



मध्याह्न भोजन योजना
Mid Day Meal Scheme

National Programme of Mid Day Meal in Schools (MDMS)

**Annual Work Plan & Budget
2015-16**

Name of the State/UT : **ODISHA**

Odisha at a Glance

- ☛ Odisha, the land of Art, Craft, Culture is known for its people, food, lord and history. “IT IS THE LAND OF UTKRISTH KALA – Called UTKAL”.
- ☛ Capital : Bhubaneswar
- ☛ Area : 9th largest State in India. Its area is 1,55,820 KM² which extends from Latitude - 17.49 N to 22.34 N Longitude - 81.27 E to 87.29 E
- ☛ Location : It is located in the east cost of Indian sub-continent having 4.74% of total land mass.
- ☛ Population (2011 census) : It is 11th most populated State in India, where total population is 4,19,47,358 in which Male & Female population is 2,12,01,678 & 2,07,45,680 respectively.
- ☛ The literacy rate (2011) : Total 72.87% Male : 81.59 %, Female : 62.46%.
- ☛ No. of Districts : 30
- ☛ No. of CD Block :314 (Tribal- 118 & Non-Tribal- 196)
- ☛ No. of Villages (Inhabited 47529 & Uninhabited 3820)
- ☛ No. of Towns : 138
- ☛ No. of Panchayats : 6235
- ☛ No. of Education District : 30
- ☛ No. of Education Blocks : 30
- ☛ No. of Pry. Teachers : 139819
- ☛ No. of Sikhya Sahayak : 59891
- ☛ No. of Gana Sikhyak : 22724
- ☛ No. of SMCs : 62640
- ☛ No. of SHGs : 19661
- ☛ No. of MDM Staff: SPMU – 20
DPMU – 60
BPMU - 314

Mid Day Meal Programme Annual Work Plan and Budget 2015-16

(Please do not change serial numbers below)

1. Introduction:

Mid-Day Meal is one of the flagship programme of Govt. which caters to the supplementary nutritional needs of schools going children. It is the largest school feeding programme of the world. In Odisha 62640 kitchens are run every day to feed 56,59,166 children. Mid Day Meal programme is not a scheme to feed the hungry stomach but to build the nation by providing nutrition to the 10.45 crore children who are the future of India.

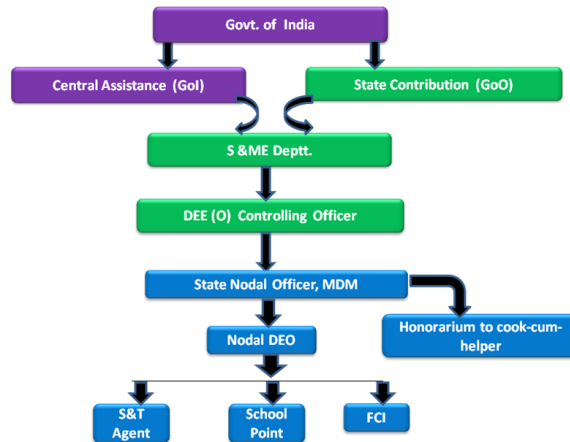
1.1 Brief history

- 1995: Introduced in 2408 blocks to provide 100 grams foodgrains per child/ school day under National Program for Nutrition Support to Primary Education.
- 1997-98: Extended in 1997-98 to all primary schools.
- 2001: On November 28, 2001 the Supreme Court of India made it mandatory for the State Government to provide cooked meal instead of dry ration.
- 2002-03: Extended in 2002-03 to cover EGS/AIE centres.
- 2004: Supreme Court Orders in P.U.C.L case for providing hot cooked meal to all the schools fully funded by the Centre.
- 2006-07: Provision of Central assistance for kitchen-cum-store and kitchen devices @ Rs. 60,000 per unit and Rs. 5000 per school respectively.
- 2007-08: Extended to upper primary.
- 2009-10: Revision of Scheme
 - Food norm for upper primary.
 - Separate provision for honorarium to CCH.
 - Revision of norms for kitchen-cum-store and transport assistance for special category States (11).
- 2010-11: Decentralization of payment of cost of food grains to districts w.e.f. 1.4.2010.
- October, 2010: Inclusion of NCLP schools under MDMS.
- November, 2011: Provision at par with upper primary for NCLP schools.
- July, 2012: Revision of Cooking cost by 7.5%

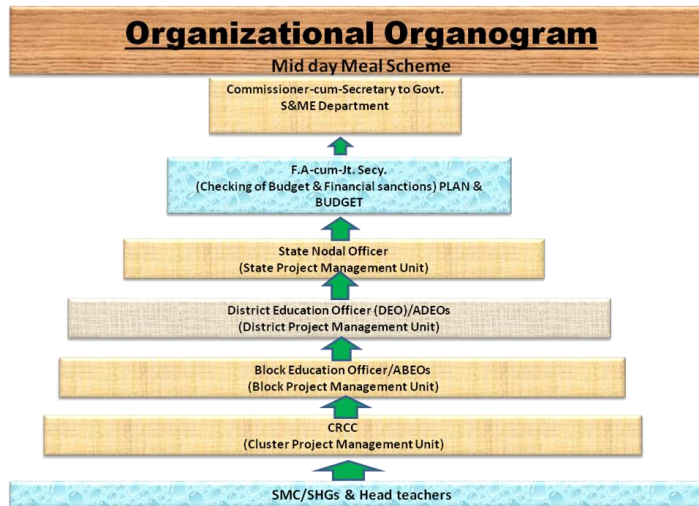
1.2 Management structure



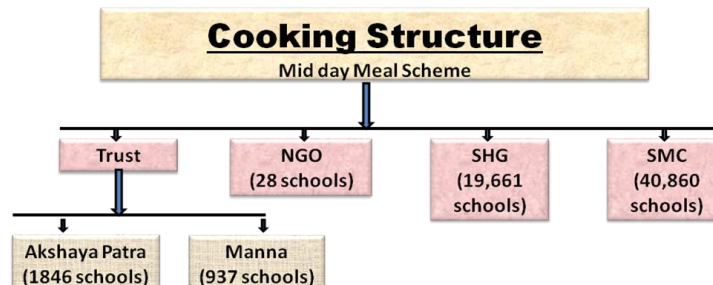
Fund flow Mechanism



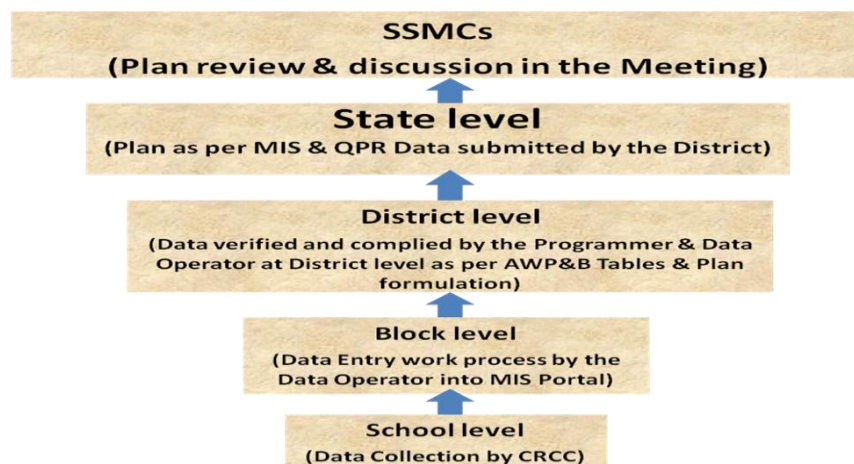
Organizational Organogram



Cooking Structure



1.3 Process of Plan Formulation.



2. Description and assessment of the programme implemented in the current year (2014-15) and proposal for next year (2015-16) with reference to:

Current year 2014-15 (upto Dec,14)	Next financial year 2015-16
Institution Coverage – 100%	Compared to the current year next financial year has been projected to be a year of full coverage and zero mishap. Action being taken to build up the capacity of stakeholders to make MDM safe, hygiene and nutritious.
Students Coverage – 94%	
Cooking cost utilization – 64%	
Food grain utilization – 64%	
Expenditure – 75%	
MDM untoward incident. -	

2.1 Regularity and wholesomeness of mid - day meals served to children; reasons for programme interruptions, if any and planning to minimize them.

Meal is provided regularly to the students and it is wholesome and palatable. The cost of per meal is Rs.4.04 for primary classes and Rs.6.03 for Upper primary classes.

The central Govt. allocates rice @ 100 gms. per child per day free of cost for Primary students and @ 150 gms. per child per day free of cost for Upper Primary students.

The State Govt's share for primary & upper primary students is Rs. 1.35 & Rs. 1.99 respectively. The cooks-cum-helpers are being paid honorarium @ Rs.1000/- per month.

The ration cost will be enhanced @ 7.5% from 25.08.2014 as per decision of the Government.

2.2 Details about weekly Menu.

2.2.1 Weekly Menu – Day wise

DAY	MDM (Class I-VIII)	Calorie Intake		Protein intake	
		Primary	Up. Primary	Pry.	Up. Pry.
Monday	Bhata and Dalma	503.8	745.5	13.09	18.2
Tuesday	Bhata and Soya Badi Curry	470.8	719.5	14.09	25.12
Wednesday	Bhata and Egg Curry	506.3	721.0	14.29	18.3
Thursday	Bhata and Dalma	503.8	745.5	13.09	18.2
Friday	Bhata and Soya Badi Curry	470.8	719.5	14.09	25.12
Saturday	Bhata and Egg Curry	506.3	721.0	14.29	18.3
Total		493.63 (450 gm)	728.67 (700gms)	13.8 (12 gms)	20.5 (20 gms)

2.2.2 Additional Food items provided (fruits/milk/any other items), if any.

Fruits supplied instead of eggs for vegetarian children.

2.2.3 Usage of Double Fortified Salt,

2.2.4 At what level menu is being decided / fixed,

The weekly menu is being decided by the recommendation committee formed in the state level.

2.2.5 Provision of local variation in the menu,

2.2.6 Timings for serving of Mid day meal at school level. : **40 minutes**

2.3 Foodgrains management,

2.3.1 Timeframe for lifting, District wise lifting calendar of foodgrains.

The Govt. of India allocates food grains (Rice) as per the list of students approved by PAB. The State Govt. reallocates the rice in favour of the districts. The cost of food grains is released to all districts as per allocation of food grains. The respective Collectors lift the rice through the S&T Agents selected by them through tender procedure from the nearest FCI godown. The S&T agent for transportation of foodgrains (Rice) from FCI depot to school point without transit. The Headmaster / Teachers in- charge of MDM receive the rice at the school level. This process is done quickly and timely.

2.3.2 System for ensuring lifting of FAQ foodgrains (Joint inspections at the time of lifting etc.).

At District level one nominating authority nominated by the District Education Officer and the S&T Agent will jointly inspection at the time of lifting.

2.3.3 Transportation and distribution,

The S&T Agent who was selected & appointed by the District Magistrate for transportation of foodgrains (Rice) from FCI depot to school point without transit.

2.3.4 Whether unspent balance of foodgrains with the schools is adjusted from the allocation of the respective schools,

Yes.

2.3.5 Number of schools receiving foodgrains at doorstep of school.

All Schools.

2.3.6 Storage facility at different levels,

No transit at different levels but storage only at school level.

2.3.7 Challenges faced and plan to overcome them.

The Collectors have been instructed to take care of proper storage of food grains at school level. Storage bins are provided to schools for storage of food grains.

2.4 Payment of cost of foodgrains to FCI.

2.4.1 System for payment of cost of foodgrains to FCI,

The administrative Deptt. (SPMU) allocates funds to the Nodal District Education Officers (MDM) quarterly under the scheme. The payment is released in favour of FCI within 3 days of the submission of the bills.

2.4.2 Status of pending bills of FCI of the previous year.

NIL

2.4.3 Status of monthly meetings by the State Nodal Officer with the FCI.

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

After submission of bills by the concerned FCI then the payment will be made & any issues are reconciled in the convergence meeting.

2.4.5 Relevant issues regarding payment to FCI.

No issues of payment. Instead there is persistent procurement issue which has been intimated to Director, MDM, MHRD.

2.5 Fund Flow Mechanism - System for release of funds (Central and State).

S&ME Department prepare a head wise sanction order and advice through the sanction order to the Director, Elementary Education, he is the DDO and controlling

officer so far as financial transactions are concerned. He draws the amount under different components of MDM scheme and deposit the same in the joint account of the SPMU. It takes maximum three days for drawal and deposit in the joint account. The same fund is transferred to the Districts through e-transfer the same day. At District level DEOs with the approval of the Collector releases funds meant for each school of the Block through e-transfer according to the requirement direct to the joint Account maintained at school within seven days of receipt. At school level, joint account in the name of the HM & SHG/ SMC/VEC has been opened. However as per the present arrangement, the DDO of the S&ME Deptt. would draw the MDM allotment and place it with SPMU

2.5.1 Mode of release of funds at different levels, (e-transfer of funds directly from State to School/implementing agency).

E-transfer of funds from SPMU through RTGS to the DPMU MDM Account.

2.5.2 Dates when the fund released to State Authority / Directorate / District / Block / Gram Panchayat and finally to the Cooking Agency / School.

One day gap back to back.

2.5.3 Reasons for delay in release of funds at different levels.

After drawl of funds from treasury there is no delay in release of funds.

2.6 Cook-cum-helpers

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

The payment made to cook-cum-helpers directly e-transfer from SPMU to their Bank Account through RTGS.

2.6.2 Rate of honorarium to cook-cum-helpers,

Rs. 1000/- per month.

2.6.3 Number of cook-cum-helpers having bank accounts,

All cook-cum-helpers having bank accounts.

2.6.4 Payment of honorarium to cook-cum-helpers through their bank accounts,

Yes

2.6.5 This section should also include the details of cook-cum-helpers like eligibility as per norms, approval of cook- cum-helpers, engaged and the strategy to fill the gap (if any)

State Govt. have issued a guideline for selection and engagement of cook-cum-helpers as per the Gol norms.

2.6.6 Provisions for health check-ups of Cook-cum-Helpers,

Yes, monthly health check-ups & one SOP has been made for CCH.

2.6.7 Whether cook-cum-helpers are wearing head gears and gloves at the time of cooking of meals.

Yes,

2.6.8 Modalities for apportionment of cook-cum-helpers engaged at school level and working at centralized kitchens, in case of schools being served through centralized kitchens,

The cook-cum-helpers are engaged at school level for preparing food where MDM was served in decentralized mode. The school is covered under centralized kitchen the cook-cum-helpers continues for service of MDM storage of MDM, cleaning of utensils and maintaining hygiene ambience of the dining space and school campus.

2.7 Procurement and storage of cooking ingredients and condiments

2.7.1 System for procuring (good quality Agmark / FPO) pulses, vegetables including leafy ones, salt, condiments, etc. and other commodities.

It is purely decentralized procurement system for procuring cooking ingredients and condiments.

2.7.2 Whether FIFO method has been adopted in usage of pulses and condiments etc. or not.

Yes,

2.7.3 Arrangements for safe storage of ingredients and condiments in kitchens.

All ingredients are storage in the airtight container in the kitchens.

2.8 System for cooking, serving and supervising mid-day meals in the school and measures to prevent any untoward happening.

Almost 35% schools of the state have been handed over to the WSHGs who are managing the programme. They cook the food through the cooks and helpers engaged under the programme. In other schools cooks and helpers engaged by the VEC/SMC are managing the same. The Akshaya Patra Trust and the Manna Trust are providing Mid-day-Meal from Centralized kitchens in Puri, Nayagarh, Sundargarh, Ganjam, Kalahandi, Keonjhar, Cuttack & Khurda Districts respectively. The State Govt. have allowed them to distribute MDM from centralized kitchen. In these cases the cooks and helpers engaged previously have been retained to serve the meal to the children and clean the utensils. The headmaster of the school supervises the programme. Further, mothers of the children come in turn to oversee the programme. The District & Block level officers are also monitoring the scheme.

2.9 Kitchen-cum-stores.

2.9.1 Procedure and status of construction of kitchen-cum-store,

From 2006-07 to 2009-2010 a sum of Rs.42074.70 lakh has been released to all the districts for construction of 69152 nos. of kitchen-cum-store in Primary & Upper Primary schools @ Rs. 60,000/- and above per unit. During the financial year 2013-14 a sum of Rs.17410.80 lakhs Govt. of Odisha has been released from State budget for 14509 units for construction of Model kitchen @Rs.1.20 lakhs per unit. This is an innovative scheme of “Ama Madhyan Bhojan Rosei Ghar” with all composite features of Model Kitchen-shed.

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

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

Yes, “**Ama Madhyan Bhojan Rosei Ghar**” with all composite features of Model Kitchen-shed out of State Budget.

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

It is done through School Managing Committee and technically supervised by SSA Engineers.

2.9.5 Kitchen cum stores constructed through convergence, if any

No,

2.9.6 Progress of construction of kitchen-cum-stores during this year and target for the next year.

2.10 Kitchen Devices

2.10.1 Procedure of procurement of kitchen devices from funds released under the Mid Day Meal Programme.

Instructions have been issued to all Districts to constitute a committee for procurement of kitchen devices.

2.10.2 Procedure of procurement of kitchen devices from funds released under the other sources. – By the SMC locally.

2.10.3 Availability of eating plates. Source of funding of eating plates.

Yes, in all schools.

2.11 Capacity building and training for different stakeholders

2.11.1 Details of the training programme conducted for cook-cum-helpers, State level officials, SMC members, school teachers and others stakeholders-

800 CRCCs trained at State level. Almost 1,25,000 CCHs trained at block level, CD, hard copy materials printed in local language.

2.11.2 Details about Modules used for training, Master Trainers, Venues etc.

CD, hard copy materials printed in local language and supplied to Block level for training.

2.11.3 Targets for the next year. – All MDM I/c teachers to be trained next year.

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

2.12.1 Procedure followed for data entry into MDM-MIS Web portal

2.12.2 Level (State/ District/ Block/ School) at which data entry is made.

Block level & District level.

2.12.3 Availability of manpower for web based MIS

Yes,

2.12.4 Mechanism for ensuring timely data entry and quality of data- Yes

2.12.5 Whether MIS data is being used for monitoring purpose and details thereof.- Yes

2.13 Systems to ensure transparency, accountability and openness in all aspects of programme implementation,

2.13.1 Display of logo, entitlement of children and other information at a prominent visible place in school

Yes,

2.13.2 Dissemination of information through MDM website

Yes,

2.13.3 Provisions for community monitoring at school level i.e. Mother Roaster, Inspection register,

Yes,

2.13.4 Tasting of meals by community members,

Yes,

2.13.5 Conducting Social Audit – Yes, only one district i.e. Nuapada.

2.14 Measures taken to rectify

2.14.1 Inter-district low and uneven utilization of food grains and cooking cost

Low and uneven utilization of food grains and cooking cost came to the notice of the Govt. in some of the districts. The Collectors have been directed to ensure regular payment and review of the scheme.

2.14.2 Intra-district mismatch in utilization of food grains and cooking cost.

Low and uneven utilization of food grains and cooking cost came to the notice of the Govt. in some of the districts. The Collectors have been directed to ensure regular payment and review of the scheme.

2.14.3 Delay in delivering cooking cost at school level.

All out efforts are being made to release the cooking cost through e-transfer by the Nodal DEOs direct to the Joint Bank Account operated at school level.

2.14.4 Delay in payment to FCI

No,

2.14.5 Mismatch of data reported through various sources (QPR, AWP& B, MIS etc) – The mismatch in MIS data & QPR is being sorted out.

2.15 Details of Evaluation studies conducted by State/UTs and summary of its findings.
Concurrent Evaluation Study by **CYSD**.

2.16 Write up on best/ innovative practices followed in the State.

☞ **Hand Wash Abhiyan-**

For hygiene of students hand wash Abhiyan has been taken-up in all schools. Health and hygiene, both contribute to the nutrition of students. A bar of soap or A bottle of hand wash liquid is very insufficient to cater to the need of hand washing and dish cleaning of so many students within the lunch break. So the disposed off, the thrown away cold drinks plastic bottles have been collected. Two to three small holes have been made on the cap of the bottle. The hand wash liquid (Dettol or lifebuoy) purchased from the market is diluted with the water and 20 to 30 plastic bottles filled with diluted hand wash liquid are kept ready for use by 200 children or students.

Benefit:

- It is cost effective.
- It save the time of the children
- It reduces the rush and congestion among the students.
- It ensures protection of environment by re-use of the plastic bottles.

☞ **Multi Tap Multi Cap System.**

Children need water for drinking purpose and washing purpose while taking mid day meal. But a school having a single tube-well or a single tap-water source cannot serve the above purpose for 100 or more children. The innovative device of multi-tap water source at the tube-well point or at the pipe source point has been introduced with little expenditure of a plastic pipe, few taps and if required a rubber pipe. With the help of this rubber pipe the multi-tap water source can be installed in any suitable place.

Benefit:

- It is cost effective.
- It save the time of the children
- It reduces the rush and congestion among the students.
- It is so flexible that with a pipe the multi-tap water source can be extended from the water source to any convenient place.

☞ **Model Dining Hall.**

Government issued instructions to all districts for construction of model dining hall for taking safe & hygiene mid day meal.

2.17 Untoward incidents

2.17.1 Instances of unhygienic food served, children falling ill - 310

2.17.2 Sub-standard supplies, - **No**,

2.17.3 Diversion/ misuse of resources, - **No**,

2.17.4 Social discrimination – **No**,

2.17.5 Action taken and safety measures adopted to avoid recurrence of such incidents. – **Yes**,

2.18 Quality of food

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

Instructions have been issued to all Collectors tasting of mid day meal cooked food by one teacher/ cook-cum-helpers and one community members before serving to the children. And a tasting registers on regular basis to maintain.

2.18.2 Testing of food sample by any reputed labs for the presence of nutrients and presence of microbes, if any, as per norms of Mid-Day Meals.- Four sample tested.

2.18.3 Engagement of NABL labs for the testing of Meals. – Yes in Bhubaneswar.

2.19 Involvement of NGOs / Trusts.

2.19.1 Modalities for engagement of NGOs/ Trusts for serving of MDM through centralized kitchen. – Policy has been framed.

2.19.2 Whether NGOs/ Trusts are serving meal in rural areas – Both.

2.19.3 Maximum distance and time taken for delivery of food from centralized kitchen and school – 30 km.

2.19.4 Measures taken to ensure delivery of hot cooked meals to schools

2.19.4.1 Responsibility of receiving cooked meals at the schools from the centralized kitchen,- Cook-cum-helpers.

2.19.4.2 Whether the containers are sealed at the time of supply of meals to schools,- Yes,

2.19.4.3 Tentative time of delivery of meals at schools from centralized kitchen.- One hour.

2.19.5 Testing of food samples at centralized kitchens – Yes.

2.20 Status of Rastriya Bal Swasthya Karyakram (School Health Programme)

2.20.1 Provision of micro- nutrients, Vitamin-A, de-worming medicine, Iron and Folic acid (WIFS), Zinc. – Through NIPI.

2.20.2 Distribution of spectacles to children with refractive error,- Through RBSK

2.20.3 Recording of height, weight etc. – No.

2.20.4 Number of visits made by the RBSK team for the health check- up of the children. – Once a year.

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

2.22 Meetings of Steering cum Monitoring Committees at the Block, District and State level

2.22.1 Number of meetings held at various level and gist of the issues discussed in the meeting,- State level 2 and district level 2 in 17 districts.

2.22.2 Action taken on the decisions taken during these meetings. – Action taken & compliance submitted.

2.23 Frequency of meeting of District Level Committee held under the chairmanship of senior most MP of the District to monitor the scheme. Gist of the issues discussed and action taken thereon.- In 14 districts meeting held under the chairpersonship of Member of Parliament.

2.24 Arrangement for official inspections to MDM centres/schools and percentage of schools inspected and summary of findings and remedial measures taken.- 65% schools on an average inspected.

2.25 Feedback/comments in respect of report of Monitoring Institutions designated for your State/UTs to monitor implementation of MDM and action taken thereon.

Dr. Parshuram Mishra Institute of Advance Study in Education (PMIASE) has submitted the findings.

2.26 Details of the Contingency Plan to avoid any untoward incident. Printing of important phone numbers (eg. Primary health center, Hospital, Fire brigade etc) on the walls of school building.

Mid-Day Meal contingency Plan with Quality Protocol in operation.

2.27 Grievance Redressal Mechanism

2.27.1 Details regarding Grievance Redressal at all levels,

A student helpline has been opened at OPEPA and is being used for the programme. The Deptt. have opened a control room and installed toll free telephone as a measure for Grievance Redressal Mechanism, PMIS of Secretary. The complaints received from students / parents through student helpline are being sent to the concerned Collectors for immediate redressal. Video Conferencing are being held at regular intervals with District Collectors & other senior officials of the district for smooth implementation of the programme

2.27.2 Details of complaints received i.e. Nature of complaints etc.

As per Table No. AT-31

2.27.3 Time schedule for disposal of complaints,- As per the

2.27.4 Details of action taken on the complaints.

2.28 Details regarding Awareness Generation & IEC activities and Media campaign, carried out at State/district/block/school level.

Mid-Day Meal Awareness Mela, Video, Audio, T.V Panel discussion etc.

2.29 Overall assessment of the manner in which implementation of the programme is contributing to the programme objectives and an analysis of strengths and weaknesses of the programme implementation.

The functioning of the programme in the state is satisfactory. The management work of the programme in most of the schools has been handed over to the WSHGs. The NGOs namely Akshaya Patra Trust & Manna Trust are providing Mid-day-Meals in Puri, Nayagarh, Ganjam, Kalahandi, Cuttack, Keonjhar, Khurda & Sundargarh Districts respectively through centralized kitchens. They prepare hot cooked meal to the students. Successful implementation has contributed a lot to the objectives of the programme. Moreover, involvement of mothers in testing the quality of dal and overseeing the programme in turn at school have intensified monitoring of the scheme

at grass root level. Accordingly World Food Programme (WFP) also provided the Iron fortified rice in Gajapati District. The scheme has facilitated to reduce anamia. Every scheme has its own drawbacks and shortcomings. Leaving apart stray incidents, the programme is implemented successfully in our State, since its inception in the year 1995.

2.30 Contribution by community in the form of Tithi Bhojan or any other similar practices in the State/ UT etc.- The Tithi Bhojan message is now getting approval in shape of Birthday celebration, Saraswati Puja, Ganesh Puja etc.

2.31 Any other issues and Suggestions.

In view of the National Food Security Policy of Govt. of India the proposal of direct benefit to the account of the beneficiary in selected pockets may be considered because parents are the best care takers of the kids.

Best Innovative Practices in Odisha



MDM AWARENESS MELA

2013



2014



Multi-Tap & Multi Cap System



Ama Mathyan Bhojan Rosei Ghara



Model Dining Hall



COMMUNITY PARTICIPATION



ECO-CLUB & KITCHEN GARDEN



Standard Guidelines for CCH

Guideline for Cook-cum-Helper under MDM Odisha



Introduction:

The National Programme of Nutritional Support to Primary Education (NPNSPE), popularly known as Mid-Day-Meal Scheme was launched on 15th August 1995, with the twin objectives of :-

- **Boosting Universalization of Primary Education by increasing enrolment, retention and attendance.**
- **Simultaneously impacting the Nutritional Status of children studying in I-V and VI – VIII.**

Under this scheme, hot cooked meal is served on all school working days to the students present in the Govt. / Govt. Aided / NCLP / Madrasa / Maqtab Schools. Under the scheme Cook-cum-Helpers have a pivotal role to play in cooking, hygiene and service of Mid-Day Meal. So it was felt to have a detail guideline for their engagement and job profile.

Objectives:

- To engage Cook-Cum-Helper by SMC for Mid-Day Meal in the schools.
- To empower the SMC/SHGs for effective running of Mid-Day Meal in schools.
- To provide an earning opportunity to the local residents especially women, weaker and deprived section of the society to work as MDM Cook-cum-Helper.

Job profile of Cook-cum-Helper:

- To clean, wash and remove impurities if any from the raw material to be cooked and ensure cooking as per menu in hygienic manner and conditions.
- To serve the meals to the students at the designated hour in hygienic condition.
- To clean the kitchen and utensils and store the utensils in a hygienic condition.
- To ensure that the gas stove/cylinder has been properly switched off and the cylinder has been placed in the store taking all precautions to avoid any untoward incidents.
- To perform any other MDMS related miscellaneous job assigned by the SMC or in charge of the Scheme.
- To practise the Mid-Day Meal Quality Protocol issued vide SPMU letter no.745/dtd.24.07.2013 in letter and spirit with regard to personal health, hygiene, energy saving, safe and healthy cooking & serving.

Student Norms of Engagement:

The Government of India vide letter F.No.1-1/2009-Desk (MDM) dated 24th November, 2009 prescribed the norms for engaging the Cook-cum-Helper under this scheme, which has been implemented by the State Government vide 233/SPMU(MDM)/dtd.16.04.2012, as per following table:-

1 State Project Management Unit (MID-DAY MEAL)
School and Mass Education Department, Government of Odisha

Guideline for Cook-cum-Helper under MDM Odisha

Sl. No.	Enrolment Slabs	No. of Cook-cum-Helpers allowed
1	1 to 25	1
2	26 to 100	2
3	For every another 100	One more

It has been decided by Government of Odisha that specific approval of District Collector will be taken by School Management Committee (SMC) through the concerned District Education Officer to engage additional Cook-cum-Helper beyond two numbers. This norm has been put to place w.e.f. 01.04.2012.

Mode of Engagement:

The engagement shall be made by the School Managing Committees (SMC) at the school level. SMC is the appropriate authority for engagement of Cook-cum-Helpers. However, it is advised that the SMC must pass a resolution having at least 2/3rd members present in the meeting duly attended by the concerned Block education Officer (BEO) or his representative.

Eligibility Criteria:

While assessing the suitability of a candidate for Cook-cum-Helper the following norm may be followed

- Citizen of India more than 18 years old and less than 60 years old
- Should be medically fit and free from any contagious disease

Order of Priority:

- Destitute woman from ST community
- Destitute woman from SC community
- Destitute woman from other community
- Poor unwed mother having no means of livelihood or support from family of ST community
- Poor unwed mother having no means of livelihood or support from family of SC community
- Poor unwed mother having no means of livelihood or support from family of other community
- Poor Divorcee or Desertee from ST community
- Poor Divorcee or Desertee from SC community
- Poor Divorcee or Desertee from other community

Disqualification:

- A person above 60 years of age is not eligible and an existing cook-cum-helper attaining the age of 60 shall cease to continue.
- A person suffering from chronic contagious disease or becoming immobile shall cease to continue as Cook-cum-Helper. However, a Cook-cum-Helper can avail maternity leave for 15 days each for maximum two issues which shall be considered leave with honorarium. SMC shall manage cooking by making alternative arrangement and meet the cost out of MME or interest money.

2 State Project Management Unit (MID-DAY MEAL)
School and Mass Education Department, Government of Odisha