furniture, Computer hardware and consumables d. Other incidental expenses (including meetings of NSMC)	--
2.	State/UT:	
	I. School Level Expenses:	
	i) Forms & Stationery ii) Weighing Machine & Height Recorder iii) Replacement / repair / maintenance of cooking devices, utensils, weighing machine, etc.	50%
	II. Management, Supervision, Training and Internal/ External Monitoring and Evaluation	
	i) Staff Salary including salaries for MIS coordinators and data entry operators ii) Transport and Contingencies iii) Other Incidental expenses (incl. work related to State, District & Block-level SMCs) iv) Furniture, Computer hardware and consumables, and other incidental expenses v) Capacity building and training of staff involved in MDM vi) Preparation of relevant manuals for training and capacity building.	35%
	III. External Monitoring & Evaluation	15%

The allocation to States and UTs for MME component is contingent upon submission of detailed and separate Annual Work Plan to be submitted along with the Annual Work Plan & Budget each year.

States will be expected to conduct at least one evaluation study through an external agency utilizing the funds released under MME.