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स्कूल शिक्षा और साक्षरता विभाग  
शास्त्री भवन  
नई दिल्ली - 110 115  
GOVERNMENT OF INDIA  
MINISTRY OF HUMAN RESOURCE DEVELOPMENT  
DEPARTMENT OF SCHOOL EDUCATION & LITERACY  
SHASTRI BHAVAN  
NEW DELHI-110 115

**D.O. No. 9-1/2016 MDM 2-1**  
**16<sup>th</sup> December, 2015**

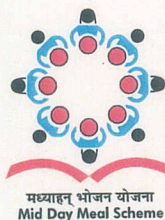
Dear *Colleague,*

I write to you on major issues concerning the Annual Work Plan & Budget exercise for the year 2016-17 for the "Mid-Day Meal Scheme" (MDMS). As you are aware, preparation of comprehensive plan is the stepping stone towards achieving the objectives of any programme. For MDMS, a Flagship Programme of Govt. of India, planning is a crucial aspect keeping in view the varied nature and magnitude of programme.

2. Following are the pre-requisite steps for submission of Annual Work Plan & Budget for the year 2016-17:-

- i) Plan should be approved by State Steering cum Monitoring Committee (SSMC).
- ii) Release of funds through e-transfer from State / District to at least 50% schools.
- iii) 100% payment of cost of foodgrains shall be made to FCI up to previous month of PAB meeting. 100% clearance of pending bills of previous years, if any.
- iv) 100% payment of honorarium shall be made to cook-cum-helpers on monthly basis up to the previous month of the PAB meeting through e-transfer to their bank accounts.
- v) Annual and Monthly data entry for the FY 2015-16 should be completed up to the previous month of the PAB meeting.
- vi) Emergency Medical Plan should be in place on the lines of the contingency plan of Odisha, which has already been shared with all States/UTs.
- vii) Plan should also be submitted through MDM-MIS portal.
- viii) Action taken note on commitments given by the State Govt. during PAB Meeting of 2015-16.
- ix) Action taken note on findings of reports of Monitoring Institute.
- x) Action plan for the testing of food samples, Number of food samples tested by accredited labs and findings
- xi) Separate and detailed MME plan for rolling out of MDM-IVRS project, setting up of management structure, engagement of manpower, capacity building programme etc. The requirement of funds should also be given in the plan.
- xii) Plan should be submitted duly signed by the Principal Secretary / Secretary of the State/UT within the scheduled date.

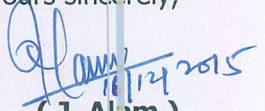
3. The meetings of the Programme Approval Board - Mid Day Meal (PAB-MDM) are to be held on back to back basis with PAB-SSA meetings. The appraisal schedule will be communicated shortly.



4. All State Governments/UT administrations may review the implementation of the scheme during the first three quarters of 2015-16 i.e. up to December, 2015 by indicating the coverage of institutions and children against Enrolment/ PAB-MDM approval; utilization of funds allocated for (i) food grains, (ii) cooking cost, (iii) transport assistance, (iv) honorarium for cook-cum-helpers, (v) Management Monitoring and Evaluation (MME), (vi) kitchen-cum-stores and (vii) Kitchen Devices. State may also review the status of testing of meals, payment of Food Security Allowance, Grievance Redressal Mechanism, Community Participation, Progress on Social Audit, Capacity building, Hand washing, Sanitation and drinking water, Convergence with Rashtriya Bal Swasthaya Karyakram (RBSK) for health check-ups, distribution of spectacles to children with refractive errors etc.
5. The action taken on operationalization of statutory MDM Rules, 2015 should be highlighted in the plan. It is also stated that this will also be reviewed in the workshops.
6. The Annual Work Plan & Budget proposals consist of (i) Write-up portion and (ii) Formats in tabular form (Table AT-1 to AT-35). The write up portion consist of background information, fund flow system, foodgrain management, system of payment of honorarium to cook-cum-helpers, best practices followed in the State, Grievance Redressal Mechanism, etc.
7. State/ UT Governments have to submit **District Plan of all the districts besides State Plan** for the year 2016-17. The formats for State Plan and District Plan are given at **Annexure – I & II** and the same can also be downloaded from MDM website [www.mdm.nic.in](http://www.mdm.nic.in).
8. It has been decided to organize 4 Regional Workshops and 1 National workshop for orientation of officers/officials of States/UTs for preparation of AWP&B during December, 2015 to January, 2016. You are requested to advise the concerned officials to go through the formats of the State/District plans for preparing a comprehensive Annual Work Plan & Budget proposal for 2016-17. They can seek clarifications, if any, during these workshops on the difficulties experienced in preparation of the AWP&B.
9. I would like to inform you that few new tables viz. Details of meetings at district level, testing of meals by accredited labs and payment of Food Security Allowance have been added in the Annual Work Plan format for 2016-17 to capture information on quality indicators of the Scheme. The States / UTs are requested to prepare comprehensive Annual Work Plan & Budget 2016-17 as per the guidelines given at **Annexure-III**.
10. The findings of the Monitoring Institutions should also be carefully addressed and action taken note on the findings of Monitoring Institute's reports may be given in the write-up portion of the plan. The States which have been visited by Joint Review Mission should also submit action taken note on the findings of the JRM.
11. We shall, therefore, appreciate if you pay special attention to the preparation of the Annual Work Plan & Budget 2016-17 in accordance with the guidelines given in Annexure-III and pre-requisite steps for submission of AWP&B should be completed. Please ensure its approval by your State Steering-cum-Monitoring Committee before submission to this Department. The representative of the Ministry of HRD and nodal officer of the Monitoring Institute shall be invited to attend the State Steering-cum-Monitoring Committee meeting for sharing of their suggestions / findings. Please do let us know if we can facilitate this work in any manner.
12. A soft copy of the AWP&B may also be sent by email on [gaya.prasad@nic.in](mailto:gaya.prasad@nic.in) and [jalam.edu@nic.in](mailto:jalam.edu@nic.in). The Annual Work Plan & Budget should also be submitted through MDM-MIS portal.

With regards,

Yours sincerely,

  
( J. Alam )

Principal Secretaries / Secretaries of the Nodal Department implementing Mid Day Meal Scheme in all States / UTs