



# National Programme of Mid-day-Meal in Schools

## ANNUAL WORK PLAN & BUDGET 2012-13



**Department of School Education  
PUNJAB**

# Mid-Day-Meal Programme

## Annual Work Plan and Budget

### 2012-13

## 1 Introduction:

### 1.1 Brief History

Education plays a vital and important role in fulfilling the basic needs of a common man viz. food, shelter and clothing. The main aim of education is to prepare and develop the child physically, mentally and spiritually to lead a quality life. Education is a process through which a child is made capable to attain the necessary competencies and skills to face the challenges in life to survive, and to make struggle for existence. Four important factors are identified for achieving the goal of Education for All. These are Access to Education, Enrolment of children, Retention of the enrolled children and Achievement. Mid Day Meal scheme is an effort to achieve and facilitate all the four above said objectives.

Various schemes were implemented in the primary education sector by the Government to reach the disadvantaged population. Access to primary education was universalized through flagship programmes of Govt. like Sarva Shiksha Abhiyan, however, despite this, a few children are still deprived of Primary Education due to inability of their parents to send them to schools because of their poor economical status. For, these parents, sending their children to school means not only incurring extra financial burden but also depriving them of some money which their children would have earned otherwise by doing labour. That being the attitude of these economically backward parents, one may,

perhaps, to motivate the parents and children was to bring their children to school by providing food and nutritional needs.

Government of India, on Oct 2<sup>nd</sup> 1995, launched the scheme of National Programme of nutritional support to primary education also known as **Mid-Day-Meal Programme**. Under this scheme, students of primary classes were to be provided wheat @ 3 kg per student per month (for 10 months in a year) subject to 80% attendance. Meanwhile, the apex court also intervened and vide its orders dated 28<sup>th</sup> November, 2001 the Supreme Court directed:-

*"1- We direct the State Government/Union Territories to implement the Mid-Day-Meal Scheme by providing every child in every Government and Government Assisted primary schools with a prepared Mid-Day-Meal with minimum contents of 300 calories of energy and 8-12 grams of protein each day of school for a minimum of 200 days. Those Governments providing dry rations instead of cooked meals must within 3 months start providing cooked meals in all Government Aided primary schools in all half the districts of the state(in order of poverty) and must within a further period of 3 months extend the provisions of cooked meals to the remaining parts of the state.*

*2- We direct the Union of India and the FCI to ensure provision of fair average quality grain for the scheme on time. The State/Union Territories and the FCI are directed to do joint inspection of foodgrains. If the foodgrains is found, on joint inspection, not to be of fair*

*average quality, it will be replaced by the FCI prior to lifting”.*

Like many other states, Punjab could not switch over to cooked meal scheme from the very beginning due to certain reasons inter alia due to paucity of funds involved in the conversion of foodgrains to cooked meal. However, in compliance with the Supreme Court's order dated 28-11-2001, cooked meal was provided to the children of primary classes in one block in every district of Punjab during the year 2002-03. The Govt. of Punjab started providing cooked meal to all the students of primary classes in Govt. schools with effect from September, 2004 and for this purpose, a sum of Rs. 666.00 lacs during the financial year 2004-05 was released to the Deputy Commissioners, who are also the Chairmen of the District level Steering-cum-Monitoring Committee for implementation of this scheme at district level. During the financial year 2005-06, a sum of Rs. 1309.86 lacs was released to the Deputy Commissioners as conversion cost for providing cooked meal to the students in the Government and Government-Aided private schools under the scheme. Subsequently, it was extended to children enrolled under Education Guarantee Scheme (EGS) and Alternative Innovative Education (AIE) centres working under Sarva Shiksha Abhiyan Programme.

### **Objectives of the Programme:-**

The main objectives of the programme are:

- a) To increase enrolment, retention and to tone up the learning abilities of the beneficiaries,

especially of children belonging to poor and down trodden sections of the society;

- b) To provide nutritious meal to the school going children to achieve the goal of healthy mind in healthy body;
- c) To promote friendship and feelings of common brotherhood among the children belonging to different caste, colour and creed by providing meals to them together and also to increase their retention in schools.

### **Demographic Profile of the State**

**Geographical location :** Punjab is located in the northwestern corner of the India on 35 degree latitude and 74 degree longitude covering an area of 50362 sq. kms (2% the country's total geographical area), comprising mostly of plain and fertile soil. It is bounded on the north by the Indian state of Jammu and Kashmir, on the east by Himachal Pradesh and the Union territory of Chandigarh, on the south by Haryana and Rajasthan, and on the west, it shares a long border with Pakistan. The city of Chandigarh is the joint capital of Punjab and Haryana.

**Administrative setup:** Punjab is divided in 22 Administrative Districts, 72 Tehsils, 141 CD Blocks, 216 ED Blocks and 12711 Villages.



<b>BASIC ADMINISTRATIVE INDICATORS</b>						
<b>Sr. No</b>	<b>Name of Districts</b>	<b>No. of Educational Blocks (if any)</b>	<b>No. of BRC/UBRCs</b>	<b>No. of CRCs</b>	<b>No. of villages</b>	<b>No. of Panchayats</b>
1	Amritsar	18	8	94	856	753
2	Barnala	3	3	21	219	144
3	Bathinda	6	8	41	411	306
4	Faridkot	5	2	27	230	181
5	Fatehgarh Sahib	6	5	47	510	420
6	Ferozepur	19	10	115	1367	1069
7	Gurdaspur	22	16	181	1659	1642
8	Hoshiarpur	19	10	148	1633	1336
9	Jalandhar	19	10	113	1205	912
10	Kapurthala	7	5	63	789	538
11	Ludhiana	19	12	112	1147	924
12	Mansa	5	5	34	242	242
13	Moga	6	5	40	329	349
14	Mohali	7	3	57	414	414
15	Muktsar	6	4	38	319	319
16	Nawanshaheer	8	5	51	529	501
17	Patiala	14	8	115	1097	932
18	Ropar	8	5	60	685	601
19	Sangrur	11	9	77	573	573
20	Tarn Taran	8	8	65	552	538
	<b>Punjab</b>	<b>216</b>	<b>141</b>	<b>1499</b>	<b>13540</b>	<b>11496</b>

Social and economic indicators in the State, including literacy rates, health indicators (IMR,MMR), sex ratio, poverty ratios etc.

According to 2011 census population of the state is 2.77 crores. Two third (66 %) of the total population resides in rural areas and the remaining one third (33 %) in urban areas.

### **Present Literacy Status of the State.**

As per Census 2011 the literacy rate of the state is 76.7%.

Male Literacy Rate	81.5 %
Female Literacy Rate	71.3 %
Rural Female Literacy rate	66.5 %
Sex Ratio	893/1000 Males

### **Nutritional Status, including data on malnutrition, anaemia, Vitamin A, other micro-nutrients deficiencies, etc.**

Children are the future of the nation, if the children are healthy, the Nation is bound to be strong. In the light of these observations, the School Health Programme is an

important component of total health care delivery system in the state, which helps in keeping close watch on health of school going children. Under the School Health Programme, all the school going children from class I-XII of Government and Government Aided Schools (approximately 21.26 Lakhs children) are examined at least once in the academic year and detailed school health check up reports for the year 2005-06 to 2011-12 are as under:-

**SCHOOL HEALTH CHECK-UP REPORT FOR THE YEAR 2005-06 TO 2011-12**

Year	No. of Students Examined	No. of Students found suffering from various ailments	Deficiencies Manifestation		Skin Diseases	Teeth and Gums	Ear, Nose and Throat	Eye Diseases	Worm Infestation
			Anaemia	Vitamins Deficiencies					
2005-06	32,33,997	6,51,682 (20.2%)	2,39,349 (7.4%)	38,568 (1.2%)	1,12,865 (3.5%)	1,46,487 (4.5%)	49,058 (1.5%)	58,367 (1.8%)	26,515 (1.8%)
2006-07	30,76,834	6,81,428 (22%)	2,32,296 (7.5%)	36,503 (1.2%)	1,14,393 (3.7%)	1,60,016 (5.2%)	54,184 (1.7%)	62,728 (2.0%)	17,952 (0.6%)
2007-08	23,05,669	4,84,952 (21%)	1,60,156 (7%)	32,032 (1.4%)	84,293 (3.6%)	1,20,826 (5.2%)	47,657 (2.0%)	65,833 (2.8%)	15,571 (0.67%)
2008-09	26,97,739	4,82,328 (18%)	1,94,237 (7.2%)	35,071 (1.3%)	99,816 (3.7%)	1,34,887 (5.0%)	48,559 (1.8%)	67,443 (2.5%)	18,884 (0.7%)
2009-10	23,18,000	4,86,780 (21%)	1,80,804 (7.8%)	32,452 (1.4%)	97,356 (4.2%)	1,25,172 (5.4%)	44,042 (1.9%)	64,904 (2.8%)	18,544 (0.8%)
2010-11	26,12,314	6,27,210 (24%)	3,11,290 (11.9%)	55,345 (2.1%)	1,12,089 (4.3%)	1,56,308 (6%)	52,460 (2%)	69,398 (2.6%)	18,761 (0.7%)
2011-12 (Up to 31.12.2011)	16,02,730	3,37,012 (22%)	2,29,330 (14.3%)	30,210 (1.9%)	32,130 (2%)	95,103 (5.9%)	32,042 (2%)	40,904 (2.5%)	8,230 (0.5%)

Source: - Department of Health & Family Welfare, Govt. of Punjab.

\* This data is collected and tabulated by the Department of Education

The reports on nutritional status indicate that prevalence of anemia is 14% among the school going children in Punjab and 1.9% students have Vitamin deficiency diseases.

All the children from classes I to XII have been provided 100 tablets of 20 mg of Iron and Folic Acid (1 tablet daily) once a year and deworming tablet twice a year to complement nutrition of students taking Mid-Day-Meal. The permanent record of complete health profile of all the students have been maintained in the health cards and school health registers. Children identified with poor vision after screening test have been provided free spectacles. During the year 2011-12, 12454 students were provided spectacles.

Student suffering from various medical ailments are referred to the hospitals/ health clinic. Free medical treatment including surgical interventions have been provided to the School children suffering from Rheumatic Heart Disease and Congenital Heart Disease.

To review health interventions in the implementation of Mid-Day-Meal Scheme in the state meetings under the chairmanship of Principal Secretary/Secretary, Health and Family Welfare, Punjab were held on 19/02/07, 26/02/08, 12/08/08, 06/10/08, 10/06/09, 11.05.2010, 10.09.2010 & 11.10.2011.

Further regular monthly meetings have been held at the level of Director General School Education of all the District Education Officers (SE & EE) who have been entrusted the responsibility to implement the scheme at the district level. Department of Health and Family Welfare, Punjab reviews the Mid-Day-Meal Scheme in the meetings of the Civil Surgeons on monthly basis.

## **1.2 Management Structure**

Mid Day Meal Scheme in the State is implemented under the overall supervision of The Chief Secretary, Punjab.

School Education Department has been declared Nodal Agency for the implementation of the scheme in the schools, which is headed by the Secretary School Education and is looked after by the Director General School Education at the State level. Under his control a separate Mid Day Meal Cell has been constituted at the State Level with a General Manager and four Managers. They are assisted by one Accountant and four Data Entry Operators. At The District Level one District Manager has been posted in each District assisted by one Accountant and one Data Entry Operator. One Assistant Block Manager has been posted in each Block to implement and supervise the Mid Day Meal Scheme at the school level.

### **1.3 Process of Plan formulation**

With the start of the secession in the schools data with respect to number of children enrolled, no. of children who are actually served Mid-Day-Meal, No of days on which Mid-Day-Meal is served, food grain lifted from FCI and utilized, funds received at school level and utilized start collecting. Information collected from the schools is compiled at the District level and is submitted to Head Office in the specially designed formats every month. These formats are placed at Annexure- A. Data received at Head Office is tabulated District wise and is discussed in the monthly meeting of District Education Officers with respect to lifting of food grains from FCI, utilization of food grains, funds available with the District and their utilization. Number of children enrolled, number of school working days in a month, number of days on which Mid-Day-Meal has been served and number of students to whom Mid-Day-Meal is

actually served. Progress of construction of kitchen sheds, progress of procurement of kitchen devices, health checkup of students under the school health programme are also reviewed in the monthly meeting.

## **2 Description and assessment of the Programme implemented in the current year (2011-12) with reference to:**

### **2.1 Regularity and wholesomeness of Mid-Day-Meal served to children, reasons for Programme interruptions, if any & planning to minimize them.**

The State Government to ensure that the scheme is implemented wholesomely and effectively, a three tier system has been defined in compliance with the directions given by Government of India. The Chief Secretary is the Chairman of the State Level Steering and Monitoring Committee; Deputy Commissioner is the Chairman of the District Level Steering and Monitoring Committee whereas the Sub Divisional Magistrates are the Chairmen of the Sub Divisional Steering and Monitoring Committee. In addition to it, there is a complete synergy between Department of School Education, Health Department, Department of Rural Water Supply and Sanitation and Department of Food and Civil Supplies at the District and Block Level. Sub Divisional Magistrates get the schools inspected either themselves or through senior revenue officers with the objective to check the Mid Day Meal at regular intervals. The Department of health collects the food samples of the cooked meal and take further necessary action after following the due procedure. The Department of Rural Water Supply and Sanitation ensures the potable quality

of drinking water to the schools on the basis of sample collected by the Health Department. Regular meetings of the Sub Divisional Level and District Level Steering and Monitoring Committee are held in the State. In addition the State Level Steering and Monitoring Committee also meet at regular intervals to monitor the programme. The State Government has also constituted a "Core Group of Officers" under the chairmanship of Secretary, School Education to monitor and sort out the problems, if any, in smooth implementation of the scheme.

## **2.2 Coverage of children of NCLP schools as per Upper Primary norm. NCLP schools are primary Schools but eligible for benefit as per Upper Primary norm.**

87 Schools of NCLP children in the District Amritsar, Jalandhar and Ludhiana have a strength of 4350 children who are studying in Primary classes but, are being served Mid Day Meal at the Upper Primary norms w.e.f 1st January 2012 during the year 2011-12. In accordance with the instructions of the Government of India it shall continue during the year 2012-13.

## **2.3 Foodgrains management, including adequacy of allocation, timelines of lifting, transportation and distribution, and suitability of storage at different levels. Challenges faced and plan to overcome them.**

The Allotment of foodgrains is made by the Government of India as per the requirement of the State. The District wise

allocation is made by The Nodal Officer at The State Level. Allocation of foodgrains is communicated to the Districts in advance So that there is no difficulty in procuring the Foodgrains from F.C.I. The transportation agency namely The Punjab State Civil Supplies Corporation (PUNSUP) has been identified as the Nodal Agency by the State Government to lift the foodgrains from the FCI godowns and send it to the schools. As per the guidelines issued by the Government of India, Ministry of Human Resource Development, New Delhi, Deputy Commissioners / District magistrates have been asked by the State Government to ensure that the quality of foodgrains lifted from FCI godowns is best available and at least should be of FAQ standard. Regular meetings are held by the District Magistrate to monitor the quality and supply of foodgrains where in District Manager, PUNSUP and District Education Officer participate in such meetings. Quality of foodgrains and its availability in the Districts and implementation of the Mid Day Meal Scheme is also reviewed by The Chief Secretary at the State Level, in the Monthly Meetings of Deputy Commissioners.

Punjab State Civil Supplies Corporation (PUNSUP) has prepared the route chart covering all the schools and supply of foodgrains is ensured regularly depending upon the consumption of the foodgrains in the schools. At the school level a Local Committee has been constituted in all the Districts to receive the foodgrains. The school Teacher is a Member Secretary of this committee and is responsible for the maintenance of the records. It is ensured by the Deputy Commissioners that the foodgrains delivered at the schools are stored in appropriate storage bins, though at some

places such Storage bins still remains to be provided. Directions have been issued separately allowing the School Level Committees to procure the storage bins. Out of the sales proceeds of the Bardana rendered empty after utilization of the foodgrains. Timely delivery and proper weight of the foodgrains in the schools is the biggest challenge. Target of timely delivery has already been achieved however the proper weight of foodgrains at school level is being monitored by the school staff, Assistant Block Managers and Field Inspectors of The Punjab State Civil Supplies Corporation (PUNSUP).

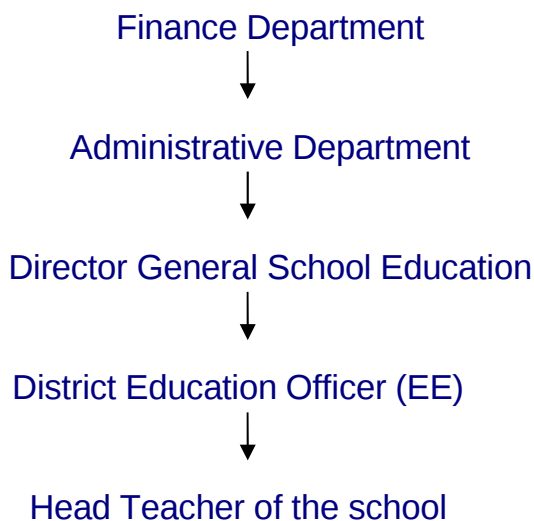
#### **2.4 System for payment of cost of foodgrains to FCI. Status of pending bills to FCI of the previous year.**

The allotment of Food grains is made by Government of India as per the requirement of the State. The district wise allocation is made by the Nodal Officer at the State Level. Allocation of foodgrains along with allocation of funds is communicated and is made available to the districts in advance so that there is no difficulty in procuring the foodgrains and making payment to the FCI. The foodgrains are inspected by an Officer deputed by the Deputy Commissioner in the FCI godowns and if found up to the mark the same are lifted by the Nodal Agency PUNSUP up to 25th of the month. Bills for the quantity lifted are raised by the FCI up to 10th of the proceeding month which are paid at the District Level by the District Education Officers up to 30th of the month.

During the year 2011-12 from 1st April 2011 upto 31-12-2011 all the bills raised by the FCI in all the Districts have been paid and there is no pendency.

**2.5 System for release of funds provided under MDM (Central and State) Please indicate the dates when the funds was released to Directorate /State Authority, District Block/ Gram Panchayat and finally to the Cooking Agency School.**

Funds are sanctioned and released at the State level by Finance Department. Director General School Education draws the funds from the Treasury and funds are remitted to the District Education Officers (EE) through electronic transfer. Funds are released by District Education Officers (EE) to the implementing agency at village level i.e. VEDC/Head Teacher of the schools.



In pursuance of the guidelines given in the Regional Review Meeting held on 06/11/08, Mid-Day-Meal Society has been registered. Registration Certificate is placed at Annexure "B". Release of funds to the Mid-Day-Meal Society directly may further improve the situation. The dates on which funds

were received by the State and released to the schools are given in Table AT-24.

## **2.7 System for payment of Honorarium to cook-cum-helpers and implementing agencies viz. NGOs/ SHGs/ trust/ centralized kitchens etc.**

Number of cook-cum-helpers has been determined as per the norm fixed by the Govt. of India depending upon the strength of the children enrolled in a particular school. Names of cooks engaged and their date of engagement is communicated to the District office where a complete record of the cook-cum-helpers is maintained. Funds for the honorarium of cooks are released to the District Education Officer who on the basis of record releases these funds to the school head. Payment to the cook-cum-helpers is made by the school head by cheque on monthly basis to maintain complete transparency in the system.

## **2.8 System for procuring cooking ingredients (pulses, vegetables including leafy ones, salt, condiments, oil & fuel etc), commodities, which are centrally purchased and supplied to schools or locally purchased at school level and rate of cooking cost per child per day provided at school level.**

The cooking ingredients (pulses, vegetables including leafy ones, salt, condiments, oil & fuel etc), and other commodities are locally purchased at school level. The rate of

cooking cost per child per day is as per the norms fixed by the Govt. of India:-

i)	Primary Classes (I-V) (1-4-11 to 31-12-11)	@ Rs. 2.89 per child per school day
ii)	Upper Primary Classes (VI-VIII) 1-4-11 to 31-12-11	@ Rs. 4.33 per child per school day.

## **2.9 System for cooking, serving and supervising Mid-Day-Meals in the school and measures to prevent any untoward happening.**

(i) Cooks/MSHGs engaged by the Department/Village Panchayats/ VEDCs cook the meal. The detail of cooks is given in Table 1.

(ii) Mothers have been involved in the process of serving and supervising Mid-Day-Meal in the schools. MSHGs have been formed in all the schools.

(iii) NGOs have been engaged in two districts of Ferozepur, and Nawanshaher to provide Mid-Day-Meal in schools by establishing centralized kitchens.

(iv) Two Officers from the Office of District Education Officers supervise the preparation of Meals daily in the centralized kitchens established by the NGO and food is sent to schools in their presence.

## **2.10 Procedure and status of construction of Kitchen-cum-store.**

i) Funds released under the Mid-Day-Meal Scheme for the construction of kitchen sheds are released to the District Education Officers for transferring the same to school Head Teacher who is a Secretary of the village Education Development Committee to get the kitchen shed constructed.

During the year 2006-07, a sum of Rs. 1150.20 lacs for the construction of kitchen shed-cum-store was released by the Finance Department however; funds were not released by the Treasury. Further, an amount of Rs. 1592.39 lacs was also not released by the Finance Department. The total unspent balance of Rs.2742.59 lacs (Rs. 1150.20 lacs plus Rs.1592.39 lacs) permitted by the Govt. of India to be carried over to the financial year 2007-08.

During the year 2007-08, a sum of Rs. 2742.59 lacs was released. The total amount drawn from the Treasury was sent to all the Deputy Commissioners for construction of kitchen sheds in 4571 primary schools through Village Education Development Committees (VEDCs). These kitchen sheds have been completed.

An amount of Rs. 8324.40 lacs for the construction of 13874 kitchen sheds in primary and upper primary schools released by Govt. of India has been drawn during February, 2009. Funds have been released to the districts for raising construction of kitchen sheds as per guidelines and latest position is as under:-

<b>Year</b>	<b>Kitchen shed sanctioned</b>	<b>kitchen shed completed</b>	<b>construction in progress</b>	<b>Not yet started</b>
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2006-07,	4571	4571	0	0
2007-08				
2008-09,	13874	7880	0	0
2010-11	524	8243	2322	524
<b>Total</b>	<b>18969</b>	<b>16123</b>	<b>2322</b>	<b>524</b>

## 2.11 Procedure of procurement of Kitchen devices from

### i) Funds released under the Mid-Day-Meal Programme.

### ii) Other Sources.

During the year 2006-07, a sum of Rs. 217.37 lacs was sanctioned for kitchen devices and gas connections. The State Government released the funds to the Punjab State Civil Supplies Corporation (PUNSUP). Out of the amount of Rs. 217.37 lacs, Rs.200 lacs were advanced to the above corporation for procurement of kitchen devices and for arranging release of gas connections. Gas Bhatties, Fire Extinguishers and 4347 gas connections have been supplied by PUNSUP to the primary schools.

Further, during the year 2006-07, an amount of Rs. 245.90 lacs sanctioned by the Government of India for kitchen devices could not be released by the State Finance Department due to late receipt of sanction from Govt. of India i.e. after 31/3/07. Thus, an unspent balance of Rs. 245.90 lacs was allowed to be carried over to the financial year 2007-08 by the Govt. of India.

During the year 2007-08, this amount of Rs. 245.90 lacs for procurement of kitchen devices was released to the Deputy Commissioners for arranging kitchen devices and Gas Connections in 4918 primary schools. All the 4918 Bhatties, Fire Extinguishers and Gas connections have been supplied

to the Primary schools. During the year 2008-09 a sum of 52.60 lacs for the procurement of Kitchen Devices for 1052 upper primary schools was released. These funds were released to the Districts and 1052 Bhatties, Fire Extinguishers and Gas Connection have been procured. Further a sum of Rs. 432.60 lac has been released during January 2010 to procure 8652 kitchen devices for the remaining 8652 schools. These funds have been released to Districts for the procurement of kitchen devices and District Committees have been constituted to procure kitchen devices as per rules.

<b>Year</b>	<b>Kitchen devices sanctioned</b>	<b>kitchen devices procured</b>	<b>Procurement in progress</b>
2006-07, 2007-08 2008-09	18969	18969	0
<b>Total</b>	<b>18969</b>	18969	<b>0</b>

## **2.12 Capacity building and training conducted for different categories of persons involved in the Mid-Day-Meal Programme.**

Regular training programmes are being conducted by Sarva Shiksha Abhiyan programme to all the teachers in the primary and upper primary schools. A module of Mid Day Meal

programme addressing all the aspects of the scheme is an integral part of the training programmes. Further, the trainings are also organized on Mid Day Meal scheme through Edusat project of State Government. Medical officers from the Health Department provide invaluable inputs on preventive health care particularly the disease relating to iron deficiency, eyes, ears etc. through Edusat as well as through regular training course run by the SSA. One BRP is specifically trained to monitor the Mid Day Meal scheme under the SSA programme at BRC level so as to build the capacity at the grass root level.

In addition the State Government has also created the Mid Day Meal cell at the district level by appointing District Managers and Accountants. The basic qualifications for the District Managers are that he should have an experience of working in the Department of Foodgrains or Finance. The qualifications for the Accountants are that he should be retired Section Officer/Assistant Controller Finance and Accounts or B.Com (2nd Division) and minimum 5 years accounts experience. 216 posts of Assistant Block Managers one in each block of the state has been filled through competitive exam. The basic qualification for the Assistant Block Managers is that he should possess B.Com/BBA Degree with computer knowledge.

### **2.13 Management Information System at School, Village/Gram Panchayat, Block, District and State level**

Mid-Day-Meal Programme implementation is the overall responsibility of committees constituted at school level.

Teacher Incharge of Mid-Day-Meal Programme maintains the day to day record of the programme. There are only two registers to be maintained at school level. One register is for maintenance of funds (Cash Book) and second register is kept for foodgrains.

At the end of the month, every school submits its monthly report of stock register for foodgrains to the Centre Head Teacher which transmits it to the Block Primary Education Officer. Block Primary Education Officer compiles the reports received from various schools and communicates to the District Education Officer (EE), who in turn compiles the entire district report and sends to the State Mid-Day-Meal Cell. District Education Officers (EE) convene monthly meeting of Block Primary Education Officers.

Reports received from the various districts in the formats from table 1 to 16 as given in Annexure - A are compiled at State Mid-Day-Meal Cell and thereafter, progress is reviewed regularly. Monthly meetings of the District Education Officers (EE) are held under the Chairmanship of Director General School Education-cum-Special Secretary to Govt. of Punjab.

It is also apprised that Punjab Govt. has already taken a decision to transfer the funds electronically right up to the VEDC level in the State, so that there is least obstruction /delay in making the funds available up to the executive agencies. The funds from the State Level are electronically released to District Education Officers (EE) and further electronically transferred to Block Primary Education Officers for the quick supply of cooking cost to the schools.

All block level officers in the education department are going to be connected through internet facilities. Monitoring of the Mid Day Meal scheme shall also be done through this network by asking the Block Primary Officers to put into the information relating to Mid Day Meal through internet.

Specific registers have been designed and supplied to the schools Block Primary Education Officers, Cluster Heads and District Education Officers. It may also be relevant to mention here that these registers have been simplified in a manner so as to take not more than five minute for a school teacher to make the necessary entries into these registers.

#### **2.14 System to ensure transparency and openness in all aspects of Programme implementation including inter alia, foodgrains management, ingredients procurement, cooking and serving, appointment of cooking staff, construction of Kitchen sheds, Procurement of cooking devices**

Punjab State Civil Supplies Corporation (PUNSUP) is responsible for the lifting of foodgrains from the godowns of FCI. The foodgrains of Fair Average Quality are transported by the Punjab State Civil Supplies Corporation (PUNSUP) and delivered to the schools at their door step once in a month. The schools maintain records containing the necessary information such as number of children fed on each day, the type of food served.

**24 Hours Helpline Number 0172-6541673 has been introduced in Head Office at Chandigarh for all complaints and suggestions.**

VEDCs/SHGs procure the ingredients locally as per their requirement. Cooking is done by Cooks/MSHGs and supervision is done by mothers in rotation. Cooks/MSHGs are engaged by the Department/Village Panchayats/ VEDCs.

Kitchen sheds-cum-stores have been allotted to all the primary and upper primary schools. The guidelines issued by the Government of India have been taken into account and these instructions have been circulated to the District Education Officers who have been allocated funds for the construction of kitchen sheds through the VEDCs. Necessary care is taken to see that the kitchen sheds are completed keeping in view the rules and regulations.

On the cooking staff, it is apprised that the local level committees at the school level have been asked to arrange the cook at local level. Mainly women workers have been appointed as a cook in various schools. In case the number of students is large, the schools have been allowed to engage more than one cook, as per the revised norms fixed by the Govt. of India.

Kitchen sheds are being constructed in the districts. All the funds released by Government of India for the kitchen sheds have been released to the districts.

Kitchen devices and Gas Connection allotted during 2006-07, 2007-08 and 2008-09 have been procured under the supervision of a District level committee.

## **2.15 Measures taken to rectify**

- a) **Inter district low and uneven utilisation of foodgrains and cooking cost.**

- b) **Inter district mismatch in utilisation of foodgrains and cooking cost.**
- c) **Delay in delivering cooking cost at school level.**

Inter district low and uneven utilisation of foodgrains and cooking cost is caused due to late release of cooking cost and delay in making allocation of foodgrains. Some of the Districts/Schools manage the programme at their own level while other schools wait for the Government assistance, which cause the mismatch.

Utilization of cooking cost more or less corresponds to utilization of foodgrains so perhaps does not need much explanation.

On line transfer of funds even up to the school level is being implemented to curtail delay in transfer of funds.

## **2.16 Details of evaluation studies conducted by State/UTs and summary of its findings.**

As per the guidelines issued by the Govt. of India, proposals were sought from all the Universities in the State. After examining the same, Punjab Agriculture University was selected to conduct the external evaluation at a cost of Rs. 10,87,500/-. The Punjab Agriculture University has submitted the evaluation report. Salient features of which are as under:

1. All the schools of the state are providing cooked Mid Day Meal to primary and upper primary children.
2. A total increase of 17.95 % in the enrollment of children was recorded during the last 5 years 2007-08 to 2011-12.

3. Foodgrains was timely supplied in the schools and schools were found to have stock of wheat and rice between 1 to 3 qtls.
4. The availability of funds was major problem. 49% schools reported delay in funds for period 1 to 6 months.
5. Cooks were employed in the schools 900 selected schools have a strength of 1991 cooks. Majority of cooks were illiterate and belong to Schedule cast and backward classes.
6. 91.3 % schools have kitchen sheds for cooking in the school premises. Majority of the schools were using gas as well as fire wood as a fuel for preparing food.
7. There is an improvement in all the parameters of Mid Day Meal over years with ranking highest for menu and quality grains.
8. Health Checkup was arranged half yearly in 42.6% schools and majority of the schools maintained health cards.
9. The drinking water facility was available in all the schools.
10. Toilet facility in 63% schools was ranked good, 20% fair, 9% very good and 8% poor.

**Suggestions:**

1. Supporting staff should be provided to teachers for maintaining records and making purchases.
2. All the teachers should be involved in the Mid Day Meal by rotating their duty.

3. Supply of Mid Day Meal through NGO maintains uniformity and proper control while teachers are relieved from the additional work of supervision.
4. Funds should be given regular to the schools to avoid discontinuation of Mid Day Meal Scheme or financial burden over teachers.
5. Seasonal fruit, green leafy vegetables and Vitamin C rich foods should be added daily to the menu to meet the micro nutrient.
6. There should be flexibility in the menu to sustain the interest of children in the Mid Day Meal.
7. The main source of energy in the menu is carbohydrates in the form of cereals. Being bulky in nature it is difficult for primary children to consume 100 gm rice or 4 chapattis and 150 gm rice or 6 chapattis for upper primary children. So the concentrated source of energy i.e fat should be increased in the diet.
8. Cooks should be trained for hygiene and desirable cooking practices.
9. Eating Utensils like multipurpose Thals and Spoons should be provided in the schools for comfortable eating.
10. School Health Programme need to be systematized in terms of regular health checkup, Follow up, nutrient supplement and maintenance of Health Cards.

### **2.17 Brief write up on best practices followed in the State.**

The following best practices are followed in the schools:-

- (1) All students, irrespective of their caste, creed and religion take the Mid Day Meal and thus spread a message of common brotherhood and also imbibe good traditions of the Indian society amongst the students;
- (2) Participation of the women, particularly, the mothers in cooking and serving to the children / students is very good practice. It has also enforced the accountability of teachers towards society to impart quality education to students;
- (3) In some of the places, the students have been motivated to produce the vegetables by making use of available land in the schools effectively. This will not only make the school self-sustainable but would also inculcate the habit of self-reliance amongst the students;

**(4) Health Interventions:-**

Principal Secretary/Secretary, Health & Family Welfare Punjab reviews the issues related to Mid-Day-Meal and Health Department regularly. The Health Department examines the primary students at least twice and upper primary to senior secondary students once a year and provides 100 Tb of 20mgs of Iron and folic acid ( one tablet daily ) once a year and deworming tablets twice a year to all the students from class I -XII under School Health Programme. The Health Department has prepared the Comprehensive Tour Programme of Medical Officers' team for the year 2011-12 under intimation to the Education Department. District Health Officials check the

samples of water and raw & cooked food to ensure that the potable water and quality food are being served to the students under the Mid-Day-Meal Scheme. Health Cards under Mid-day-Meal Scheme have been issued to all the students for the maintenance of health records. Weighing Machines and Height Recorders in all the primary schools have also been provided.

**(5) Implementation of Centralized kitchen concept involving NGOs**

NGOs ISTRI SHAKTI for Ferozepur and Nawanshaheer have been engaged to provide Mid-Day-Meal in the two districts of Ferozepur, and Nawanshaheer as pilot project from the middle of September, 2008. The Scheme is running smoothly.

**2.18 Instances of unhygienic food served, children falling ill, sub- standard supplies, diversion/ misuse of resources, social discrimination and safety measures adopted to avoid recurrence of such incidents.**

No such unfortunate and avoidable incident has fortunately ever come to the notice though there are un-substantiated reports coming in the media once in a while. All these reports are monitored in the Head Office on regular basis and it has generally been found that the reports were either vague or there was some lack of communication. It would also be relevant to mention that regular meetings are held under the Chairmanship of Secretary Health on checking the samples of the Mid Day Meal Scheme and also the quality of water being

used in the schools. Regular health check ups are being done by the Health Department in the schools. A complete annual plan on health check up is prepared in advance for each district. This is reviewed in the District Level Steering and Monitoring Committee as well as is reviewed at State Level also. One officer from the Department of Education invariably attends the monthly meetings of Civil Surgeons convened by the Department of Health to review the implementation of Mid Day Meal as one of the agenda items.

### **2.19 Extent of involvement of N.G.Os and Civic Body Organizations (CBOs) / PRIs in the implementation and Monitoring of the scheme.**

State -of - the art centralized kitchens have been set up in the district of Ferozepur, and Nawanshahe providing Mid-Day-Meal in 2238 schools covering 2,34,933 students through the NGOs ISTRI SHAKTI for Ferozepur and Nawanshahe from middle of September, 2008. The scheme is running smoothly in these districts.

### **2.20 Status of School Health Programme with special focus on provision of micro-nutrients, Vitamin-A, de-worming medicine, Iron and Folic acid, Zinc , Distribution of spectacles to children with refractive error and recording of height, weight etc.**

Mid-Day-Meal Scheme has developed complete synergy with health department in the implementation and monitoring of School Health Programme. Regular meetings have been held under Chairmanship of Secretary, Health and Family Welfare, Punjab to discuss the issues related to Mid-Day-Meal Scheme, quality of drinking water, sanitation, Health check up and micronutrient supplementation. These matters are also reviewed on monthly basis by the Department of Health as well as the Department of Education in the meetings of Civil Surgeons and the District Education officers respectively. At the district level, Civil Surgeon is a key Member of District level steering cum Monitoring Committee.

Health Department has designed the tour programme of Medical Officers for the year 2011-12 in advance covering all the schools under School Health Programme. The Health Department conducts the qualitative medical check up of students and intimates the details of the results on the monthly basis to the education department. Status of school health programme for the years 2005-06, 2006-07, 2007-08, 2008-09, 2009-10, 2010-11 and 2011-12 (up to Dec,11) is given on Page No.10.

During the year 2011-12, 13585 children have been examined for impaired vision and spectacles have been given to 12454 students.

Health cards have been got printed for all the students in primary and upper primary classes with an expenditure of Rs. 3.36 lacs out of Management Monitoring and Evaluation funds and distributed to the schools covering all the students

from class I to VIII availing Mid-day-Meal. The health card has been prepared as per format prescribed by the Department of Health (placed at Annexure - E) and would be complete health profile of school going children for five years. The Medical Officers record their observations and Height & weight of students in these health cards regularly. Height recorders and weighing machines have been provided in all the primary and upper primary schools.

It is apprised that micronutrient supplementation i.e. 100 tablets of 20 mg of Iron and Folic Acid (one tablet daily) once a year and deworming tablets twice a year have been provided to all the students taking Mid-Day-Meal from the budget of school health programme of 2011-12 under NRHM funds. To implement the school health programme efficiently school health registers as per Performa given by the health department (placed at Annexure - F) have been maintained in each school and certificates are being issued to the doctors on visiting any schools.

**2.21 Present monitoring structure at various levels. Strategy for establishment of monitoring cell at various level viz. block, District and State Level for effective monitoring of the Scheme.**

Mid-Day-Meal cell at the State level which is headed by a General Manager, 4 Managers, 1 Accountant & 4 Data Entry

Operators has been created. In addition to the above State Govt. has also formed a mid-day-meal cell at the district level by appointing District Managers , Accountants & Data Entry Operators. The basic qualifications for the District Managers are that he should have an experience of working in the Department of Foodgrains or Finance. The qualifications for the Accountants are that he should be retired Section Officer/Assistant Controller Finance and Accounts or B.Com (2nd Division) and minimum 5 years accounts experience. 216 Posts of Assistant Block Managers one in each block of the state has been filled through competitive exam. The basic qualifications for the Assistant Block Manager is that he should possess B.Com/BBA Degree with computer knowledge.

**2.22 Steps taken to strengthen the monitoring mechanism in the Block, District and State level and status of constitution of SMC's at these levels. Status of formation on standing Committees at village/school/cooking agency level in the light of Right to Education Act, 2009.**

Steering and Monitoring Committees, as apprised above, have already been constituted at State, District and Sub Divisional Level. These are headed by the Chief Secretary, Deputy Commissioner and the Sub Divisional Magistrate respectively. Director General School Education monitors the implementation of these schemes on daily basis at Head office level. There is a State Level Mid Day Meal Cell headed by a General Manager Mid Day Meal Cell to assist the Director General School Education. One District Manager and Accountant in Mid Day Meal is provided in each district to

assist the District Education Officer / Deputy Commissioner and one B.R.P. assists the S.D.M. / Block Primary Education Officer at Block level to monitor the scheme. Regular monthly meetings are held on every 15<sup>th</sup> of month at the level of Director General School Education. The progress of Mid-Day-Meal Scheme is also reviewed at the level of Deputy Commissioners in all the districts on the monthly basis. A meeting of Core Group headed by Secretary School Education is held at State level and similarly, meeting at the level of Principal Secretary Health is held once in a quarter to address the issues relating to health and sanitation at the State level.

The Chief Secretary also reviews the implementation of the scheme in the meeting of State Level Steering- cum-Monitoring Committee. Last meeting has been held on 15.12.2011.

### **2.23 Arrangement for Official inspections to Mid-Day-Meal Centres and percentage of schools inspected and summary of findings and remedial measures.**

In addition to the monitoring system, as explained above, all the District Institutes of education and training have been entrusted the responsibility to ensure that all schools are covered by them with the objective to know the status of implementation of the Mid Day Meal scheme. These reports are compiled at the level of Director, State Council of Educational Research and Training and follow up action is thereafter initiated by Director General School Education.

## **2.24 Feedback/Comments in respect of report of Monitoring Institutions designated for Punjab State to monitor Implementation of Mid Day Meal and action taken thereon.**

Study conducted by the Punjab University Chandigarh in respect of implementation of the Mid-Day-Meal Scheme in the schools of Punjab reveal that there is an over all improvement in the implementation of the scheme. Hot cooked meal is daily served to all the students in all the schools. All the students have opted for the Mid Day Meal. In 95% schools almost all the children present at the time of MDM were having Mid Day Meal. However if some particular child has brought some good food item from his house he would like to take the same rather than Mid Day Meal provided on that day. In 80% of the schools the quality of food is rated as good and in the remaining 20% it is average.

Whenever there is a short fall of funds, teachers manage it at their own level and recoup it later on.

Invariably meals are provided daily in all the schools and taken by all the children together.

Requirement of food grains and funds for each and every school in every district has been worked out and got printed in the form of a booklet which has been given to all concerned so that they have a ready reckoner with them and may plan for the meals in advance.

Prescribe menu is followed by the schools. However directions have to be issued to District Education Officers to get the weekly menu exhibited in all the schools so that children and their parents know about the same in advance.

**2.25 Grievance Redressal Mechanism if any, used by the State/UTs. Details of complaints received, nature of complaint and time schedule for disposal of complaints.**

A 24 hour help line at telephone no. 0172-6541673 has been formed at the State level.

Complaints received are dealt with at the Head Office, District Office or Schools immediately.

School Heads inform Head Office directly at telephone no. 0172-2600119 if they get any problem regarding mid-day-meal.

**2.26 Media campaign. if any.**

Objective and importance of Hot cooked meal being served to the school going children has been highlighted in the talks given during Television and Radio Programme by the different officers of the Mid Day Meal Scheme.

**2.27 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 programme of Mid-Day-Meal has already overcome the initial teething problems. Now, the people and all concerned are aware of the programme. It has been successful in

breaking social inhibitions as children from different caste, colour and creed sit together to eat the food.

In order to implement the programme effectively, a State Mid-Day-Meal Cell has been created. A post of General Manager with posts of Manager (Finance and Accounts), Manager Foodgrains, Manager Community Support and Manager Health and Nutrition has been created for State cell. All the posts at head quarters have been manned by persons having vast experience of food grains/Finance and Accounts. One post of District Manager (MDM) was also created at each of the Districts in the office of District Education Officer (EE). These posts have also been filled up by retired persons having experience of food grains/Accounts. One Accountant and one Computer Operator for each of the Managers have also been provided. 216 Posts of Assistant Block Managers one in each block of the state has been filled through competitive exam.

Intensive, on the spot checkings are being conducted regularly in all the districts on campaign basis without pre intimation to schools through District/Block level Officers. Where deficiencies are pointed out in the implementation of the programme, the concerned district authorities are called upon to explain.

At the State Level, the implementation of the scheme is monitored by the State Level Steering and Monitoring Committee which is chaired by the Chief Secretary himself.

At the district level, the District Level Steering and Monitoring committee is headed by the Deputy Commissioner with other

departmental officers as members. At the Sub Divisional Level, the committee is headed by the Sub Divisional Magistrate concerned with the officers of the Department of Education and others as Members. It is further apprised that the Sub Divisional Magistrates have inspected all the schools during the last quarter of the year 2011-12.