

GOVERNMENT OF ORISSA
WOMEN & CHILD DEV. DEPARTMENT

No.7214/SWCD
File No-VI-ICDS-III-79/2001
08 October 2001

From:

Ms. Madhur Sarangi
Secretary

To:

All Collectors

*Sub: Lifting and distribution of Foodgrains under
the Mid-Day Meal (MDM) Programme*

Sir/Madam,

The foodgrain stock received free of cost from the Govt. of India, under the Mid-Day Meal Programme is being presently lifted by the District Collectors from the FCI Godowns/Depots by authorizing the Civil Supplies Officer. The lifting of foodgrains under the Programme has been far from satisfactory. The present arrangement for lifting the foodgrains under MDM was revised at the State level wherein it was found that entrusting the Civil Supplies Officer who is burdened with a host of other Programmes, also with foodgrain lifting for the MDM Programme is resulting in this very important work not getting the attention it deserves. Besides, this is also diluting the responsibility of the District Social Welfare Officer (D.S.W.O.) who is in charge of implementation of the Programme.

Govt. have therefore decided that in each district the D.S.W.O. will be made responsible for lifting of the foodgrain from the F.C.I. as well as its utilization. The following guidelines should accordingly be adhered to

164 hereafter in lifting and distribution of the foodgrains under the Mid-Day Meal Programme in each district:

(i) The DSWO in each District will be responsible for lifting the foodgrains under the Mid-Day Meal Programme. He will be the Authorized Officer of the Collector for lifting of foodgrains under the MDM Programme.

ii) The Lifting Officer of the FS & CW Deptt. deployed at the FCI Godown/ Depot would be responsible for quality testing / checking of the foodgrains at the foodgrain issue point before the stocks leave the FCI Depots.

iii) The Storage and Transport Agent appointed in each District for the W&CD Deptt's programmes would be engaged by the D.S.W.O. for transporting the foodgrains received from the FCI Depots for reaching it to all the Blocks on the same day. **There will be no storage of the foodgrains in a transit godown at this point and the foodgrains shall be carried to the various Blocks immediately.**

iv) Upon reaching the Block, the rice shall be stored in the Block godowns only and the Transport Agents of the Blocks will then transport these stocks to each School point.

v) A Route Chart for transporting the rice to all the schools within each Block area should be drawn by the Block so that transportation is economical, efficient and the least time-consuming.. This operation of reaching the rice to all School points in each Block should take not more than 2-3 days. Foodgrains should not be allowed to remain in the Block godowns for more than 3 days.

vi) At the school point, the foodgrains would be received by the Headmaster or the Teacher in charge of the MDM Programme. The foodgrains shall be stored in the School and the Headmaster/ Teacher in

charge shall be responsible for their safe and hygienic storage and proper utilization till stocks are exhausted.

vii) The Headmaster/Teacher incharge will sign an 'acknowledgement receipt' (to be handed over by the transport agent) in token of having received the foodgrains. The transport agent will collect such acknowledgement receipts from each school where the rice has been delivered and produce the receipts from all the schools before the BDO on expiry of the 3-day period after which alone he will be paid the transportation charges due to him.

viii) After the 3-day period, the CDPO and SEO at each Block will visit all the schools in the Block-according to a properly planned out programme distributing the schools among themselves – and submit a report to the BDO regarding delivery of the foodgrains to each school point.

ix) After the foodgrains have been transported to all school points and the acknowledgement receipts received, the SEO of the Block will submit a report through the BDO to the Sub-Collector, who in turn will send the report to the DSWO about all the schools having received the foodgrains.

x) The DSWO will be responsible for compiling a report for the whole district on the quantum of lifting and distribution of the foodgrains for each month and submitting it to the Collector by the 10th of the month without fail.

xi) Collectors shall submit a report to the W&CD Department in respect of the lifting and distribution of the foodgrains on the basis of the DSWO's report by the 15th of each month.

xii) The DSWOs will lift the monthly quota of the foodgrain within the first week of each month without fail. The Utilization Certificate for the whole district (with Block-wise figures) shall be compiled by the

62
DSWO and submitted to the FCI Depot, by the 25th day of the succeeding month for the stock adjustment to be made by the FCI. For example, the stock for the month of November shall be lifted in the 1st week of November and the UC for this stock shall be submitted by the 25th of December. The FCI District Managers have been issued instructions to this effect by the Regional Office, Bhubaneswar.

Whenever necessary, the DSWO will seek the advice and assistance of the Civil Supplies Officer-cum-District Manager, State Civil Supplies Corporation. These guidelines are issued in consultation with the Food Supplies and Consumer Welfare Deptt.

The above guidelines should be meticulously followed in the lifting and distribution of foodgrains under the MDM Programme in every district.

Receipt of this letter may please be acknowledged.

Yours faithfully,

M. Sarangi
Secretary 08.10.00

Memo No-7215 SWCD/ Dt 8.10.2001

Copy to all DSWOs for information and necessary action

M. Sarangi
Secretary 08.10.00

Memo No-7216 SWCD/ Dt 8.10.2001

Copy to the Senior Regional Manager, FCI, Regional Office, Bhubaneswar for information and necessary action.

M. Sarangi
Secretary 08.10.01

Memo No-7217 SWCD/ Dt 8.10.2001

Copy to Secretary, FS & CW Deptt. for information and necessary action.

M. Sarangi
Secretary 08.10.01

e/c

GOVERNMENT OF ORISSA
WOMEN & CHILD DEVELOPMENT DEPARTMENT

No. VI-ICDS-III-69/04-286/SWCD.,

Date : 27.07.2005

From

Dr. S.B. agnihotri, I.A.S.
Commissioner-cum-Secretary to Govt.

To,

All Collectors.

Sub : Enhanced quality of food grain and overall implementation under MDM Scheme
Availing Central assistance.

Ref : i) Letter No. 152/SWCD., dt. 16.08.04
ii) Letter No. 188/SWCD., dt. 25.09.04
iii) D.O. No. 30/SWCD., dt. 18.01.05
iv) D.O. No. 39(30)/SWCD., dt. 25.01.05

Sir,

Central Government Assistance @ Rs. 1.00 per child per school day to meet the cooking cost has become available for MDM scheme w.e.f. 01.09.04 in accordance with the revised guidelines under National Programme of Nutritional Support to Primary education, 2004 (MDM Scheme). The revised guidelines stipulates that a cooked Mid day Meal will be provided to all children studying in Class-I-V in Govt., Local Body, Govt. aided School and EGS & AIE Centers. It further stipulates that the cost of cooking will mainly include the following:

- i) Cost of other ingredients e.g. pulses, vegetables, cooking oil and condiments.
- ii) Cost of fuel, and
- iii) Wages/remuneration payable to personnel, or amount payable to Agency (e.g. SHG, VEC/SMDC), responsible for cooking.

Government in W&CD Deptt. have decided to entrust the management of MDM to Women's SHGs as Programme Implementing Agency (PIA). Besides, PIA can include (i) a NGO running the EGS Center or a school or (ii) in urban areas a NGO working in a given area or the institutions supported by W&CD Deptt. or (iii) a willing 'Mother's Committee' (iv) or in the last resort, VEC (Village Education Committee) / SMDC (School Management-Cum-Development Committee). The teachers of the concerned schools should only be required to over-see the orderly conduct of MDM distribution and cleanliness in the Programme. They should not be involved in the Programme beyond this step.

Further, Govt. have been pleased to revise the cost of provision, fuel & stationery substantially upwards. The break up of Rs. 1.58 paise per child per school day is given below :

1	Supervision charges per child	Rs. 0.40
2	Dal	Rs. 0.50
3	Vegetables (including onion)	Rs. 0.26
4	Salt	Rs. 0.02
5	Condiments (including turmeric)	Rs. 0.04
6	Oil (1, gm)	Rs. 0.06
7	Fuel & stationery	Rs. 0.20
8	T.C.	Rs. 0.10
	Total	Rs. 1.58 Paise

The important point to note here is that the PIA will get Rs. 0.40 Paise per child per school day. The supervision charges will include honorarium of cooks and helpers. The currently deployed cooks and helpers have to be retained by the PIA and they have to be paid Rs. 200/- P.M. per cook and Rs. 100/- P.M. per helper in Govt. / Local Body and Govt. aided schools and @ Rs. 200/- P.M. for cook-cum-helper in EGS Centers at the minimum. The concerned PIA is free to give enhanced honorarium to the cook / helper out of the supervision charges received by them. The detailed guidelines on the role and responsibilities of the PIA in a model MOU to be signed between the PIA and DSWO or his / her representative is enclosed in Annexure-I. One important feature of this is that the PIA must furnish security deposit, equivalent to funds required for implementing MDM in the given area for one month, with the concerned B.D.O. The methodology on selection of WSHG as PIA is enclosed herewith in Annexure-II.

NGOs particularly in Urban Areas will be given opportunity to participate in this Programme by opening their own kitchen centre for a single / cluster of schools, prepare food in the common kitchen and distribute the same to the school. They should be allowed to act as the Programme Implementing Agency subject to the same condition stipulated in the model MOU in Annexure-I. Where a NGO prescribed above is not available, any local NGO can be entrusted with the management of the MID-Day Meal, particularly if they are able to bring additional resources by way of grants / public donations. In urban areas, if any of the above options failed, the current arrangement will be continued with a stipulation that the supervision charges will be payable to the school as contingency and this money will not be deposited in the Treasury, nor will be used for the purposes other than Mid-Day Meal. The Head Master of the concerned school will be the Controlling Authority of this contingency. However, the district administration will meticulously persuade a suitable Programme Implementing Agency to take up the MDM Programme in such schools at the earliest possible opportunity to free the teachers from the burden of involving themselves in the routine management of MDM.

As far as supply of dal is concerned, this will be done at the district level on the same line as being done for the Supplementary Nutrition Programme (SNP).

As regards other items, these will be purchased through limited tenders among WSHGs. However, any local SHGs which is able to match the rate and quality, will have the first preference to supply the items to the concerned schools.

Besides, the supply of vegetables should also be done by inviting limited quotation among SHGs known to be involved in vegetable cultivation / vegetable vending for at least one year on the 1st January of the concerned calendar year. A 10-month calendar for supply of different seasonal vegetables should be worked out and the SHGs would be required to supply the vegetables as per the stipulated financial provision.

As regards attendance, the Programme Implementing Agency will be required to take the attendance as per the statement at Annexure-A and they have to take the signature of the teacher every day on the attendance register.

As regards inspection, B.D.O.s should be instructed to direct all Extension Officers to inspect at least 2 schools every month. Besides, all ICDS Supervisors and statistical Assistants will be required to inspect at least 5 schools every month. A calendar of the inspection should be done, so as to ensure even coverage of the inspection.

Wherever, the Implementing Agency is found to have over reported, the number of children repeatedly, suitable fine can be imposed on them (as incorporated in the model MOU).

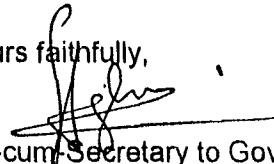
A limited system of parents feed back through post card will be introduced. The PIA will be required to provide 5 post cards to 5 mothers at random every month. The mothers will be giving their feed back directly to the BDO. The cost of such post cards will be met out of the supervision charges.

The Mid-Day Meal Programme should also be utilized for appropriate intervention relating to Micro Nutrient Supplementation and De-worming with the assistance of the Health & Family welfare Deptt. The following tablets will be given to the children along with the meal to increase the nutrition level of the children.

- a) De-worming tablets – 400 mg. One tablet to each child once in six months i.e. two tablets in a year.
- b) The other appropriate supplementation depending on common deficiency found in the local area as per technical advice and dosage obtained by schools from the nearest Primary Health Centers / Govt. Hospital.

The arrangements communicated by this letter shall come into immediate effect. The instructions communicated vide D.O. No. 30 / SWCD., dt. 18.01.05 in the matter of operation of the MDM Scheme in the EGS Centers stands superceded.

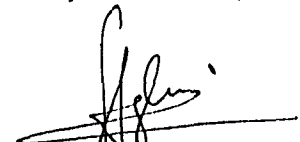
Yours faithfully,


Commissioner-cum-Secretary to Govt.

Memo No. 287 / SWCD.

Date : 27.07.2005

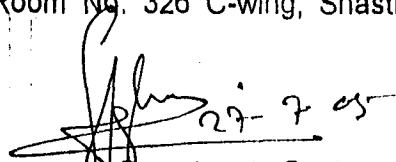
Copy to Commissioner-cum-Secy. to Govt. / S&ME Deptt./ Commissioner-cum-Secy. to P.R. Deptt./ Commissioner-cum-Secy. to R.D. Deptt./ Commissioner-cum-Secy. to Health & FW Deptt./Commissioner-cum-Secy. to F.S. & CW Deptt./Commissioner-cum-Secy. to ST & SC Development Deptt./Director, Elementary Education / Project Director, OPEPA for information and necessary action.


Commissioner-cum-Secretary to Govt.

Memo No. 288 / SWCD.

Date : 27.07.2005

Copy forwarded to Sri P.K.Mohanty, Deputy Educational Advisor (MDM), Ministry of HRD, Deptt. of Elementary Education and Literacy, Gol, Room No. 326 C-wing, Shastri Bhawan, New Delhi for information.


Commissioner-cum-Secretary to Govt.

**MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN
IMPLEMENTING AGENCY
AND
DISTRICT SOCIAL WELFARE OFFICER ACTING
ON BEHALF OF THE GOVT. OF ORISSA, OR
HIS/HER AUTHORISED REPRESENTATIVES.**

Management support for operating Mid-Day cooked Meal scheme in _____ area in the district of Orissa.

Whereas the Government of Orissa have decided to provide Mid-Day Cooked Meal for children studying in Class-I-V in Government, Government-aided/Urban Local Body & EGS Schools run by NGOs in the State and the programme will be implemented through a Programme Implementing Agency (PIA), Which includes women self-Help Group (WSHG), a NGO running EGS Centre or a school or a NGO working in an area (particularly Urban) or a willing mother's committee, or, in the last resort, VEC/SMDC. And Whereas the Programme Implementing Agency (PIA) has agreed to operate the Mid-Day Cooked Meal Programme of the area on the terms and conditions herein-after appearing. Now these present witness, and the parties hereto hereby agreed as follows :-

- i) That this MOU shall commence from _____ 2005 and shall remain in force until further orders from Government unless otherwise extended on such terms and conditions, as may be mutually agreed upon.
- ii) That the Agreement shall work under the administrative control of the District Social Welfare Officer, or any other officer authorized in this behalf by the Collector of the district (hereinafter called 'the concerned authority') and the collector shall hereinafter called as the 'Appropriate Authority'.
- iii) The Programme Implementing Agency shall be responsible to render the following services :-
 - a) Receiving food articles from prescribed sources and storing them.
 - b) Receiving spices, oil, pulses, vegetables etc. and entering details in the stock register.
 - c) Keeping the classwise daily attendance in the prescribed form Annexure-A from the school teacher and deciding the number of beneficiaries on that day. If it is a centralized kitchen, taking the daily attendance of the children from the school Head Masters, Giving the food articles to cooks depending upon the number of beneficiaries.
 - d) Maintenance of utensils and other articles.
 - e) Preparation of clean and tasty food and ensuring its quality.
 - f) Distributing the prepared food to the beneficiaries with the help of the teachers of the school.
 - g) See that the food articles or the prepared food is not spoilt or misused.
 - h) Keeping the kitchen and surroundings and the place where children eat, clean.
 - i) Maintaining the stock of food items, accounts of expenditure.
 - j) Coordinating the function of the cooking staff and supervising their work. Using cooking gas economically wherever provided and maintains cleanliness, safety and economy.
 - k) Behaving and making the other staff also behave co-cordially with the children, teachers, parents and others concerned with the programme.
 - l) Properly distributing the work to cook, cook-cum-helper and helper and supervising the work.

- m) Maintaining all registers and files connected with the programme as may be prescribed.
 - n) Furnishing necessary information during the inspection by higher officers.
 - p) Retaining the existing cook and helper. For deploying new cooks / helpers, the guidelines given in the directives of the Hon'ble Supreme Court in WP(C) 196/2001 will have to be followed "on any appointment of cooks, and helpers, preference shall be given to Dalits, Scheduled Castes & scheduled Tribes".
- iv) For the services rendered by the Programme Implementing Agency under this MOU, they will be provided with the requisite funds, as may be decided by the State Government which may be deposited in a Bank Account. The Agency shall submit necessary utilization certificate to the district Social Welfare Officer through the Officer (s) authorized in this behalf at the Block or ULB level.
- a) The cost of the food stuff or other materials damaged due to negligence of the Agent will be deducted from his monthly bills as per the rates fixed by the Appropriate Authority.
 - b) The Programme Implementing Agency, where applicable, shall make security deposit equivalent to funds required for implementation of cooked Mid-Day Meal Scheme in the given area for one month with the concerned B.D.O.
 - c) In case the Agency fails to comply with any of the terms and conditions of this MOU, it shall be lawful on the part of the Appropriate Authority to forfeit either in part or in full the aforesaid security deposit without prejudice to any right or remedy available to him under the law.
 - d) On expiry of the contract period, the security deposit shall be refunded to the Agency after liquidating any claims of the Govt. outstanding against him.
- v) Either party hereto shall be at liberty to terminate the agreement at any time during the contract period by giving at least one month's notice in writing to the other.
- vi) On termination of the MOU, either by expiry of time, or by notice as aforesaid, the Agency shall deliver to the concerned authority all the balance food stuff and cooking materials etc remaining in his possession by that time along with the registers and files and documents containing the accounts of the programme.
- vii) Wherever the Programme Implementing Agency is found to be over reporting the attendance of number of children repeatedly, suitable fine, as may be decided by the Appropriate Authority can be imposed on them.
- viii) Any claim of the Govt. remaining unpaid by the Agency under operation of this MOU shall be recoverable as a public demand under the public Demand Recovery Act, 1962.
- ix) If any question or dispute shall at any time arise between the parties hereto touching or arising out of or in respect of MOU, then the same shall be referred to the collector of the district and appeal shall lie before the Director, Social Welfare, or any other Authority, as may be prescribed, whose decision shall be final, conclusive and binding on both the parties.

In the presence of
two witnesses

Signature of the Officer
acting in the premises &
On the behalf of the
Governor of Orissa

Signature of the Programme
Implementing Agency (PIA)

ANNEXURE - II

**Selection procedure of Women self Help Group as Programme
Implementing Agency under Cooked Mid-Day-Meal Scheme in Orissa.**

For the purpose of selection of women Self Help Group as a Programme Implementing Agency, the present gradation criterion in to 3 categories i.e. A, B & C will be used. Among these SHGs, groups coming under 'A' category will get first preference. In case, there are more than one such women Self Help Group functioning in a revenue village, the Women self Help Group shall be selected on the basis of seniority as per the date of formation. Where two or more SHGs have same date of formation, WSHG having higher amount of saving as on 31.03.05 will get precedence. The same arrangement will apply for WSHG in category 'B', if no 'A' category SWHG is available and in case of category 'C', if no 'B' category SWHG is available.

A committee comprising of Block Development Officer, CDPO & Social Educational Organiser shall select WSHG as a Programme Implementing Agency, who will take up charge of MDM Scheme activities of the schools. Where no suitable WSHG is available, instructions as may be communicated by Govt. should be followed for any given academic year. At the beginning of the next academic year a fresh exercise may be taken up to identify a suitable Agency where necessary.

**Daily attendance and signature of beneficiaries of (class wise consolidated statement) hot cooked meals
(Abstract of daily attendance and meals to be cooked)
School / Centre :**

Date :

Form – I

Class	No. of Children admitted / enrolled									No. of Children present									No. of Beneficiaries getting hot cooked meal									Teacher's Signature	
	Male			Female			Total			Male			Female			Total			Male			Female			Total				
	SC/ST	D	O	SC/ST	D	O	SC/ST	D	O	SC/ST	D	O	SC/ST	D	O	SC/ST	D	O	SC/ST	D	O	SC/ST	D	O	SC/ST	D	O		
1 st																													
2 nd																													
3 rd																													
4 th																													
5 th																													
Total																													

SC/ST

O - Others

Signature of the School Head Master :

Signature of the Programme Implementing Agency :

GUIDELINES FOR IMPLEMENTATION OF THE EMERGENCY FEEDING PROGRAMME (EFP)

In order to alleviate the suffering of old, indigent and destitute people of BPL families of KBK districts, the State Government are implementing the Emergency Feeding Programme under RLTAAP out of ACA. The scheme is in operation since 1995-96 in the KBK districts.

1. Target group under the Scheme.

Old, indigent and destitute people belonging to BPL families are covered under the scheme. The beneficiary must be a destitute in the sense of having little or no regular means of subsistence from his/her own sources of income or through financial support from family members.

2. Selection procedure

The beneficiaries are selected through the Palli/Gram Sabha which may be attended by B.D.O. or his/her nominee

3. Mode of distribution of foodstuff

Cooked food at noon time is provided to the beneficiaries through the Anganwadi Centres. Each beneficiary is given rice, dal, vegetables, oil and condiments daily in cooked form.

4. Ration Components

The components of the ration and the cost of these components under the Emergency Feeding Programme are as follows:

Rice – 200 Grams	Rs.2.01	(or lesser, in case of BPL Rice)
Dal - 40 Grams	Rs.0.95	
Vegetable, oil & salt and condiments	Rs.0.15	
Transport cost	<u>Rs.0.16</u>	
	Rs.3.27	

Thus, the total admissible amount per beneficiary per day under EFP is Rs.3.27. Where BPL rice is given, the rate will be proportionately less.

5. Purchase and transportation of food materials.

Collectors of KBK districts have been vested with financial powers upto Rs.25 lakh under the EFP Scheme for purchase and storage & transportation of food materials . The detailed guidelines for appointing of the supplier and the Storage and Transport Agent for the foodstuff under EFP have been issued in this Department's letter No.5172 dt. 9.7.2001 (enclosed for ready reference).

6. Availability and sanction of funds

Allotment of funds under EFP is made every quarter in favour of the DSWO, who, in turn, draws the amount and utilizes under EFP. The detailed account of the expenditure made under EFP scheme is maintained in the Cash Book. At the end of each quarter, a U.C. should be submitted to this Department in order to enable release of funds for the following quarter

—————