



**National Programme**

**of**

**Mid Day Meal in Schools**

**(MDMS)**

**Annual Work Plan & Budget**

**2018-19**

**Name of the State - HIMACHAL PRADESH**



## Mid Day Meal Programme Annual Work Plan and Budget 2018-19

*(Please do not change serial numbers below)*

### 1. Introduction:

#### 1.1 Brief History

The National Programme of Nutritional Support to Primary Education {NP-NSPE}, popularly called Mid-Day-Meal Scheme was launched on 15<sup>th</sup> August, 1995 in the State with the twin objectives of :-

- ✘ ***Boosting Universalization of elementary education by increasing enrolment, retention and attendance.***
  - ✘ ***Simultaneously impacting on Nutritional status of children studying in Elementary classes.***
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- ▶ Under this scheme, un-cooked Food Grains (RICE) @ 3kg per month per student, were being distributed to the children of classes I to V, with 80 % attendance for 10 academic months of the year, in all the Govt. Primary Schools and EGS centers under SSA of the entire state, till May, 2003.
  - ▶ The hot cooked mid day meal programme was launched / introduced in the State in a phased manner. In the first phase, all the schools of Scheduled (Tribal) Areas of the State were covered w.e.f. 22<sup>nd</sup> May, 2003. In the second phase, the scheme was extended to all non-tribal areas of the State w.e.f. 1<sup>st</sup> September, 2004 in which all the remaining Government and Government-aided primary schools were covered.
  - ▶ The scheme was further extended to Upper primary stage to cover all the students (classes VI to VIII) of all the stand alone middle schools and middle units of Govt. Middle /High / Senior Secondary Schools of the state w.e.f. 1<sup>st</sup> July, 2008.



**Rationale :-**

**Primary Schools & Upper Primary Schools**

- ▶ In Himachal Pradesh, the Mid Day Meal Scheme is being implemented in all the Govt. Primary, Upper Primary schools and NRBC, STC, Madarsas & Maktabas supported under SSA of the state and Cantonment Board Schools.

Stage	No. of schools	No. of students
Primary	10734	306912
Upper Primary	4760	217793
<b>Total</b>	<b>15494</b>	<b>524705</b>

- ▶ In addition to above, Sarv Shiksha Abhiyan (SSA) has proposed to cover 5,452 out of School Children under NRST intervention in the year 2018-19 and accordingly Mid Day Meal will be provided to these students after they are enrolled in NRST centers supported under SSA ( refer Table AT-27, 27-A, 33 & 33-A ).
- ▶ The programme is being implemented by the School Management Committees (SMCs) of the respective schools. The School Management Committees have been constituted in every school and authorized to decide the weekly menu to be served in the school keeping in view of the choice and liking of the children of the area, in order to make the meal more acceptable.
- ▶ The funding pattern of Mid day Meal Scheme is 90:10 between Centre and H.P. State w.e.f 1.4.2015 onwards.
- ▶ Under this Scheme, the conversion / cooking cost approved in respect of primary stage (Classes 1-V) is @ ₹ 4.13 per child per school day for the year 2017-18 , out of which ₹ 3.72 is borne by the GOI and ₹ 0.41 is being borne by the State Government.
- ▶ The Conversion / Cooking Cost approved in respect of Upper primary stage (Classes VI-VIII) is @ ₹6.18 per child per school day for the year 2017-18. Out of which, ₹ 5.56 is borne by GOI and remaining ₹ 0.62 is being borne by the State.
- ▶ The existing cost of foodgrains (Rice) is borne by the Govt. of India.



- ▶ Further, the GOI also reimburses the transportation cost of rice from FCI depot to respective school premises at the rates prevalent under PDS system.
- ▶ Good Quality ingredients are used and fresh locally produced vegetables are preferred at school level.
- ▶ **21913** Cook-cum-Helpers (MDM Workers) have been engaged under this scheme
- ▶ The honorarium of Cook-cum-Helpers (MDM Worker) engaged under this scheme has been enhanced to ₹ 1500/- per month w.e.f 17.8.2017. The honorarium is paid for ten academic months in a year. The cook-cum-helpers are engaged as per norms prescribed by the Government of India i.e. 1-25 students =one cook-cum-helper, 26-100=Two cook-cum-helpers and onwards for every addition of 100 students, one additional cook-cum-helper has been allowed to be engaged.
  
- ▶ In order to make the school environment, healthy and pollution free and in the interest of environmental protection, less polluting fuels have been encouraged by the state. With this objective, 14761 (95%) schools are using LPG based fuel wherever possible and each school has been asked to procure gas connection / gas stove.
- ▶ Further, in order to ensure the monitoring of the MDM Scheme, the Steering-Cum-Monitoring Committee at State and District and Block level committees have been constituted. Besides, School Management Committees have also been constituted at each school level.



### 1.1(a) Himachal Pradesh : A FACT SHEET: Source Statistical data

	Characteristic	Reference Year	Unit	
1	Area	2011 Census	Sq km.	55,673
2	Districts		Number	12
3	Tehsil/ Sub Tehsil			158
4	Sub Divisions			69
5	Community Blocks			78
6	Nagar Nigam			2
7	Zila Parishad			12
8	Panchyat Samiti			77
9	Nagar Panchayats			27
10	Gram Panchayats			3,226
11	Total Villages			20,690
12	Inhabited Villages			17,882 (2011 census)
13	Population		Lakhs	68,64,602
14	Males			34,81,873
15	Females			33,82,729
16	Females per 1000 males		Number	972
17	Rural Population			61,76,050 (90%)
18	Urban Population			6,88,552 (10%)
19	Density of Population		Sq. km.	123 Person
20	Growth Rate of population			12.94%



21	Death Rate (SRS) per 1000		6.6
22	Birth Rate per 1000		16.3 %
23	Literacy Rate		82.80%
24	Male Literacy rate		89.53%
25	Female Literacy Rate		75.93%
		<b>Managed By: Department of Education</b>	
26	Total Schools		15494
	Primary		10734
	Upper Primary		4760
27	<b>Total Enrolment</b>		524705
	Primary		306912
	Upper Primary		217793
28	Total Teachers		524705
29	<b>GER</b>		
	Primary		104.60
	Upper Primary		98.50
30	<b>NER</b>		
	Primary		88.70
	Upper Primary		77.30
31	<b>PTR</b>		
	Primary		12.66



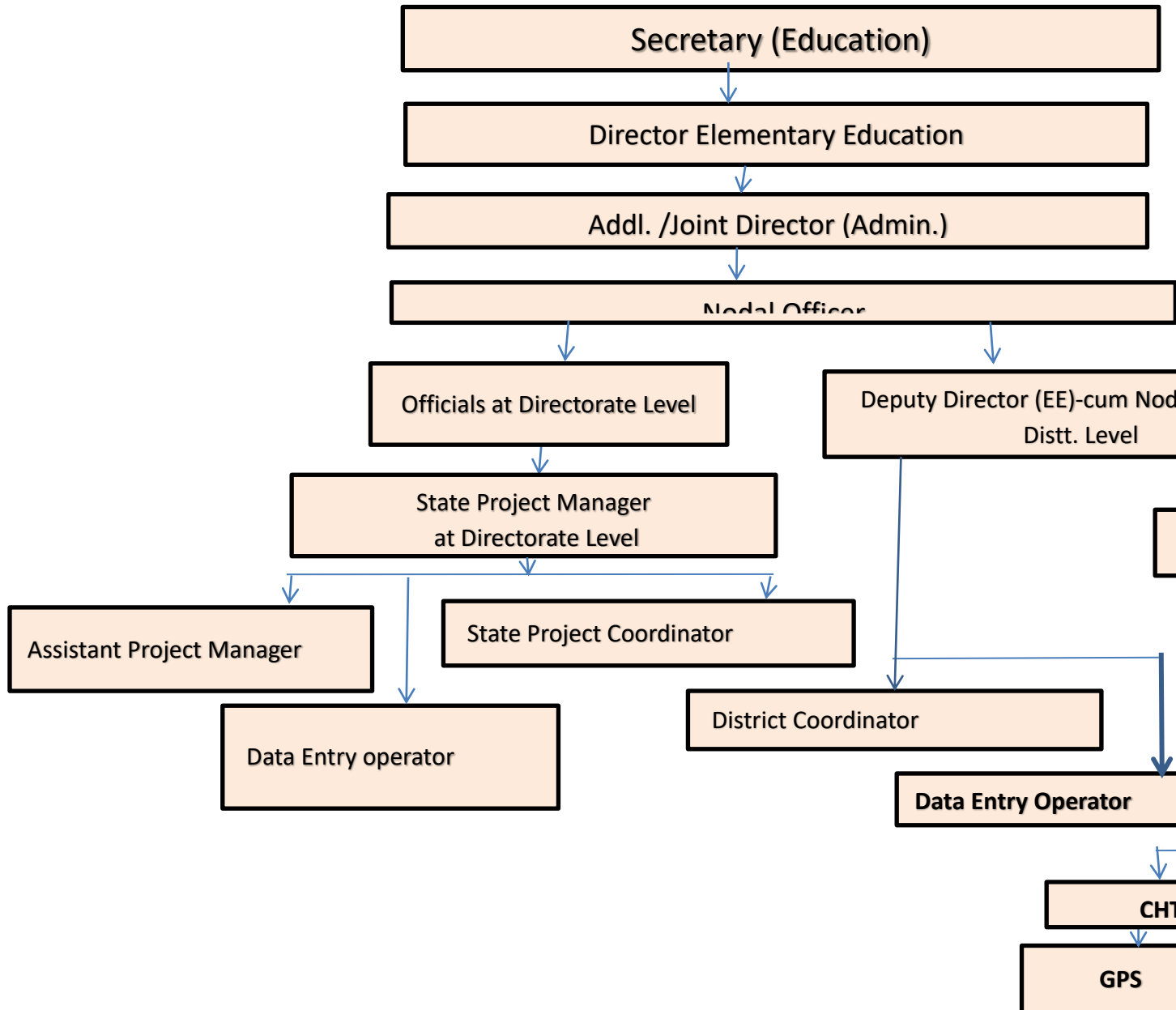
	Upper Primary	12.04
32	<b>Average School Size</b>	
	Primary	28
	Upper Primary	45
33	<b>Dropout rate</b>	
	Primary	<b>0.06</b>
	Upper Primary	<b>0.51</b>

## 1.2 Management structure

### Present Management Structure under MDMS:

The MDM scheme is being implemented by the Department of Elementary Education in the State as the Nodal Department.

- ▶ The Secretary Education, Government of Himachal Pradesh is the Administrative Head at Government level and Director Elementary Education at Department level.
- ▶ The Deputy Directors (Elementary Education) are the Nodal Officers at District level and Block Elementary Education Officers (BEEOS) at Education block level. Himachal Pradesh has total 127 Educational Blocks.



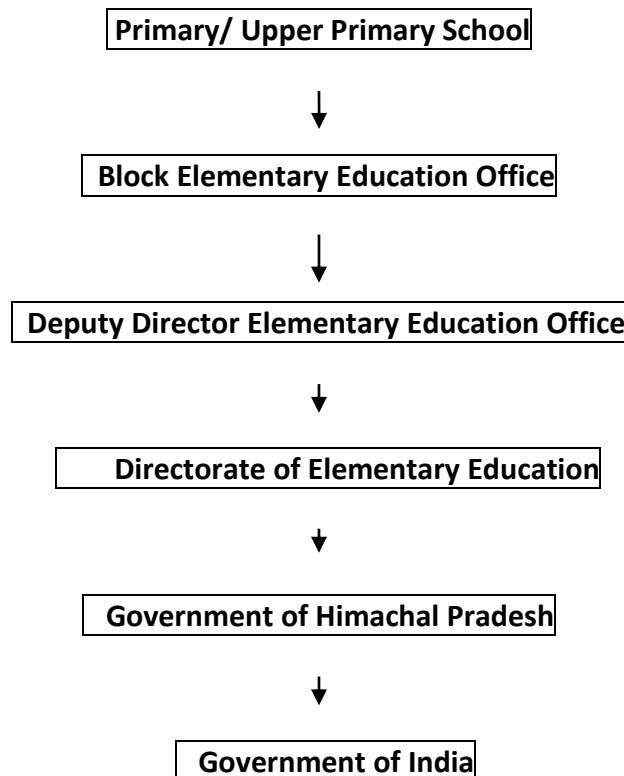
### 1.3 Process of Plan Formulation at State and District level.

The Mid Day Meal Scheme is being implemented in all the Primary, Stand alone Middle Schools and Middle units of High /Sr. Sec. schools NRBC, STC, Madarasas & Maqtabas supported under SSA and Cantonment Board Schools in the State.





The flow of information for plan formulation starts from the school level . The school sends the proposal to Block offices. The Block offices consolidate /scrutinize the proposal and send to the Deputy Director Offices at District level, who after compilation / scrutinizing prepare the plan for the current financial year and forward it to Directorate of Elementary Education. The proposal received from concerned districts are compiled / scrutinized as per norms prescribed by Government of India and then submit it to the State Government for approval by State level Steering-cum- Monitoring Committee (SL- SMC). After approving the plan, the State Government forward the same to the Government of India, MHRD for consideration and approval in PAB.



**Plan is formulated on the basis of School data**

- ❖ Number of Government Primary, Upper Primary schools (Middle units of High/Sr.Sec. schools) and NRBC,STC, Madarsas & Maqtab supported under SSA and Cantonment Board Schools.



- ❖ Enrolment
- ❖ School days
- ❖ Cook-cum-helpers engaged in the school.
- ❖ Norms prescribed by the GOI in respect of Food norms, cost of foodgrains, cooking cost , honorarium & freight rates.

**2. Description and assessment of the programme implemented in the year (2017-18) and proposal for 2018-19 with reference to:**

**2.1** Regularity and wholesomeness of mid-day meals served to children; Interruptions if any and the reasons therefore problem areas for regular serving of meals and action taken to avoid interruptions in future.

**Calorific / Protein Value of the Mid Day Meal Provided.**

- ❖ Under the MDM scheme, mid-day meal , is being served during all the school days to all the students of Primary(class I- V) and Upper Primary (VI- VIII) ( stand alone Middle schools and middle units of High/ Sr. Secondary Schools, NRBC,STC, Madarsas & Maqtabas supported under SSA and Cantonment Board Schools.
- ❖ The Govt. of HP is making every effort to make the meals served more wholesome, more nutritious, more varied.
- ❖ The SMC of the school is empowered to decide the weekly menu to be served in the school keeping in view the choice and liking of the children of the area.

**“ Table – 2- A ”**

<b>Sr. No.</b>	<b>Name of Ingredients.</b>	<b>Quantity in gram</b>	<b>Average calories</b>	<b>Protein Content</b>
1.	Rice	100 g	345	6.8
2.	Pulses	30 g	108.86	7.52
	Vegetables	60 g	36.00	2.70
	Potato	15 g	14.6	0.24
	Soya chunks	5 g	21.6	2.16



3.	Edible oil	5.0 g	45	0
4.	Masala	2.0 g	0	0
5.	Onion	10.0 g	5.0	0.12
6.	Salt	2.5 g	0	0.00
<b>Average Calorie and Protein Content</b>			<b>485.53</b>	<b>13.23</b>

### **B For Upper Primary Schools**

**“ Table – 2- B ”**

S. No.	Name of Ingredients	Quantity in gram	Average calories	Protein Content
1.	Rice	150 g	517.50	10.20
2.	Pulses	40 g	145.14	11.78
	Vegetable	85 g	51.00	3.83
	Potato	20 g	19.40	0.32
	Soya chunks	13 g	56.16	5.62
3.	Edible oil	7.5 g	67.50	0
4.	Masala	2.5 g	0	0
5.	Onion	15 g	7.50	0.18
6.	Salt	4 g	0	0
<b>Average Calorie and Protein Content</b>			<b>728.35</b>	<b>21.15</b>

SMCs have been authorized that ingredients used for the preparation of Mid-Day Meal should preferably be purchased from the local farmers. Purchase of vegetables & other ingredients from the local farmers which would not only cost less but also add fresh produce to the menu.

### **ESTIMATED AVERAGE PER CHILD PER DAY CONVERSION COST FOR PRIMARY & UPPER PRIMARY SCHOOLS FOR THE YEAR 2018-19 :-**

The proposed cooking cost for the year 2018-19 in respect of primary and upper primary stages is as under:

#### **Detail of Central and State Share in cooking Cost per child per school day**

Year	Primary (Rs.)			Upper Primary (Rs.)			Remarks
	Centre	State	Total	Centre	State	Total	



2017-18	3.72	0.41	4.13	5.56	0.62	6.18	During 2017-18
2018-19	4.00	0.44	4.44	5.98	0.67	6.65	Proposal for 2018-19 ( enhancing cooking cost by 7.5%)

- ❖ The recommended food norms as mentioned in the table No. **AT-1** (Sr. No. 2) in respect of Primary and Upper Primary Stages will remain same.
- ❖ Cooking cost includes cost of pulses, vegetables, cooking oil, condiments and fuel etc.

## **2.2 System for cooking, serving and supervising mid-day meals in the schools**

### **2.3 Details about weekly Menu.**

#### **2.3.1 Weekly Menu – Day wise**

- School Management Committees have been authorized to decide the menu keeping in view the choice and liking of the children of the area, in order to make the meal more acceptable.
- The schools have also been directed to ensure that the menu as approved by the School Management Committee is displayed on the Notice Board of the school and to see that the cooking / distribution of meal is strictly, as per the displayed menu.



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

Additional food items are not provided regularly under the scheme. However, additional food items are provided with the participation of the community.

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

Implementing agencies (schools) have been instructed to use double Fortified Salt. However, the Department has also taken up the matter with the Department of Food, Civil Supplies & Consumer Affairs ,HP to ensure the procurement and supply of Double Fortified Salt in the state for Mid Day Meal Programme.

**2.3.4 At what level menu is being decided / fixed,**



Menu is decided at the school level by the respective School Management Committee (SMC) of the school.

### **2.3.5 Provision of local variation in the menu, Inclusion of locally available ingredients/items in the menu as per the liking/taste of the children**

The SMCs have been advised that the ingredients used for the preparation of Mid-Day Meal should preferably be purchased from the local farmers. Purchase of vegetables & other ingredients from the local farmers which would not only cost less but also add fresh produce to the menu.

### **2.3.6 Time of serving meal .**

Mid Day Meal is served during the recess time of the school which is different for summer and winter closing schools in the state.

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

### **2.4.1 Existing mechanism for release of funds up to school/ implementing agency levels.**

**Centre Share:** The GOI releases its share directly to the State, for which, the required Financial /Administrative Expenditure Sanction is accorded by the State. Only after that the State Nodal Agency i.e. Department of Elementary Education, releases the budget to the Drawing Disbursing officers i.e. Block Elementary Education Officers (BEEOs). The Department has given full powers to the Drawing and Disbursing officers (BEEOs) for the purposes of Mid Day Meal Scheme. At the school level the expenditure is incurred by the School Management Committee. The state makes requisite budget provision for both the central and State share in the state budget every year .

**State Share:** The State makes provision in the State budget in respect of state share and placed at the disposal of Director Elementary Education. The Director

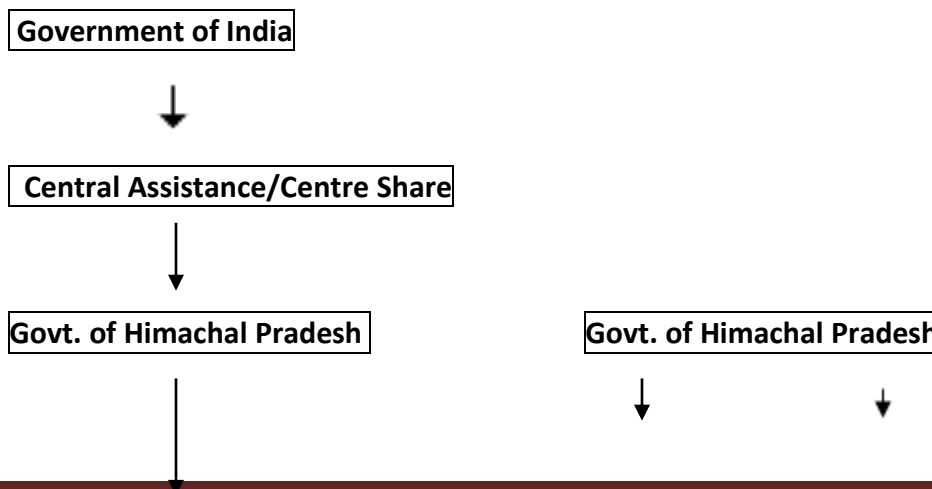


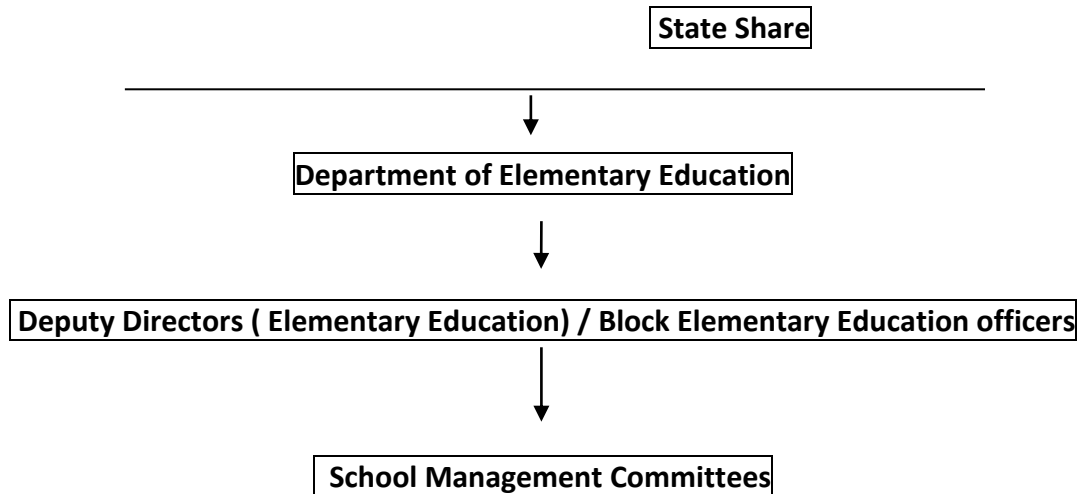
Elementary Education releases full State share to the Block Elementary Education Officers (BEEOs) in the financial year before the receipt of Adhoc central assistance from GOI in order to implement the MDM Scheme un-interruptedly. The BEEOs further release funds to concerned school / SMC. The budget is being distributed through internet (e-vitran, web application developed by the State). The field offices receive the budget within a day. This process saves time and manpower considerably. This also ensures the transparency in allocating the funds.

#### 2.4.2 Mode of release of funds at different levels,

##### FUND FLOW CHART :-

The fund flow chart to outline the process for the flow of funds (Central and State) from the Government to the ultimate implementing agencies at the school level is as under:-





**2.4.3 Dates when the funds released to State Authority / Directorate / District / Block / Gram Panchayat and finally to the Cooking Agency / School.**

The date wise detail of budget distribution to the Blocks/Field Offices is given at Table “AT-2 A”.

**2.4.4 Reasons for delay in release of funds at different levels.**

During 2017-18, the State Government had made budget provision for centre share in the State budget, thus there had been no delay in release of funds in respect of Adhoc, balance of 1<sup>st</sup> installment and 2<sup>nd</sup> installment in two parts of central assistance during 2017-18.

**2.4.5 In case of delay in release of funds from State/ Districts, how the scheme has been implemented by schools/ implementing agencies.**

Not Applicable.

**2.4.6 Initiatives taken by the State for pre-positioning of funds with the implementing agencies in the beginning of the year.**

The State Government is making the requisite budget provision every year in the state budget both for Centre and State share under MDMS. The State had distributed





Rs. 1230.00 Lakhs in the month of May, 2018 as State share for the smooth implementation of the Scheme.

## **2.5 Food grains management,**

### **2.5.1 Time lines for lifting of foodgrains from FCI Depot- District wise lifting calendar of foodgrains.**

The consolidated annual demand of food-grains is projected on the basis of average number of beneficiaries of the first three quarters of previous year in r/o Govt. Primary (class I-V) and Upper Primary (class VI-VIII) Schools, in the respective prescribed formats to GOI. Accordingly, the Government of India approves and makes the necessary allocations for the next financial year, @ 100 gram per child per school day for classes I-V, and @ 150 gram per child per school day for classes VI-VIII, on the basis of the average enrollment.

To ensure the timely lifting of foodgrains, District level officials have been directed to submit the demand for required food-grains (Rice) to the concerned Deputy Commissioners for the issuance of necessary authorization well before the last date specified for the purpose i.e. 25<sup>th</sup> of the particular month of the allocation quarter, so that the allocated foodgrains could be lifted from the FCI godowns by the lifting agency i.e. HPSCSC within the prescribed period starting from the 1st day of the month preceding the allocation quarter and up to 25th of the last month of the allocation quarter.

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

The implementing agencies have been directed to ensure the 100% lifting of rice allocated and to check the quality and quantity of rice before lifting from PDS and also ensure that foodgrains of at least FAQ are issued by the FCI after joint inspection by the team consisting of members from FCI and nominee from collector.

### **2.5.3 Is there any incident when FAQ food grain was not provided by FCI. If so, the action taken .by the State/District to get such foodgrains replaced with FAQ food grain. How the food grain of FAQ was provided to implementing agencies till replacement of inferior quality of food grain from FCI was arranged.**

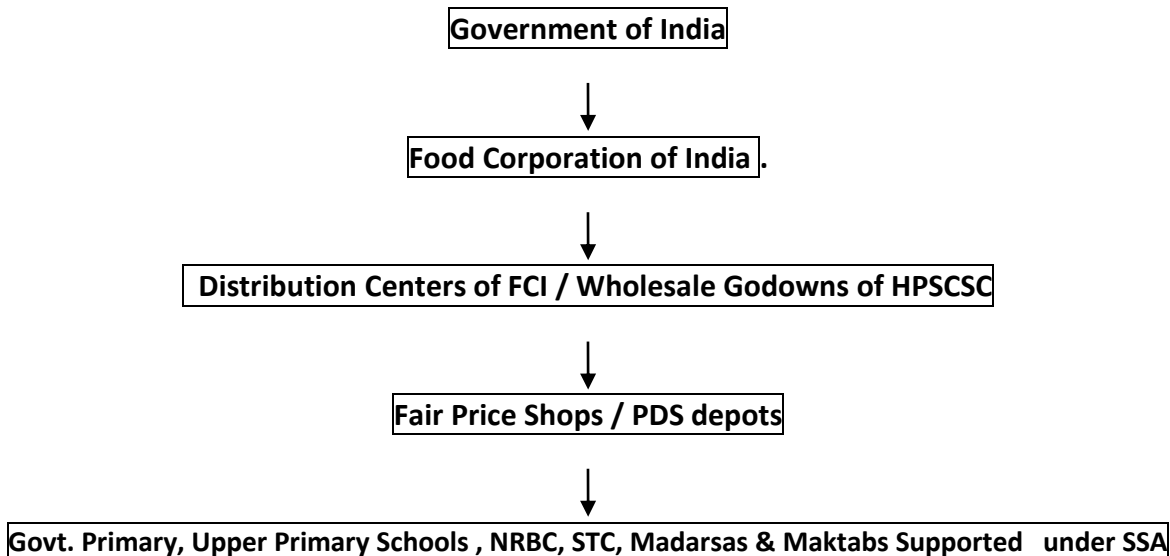


No such cases have been reported in the state as yet.

#### 2.5.4 System for transportation and distribution of food grains

GOI provides foodgrains (rice) at the FCI distribution Centre. Thereafter the rice is lifted by the Nodal Transport Agency of the state i.e. Himachal Pradesh State Civil Supplies Corporation (HPSCSC) from FCI distribution Centers and is made available at the PDS depot/ FPS , on the authorization from the respective Deputy Commissioners of concerned districts. However, the rice is lifted by SMCs of the school from the PDS Depot /FPS for which transportation charges are paid to them and this system of lifting of rice from PDS Depot /FPS to the schools by SMC is smoothly working in the state.

❖ Food-grains flow chart in the state is as under :-





**2.5.5 Whether unspent balance of foodgrains with the schools is adjusted from the allocation of the respective implementing agencies (Schools /SHGs/ Centralised Kitchens) Number of implementing agencies receiving foodgrains at doorstep level.**

The schools raise the demand for the next month after adjusting the unspent balance of food grains of the previous month. For this purpose a format has been designed for schools for raising the demand of food grains.

**2.5.6 Storage facility at different levels in the State/District/Blocks/Implementing agencies after lifting of food grains from FCI depot.**

All the schools have been/ are being provided with storage bins for storing food grains and other ingredients. The GOI has sanctioned 14959 kitchen-cum stores. Besides, 88 kitchen-cum-stores have been sanctioned in convergence with SSA which are being used for storage facility also.

**2.5.7 Challenges faced and plan to overcome them.**

- ❖ Timely supply of foodgrains (rice) to the schools / Institutions is main challenge / hurdle in the implementation of the scheme. Due to tough topographic & climatic conditions, hence the supply of the rice from FCI to school premises takes considerable time.
- ❖ To ensure the timely supply and maintenance of buffer stock at the school level, the instructions have been issued to field/ district offices that allocation of rice be made on the quarterly basis. This will considerably curtail the time taken by nodal transportation agency for lifting of rice from FCI godown and to make available at PDS depots/ FPS.
- ❖ In case of any delay in lifting the foodgrains (rice), the matter is taken up with the concerned authorities immediately i.e. FCI / HPSCSC. However, the pulses and



other ingredients for Mid Day Meal Programme are purchased at local level by the SMC's of the schools.

## **2.6 Payment of cost of foodgrains to FCI.**

### **2.6.1 System for payment of cost of foodgrains to FCI; whether payments made at district level or State level**

The Government of India vide letter No. F.1-15/2009-Desk(MDM) dated 10.2.2010 had conveyed the guidelines regarding the payment of cost of foodgrains(Rice). As per these guidelines. "The foodgrains (rice) are to be supplied by the Government of India through Food Corporation of India. The payment of cost of foodgrains (rice) is to be made by the State Government to the Food corporation of India. Whereas, in previous years the payment of the cost of foodgrains (rice) had been made /released by the Government of India directly to the FCI."

*"The FCI will raise the bills pertaining to the supply of foodgrains during a month to the district administration by the 10<sup>th</sup> day of the next month in the prescribed format and the district administration will ensure payment within 20 days."*

The claims are raised by the FCI for lifted rice from FCI godowns and verified from the districts, then the payment of cost of rice is released to the FCI at Sate level.

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

No claim pertaining to the previous year i.e 2017-18 is lying pending with the State / Department. The State has cleared all bills raised by FCI upto March, 2018. An amount of ₹ 455.93 lacs has been released for lifting 15197.63 MTs of rice during 2017-18.

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

Not Applicable.

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



All the payments are released to FCI in time. However, the State Nodal Officer/ officials coordinate with FCI officials from time to time in this regard.

**2.6.5 Whether the District Nodal Officers are submitting the report of such meetings to State Head quarter by 7<sup>th</sup> of next month.**

YES.

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

The reconciliation of payment of the cost of food grains (rice) with FCI is made by the Districts at District level and Nodal Officer at State level before the release of payment to them on monthly basis and reconciled at the end of the financial year also.

**2.6.7 Relevant issues regarding payment to FCI.**

No payment is pending with the FCI of the previous year.

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

Not Applicable.

**2.7 Cook-cum-helpers**

**2.7.1 Whether the State follows the norms prescribed by MHRD for the engagement of cook-cum-helpers or it has its own norms.**

The state is following the norms prescribed by the GOI, MHRD for engaging Cook-cum- helpers as per detail given below :-

Enrolment slab	No of cook cum helpers to engaged
1-25	1
26-100	2



<b>101-200</b>	<b>3</b>
<b>201- onwards</b>	<b>One additional CCH</b>

At present, 21913 Cook- cum- Helpers have been engaged under Mid Day Meal Programme in the state.

The detail of approved, engaged and the strategy to fill the gap of cook - cum - helpers is at **AT-Table -8, 8A and 30.**

**2.7.2 In case, the State follows different norms, the details of norms followed may be indicated.**

Not Applicable.

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

NO

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

All the cook-cum-helpers are engaged by SMC's of the concerned school. The budget for honorarium is allocated through e-Vitran to the BEEO who further releases it into the bank account of the concerned SMCs and the SMC makes the payment of honorarium through e-transfer in the bank account of all the cook-cum-helpers or BEEOs directly transfers the honorarium to CCH in their bank accounts.

The funds/ budget on account of honorarium to CCH is allocated to BEEOs, on the basis of number of cook-cum-helper engaged in the block.

**2.7.5 Whether the CCH were paid on monthly basis.**

YES. The honorarium to Cook-cum-helpers is being paid on monthly basis through e- transfer.

**2.7.6 Whether there was any instance regarding irregular payment of honorarium to cook-cum-helpers and reason thereof. Measures taken to rectify the problem.**

No



### **2.7.7 Rate of honorarium to cook-cum-helpers,**

The Government of India has fixed the honorarium of cook-cum-helpers @ ₹ 1000/- per month for ten academic months in a year in the ratio of 90:10. However, the State of HP has enhanced the honorarium of cook-cum-helper engaged under this scheme @ ₹ 1200/- per month w.e.f 1.4.2017 to 16.8.2017 and @ ₹ 1500/- per month w.e.f 17.8.2017 onwards. Thus GOI is sharing ₹ 900/- per month and the State is contributing ₹ 600/- per month. The honorarium is paid for ten academic months in a year.

### **2.7.8 Number of cook-cum-helpers having bank accounts,**

All the 21913 (100%) cook cum helpers have bank accounts.

### **2.7.9 Number of cook-cum-helpers receiving honorarium through their bank accounts,**

All the 21913 (100%) cook-cum- helpers having bank accounts and are being paid honorarium through e-transfer.

### **2.7.10 Provisions for health check-ups of Cook-cum-Helpers,**

The quality & hygiene in the preparation of meals, being provided to the students, is continuously invoking concern from various quarters in the State. Since, the preparation of meals is a sensitive and continuous process, so it is necessary that the cook-cum-helper engaged under this scheme for this purpose should be physically fit. He should not suffer from any contagious disease. Hence the health check up of all cook-cum-helpers has been made mandatory at initial appointment and thereafter on half yearly basis.

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



All the cook cum helpers cover their head with cloth as it is a tradition in the state of Himachal Pradesh commonly called “DHATU”

**2.7.12 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 state has framed guidelines/ norms for engaging the cook-cum-helpers under MDM Scheme. The persons belonging to BPL/Low income group family, widow or deserted/ destitute women, belonging to SC/ST/OBC/ minority category and families without any member in Govt. service and from the concerned village / gram panchayat are preferred.

**2.7.13 Mechanisms adopted for training of cook cum helpers. Total number of trained cook cum helpers engaged in the cooking of MDMs. Details of the training modules; Number of Master Trainers available in the State; Number of trainings organized by the Master Trainers for training cook-cum-helpers.**





The State has trained 79 Cook-cum- helpers from the Institute of Hotel Management , Kufri as master trainers. They are further imparting training to other Cook- cum- helpers in their respective Blocks.





**2.7.14 Whether any steps have been taken to enroll cook-cum-helpers under any social security schemes i.e Pradhan Mantri Jan Dhan Yojana, Pradhan Mantri Suraksha Bima Yojana, Pradhan Mantri Jeevan Jyoti Bima Yojana etc. and number of cooks benefitted through the same.**

YES.

## **2.8 Procurement and storage of cooking ingredients and condiments**

### **2.8.1 System for procuring good quality (pulses, vegetables including leafy ones, salt, condiments, oil etc. and other commodities.**

Foodgrains (Rice) are made available by the Government of India through Food Corporation of India for which funds are provided to the State by Govt. of India. The state has authorized the School Management Committees (SMC) to procure good quality pulses, vegetables including leafy ones, double fortified salt, condiments, oil etc. The cooking ingredients are purchased by the SMCs at the school level from local market. However, no commodity is being purchased centrally and supplied to schools in the State.



**2.8.2 Whether First In and First Out (FIFO) method has been adopted for using MDM ingredients such as pulses, oil/fats, condiments salt etc. or not.**

It is a general practice that articles/ commodities purchased are consumed on first in first out basis and is being implemented in the state.

**2.8.3 V Arrangements for safe storage of ingredients and condiments in kitchens.**

The schools have been provided with storage bins for storing of food grains and other ingredients which are kept in kitchen-cum stores constructed under the MDMS.

**2.8.4 Steps taken to ensure implementation of guidelines dated 13.02.2015 on food safety and hygiene in school level kitchens under Mid Day Meal Scheme.**

The guidelines of Government of India, MHRD dated 13.02.2015 on food safety and hygiene in school level kitchens under Mid Day Meal Scheme have been circulated to all the implementing agencies/ schools and are being followed in letter and spirit.

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

The guidelines of Government of India, MHRD in respect of Mid Day Meal Scheme have been circulated to the all institutions/ schools. However, the updated guidelines are circulated from time to time and uploaded on the website of the Department.

**2.9 Type of Fuel used for cooking of Mid Day Meals – LPG, smokeless chulha, firewood & others.**

**2.9.1 Number of schools using LPG for cooking MDM ,**

**2.9.2 Steps taken by State to provide LPGs fuel in MDM in all schools &**

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

In order to make the school environment, healthy and pollution free and in the interest of environmental protection, less polluting fuels are being used by the state. With this objective, 14761 (95%) schools are using LPG based fuel wherever possible and each school has been asked to procure gas connection / gas stove for which funds have been and are being provided to the schools.



## **2.10 Kitchen-cum-stores.**

### **2.10.1 Procedure for construction of kitchen-cum-store,**

The GOI, MHRD has sanctioned 14959 kitchen –cum- Stores upto 2015-16 to H.P. state. Besides, 88 kitchen –cum- Stores have been constructed with convergence of SSA. The work of construction of kitchen –cum- Stores has been assigned to the civil wing of SSA. Out of 14959 sanctioned kitchen –cum-stores, 14701 has been constructed, 93 are in progress and 165 have not been started due to non availability of land and schools running in rented or rent-free accommodation and separate room is being used as kitchen –cum- Stores in the available accommodation of the schools. However, efforts are being made to complete the construction of kitchen-cum-Stores in 165 not started units.

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

Yes, the design approved by the Govt. of India, MHRD is being followed and used for the construction of kitchen-cum-stores.

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

The civil wing of SSA has been assigned the construction work of kitchen cum stores who is executing the work through SMCs of the school.

### **2.10.4 Kitchen cum stores constructed through convergence, if any .**

88 kitchen cum stores have been constructed through convergence with SSA

### **2.10.5 Progress of construction of kitchen-cum-stores and target for the next year.**

The Progress already stated above at point no. 2.10.1, However, there was no target for the year 2017-18.

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



Not Applicable

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

N.A.

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

Status at AT- 11 and AT-11-A and AT-28.

**2.11 Kitchen Devices**

**2.11.1 Procedure of procurement of kitchen devices from funds released under the Mid Day Meal Programme**

As per the instructions issued by the Govt. of India, MHRD the School Management Committees have been authorized to purchase the kitchen devices as per the requirement of the concerned school in a decentralised manner after observing and completing all administrative codal formalities.

**2.11.2 Status of procurement of kitchen devices**

Status at AT- 12 and AT-12-A and AT-29.

The Govt. of HP has surrendered an amount of ₹. 54.44 Lakhs for 1089 schools under ST component to the GOI. This amount is required under General Component to complete the first phase of replacement of kitchen devices. The instant matter has been taken up with the Govt. of India, MHRD, through Secretary Education, H.P. (Refer Table-29 please)

**2.11.3 Procurement of kitchen devices through convergence or community /CSR**

Nil.

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



No separate funds have been provided for procuring eating plates. However in some schools eating plates have been provided / donated by various agencies / community for Mid Day Meal Programme.

## **2.12 Measures taken to rectify**

### **2.12.1 Inter-district low and uneven utilization of food grains and cooking cost**

**&**

### **2.12.2 Intra-district mismatch in utilization of food grains and cooking cost.**

**&**

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

- ❖ Sometimes delay in releasing the cooking cost leads to uneven utilization of cooking cost as compared to foodgrains.
- ❖ As the funds are released by GOI Component wise i.e General, Schedule Caste (SC) and Schedule Tribe (ST) which takes considerable time to complete the procedural formalities as the matter has to be taken up with different Departments. The GOI is therefore requested not to release the funds component wise but the guidelines are required to be issued to utilize the funds in different categories.
- ❖ In order to reduce the delay in delivering the cooking cost at school level, the state of HP has made provision in the State budget for centre share.

Also, the State/ Department distributes the funds directly to Block level. The Block Elementary Education Officer (BEEO) further distributes the budget / funds to SMC / Schools as per requirement. The budget is being distributed through e-vitrans, the web based application, from Directorate to concerned Block office. Since the budget is distributed through internet, field offices receive budget immediately and directly.

## **2.13 Quality of food**

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

The meals are being tasted by the MDM In charge teachers/ mothers/cook-cum-helpers and SMC Members and instructions have also been issued to maintain record of tasting meals in MDM register.



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

The SMCs have been instructed to prepare roster of mothers so that one of the mothers could be present in the school on every working day and supervise the preparation, tasting and serving of meal process. They are also assigned to keep a check on the quantity as well as the quality of meal served to enhance their level of satisfaction.

**2.13.3 Testing of food sample by any recognized labs for prescribed nutrient and presence of contaminants such as microbes, e-coli .Mechanism to check the temperature of the cooked MDM.**

Food samples from 10 schools (5 samples for Primary Schools and 5 samples from upper primary schools ) were got tested from the (NABL) Punjab Biotechnology Incubator Mohali Punjab in the year 2014-15 from district Solan and during the year 2017-18 in District Una and test reports have been shared with the Government.

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

Since there is no NABL labs for testing the Cooked meal in the state of Himachal Pradesh, Hence (NABL) Punjab Biotechnology Incubator Mohali Punjab has been identified by the GOI, MHRD for the purpose which is nearest to the State.

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

**&**

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

Already stated at point No. 2.13.3 above.

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



Requisite instructions have been issued to all the implementing agencies in this regard.

**2.14 Involvement of NGOs / Trusts.**

**2.14.1 Modalities for engagement of NGOs/ Trusts for serving of MDM through centralized kitchen.**

**2.14.2 Whether NGOs/ Trusts are serving meal in rural areas**

**2.14.3 Maximum distance and time taken for delivery of food from centralized kitchen to schools**

**2.14.4 Measures taken to ensure delivery of hot cooked meals to schools**

**2.14.5 Responsibility of receiving cooked meals at the schools from the centralized kitchen,**

**2.14.6 Whether sealed/insulated containers are used for supply of meals to schools,**

**2.14.7 Tentative time of delivery of meals at schools from centralized kitchen.**

**2.14.8 Availability of weighing machines for weighing the cooked MDM at school level prepared at centralized kitchen.**

**2.14.9 Testing of food samples at centralized kitchens.**

**2.14.10 Whether NGO is receiving grant from other organizations for the mid day meal. If so, the details thereof.**

In H.P. State, there is no NGO and Civic Body organization (CBOs)/ PRI is involved in the implementation of the mid day meal scheme and no centralized kitchen system has been adopted. The scheme is being implemented through School Management Committee (SMC).

**2.15 Systems to ensure transparency and accountability in all aspects of programme implementation,**

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

Logo of MDM scheme, norms for food and cooking cost and toll free number are displayed at visible place in the school.





### 2.15.2 Dissemination of information through MDM website

All types of information and instructions are posted on MDM website of the Department regularly.

### 2.15.3 Provisions for community monitoring at school level i.e. Mother Roster, Inspection register,

- ▶ The School Management Committees (SMC) have been constituted for every school. The parents of the students and teachers of the school are its members. The SMC is responsible for the implementation of the programme at school level. For ensuring the Transparency and Accountability at School Level, especially w.r.t. quality of meals, food-grains and cash.
- ▶ School Management Committee (SMC) has been authorized to purchase the cooking ingredient at the school level.
- ▶ The School Management Committee(SMC) is empowered to decide the weekly menu keeping in view the liking of the students.
- ▶ The State of H.P, with a view to ensure transparency and openness in all aspects of programme is encouraging the participation of mothers .
- ▶ The SMCs have been instructed to prepare roster of mothers so that one of the mother could be present in the school on every working day and supervise the preparation and serving of meal process. They are also assigned to keep a check on the quantity as well as the quality of meal served to enhance their level of satisfaction.
- ▶ The funds are released to SMCs for the purchase of cooking devices. The SMC purchases cooking devices as per the requirement of school.



#### **2.15.4 Tasting of meals by community members,**

The instructions have been issued to school level implementing agencies that one parent and preferably two who may or may not be SMC member should be present during serving of meals to students so that they can taste the food before serving to the students and record their statement in the MDM register. For this purpose, a roster of such parents be drawn up in advance on a monthly basis and a register to record their observations be also maintained at the school.

#### **2.15.5 Conducting Social Audit**

**The Social Audit of mid day meal scheme of each school is being done through Gram Sabha in the state has been initiated in the state.** The detailed instructions have been issued to the implementing agencies for social audit of Mid Day Meal Programme in respect of each school in the Gram Sabha meetings of the respective gram panchayats on quarterly basis as per the guidelines framed by the Government of India MHRD, Department of School Education and Literacy New Delhi. They have been directed that the Centre Head Teachers (CHT's), Head Teachers / Incharge Teachers of the school will also attend all the gram sabha meetings of the respective gram panchayats for conducting the social audit of Mid Day Meal Programme in respect of their all schools i.e. GPS, GMS and GSSS as the case may be. During the course of social audit of Mid Day Meal Programme in Gram Sabha meetings, the shortcomings observed and found may be rectified and improved as per the norms and guidelines of Mid Day Meal Programme in a time bound manner under intimation to all the quarters concerned. The district wise detail in this regard is given at AT 10B.

### **2.16 Capacity building and training for different stakeholders**

#### **2.16.1 Details of the training programme conducted for State level officials, SMC members, school teachers and others stakeholders**

- District level officials have also been imparted training regarding MIS, SMS and preparation of Annual Work Plan and Budget of Mid Day Meal Scheme.



- During the year **2014-15**, **27** cook cum helpers, **30** cook-cum helpers during 2015-16 and during the year **2017-18**, **22** cook - cum - helpers during 2017-18 have been imparted training as master trainers in the **Hotel Management Institute Kufri Shimla HP**. The Department has also imparted training to cook-cum-helpers at the cluster level regarding maintenance of cleanliness, hygiene and proper cooking procedures for maintenance of nutritive.

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

**&**

**2.16.3 Targets for the next year.**

During 2018-19, the State is proposing to train 30 cook - cum - helpers as Master trainers in the Hotel Management Institute Kufri (Shimla). The master trainers trained during the year 2017-18 will further train their fellow Cook-cum- helpers at cluster/ Centre level within a Block. The field level officials are also proposed to be orientated regarding implementation of Mid Day Meal Scheme.

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

**2.17.1 Procedure followed for data entry into MDM-MIS Web portal**

The school level format is filled by the school for making data entry in to MIS-MDM web portal which is submitted to Block Elementary Education Officer after verification by Center Head Teacher. Presently, the Management Information System MIS MDMS is maintained at Block level by the existing ministerial staff of Blocks / at school level by the Center Head Teacher. The Department has provided, two laptops, 6 computers at state level , 24 computers at district level and 124 block offices have been provided with two computers each out of MME funds in phased manner . The new blocks are proposed to be provided with computers during 2018-19.



**In order to streamline the flow of information in the state at different levels the state has taken following steps :-**

- ▶ The Head Teacher OR the Senior Teacher of the school submits the Quarterly Feedback Reports / Accounts Statements to the Block Elementary Education Officer, who further compiles and submits the consolidated Report of his Block to the Deputy Director Elementary Education, who further consolidates these reports of the entire district and submits the consolidated reports of his District to the Directorate of Elementary Education. The Directorate further consolidates, the information of entire state and submits reports to the State as well as to the Govt. of India.
- ▶ Department has provided internet facility to all block and district level offices. Information is sent or received from District to State and vice-versa through e-mail for the speedy implementation of the scheme.
- ▶ Department has developed an exclusive website for MDM scheme where all type of information in respect of the scheme is uploaded on day to day basis.

**2.17.2 Level (State/ District/ Block/ School) at which data entry is made**

**The data entry is made at State/ District/ Block/ School by data entry operators at respective levels.**

**2.17.3 Availability of manpower for web based MIS**

**Structure of Manpower for Web Based MIS deployed on outsource basis on contract.**

<b>1. State Project Coordinator</b>	<b>= 01</b>
<b>2. District Coordinators</b>	<b>= 12</b>
<b>3. Data Entry Operators</b>	<b>= 14</b>
<b>Total</b>	<b>= 27</b>

**2.17.4 Mechanism for ensuring timely data entry and quality of data**

Already stated at point No. 2.17.1 above.

**2.17.5 Whether MIS data is being used for monitoring purpose and details thereof.**

YES



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

**2.18.1 Status of implementation of AMS**

The state has registered the mobile numbers of 30,000 respondent teachers from 15000+ schools MDM web portal designed and developed by NIC HP for SMS based mobile app for Automated Reporting and Management System (ARMS) of MDMS in all school working days. At present, 85% schools are reporting meals information on real time through this mobile app and the same are being pushed on National Portal every day. However, due to the tough and remote as well as / tribal geographical situation of the State and in view of poor signals and non-connectivity in some locations/ parts of the state , the schools are facing problem in reporting MDM daily SMS from such areas. The State is doing its earnest efforts to increase the percentage of reporting upto maximum level through this system with the help of NIC HP.

Structure of Manpower for AMS deployed on outsource basis on contract.

- 1. State Project Manager = 01**
- 2. Assistant Manager = 02**
- Total = 03**

**2.18.2 Mode of collection of data under AMS (SMS/IVRS/Mobile App/Web enabled)**  
Mobile based SMS application

**2.18.3 Tentative unit cost for collection of data.**

Tentative unit cost has been calculated as @ Rs.0.032 per SMS by NIC HP.

**2.18.4 Mechanism for ensuring timely submission of information by schools**

The respondent teachers report the information regarding meals served on every school working days through SMS on Nation- wide Toll Free No “15544” from their registered mobile phone numbers after serving the meals to the students.

**2.18.5 Whether the information under AMS is got validated.**

YES

**2.18.6 Whether AMS data is being used for monitoring purpose and details thereof.**

YES.



**2.18.7 In case, AMS has not been rolled out, the reasons there of may be indicated along with the time lines by which it would be rolled out.**

Not Applicable

**2.19 Details of Evaluation studies conducted by State/UT and summary of its findings.**

No evaluation study has been conducted by the State during 2017-18.

**2.20 Write up on best/ innovative practices followed in the State alongwith some high resolution photographs of these best / innovative practices during 2017-18.**

- ▶ The State of HP has adopted the rice based hot cooked Mid Day Meal which is prepared a fresh every day in the school on working day .
- ▶ The School Management Committees (SMC) have been constituted for every school. The SMC is responsible for the over all implementation of the programme at school level, therefore teachers are least involved.
- ▶ School Management Committee (SMC) has been authorized to purchase the cooking ingredient at the school level.

The School Management Committee (SMC) is empowered to engage / disengage the cook-cum-helper. The guidelines have been issued / notified for engagement of cook-cum-helper.

- ▶ The School Management Committee(SMC) is empowered to decide the weekly menu keeping in view the liking of the students.
- ▶ The weekly menu is being displayed in the schools.
- ▶ To make the public aware regarding the scheme food norms and cooking cost norms have been displayed in the school premises.
- ▶ Funds are being transferred to the implementing agencies through e-transfer.
- ▶ 21913 Cook-cum-helpers have been engaged out of which 82% are female and maximum of them are mothers of the students.
- ▶ Health screening / checkup of cook-cum-helper is made mandatory twice in a year.
- ▶ 22 cook-cum-helpers have been provided training regarding maintenance of cleanliness, hygiene and proper cooking procedures.
- ▶ Total, 79 cook-cum-helpers have been imparted training in the Hotel Management Institute Kufri Shimla till date.



- ▶ Funds amounting to Rs. 52.57 lakhs have been provided to 14837 schools @ 300/- & Rs.400/- per schools through e-transfer for hand washing facilities.
- ▶ The cook cum helpers cover their head with cloth as it is a tradition in the state of Himachal Pradesh.
- ▶ The state has started Mobile SMS based Mobile App for Automated Reporting and Management System (ARMS) w.e.f August 2016 and approx. 89% are sending message on toll free no. 15544.

## **2.21 Untoward incidents**

### **2.21.1 Instances of unhygienic food served, children falling ill**

No such case has been reported during 2017-18.

### **2.21.2 Sub-standard supplies,**

No substandard supplies of foodgrains have been reported.

### **2.21.3 Diversion/ misuse of resources,**

No diversion/ misuse of resources has been made.

### **2.21.4 Social discrimination**

No incident of social discrimination has been reported under Mid Day Meal Scheme. However, requisite instructions in the regard have been issued from time to time to avoid occurrence of such incidents.

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

- ▶ Free Ambulance services are operational. Anyone can avail this facility free of cost by simply dialing a Toll Free No. 108; irrespective of time, day and place.
- ▶ To tackle the law and order situation any one can dial Toll Free No. 100 and for Fire Department it is 101. They have been instructed to paint these numbers also on the wall in the premises of the school for awareness.

## **2.22 Status of Rashtriya Bal Swasthya Karyakram**

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

### **2.22.2 Distribution of spectacles to children with refractive error,**

### **2.22.3 Recording of height, weight etc.**

### **2.22.4 Number of visits made by the RBSK team for the health check- up of the children.**



Rashtriya Bal Swasthya Karyakram (School Health programme) is being implemented by the Health and Family Welfare Department and the detail of School Health programme is attached at Table 'AT-17.'

**2.23 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.**

Presently, the scheme is being monitored by the officers of the Department. The scheme is being monitored regularly in the monthly meetings held at district and State level. To strengthen the monitoring system, State has engaged 30 personnel through outsourcing, the detail of which are as under:

State Project Coordinator	= 1 (At State HQ)
District Coordinators	= 12 (State HQ-1 District 12)
Data Entry Operators	= 14 (State HQ-1 District- 12)
	-----
	27

Structure of Manpower for ARMS deployed on outsource basis on contract.

1. State Project Manager	= 01
2. Assistant Project Manager	= 02
	-----
Total	= 03

The Department has provided computers in all Districts and Block Offices. Further, the Department has also provided the internet facility to the block and district level offices under Mid Day Meal Scheme.

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

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

The State level Steering-cum- Monitoring Committees (SL-SMC) are regularly held under the Chairmanship of Chief Secretary to the Govt. of HP as per norms. However, District and Block level Committee meetings are not being held regularly in the State for which the Secretary Education Govt. of HP has written DO letters to all the District Commissioners for conducting the District and Block level Committee meetings for monitoring the MDMS in regular manner in the state.





**2.24.2 Action taken on the decisions taken during these meetings.**

The desired action on the decisions taken in the State level SL-SMC are taken on priority basis.

**2.25 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.**

All the Deputy Commissioners of the districts have been requested by the Secretary Education to conduct the District level Steering cum- Monitoring Committee meetings regularly.

**2.26 Arrangement for official inspections to MDM centres/schools and percentage of schools inspected and summary of findings and remedial measures taken.**

Following inspection targets have been assigned to the officers at different levels for every year:-

No	Name of inspecting officer	Area of Inspection	Minimum Number of inspections to be conducted in a month	
			Formal inspections	Surprise inspection
1	Deputy Director, Elementary Education	(a) Offices of Block Elementary Education Officers in the District	2	2
		(b) Govt. Elementary Schools of the District	2	2
2	Block Elementary Education Officer	✚ Govt. Elementary Schools of the Block	4	4
3.	Center Head Teacher	✚ Govt. Elementary Schools attached with his center	50% of the schools of center	All schools of Center
<p><b>Note 1.</b> The officers at Sr. No. 1 &amp; 2 above will inspect those blocks/ schools which have not been inspected during the previous year.</p> <p><b>Note 2.</b> On the findings of the of the Inspecting Officers, remedial action is taken by the next level officer.</p>				

➤ The District Coordinators have also been assigned the job of monitoring and inspection at district level.

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



- ▶ Free Ambulance services are operational. Anyone can avail this facility free of cost by simply dialing a Toll Free NO. 108; irrespective of time, day and place.
- ▶ To tackle the law and order situation any one can dial Toll Free No. 100 and for Fire Department it is 101. They have been instructed to paint these numbers also on the wall in the premises of the school for awareness.

## **2.28 Grievance Redressal Mechanism**

- 2.28.1 Details regarding Grievance Redressal at all levels,**
- 2.28.2 Details of complaints received i.e. Nature of complaints etc.**
- 2.28.3 Time schedule for disposal of complaints,**
- 2.28.4 Details of action taken on the complaints.**

The State has established the Grievance Redressal Mechanism under MID DAY MEAL SCHEME at State, District, Block and School level and following officers have been appointed as nodal officers at these levels :-

- |                   |   |  |
|-------------------|---|--|
| 1) State Level    | : | Additional / Joint Director (Admn)     |
| 2) District Level | : | Deputy Director (Elementary Education) |
| 3) Block Level    | : | Block Elementary Education Officer     |
| 4) School Level   | : | Centre Head Teacher                    |

The State/ District nodal officer sends the complaints received in respect of district / block /school to the concerned nodal officer on the next working day and concerned nodal officer has been directed to address the complaints within next three working days.

Further, the State has also installed / established the TOLL FREE NUMBER (1800-180-8007 ) at Directorate level. The complaints / grievance are being received on every working day between 10.30 AM to 3.00 PM. 3 complaints have been received during 1-4-17 to 31-03-18 and all have been solved. The complaints were regarding the delay in release of arrear of honorarium which were solved. In addition to the above, queries regarding MDM ARMS portal, MIS portal and Supreme Court Evaluation form were received telephonically or through e-mail which were solved telephonically or taking up the matter with the State NIC HP.

At present, in the HP Govt. Portal, there is application software “ E-Samadhan” in which any one can register his/ her grievances. Department also receive the grievances of the public through post.



**2.29 Details regarding Awareness Generation & Information, Education and Communication (IEC) activities and Media campaign, carried out at State/district/block/school level.**

To give the wider publicity of the scheme, Toll Free No 1800-180-8007 has been installed and also the information pertaining to the scheme is posted on the website of the MDM scheme at state level.

**2.30 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 overall assessment of the programme implementation in the state of H.P. is as under:-

- ▶ The programme is being implemented smoothly and regularly in the state without involving any serious complaint or interruption and this scheme is helping the state in achieving the targeted objectives.
- ▶ Under this scheme, rice based nutritious Hot cooked meal prepared fresh daily on all school days, is being served to all the students of the targeted schools. The menu of the meal is allowed to be varied at the school level, as decided by the school committees keeping in view the liking of the students of the area. This scheme has also helped the malnourished students of poor families in improving their nutritional status and has also helped in inculcating good habits among them.
- ▶ Problems is being faced in the schools with enrollment less than 10 where the cooking cost is quite in-sufficient to meet the expenses.
- ▶ Funds amounting to Rs. 52.57 lakhs have been provided through e-transfer to 14387 schools @ Rs. 300/- and Rs 400/- per schools for hand wash facilities as per available funds.

**2.31 Action Plan for ensuring enrolment of all school children under Adhaar before the stipulated date.**

Status attached at AT- 4B

**2.32 Contribution by community in the form of Tithi Bhojan or any other similar practices in the State/ UT etc.**



Tithi bhojan type of functions are already celebrated in the schools voluntarily by the community members such as child births, marriages, birthdays, success exams, anniversaries festivals in the family or in the larger community. However, instructions have been issued to all the field functionaries to encourage Tithi bhojan type of functions in schools. However, the nomenclature of this tradition is called as “**DHAM**” in H. P. State.

### **2.33 Availability of kitchen gardens in the school . Details of the mechanism adopted for the setting up and Maintenance of kitchen gardens.**

The Department has identified 20-20 schools in each district for developing Kitchen Gardens in these selected schools with the help of Agriculture, Horticulture and Forest Department so that proceeds of the kitchen gardens could be used for Mid Day Meal Programme in such schools.

Status attached at AT- 10E

### **2.34 Details of action taken to operationalize the MDM Rules, 2015.**

The state has adopted MDM Rules 2015 framed by the GOI MHRD, in toto and have been circulated to all the field functionaries and schools for its implementation in letter and spirit.

### **2.35 Details of payment of Food Security Allowances and its mechanism.**

No such type of cases have been reported so far in the state.

### **2.36 Any other issues and Suggestions.**

#### **Issues of concern (Problem Areas) :-**

- i. Decision of the Union Cabinet to operationlize pulses from the central buffer for Mid Day Meal scheme.

The Secretary (Education) had conducted a meeting with officers of FCI, HPSCSC, NAFED and Education Department on 26-04-2018 in order to discuss the modus operandi as well as the procedure and modalities to be followed for procurement and supply of pulses from Central Buffer Stock through NAFED for Mid Day Meal Programme in the State as per the Central Cabinet Decision. That the Food Corporation of India (FCI) as well as the Himachal Pradesh State Civil Supplies Corporation (HPSCSC) have shown their inability for storing the required quantity of 2824.79 MT's pulses per annum for the Mid Day Meal Programme due to the non availability of adequate additional storage capacity with them in their existing godowns at district level and further stated that they



are already overburdened for storing the foodgrains in respect of other schemes and programmes in the State. However, hiring additional godowns by FCI & HPSCSC for storing the pulses for Mid Day Meal Programme would lead to extra financial burden on the State Government and thus further lead to inordinate delay in the procurement & supply of the pulses for the said programme.

Apart from the above, there are also other various practical problems in the State i.e tough geographical and harsh climatic condition in the tribal districts as well as in other remote parts, which remains cutoff from rest of the State for at least 4-5 months due to heavy snowfall in winters and heavy rain in rainy season. Therefore, it is apprehended that the new prescribed mechanism for the procurement & supply of pulses from the Central Buffer Stock through NAFED for Mid Day Meal Programme may hamper and the implementation of the programme may thus suffer adversely in the State. However, Section-39 of the National Food Security Act 2013 (20 of 2013) read with Rule-9 of Mid Day Meal Rules 2015 stipulates the requisite punitive measures for non supply of meals to the school students under Mid Day meal Programme on any school day due to the non availability of food grains.

In view of the facts and circumstances delineated above, the GOI, MHRD has been requested that the H.P. State may be exempted from the new mechanism for the procurement & supply of pulses from the Central Buffer Stock through NAFED for Mid Day Meal Programme.

- ii. **Enhancement in the per day per child Cooking Cost.** –Schools with less enrolment are facing problem in implementing the scheme with existing cooking cost of Rs. 4.13/- for Primary Stage and Rs. 6.18/- per child per day for Upper Primary Stage .
- iii. Enhancement of Center Share of Honorarium of Cook-cum-Helpers.
- iv. **Provision of Maternity leave under Maternity Benefit Act 1961 to Cook-cum-helpers and directions regarding provision of substitute for this period.**
- v. **Enhancement in MME 1.8% to 4%.**
- vi. **Enhancement / revision of transportation charges of foodgrains (rice) from FCI godowns to PDS and from PDS to schools.**
- vii. **Requirement of transportation charges in r/o LPG cylinders from the fixed delivery point of LPG to the Schools.**

i.

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Information on Costing r/o Primary & Upper Primary stage, for the year 2018-19				
Sr. No.	Item	Primary (class I to V)	Upper primary (class VI to VIII)	Total
1	Number of Institutions	10734	4760	15494
2	Enrollment as on 30.9.2017	306912	217793	524705
3	Average Enrollment	297582	208462	506044
4	Total No. of school Days in the year 2018-19	237	237	237
5	Per Child per day Average Cooking / Conversion Cost.	Rs. 4.44	Rs 6.65	
6	Estimated Central Assistance	Rs. 4.00	Rs 5.98	
7	Estimated State Contribution.	Rs. 0.44	Rs 0.67	
8	Quantity of Foodgrains (Rice) In MTs	7052.69	7410.81	14463.50
9	Cost of foodgrains (Rs. In lacs.)	<b>211.58</b>	<b>222.32</b>	<b>433.90</b>
10	Estimated Central Assistance	2821.08	2954.44	5775.52
	Estimated State Contribution	310.32	331.02	641.34
	Total Conversion / Cooking Cost (Rs. in lacs)	<b>3131.40</b>	<b>3285.46</b>	<b>6416.86</b>
11	Number of cook cum helper engaged for state (P+UP)	15331	6582	21913.00
	Estimated Centre Share(@9000)	1379.79	592.38	1972.17
	Estimated State Share (@1000)	153.31	65.82	219.13
	Estimated State Share (@ 8000)	1226.48	526.56	1753.04
	Total Honorarium (Rs. in lacs)	<b>2759.58</b>	<b>1184.76</b>	<b>3944.34</b>
12	Required Transportation Subsidy (Rs. in lacs)	<b>111.43</b>	<b>117.09</b>	228.52
13	Total Centre Share	<b>4523.88</b>	<b>3886.23</b>	<b>8410.11</b>
	MME 1.8% of centre share	81.43	69.95	151.38
	Total Centre Share	4605.31	3956.18	8561.49
14	Total State Share	<b>1690.11</b>	<b>923.40</b>	2613.51
15	Total recurring project cost	<b>6295.42</b>	<b>4879.58</b>	11175.00
16	No. of Schools required GRANT for kitchen devices @ Rs.5000/- per schools for 232 new schools (Rs. in lacs)	<b>11.60</b>	0.00	11.60
17	No. of Schools required GRANT for kitchen devices @ Rs.5000/- per schools for 8646 schools for replacement (Rs. in lacs)	<b>432.30</b>	0.00	432.30
18	Total non recurring	<b>443.90</b>	<b>0.00</b>	<b>443.90</b>
19	Total project cost recurring + non recurring:- (Rs. in lacs)	<b>6739.32</b>	<b>4879.58</b>	<b>11618.90</b>



<b>Information on Costing r/o Primary &amp; Upper Primary stage for the year 2018-19</b>			
<b>Component</b>	<b>Primary</b>	<b>Upper Primary</b>	<b>Primary + Upper Primary</b>
	<b>(Rs. In Lacs)</b>	<b>(Rs. In Lacs)</b>	<b>(Rs. In Lacs)</b>
i) Cost of Rice	211.58	222.32	433.90
ii) cooking cost	3131.40	3285.46	6416.86
iii) Honorarium	2759.58	1184.76	3944.34
iv) Transportation	111.43	117.09	228.52
<b>v) Sub-Total of ( i + ii +iii+ iv)</b>	<b>6213.99</b>	<b>4809.63</b>	<b>11023.62</b>
vi) MME	81.43	69.95	151.38
<b>vii) Total (v+ vi)</b>	<b>6295.42</b>	<b>4879.58</b>	<b>11175.00</b>
<b>viii) Grand Total (P+UP)</b>	<b>11175.00</b>		<b>11175.00</b>
ix) Kitchen devices for new schools (232*5000)	11.60		11.60
x) Replacement of Kitchen devices (8646*5000)	432.30		432.30
<b>xi) Total Non-recurring</b>	<b>443.90</b>		<b>443.90</b>
<b>Total project cost (viii+xi)</b>	<b>11618.90</b>		<b>11618.90</b>
<b>Component</b>	<b>Centre</b>	<b>State</b>	<b>Total</b>
i) Cost of Rice	433.90	0	433.90
ii) cooking cost	5775.52	641.34	6416.86
iii) Honorarium	1972.17	1972.17	3944.34
iv) Transportation	228.52	0	228.52
<b>v) Sub-Total of ( i + ii +iii+ iv)</b>	<b>8410.11</b>	<b>2613.51</b>	<b>11023.62</b>
vi) MME	151.38	0	151.38
<b>vii) Total (v+ vi) (Recurring)</b>	<b>8561.49</b>	<b>2613.51</b>	<b>11175.00</b>
viii) Kitchen devices for new schools (236*5000)	11.60	0.00	11.60
ix) Replacement of Kitchen devices for schools (8646*5000)	432.30	0.00	432.30
<b>x) Total (Non- recurring) (viii+ix)</b>	<b>443.90</b>	<b>0.00</b>	<b>443.90</b>
<b>xi) Total project cost (vii+x)</b>	<b>9005.39</b>	<b>2613.51</b>	<b>11618.90</b>



**Proposal of Management Monitoring and Evaluation in (MDMS)**

The State has proposed to carry out following activities under MME component for which financial implication during 2018-19 will be as under :

**Financial implication :**

**Table- I**

**Deployment of manpower**

**(Rs. in lacs )**

SN	Particular	Tentative emolument	No of personnel proposed to be engaged	Annual Liability	Remarks
1	State Project Manager/ Senior System Analyst (MDMS)	28100	1	3.37	Deployed at State HQ
2	Assistant Project Manager/ Project Associate	18700	2	4.49	
3	State Project Coordinator	23400	1	2.81	
4	District Coordinator	16400	12	23.62	Deployed at State and district HQ
5	Data entry operator at State and District level	8600	14	14.45	
6	<b>Total</b>		<b>30</b>	<b>48.74</b>	

**Table- II**

**Detail of ancillary expenses :**

**(Rs. in lacs)**

SN	Particular	Name of office	Estimated liability	Total
1	Stationary and other expenses ( telephone bills, toner, workshops etc.)	State	2.00	20.00
		District	6.00	
		Block	12.00	
2	Internet charges	State	2.00	27.36
		District	2.50	
		Block	22.86	
3	SMS charges	School	1.10	1.10
4	Expenses on TA/DA Charges for inspection of schools	State	1.50	4.00
		District	1.00	
		Block	1.50	
5	<b>Total</b>		<b>52.46</b>	<b>52.46</b>





**Table- III**

<b>Activities proposed to be undertaken</b>		<b>(Rs. in lacs)</b>
SN	Activities	Amount
1	Capacity building of officials / training to cook-cum-helper	1.25
2	Publicity, Preparation of relevant manuals	2.00
3	External evaluation/ State Review Mission	5.00
4	Replacement/repair/maintenance of cooking device, utensils, storage bins /New LPG connections to schools etc.	90.00
5	Hand wash activities	154.71
6	Providing computers to Block Offices in phased manner (One computer to each Block)	3.25
7	<b>Total</b>	<b>256.21</b>

<b>Summary:</b>		<b>(Rs. in lacs)</b>
SN	Particular	Amount
1	Deployment of manpower (Table I )	48.74
2	Ancillary expenditure (Table II)	52.46
3	Activities proposed to be undertaken (Table III)	256.21
4	<b>Grand Total</b>	<b>357.41</b>

The tentative expenditure under this component, as mentioned above, is Rs. 357.41 lacs whereas the state is likely to receive Rs.151.42 lacs during the year 2018-19 . In view of above, ceiling of 1.8% of the total project cost may be enhanced by 4%.

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