

Information to be provided under RTI Act
Mid Day Meal Division under Elementary Education I Bureau.

Subject: Information to be given U/s 19(8) (a) of RTI Act.

Information in respect of MDM Division is given below in the suggested format:-

I. Objective/purpose of the public authority

The objectives of the Mid Day Meal Scheme are to:

- (i) Encourage poor children, belonging to disadvantaged sections, to attend school regularly and help them concentrate on classroom activities.
- (ii) Improve the nutritional status of the children in classes 1-VIII in Government local Body and Government aided schools and EGS and AIE centres.
- (iii) Provide nutritional support to children in drought-affected areas during summer vacation.

Mission/Vision Statement of the public authority.

To prevent classroom hunger and promote school participation thereby enhance enrolment, retention and attendance; foster social equality and gender equity and simultaneously improve nutritional levels among children.

Through the MDMS, the Government is helping underprivileged children by providing them with a healthy, balanced meal that they would otherwise have to work for. The meal is an incentive for them to continue their education. It helps reduce the dropout rate to an enormous extent and increases classroom attendance.

Brief history of the Public Authority:

Background

Despite all its economic prosperity in certain areas, India lags behind on many social parameters. One of them is child nutrition and nourishment. 42% of the Indian children under the age of 5 are underweight. Most children belonging to the economically-backward background are foregoing schooling to supplement their family's income. The surest way to break out of the cycle of poverty is through education. Education can significantly improve the quality of life of a family for generations to come. When the basic needs of a child, such as food are not met, education often becomes the last priority.

With a view to enhancing enrolment, retention and attendance and simultaneously improving nutritional levels among children, the National Programme of Nutritional Support to Primary Education (NP-NSPE) was launched as a Centrally Sponsored Scheme on 15th August 1995, in 2,408 blocks in the country as a dry ration scheme. Under this programme, food grains @ 3 kgs per student / per month was provided to all the children of classes I-V in all Government, Local body and Government aided schools in all the States and UTs subject to a minimum of 80% attendance of such children. By the year 1997-98 the NP-NSPE was extended to all blocks of the country. Under the order dated 28th November, 2001 of the Supreme Court this became a cooked Mid Day Meal Scheme under which every child in every Government and Government assisted primary schools was to be served a prepared Mid Day Meal with a minimum content of 300 calories and 8-12 gram protein per day for a minimum of 200 days. Central Assistance under the scheme consisted of free supply of food grains @ 100 grams per child per school day, and subsidy for transportation of food grains up to a maximum of Rs 50 per quintal. There was no provision for Central assistance for cooking cost. However, 13 States and 6 UTs provided cooked meal to all children from their own budget. 10 States and 1 UT provided cooked meal partially. The Scheme was further extended in 2002 to cover not only children studying in Government, Government aided and local body schools, but also children studying in Education Guarantee Scheme (EGS) and Alternative & Innovative Education (AIE) centres.

In September 2004 the Scheme was revised to provide for Central Assistance for Cooking cost @ Re 1 per child per school day. Cooking cost included cost of pulses, vegetables cooking oil, condiments, fuel and wages and remuneration payable to personnel or amount payable to agency (e.g. SHG, VEC / SMDC), responsible for cooking. Transport subsidy was also raised from the earlier maximum of Rs 50 per quintal to Rs. 100 per quintal for special category states and Rs 75 per quintal for other states. Central assistance was provided for the first time for management, monitoring and evaluation of the scheme @ 2% of the cost of foodgrains, transport subsidy and cooking assistance. A provision for serving mid day meal during summer vacation in drought affected areas was also made.

In July 2006 the Scheme was further revised to enhance the cooking cost to Rs 1.80 per child/school day for States in the North Eastern Region, provided the NER states contribute minimum Rs 0.20 per child/school day, and Rs 1.50 per child / school day for other States and UTs, provided these States and UTs contribute minimum Rs 0.50 per child/school day. The nutritional norm was revised to 450 Calories and 12 gram of protein. In order to facilitate construction of kitchen-cum-store and procurement of kitchen devices in schools provision for Central assistance @ Rs. 60,000 per unit and @ Rs. 5,000 per school in phased manner was made. The existing system of reimbursement of transport subsidy to States / UTs was modified to grant-in-aid system like other components of Central assistance under the Scheme.

In October 2007, the Scheme was extended to cover children of upper primary classes (i.e. class VI to VIII) studying in 3,479 Educationally Backwards Blocks (EBBs) and the name of the Scheme was changed from 'National Programme of Nutritional Support to Primary Education' to 'National Programme of Mid Day Meal in Schools'. The nutritional norm for upper primary stage was fixed at 700 Calories and 20 grams of protein.

The Scheme was further revised in April 2008 to extend the scheme to recognized as well as unrecognized Madaras / Maqtabs supported under Sarva Shiksha Abhiyan (SSA) as Government aided centres.

The Scheme was again revised in November, 2009 (approved on 19.11.2009) with the following modifications:-

- (i) Revision of the food norm for Upper Primary children by increasing the quantity of pulses from 25 to 30 grams, vegetables from 65 to 75 grams and by decreasing the quantity of oil and fat from 10 grams to 7.5 grams. The food norm after this revision from 1.12.2009 has become as under:

S. No.	Items	Quantity Per Day	
		Primary	Upper Primary
1.	Food grains	100 gms	150 gms
2.	Pulse	20 gms	30 gms
3.	Vegetables (leafy also)	50 gms	75 gms
4.	Oil & fat	5 gms	7.5 gms
5.	Salt & Condiments	As per need	As per need

- (ii) Enhancement of cooking cost (excluding the labour and administrative charges) to Rs. 2.50 for primary and Rs. 3.75 for upper primary children for the balance period of financial year 2009-10 from 1.12.2009 and to further enhance it by 7.5% on 1.4.2010 and again on 1.4.2011. The cooking cost is shared between the Centre and the NER States on 90:10 basis and with other States/UTs on 75:25 basis. Accordingly, with effect from 1.4.2011 the share of the Centre and the minimum share of the State/UTs has become as under:

Stage	Total Cost per meal	Centre-State sharing			
		Non-NER States (75:25)		NER States (90:10)	
		Centre	State	Centre	State
Pry.	Rs. 2.89	Rs. 2.17	Rs. 0.72	Rs. 2.60	Rs. 0.29
U. Pry.	Rs. 4.33	Rs. 3.25	Rs. 1.08	Rs. 3.90	Rs. 0.43

Cooking Cost Rates – 2011

Cooking cost includes costs of pulses, vegetables, cooking oil and condiments, fuel etc.

- (iii) Honorarium of Rs. 1000 per month from 1.12.2009 to cook-cum-helper and engagement of one cook-cum-helper for schools upto 25 students, two cooks-sum-helpers for schools with 26 to 100 students and one additional cook-cum-helper for every addition of upto 100 students. The expenditure towards the honorarium of cook-cum-helper is shared between the Centre and the NER States on 90:10 basis and with other States/UTs on 75:25 basis.
- (iv) Instead of a flat rate of Rs.60,000 for construction of kitchen-cum-store per school across the country, the construction cost is to be determined on the basis of plinth area norms and State Schedule of Rates prevalent in the State/UT. The cost of construction of Kitchen-cum-stores is shared from 1.12.2009 between the Centre and the NER States on 90:10 basis and with other States/UT on 75:25 basis. This Department vide letter No.1-1/2009-Desk (MDM) dated 31.12.2009 has prescribed 20 sq.mt. plinth area for construction of Kitchen-cum-Store in schools having upto 100 children. For every additional upto 100 children, additional 4 sq.mt. plinth area will be added. States/UTs have the flexibility to modify the slab of 100 children depending upon the local conditions.
- (v) Transportation assistance in the 11 Special Category States (viz. Assam, Arunachal Pradesh, Himachal Pradesh, Jammu & Kashmir, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Uttarakhand and Tripura) at par with the PDS rates prevalent in these States.
- (vi) Decentralization of payment of cost of foodgrains to the FCI to the district level.

Duties of the public authority.

Main activities/functions of the public authority.

The main activities of the MDM Division are as under:

- I. Formulating the MDM Guidelines for implementation of MDM Scheme throughout the Country Finalizing the Annual Grants under MDM Programme for each of the State/UT through meetings of PAB MDM Board.
- II. Releasing the Grants to each State/UT as per the provisions of MDM Guidelines.
- III. Monitoring the Scheme at Central level through Central Steering Committee Meetings, discussions held in the meetings of Programme Approval Board for

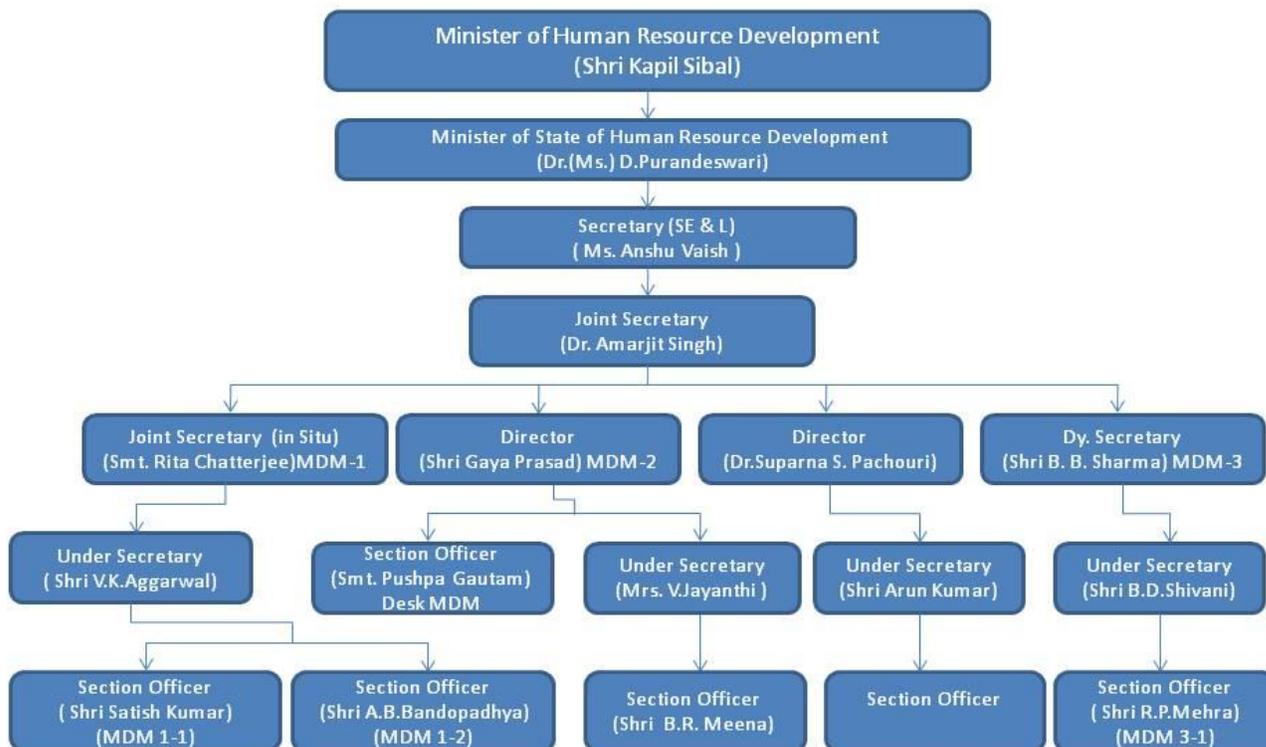
- MDM, Review Mission, Independent Monitoring Intuitions situated in each State/UT
- IV. issuing guidelines/directions to States/UTs from time to time for taking corrective measures whenever required.

List of services being provided by the public authority with a brief write-up on them.

- I. Allocation and release of adequate quantity of foodgrains to States/UTs based on average number of children availing MDM and working days approved.
- II. Timely release of central assistance to States/UTs for payment of cost of foodgrains to FCI
- III. Timely release of central assistance towards cooking cost.
- IV. Timely release of central assistance towards transportation cost.
- V. Timely release of central assistance for honorarium to cook-cum helpers.
- VI. Timely release of central assistance for Management, Monitoring and Evaluation.
- VII. Timely release of central assistance for infrastructural requirements (kitchen-cum store and Kitchen devices).

Organizational Structure/ Diagram at various levels namely State, directorate, Region, district, block etc.

The organisational structure at the national level is as under:



The work distribution amongst the officials of the Mid Day Meal Division can be seen at **annexure 1**.

In the States the Secretaries Department of Education look after the implementation of the MDMS along with the Directors of MDMS. This is so accept in the States of Madhya Pradesh and Rajasthan where the Secretary Panchayat is responsible for implementation of the MDMS; Tamil Nadu where Secretary Social Welfare implements the Scheme and Orissa where Secretary WCD implements the Scheme.

At the district level, the District Collector is responsible for the implementation of the Scheme along with the District Education Officers. In States where the district Panchayat are well established the Chief Executive Officer of the Zila Panchayat look after the implementation of the MDMS under the overall guidance of the District Collector.

At the Block level the Deputy District Education Officer implements the Scheme

Expectation of the public authority from the public for enhancing its effectiveness and efficiency.

- I. Provide support in the implementation of the Scheme,
- II. Public at large are required to monitor the (i) regularity and wholesomeness of the mid day meal served to children, (ii) cleanliness in cooking and serving of the mid day meal, (iii) timeliness in procurement of good quality ingredients, fuel, etc, (iv) implementation of varied menu, (v) social and gender equity on a daily basis. As a whole provide community support.
- III. The public are also expected to ensure that the Scheme fosters social harmony and that the members of the SC/ST and minority community are not discriminated against.

Arrangements and methods made for seeking public participation/Contribution.

In order to ensure public awareness about the Scheme, print and radio advertisements are given at regular intervals as part of an integrated media campaign. The MDMS Bureau maintains a regular website www.education.nic.in which provides all the details guidelines and other information about the Scheme.

At the local level all schools and centres where the programme is being implemented are required to display the following information at a visible place in the campus for the notice of the general public:

- i. Eligibility and entitlements of the children
- ii. Quantity of foodgrains received, date of receipt.
- iii. Quantity of food grains utilized
- iv. Other ingredients purchased, utilized
- v. Number of children given mid day meal.
- vi. Daily Menu
- vii. Roster of Community Members for supervision and monitoring.

At the school level the School Management Committee ensures community participation in the Scheme. At the block, district, State and national level there is a Steering-cum-Monitoring Committee with broad based participation for seeking public participation advice and guidance on the Scheme as well as to ensure their active participation in the monitoring of the Scheme.

The modifications in the guidelines are made keeping in view the difficulties faced/improvement required in the smooth implementation of the Scheme, and State/UT Governments are consulted wherever required. Irregularities, where noticed, by the Public

are also brought to the attention of this Ministry through letters etc. and the matter is immediately referred to the concerned State/UT for enquiry and prompt action.

Eminent national and international Institutions and Office of Supreme Court Commissioner are involved with the programme during the Review Missions for seeking their advice and inputs into the programme.

The Commissioners of the Supreme Court who visit the States regularly and interact with the local community provide another useful link with the community and have often provided advice which has led to policy change

Similarly the Department of School Education & Literacy has contracted 39 eminent Monitoring Institutions for monitoring of the MDMS. They also hold a wide range of discussions and consultations while preparing their review reports on the status of MDM in the districts allotted to them.

As far as contribution for the Scheme is concerned this is facilitated by the School Committees, district level officials or the State authorities. There are number of instances where the philanthropists and public spirited individuals contribute to the construction of kitchen sheds, provision of eating plates for the MDMS.

Mechanism available for monitoring the service delivery and public grievance resolution.

Monitoring Mechanism

The Department of School Education and Literacy, Ministry of Human Resource Development has prescribed a comprehensive and elaborate mechanism for monitoring and supervision of the Mid Day Meal Scheme. The monitoring mechanism includes the following:

- a **Arrangements for local level monitoring:** Representatives of Gram Panchayats/ Gram Sabhas, members of VECs, PTAs, SDMCs as well as Mothers' Committees are required to monitor the (i) regularity and wholesomeness of the mid day meal served to children, (ii) cleanliness in cooking and serving of the mid day meal, (iii) timeliness in procurement of good quality ingredients, fuel, etc, (iv) implementation of varied menu, (v) social and gender equity on a daily basis.
- b **Display of Information :** In order to ensure transparency and accountability, all schools and centres where the programme is being implemented are required to display the following information at a visible place in the campus for the notice of the general public:
 - i. Eligibility and entitlements of the children
 - ii. Quantity of food grains received, date of receipt.
 - iii. Quantity of food grains utilized

- iv. Other ingredients purchased, utilized
- v. Number of children given mid day meal.
- vi. Daily Menu
- vii. Roster of Community Members for supervision and monitoring.

c Block level Committee: A broad based Steering-cum-Monitoring Committee would also monitor the implementation of the Mid Day Meal Scheme at the block level.

d District level Committee: Besides a Steering-cum-Monitoring Committee for monitoring the MDM scheme at district level, the States/UTs have been directed to constitute a District Level Committee with the following composition :

- All Members of Parliament, Members of the State Legislature and members of the Zila Parishad
- The District Magistrate/Collector/Deputy Commissioner/Chief Executive Officer of the Zila Parishad/Urban local body will be the Member-Secy.
- District Officer in-charge of MDM
- District Officers in-charge of Drinking Water Mission/Total Sanitation Programme/ICDS Programme/Panchayati Raj/Labour/Handicapped Welfare/Social Welfare/Minority Welfare etc.
- Two NGO's working on elementary education for MDM in the area,
- The senior-most Member of Parliament present in the meeting will chair the committee on the day it meets.

This committee monitors the implementation of SSA as well as MDM programmes in the district.

e State level: States and UT Administrations also required to set up a Steering-cum-Monitoring Committee at the State level to oversee the implementation of the Scheme. States / UTs have deployed independent institutions for the evaluation of the Scheme.

f National level: At Centre level Government of India monitors the Scheme through a National Level Steering-cum-Monitoring Committee (NSMC), Programme Approval Board (PAB) under the Chairpersonship of Secretary(SE&L). Regional and State level review meetings are also held to monitor and iron out State / UT specific issues relating to implementation of the programme. The General Council and Executive Council of the National Mission for Sarva Shiksha Abhiyan also review Mid Day Meal Scheme.

g Review Mission: The Review Mission consisting of representatives of Ministry of HRD, Consultant, representative of State Government, UNICEF and an NGO visited 8-10 schools of two districts each of Uttar Pradesh, Bihar and Assam during February, 2010 to see the actual implementation of the Scheme at ground level. The report prepared by the Mission was shared with these States for taking

corrective measure on the deficiencies reported in the implementation of the scheme and sending action taken note on the report.

- h Periodic Returns:** The State Government/ UT is also required to submit periodic returns to the Department of School Education and Literacy, GOI to provide information on (i) coverage of children and institutions, (ii) number of school days (iii) Progress in utilization of central assistance (iv) availability of necessary infrastructure in schools, (v) any untoward incident etc.,
- i Monitoring by Institutions of Social Science Research:** Thirty Six Institutions of Social Science Research, identified for monitoring the Sarva Shiksha Abhiyan, are also entrusted with the task of monitoring the mid day meal scheme.
- j Inspections by State Government Officers:** Officers of the State Government/ UTs belonging to the Departments of Revenue, Rural Development, Education and other related sectors, such as Women and Child Development, Food, Health etc. are also required to inspect schools and centres where the programme is being implemented. It has been recommended that 25% of primary schools/ EGS & AIE centres are visited every quarter
- k Grievance Redressal:** The Government of India has issued guidelines to all States and Union Territories to develop a dedicated mechanism for public grievance redressal, which should be widely publicized and made easily accessible to all the stakeholders and public at large.

Grievance Redressal Mechanism in States/UTs:

The government has issued on 30.6.2010 guiding material to states/UTs for developing a grievance redressal mechanism (GRM) which advises them to set up call centres, SMS services and other means of communications for receiving grievances and getting them redressed in time bound manner under intimation to the complainant. In response following States/UTs have developed their GRMs:-

Sl. No.	State/UT	Details of Grievance Redressal Mechanism
1.	Chhattisgarh	Call Centre have been established at all levels for receiving complaints and for compliance concerned are given instructions to take immediate action.
2.	Punjab	24 hours Helpline number 0172-6541673 has been introduced in Head Office at Chandigarh for all complaints and suggestions.
3.	Tamil Nadu	Committees are constituted at State/District/Block/Village/Noon Meal Centre levels. These committees are functioning effectively and grievances are

Sl. No.	State/UT	Details of Grievance Redressal Mechanism
		redressed immediately.
4.	Madhya Pradesh	Nagrik Toll free no. 155343 established at State level for suggestions and complaints.
5.	Uttarakhand	Grievance redressal cell has been established at State Project Office through Toll Free No. – 18001804132. Complaints are received by receiver in performa developed by the State Project Office. The complaints are gathered telephonically and registered manually. Complaints are then sent to different related officials of State, District, Block, and school through e-mail, fax, telephonically and action is taken in 10-15 days time. After the action is taken on the complaint, complainants are informed of the action taken for their satisfaction.
6.	Andaman & Nicobar Island	Committees are constituted at State/District/Block/Village/Noon Meal Centre level. These committees are functioning effectively and grievances are redressed immediately.
7.	Haryana	Complaints are received by receiver in performa developed by the State Project Office. The complaints are gathered telephonically and registered manually. Complaints are then sent to different related officials of State, District, Block, and school through e-mail, fax, telephonically and action is taken in 10-15 days time.
8.	Chandigarh:-	The Department has created a dedicated email for MDM related complaints/grievances. The address of email is complaint4mdm@gmail.com . Also a dedicated telephone number 0172-2706086 has been installed at Headquarters for those who want to inform the Department about complaints/grievances regarding Mid Day Meal.
9.	Lakshadweep	Committees are constituted at School level. These committees are functioning effectively and grievances are redressed immediately.
10.	Gujarat	The State Government is in the process of establishing such

Sl. No.	State/UT	Details of Grievance Redressal Mechanism
		a system.
11.	Tripura	Principal Secretary, Education, School Department has issued detailed order on 13 th August, 2010 setting up a Grievances Registration Cell in the MDM Branch of the Directorate and in the offices of District Education Officers of 4 districts. Detailed guidelines issued by the Ministry have also been incorporated in the order.
12.	Sikkim	They have already detailed mechanism for redressing grievances. There are complaint boxes with DPO of each District.
13.	Orissa	They have taken steps to set up the GRM at State Headquarters through Sanjog Helpline which is under the administrative control of the Orissa Computer Application Centre.
14.	Puducherry	Names and designation of officers responsible for redressing grievances, their telephone numbers in each district have been brought to the knowledge of Public.

II. Please provide details of the powers and duties of officers and employees of the organization.

A copy of latest work distribution order of MDM Division is enclosed as **Annexure-I**.

III. Please provide list of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of document.

Name/Title of Document	Position/Information
Type of Document (Rules/Regulations/Instructions/Manual/Records/others.	MDM Guidelines revised from time to time
Brief Write up on the Document	All history and details of the MDM Scheme and guidelines are available on the Website www.education.nic.in

From where one can get a copy of Rules, Regulations, Instructions, Manual, Records	Any one can download the Guidelines from the Website.
Fee charged by the department for a copy of Rules, Regulations, Instructions, Manual, Records(if any)	No fee is chargeable. However, if any information is sought under RTI Act, the fee prescribed under the Act is chargeable for supply of hard copy of information.

IV. Whether there is any provision to seek consultation/participation of public or its Representatives for formulation of policies? If there is, please provide details of such policy in following format.

S No.	Subject / Topic	Is it mandatory to ensure public participation (yes/no)	Arrangements for seeking public participation.
1.	National level Steering and Monitoring Committee	Yes	TA/DA is provided for attending meetings.

V. Whether there is any provision to seek consultation/participation of public or its Representatives for formulation of policies? If there is, please provide details of Provisions in following format.

Yes all efforts are made to consult with the public as well as its representatives for formulation of policy. Currently a group of eminent citizens are working with us on the sub group for the MDMS for providing policy advice to refine the Scheme during the 12th Five Year Plan.

Sl. No.	Subject/Topic/ Forum	Is it mandatory to ensure public participation (yes/no)	Arrangements for seeking public participation.
1.	National level Steering-cum-Monitoring Committee State, District and block level Steering-cum-Monitoring Committees	Yes	TA/DA are provided for attending meetings.

In addition the Scheme is reviewed exhaustively by the Public Accounts Committee of the Indian Parliament for ensuring the effectiveness of the Scheme.

VI. Use the format given below to give the information about the official documents.

Also mention the place where the documents are available e.g. at secretariat level Directorate level, others (Please mention the level in place of writing "Others")

All details of the MDM Scheme and guidelines are available on the Website www.education.nic.in

VII. Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format:

Sl. No.	Points	Information	Information
1	Name and address of the Affiliated Body	Programme Approval Board for Mid Day Meal	National level Steering cum Monitoring Committee
2	Type of Affiliated Body (Board, Council, Committees, Other Bodies)	Board	Committee
3	Brief Introduction of the Affiliated Body (Establishment Year, Objective/Main Activities)	Government of India issued order in 2006 to constitute Programme Approval Board for Mid Day Meal Scheme (PAB-MDM) to examine the Annual Work Plan & Budget of each State/UT before releasing Central Assistance for the Mid Day Meal Programme. The PAB-MDM, after taking into consideration the performance of the States/UTs and other	Para 3.5.7 of the Guidelines of the National Programme of Nutritional Support to Primary Education, 2004, (NP-NSPE, 2004), envisage setting up of Steering-cum-Monitoring Committees (SMCs) at four levels viz. National, State, District and Block, to oversee management and monitoring of the programme. In pursuance of the above, a National level Steering-cum-

		relevant factors, approves the number of children and number of days for the purpose of estimating the resource requirement including food grains. Allocation/release of resources to States/UTs is made after adjusting the unspent balances of the previous year.	Monitoring Committee (NSMC) had been constituted on 20.12.2004. The Committee has been reconstituted from time to time. The last reconstitution has been done vide notification dated 3.11.2010(copy place at Annexure – III).
4	Role of the Affiliated Body (Advisory /Managing/ Executive /Others)	Decision making	Advisory
5	Structure and Member Composition	Given at Annexure II.	Given at Annexure III Besides the representatives of Central and State Governments, NSMC also has two experts in the area of Nutrition and four persons , of whom at least two should be women, with significant contribution / achievements in the area of Nutrition, child welfare, community /women's mobilization, etc.
6	Head of the Body	Secretary, Department of School Education & Literacy under Ministry of Human Resource Development.	Secretary, Department of School Education & Literacy under Ministry of Human Resource Development.
7	Address and main office and its Branches	Ministry of Human Resource Development, Department of School Education & Literacy, Shastri Bhavan, Rajendra Prasad Road, New Delhi	

		110001.	
8	Frequency of Meetings	Once in a year for each State/UT.	Once every six months.
9	Can public participate in the meetings?	Yes, the membership is defined as per its constitution.	Yes, the membership is defined as per its constitution.
10	Are minutes of the meetings prepared?	Yes, these are also put on the website.	Yes, these are also put on the website.

VIII. Please provide contact information about the Public information Officers, Assistant Public information Officers and Departmental Appellate Authority of the Public authority:

Sl. No	Designation	Name of Officer occupying the post on the date of office order	Telephone Number	Subject matter
1.	Under Secretary (MDM)-CPIO	Sh. V.K. Aggarwal	011-23073542	All matters pertaining to Mid-Day-Meal programme-coordination work of the MDM Division.
2.	Joint Secretary (in-situ) Appellate Authority	Smt. Rita Chatterjee	011-23388098	All matters pertaining to Mid-Day-Meal programme-coordination work of the MDM Division.

IX. What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and rule of Business Manual, and other Rules/regulations etc. can be made)

Reply: Procedure followed in the decision-making process, including channels of supervision and accountability

1. The Govt. of India (Transaction of Business) Rules framed under Article 77(3) of the Constitution define the authority, responsibility and obligations of each Department in the matter of disposal of business allotted to it. While providing that the business allotted to a Department will be disposed of by, or under the direction of, the Minister-in-charge, these rules also specify :
 - a) cases or classes of cases to be submitted to the President, the Prime Minister, the Cabinet or its Committees for prior approval; and
 - b) the circumstances in which the Department primarily concerned with the business under disposal will have to consult other departments concerned and secure their concurrence before taking final decisions.
2. Action on routine papers is initiated at the level of Dealing Assistants and on important papers, at higher levels e.g., Section Officer/Under Secretary. Normal Channel of submission of papers is :-

Dealing Assistant > Section Officer > Under Secretary > Deputy Secretary/Director.
3. Above the level of Deputy Secretary/Director, a case may be disposed of at one of the following levels depending on its nature:-
 - Joint Secretary
 - Additional Secretary/Secretary
 - Minister of State/Minister
4. Subject to what is stated in para 1 above, cases related to all matters of policy, replies to Starred Parliament Questions, appointment to Group "A" posts, foreign visits of Group "A" officers etc. are disposed of at the level of the Minister for HRD. He has delegated following categories of cases for final disposal at the level of Minister of State:-
 - i) Replies to all Un-starred Questions in Parliament.
 - ii) Fulfilment of Parliament Assurances.
 - iii) Papers to be laid on the Tables of both the Houses of Parliament.
 - iv) Extension of dates for fulfilling Parliament Assurances.
 - v) Authentication of papers to be laid on the Table of the House.
5. Cases not falling under various categories mentioned in para 4 are disposed of at the level of Secretary/Additional Secretary or Joint Secretary, depending upon their

nature. Very routine cases are disposed of at lower level also, e.g., Deputy Secretary/Director or even Under Secretary.

6. In cases where appointment /sanction of grant-in-aid/scholarship etc. is to be done based on the recommendations of a Selection Committee /Grant-in-Aid Committee, etc., such recommendations are obtained and processed for final decision at the competent levels.
7. Generally, all expenditure decisions require concurrence of / consultation with Financial Advisor or Ministry of Finance depending on the nature of the case.

X What are the documented procedures/ laid down procedures/ Defined Criteria/Rules to arrive at a particular decisions/ matters? What are different levels through which a decision process moves?

Reply: As mentioned against item IX above.

XI. What are the arrangements to communicate the decision to the public?

All major policy decisions, manuals, guidelines details about the working of the Scheme are available of the web site of the Department www.education.nic.in

As the State Governments/UT Administrations are the implementation agencies of the Mid Day Meal Programme, any grievance/complaint received quoting any particular incidence of irregularity in the implementation of the Scheme is referred to the concerned State/UT for taking immediate corrective action. They are also informing the concerned complainant about the position. The government has issued on 30.6.2010 guiding material (Annexure-IX) to states/UTs for developing a grievance redressal mechanism (GRM) which advises them to set up call centres, SMS services and other means of communications for receiving grievances and getting them redressed in time bound manner under intimation to the complainant.

XII. Who are the offices at various levels whose opinions are sought for the process of decision making?

Reply: As the MDM Scheme is implemented by States/UTs, their opinion is sought in the process of decision making whenever required. The other Central Government Departments, which are concerned with the MDM Scheme are Department of Food (as they control FCI, who supply foodgrains to the States/UTs as per their allocation, Ministry of Health for proper implementation of health and nutritional status check ups of Students in various schools, Planning Commission/Ministry of Finance in the matter of making budget provisions for the Scheme and for taking decisions of allocation of funds for particular activities suggested by various sources: Ministry of Labour for implementation of Mid Day Meal Scheme in the National Child Labour Project Scheme.

In addition the Monitoring Institutions are also involved, where required in the process of decision making.

XIII. Who are the offices at various levels whose opinions are sought for the process of decision making?

All decisions are taken in a collegial manner; the Section Officer, Under Secretary, Joint Secretary, Secretary and Minister are all involved in the process of decision making. The process of consultation depends on the decision to be taken. In the case of Annual Plan approvals the Programme Approval Board for MDM headed by Secretary(SE&L) is the main body. In all cases of financial matters, the approval of the Financial Advisor and Additional Secretary is mandatory.

If the Scheme is to be revised and the outlay goes beyond Rs. 100 Crores, then the approval of Planning Commission and or Secretary, Expenditure is also required.

XIV. Who is the final authority that vets the decision?

As regards taking decisions for release of funds within the allocation made by Ministry of Finance/Planning Commission, this Department is competent to take decisions. If any additional funds are required for new purposes/existing purposes, the matter is taken up with Ministry of Finance/Planning Commission.

XV. Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

Subject / Topic	Information	Information
Approval of Annual Work Plan of the States	Programme Approval Board meeting held for each State	
Subject on which the decision is to be taken	Detail review of the programme in each State and finalizing annual allocation of Central funds to Each State/UT	Major change in guidelines
Guidelines/Directions if any	Minutes issued which become a programme of action for the States.	GOI rules/regulations

Process of Execution	Funds released and implementation of MDMS monitored against the PAB approval.	The proposal is moved to the Cabinet for approval. Guidelines revised where required; a case in point of the revision of cooking cost component of the MDMS; revision of transportation cost for the North Eastern region. The process is monitored through QPRs, site visits, as well as through the Monitoring Institutions.
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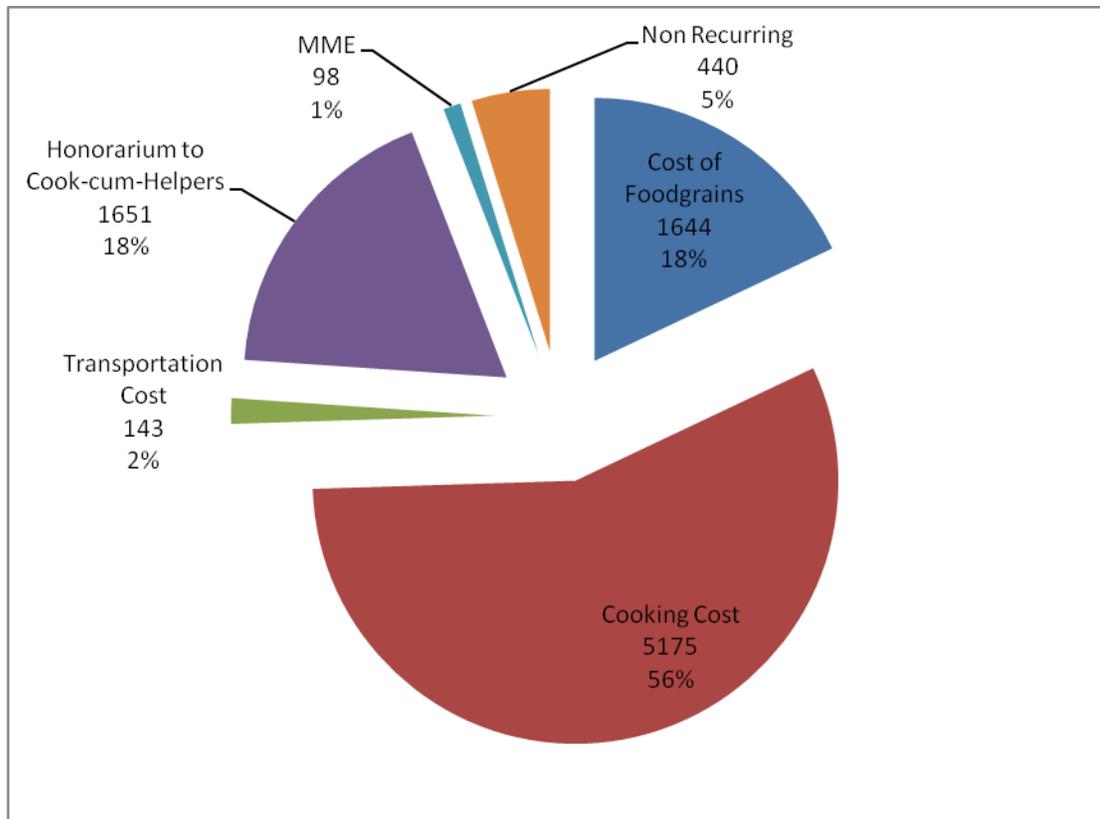
XVI Directory of Officers and Employees

Directory of Officers presently working in MDM Division is at ***Annexure II***

XVII. Please provide information about the details of the budget for different activities under different schemes in the given format:

The details of the different component of the expenditure during 2010-11 under the MDM Scheme are as under:

Component	Amount (Rs. in crores)
Cost of Foodgrains	1644
Cooking Cost	5175
Transportation Cost	143
Honorarium to Cook-cum-Helpers	1651
MME	98
Non Recurring	440
Grand Total (Rupees in Crores)	9152



XVIII. The Manner of Execution of Subsidy Programmes: Nil

The Scheme does not envisage provision of any subsidy. The funds are directly released to the States for provision of hot cooked meal to the school children either through the self help groups, School Management Committee, or through reputed NGOs

XIX. Particulars of Recipients of concessions, permits or authorization granted by it: Nil

There is no provision for grant of any concession, authorization or permit under the MDMS.

XIX. Particulars of Recipients of concessions, permits or authorization granted by it: Nil

XX. Please provide the details of the Norms/Standards set by the Department for execution of various activities/programmes during 2011-12.

Sl. No.	Item of Work	Prescribed Norms
1	<p>Improvement in Access : Construction of kitchen-cum-stores in elementary schools</p> <p>Procurement of kitchen devices in elementary schools</p>	<p>75,000</p> <p>70,000</p>
2	<p>Formulating policy and carrying out institutional and systematic reforms</p> <p>Approval of MDM AWP&B 2011-12 – Completion of PAB meeting for all States / UTs</p> <p>Development of web portal with integration with IVRS for MDMS</p> <p>Review Mission for MDM – Visit of Review Missions</p>	<p>By 31st May 2011</p> <p>By 31st December, 2011</p> <p>8 States during the year</p>
3	<p>Release of adhoc grant in the beginning of the financial year.</p>	<p>The adhoc grant, presently 25% is released in the beginning of the financial year, without asking for unspent balance position from States/UTs, so that they are not short of funds. This is normally done during April-May.</p>
4	<p>Release of first instalment of funds</p>	<p>After release of adhoc grants, the process of release of first instalment of 60% (including adhoc grant released) is initiated. For this, the States/UTs have to furnish the position of unspent as well as amount of unutilized foodgrains balance of previous year. This is normally done</p>

		by August.
5	Release of second instalment	After receiving information of utilization of funds released as first instalment as well as foodgrains, the second instalment of 40% is released by December.
6	No. of schools and children to be covered and working days.	These are approved by the PAB-MDM in its meetings held during April-May. Based on this, the overall allocation of central funds is decided for each State/UT
7	Revision of MDM norm for NCLP schools	The norm for NCLP school will be revised from primary stage to upper primary stage as age of children studying in NCLP schools is higher.
8	Holding of NSMC, SSMC meetings	Hold Bi-annual review meetings of NSMC as well as SSMC at the national and State level respectively.
9	Review Missions	It is proposed to cover 8 States in the current year through Review Missions from the Government of India.

XXI. Please provide the details of the information related to the various schemes which are available in the electronic format.

The details of MDM Scheme, as well as the minutes of PAB-MDM and NSMC are uploaded on the Ministry's website.

XXII. Means, methods or facilitation available to the public which are adopted by the department for dissemination of information.

A facilitation counter of the Department is functional at Gate No. 6, C-wing Shastri Bhawan, New Delhi 110001. Working Hours of the Counter are from 9.30 AM to 5.30 PM on all working days.

The Facilitation Counter provides, inter alia, the following services to citizens/ clients / customers:

- (i) Information regarding services provided and programmes, schemes etc. supported by the Department.

- (ii) Forms etc. of public use.
- (iii) Receiving, acknowledging and forwarding the grievances / applications/ requests/ forms etc. (related to the services provided by the Department), and information on their status of disposal.

In addition the entire information is made available on the website of the Department www.education.nic.in. It is also published through the print, radio and TV channels.

XXII I. Frequently Asked Questions and their Answers:

The frequently asked questions and their answers can be seen at **Annexure V**

XXIV. Related to seeking information:

The Directory of officers in Mid Day Meal Bureau is given at **Annexure-IV**. The public can seek information not available on the website from any of the officials listed therein.

XXV. Any training imparted to public by Public Authority:

No such training has been imparted so far. However, it is proposed to build capacity of the School Management Committees and other citizens groups for effective oversight and monitoring of the Scheme.

Annexures:

1. Distribution of Work in MDM Division.
2. Constitution of Programme Approval Board for MDM
3. Constitution of National level Steering and Monitoring Committee
4. Directory of Officials of MDM Bureau
5. FAQ on MDM Scheme

Annexure I

Ministry of Human Resource Development

Dept. of School Education & Literacy

MDM Division

Work Distribution in MDM Division (June 2011)

(To be read with Clarification Note enclosed herewith)

1.	Divisional Head	Under Secretary	Section Officer	Work allocation
1.	Smt. Rita Chatterjee Joint Secretary (RC) (MDM 1) Co-ordination Cell	Shri V.K. Aggarwal Under Secretary(MDM1-1 & 1-2)	Shri Satish Kumar SO(EE-5 MDM 1-1)	<p>Functional Areas:</p> <ol style="list-style-type: none"> 1. Coordination and General Policy matter 2. Parliamentary matters 3. Filling reports to PMO, Cabinet Secretary, NAC, Finance Ministry, Planning Commission, PIB etc. 4. VIP References <p>States: Haryana & Gujarat</p> <p>UTs: Andman & Nicobar Islands and Pudducherry.</p>
		Shri V.K. Aggarwal Under Secretary(MDM1-1 & 1-2)	Shri A. Bandhyopadhyay, SO (EE-5)MDM1-2	<p>Functional Areas:</p> <ol style="list-style-type: none"> 1. Complaints & Newspapers Reports 2. Court cases 3. Applications received under RTI Act 4. Preparation of material for monthly review by Secretary(SE&L) and follow up 5. Minutes and follow up of weekly review meeting by JS (EE-1) and minutes thereon. 6. Data related to gender, SC/ST/OBC/Minorities

1.	Divisional Head	Under Secretary	Section Officer	Work allocation
				<p>States: Bihar</p> <p>UTs: Chandigarh and Lakshadweep</p>
2.	<p>Link Officer</p> <p>DS/Director</p> <p>Yet to join</p> <p>Shri Gaya Prasad</p> <p>Director (MDM 2)</p>	<p>Smt. V. Jayanthi, Under Secretary, in addition to her work of MDM 2-1 she will also look after the work of Desk</p>	<p>Smt. Pushpa Gautam, SO(Desk)</p>	<p>Functional Areas:</p> <ol style="list-style-type: none"> 1. Policy matters so far as revision/modification of the schemes/norms and preparation of guidelines. 2. Budget and Financial matters. 3. Internal financial monitoring of allocation, releases and utilization, Maintenance of Central database thereon. 4. Foodgrains Management and coordination with FCI 5. Policy matters on Kitchen sheds and Kitchen devices. 6. Annual Plan, Action Plan, Material for Annual Report , Performance Budget and Demands for Grants etc. 7. Coordination with Ed -CIL on NSG- MDM 8. Settlement of old bills (Transportation & Foodgrains) 9. Audit objections and CAG Paras, Performance Audit Report. <p>States:-Jharkhand, Karnataka, Madhya Pradesh, Maharashtra, Orissa, Rajasthan, Tamilnadu and West Bengal.</p>
	<p>Link Officer</p> <p>Smt. Rita</p>	<p>Smt. V. Jayanthi, Under Secretary</p>	<p>Shri B.R. Meena, SO(MDM 2-1)</p>	<p>Functional Area:</p> <ol style="list-style-type: none"> 1. PAB-MDM meetings coordination

1.	Divisional Head	Under Secretary	Section Officer	Work allocation
	Chatterjee Joint Secretary (RC)			<p>2. Monitoring, Maintaining National level periodical Review Report based on QPRs MPR and MI Reports etc.</p> <p>3. National Steering cum Monitoring Committee</p> <p>4. Review Meetings and National and Regional Level</p> <p>5. Coordination with Monitoring Institutions.</p> <p>6. Development of MIS for MDM</p> <p>7. Matter relating to Review Mission</p> <p>8. Matter relating to Border Area Districts and Naxalite affected Districts.</p> <p>9. Review of GC and EC of National Mission of SSA/MDM.</p> <p>10. School Health Programmes and Coordination with NRHM</p> <p>States: Chhattisgarh, Goa, Andhra Pradesh, Kerala and Punjab.</p> <p>UTs: Delhi, Daman & Diu, Dadra & Nagar Haveli.</p>
3.	DS/Director (MDM 3-1) yet to join	Shri B.D. Shivani Under Secretary(3-1)	Shri R.P. Mehra, SO EE-6 (MDM3-1)	<p>Functional Areas:</p> <ol style="list-style-type: none"> 1. Evaluation 2. Documentation of Best Practices and Dissemination etc. 3. Development and Maintenance of Website. 4. Media Activities 5. Equity Issues 6. Communities Mobilization

1.	Divisional Head	Under Secretary	Section Officer	Work allocation
				7. IEC 8. Development of Resource materials, Training facilities etc. 9. Matters concerning NER and Special category States. States: Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura, Himachal Pradesh, J&K and Uttarakhand.
	Link Officer Shri Gaya Prasad Director (MDM-2)			

Mid Day Meal Division

(Clarificatory Note on Work Distribution)

1. The responsibilities of individual Sections/Desk, which are handling States/UTs under Mid Day Meal Scheme, are:
 - 1.1 Planning:
 - (a) Receipt of AWP&B from the States/UTs and preparation of Appraisal note
 - (b) Piloting discussion during PAB meetings and preparation of minutes thereon.
 - 1.2 Foodgrains Management:
 - (a) Issuing allocation order for foodgrains (Adhoc as well as Firm and final)
 - (b) Monitoring of lifting of foodgrains by States/UTs.
 - (c) Receipt of bills from FCI on foodgrains supplied.
 - (d) Confirmation of foodgrains supplied from States/UTs.
 - (e) Payment of bills to FCI.
 - (f) Issuing any modification to allotment order with approval of JS(EE-1)
 - (g) Assessment of unutilized foodgrains in States/UTs.
 - 1.3 Cooking Cost:
 - (a) Information on provision made in the State/UT budget for utilization of Central Assistance.
 - (b) Information on provision made in the State/UT budget for State Share of cooking cost.
 - (c) Release of Cooking Cost to States/UTs in two installments after adjusting unspent balance as on 31st March of the previous year and ensuring compliance regarding minimum mandatory State Contribution.
 - (d) Monitoring of utilization of cooking costs by States/UTs.
 - (e) Assessment of unspent balances.
 - 1.4 Construction of Kitchen Sheds cum Store:
 - (a) Estimation of Kitchen sheds required by States/UTs for lower and Upper Primary.

- (b) Information on provision made in the State budget for utilization of Central Assistance for construction of Kitchen Sheds.
- (c) Release of funds to States for construction.
- (d) Monitoring progress in construction.

1.5 Procurement of Kitchen Devices:

- (a) Estimation of Kitchen Devices required by States/UTs for lower and Upper Primary.
- (b) Information on provision made in the State Budget for utilization of Central Assistance for procurement of Kitchen Devices.
- (c) Release of funds to States for procurement.
- (d) Monitoring progress in procurement.

1.6 Transportation Costs(new pattern):

- (a) Estimation of funds required for Transportation and release as grant.
- (b) Information on provision made in the State budget for utilization of Central Assistance for utilization of transportation grant.
- (c) Monitoring utilization of funds.

1.7 MME:

- (a) Information on provision made in the State Budget for utilization of Central Assistance for utilization of MME.
- (b) Estimation of funds required for MME and release as grant.
- (c) Monitoring utilization of funds.

1.8 Monitoring and Evaluation:

- (a) Follow up of utilization, adherence to MDM Guidelines and other instruction/recommendations issued.
- (b) QPRs receipt from States; Analysis of information, follow up action.
- (c) Analysis of reports from Monitoring Institutes and follow up with States/UTs.
- (d) Sending 1 pager each on (i) Analysis of QPRs and (b) Findings of MI report (Positive feature & issues of concern) to Monitoring cell of MD maintenance of centralized data base for monitoring/review.
- (e) Settlement of U.Cs in respect of Central Assistance released.

- (f) Ensuring that State/UTs conduct the State/UT level SMC meetings periodically and participation thereon.
- (g) Documentation and dissemination of good practices.
- (h) Following up with States/UTs in conducting State/UT level Evaluation Studies and sending salient features of evaluation studies (1 pager) to Evaluation cell of MDM for maintenance of centralized database on Evaluation studies.

All Sections will forward Files releasing Central Assistance to Desk(MDM) before submitting to the Divisional Heads for cross checking facts and figures, Budget control and maintenance of central data base. Divisional Heads should ensure that this procedure is adhered to before sending the file to Bureau Head/IFD.

2. Coordination & General Policy matter includes:

- (a) Filling of reports to PMO, NAC, Cabinet Secretary, Finance Ministry, Planning Commission, and other department and other departments/units.
- (b) General Policy, Coordination and other miscellaneous matter of MDM Division as whole.

Any matter pertaining to individual State or States/UTs allotted to particular Division will be dealt with by the Division concerned. In the case of matters pertaining to States/UTs overlapping more than one Division, the Co-ordination cell will collect relevant inputs from the individual Division and consolidate the same.

3. Parliamentary Matters includes:

- (a) All matters relating to Lok Sabha and Rajya Sabha.
- (b) All matters relating to Parliamentary Standing Committees/Subject Committees etc.
- (c) Action taken on Assurances in Parliament.

4. Court Cases includes:

- (a) All matters relating to court cases, Action taken Reports on Commissioner's reports to Supreme Court.

5. Complaints includes:

- (a) Action taken on all complaints, including complaints through petitions or media reports.

6. Right to Information includes:
 - (a) All matters relating to Right to Information.
 - (b) Compiling reports/returns under RTI Act.

7. Monitoring Structures includes:
 - (a) NSMC/PAB including constitution/reconstitution, convening of meeting, preparation/circulation of agenda notes and proceedings.
 - (b) SMC at State, District, Block level constitution/regularity of meetings.
 - (c) Review of GC and EC of National Mission on SSA.
 - (d) Periodic review meetings at National, Regional and State levels.

8. School Health includes:
 - (a) Coordination with NRHM and MoHFW.
 - (b) Coordination with ICDS programme of MoW&CD.

9. Community Mobilization and IEC includes:
 - (a) Development of media material at national level: print and electronic.
 - (b) Coordination with National, Regional, State level media agencies.
 - (c) Documentation of information/practices on community mobilization in States, including involvement of Panchayati Raj Institutions, SHGs, NGOs/CSO, parents etc.
 - (d) Coordination of press tours organized by PIB.

10. Training includes:
 - (a) Development of training modules, resource material.
 - (b) Organization of training.
 - (c) Documentation of information/practices on training conducted at State, District, Block, Village, School level.

Annexure-II

No. F. 5-1/2006-Desk(MDM)
Govt. of India
Ministry of Human Resource Development
Department of Elementary Education & Literacy
Mid-Day Meal Division

Shastri Bhawan, New Delhi

9th March,
2006.

ORDER

With the approval of the competent authority it has been decided to constitute a Programme Approval Board for Mid-Day Meal Scheme (MDM-PAB) to examine the Annual Work Plan of programme implementation of each State/UT before releasing Central assistance. Each State Government's Department incharge of Mid-Day Meal Scheme shall furnish all essential/relevant information in the Annual Work Plan (district-wise) including new initiatives/innovations/good practices, and the same shall be considered by the MDM-PAB at the commencement of each financial year for approval. As Central Assistance under MDM Scheme is being released biannually in two instalments, the progress of implementation would also be appraised by the MDM-PAB before releasing the IInd instalment. 2. In pursuance of the above, the MDM-PAB shall comprise of the following persons: -

1. Secretary to Govt. of India, Ministry of Human Resource Development, Department of Elementary Education & Literacy- Chairperson
2. Director, NIEPA, or his representative Member
3. Director, NCERT, or his representative Member
4. Joint Secretary, Elementary Education-II, Department of Elementary Education & Literacy
Member
5. Joint Secretary, Elementary Education-I, Department of Elementary Education & Literacy
Member
6. Joint Secretary, Adult Education, Department of Elementary Education & Literacy - Member
7. Joint Secretary, Planning, Department of Secondary & Higher Education- Member
8. Financial Advisor, HRD- Member
9. Advisor (Education), Planning Commission or his representative- Member
10. Joint Secretary, Women & Child Development Department -Member
11. Joint Secretary, Department of Food & Public Distribution- Member
12. Joint Secretary, Ministry of Rural Development, Incharge of SGRY -Member

13. Joint Secretary, Ministry of Development of North-Eastern States -Member
14. Dr. (Mrs.) Shashi Prabha Gupta, Technical Advisor, Food & Nutrition Board,
Department of WCD, New Delhi. -Member
15. Dr. (Mrs.) Prema Ramachandran, Director, Nutrition Foundation of India, New Delhi.
-Member
15. Two other experts of NSMC in rotation.- Member
16. Director/ Dy. Secretary/ Dy. Ednl. Adviser incharge- Member Secretary
3. The non-official members shall be reimbursed TA/DA as per Central Govt. rules.

Sd/-
(P.K. Mohanty)
Dy. Educational Advisor

Copy:

1. Private Secretary to Minister of Human Resource Development
2. Private Secretary to Minister of State in the Ministry of Human Resource Development
3. Sr. Principal Private Secretary to Secretary, Department of Elementary Education & Literacy
4. Sr. Principal Private Secretary to Secretary, Department of Secondary & Higher Education
5. Financial Adviser, MoHRD
6. Adviser (Education), Planning Commission
7. Director, NIEPA, Sri Aurobindo Marg, New Delhi-110 016.
8. Director, NCERT, Sri Aurobindo Marg, New Delhi-110 016.
9. Joint Secretary (Elementary Education-II), Department of Elementary Education & Literacy
10. Joint Secretary, Adult Education, Department of Elementary Education & Literacy
11. Joint Secretary, Planning, Department of Secondary & Higher Education
12. Joint Secretary, Women & Child Development Department
13. Joint Secretary, Department of Food & Public Distribution
14. Joint Secretary, Ministry of Rural Development, Incharge of SGRY
15. Joint Secretary, Ministry of Development of North-Eastern States
16. Joint Secretary (Elementary Education-I) Department of Elementary Education & Literacy
17. Dr. (Mrs.) Shashi Prabha Gupta, Technical Advisor, Food & Nutrition Board,
Department of WCD, Jeevan Deep Bldg, 2nd Floor, Parliament Street, New Delhi.
18. Dr. (Mrs.) Prema Ramachandran, Director, Nutrition Foundation of India, 1-13,
Qutab Institutional Area, New Delhi-110 016.
19. Principal Secretary / Secretary of the Nodal Department for NP-NSPE in all State Governments / UT Administrations, for information.

Sd/-
(P.K. Mohanty)

**F.No. 5-21/2007-EE.5 (MDM)
Government of India
Ministry of Human Resource Development
Department of School Education & Literacy
Mid Day Meal Scheme

Shastri Bhavan, New Delhi
3rd November, 2010

NOTIFICATION

1. The National Programme of Mid Day Meal in Schools envisages the establishment of a National Steering-cum-Monitoring Committee (NSMC) to:

- i) Provide policy advice to Central and State Governments.
- ii) Guide implementation agencies
- iii) Monitor programme implementation, assess its impact, and take corrective steps.
- iv) Take action on reports of independent monitoring evaluation agencies.
- v) Effect coordination and convergence among concerned departments, agencies (e.g. FCI), and schemes.
- vi) Mobilize community support and promote public-private partnership for the programme.
- vii) Identify voluntary agencies and other appropriate institutions to undertake training, capacity building, monitoring and evaluation and research connected with the programme at the national level.

2. The National Steering-cum-Monitoring Committee, constituted vide Notification No. F. 5-21/2007-EE.5 MDM dated 27th September, 2007 is hereby re-constituted with the following membership:

- | | | |
|-------|--|-------------------|
| i). | Secretary, Department of School Education & Literacy, Ministry of Human Resource Development, Government of India. | Chairperson |
| ii). | Financial Advisor, M/o HRD | Ex-officio Member |
| iii). | Principal Advisor / Advisor (Education), Planning Commission | Ex-officio Member |
| iv). | Director, NCERT | Ex-officio Member |
| v). | Vice Chancellor, NUEPA | Ex-officio Member |
| vi). | Managing Director, FCI | Ex-officio Member |

The representative (not below the rank of JS) of the following Ministries / Departments (to be nominated by the Secretaries concerned) will also be the Ex-officio members:

- vii) Ministry of Health and Family Welfare.
 - viii) Ministry of Consumer Affairs, Food & Public Distribution (Department of Food & Public Distribution).
 - ix) Ministry of Women and Child Development.
 - x) Ministry of Rural Development (Department of Rural Development)
 - xi) Ministry of Urban Development and Poverty Alleviation
 - xii) Ministry of Youth Affairs and Sports
- xiii) The following thirteen Members are nominated by Chairperson with the approval of Hon'ble Minister of Human Resource Development for the period of two years or nominations of their successors, whichever is later:

Two experts in the area of Nutrition

1. Director, National Institute of Nutrition (NIN).
2. Director, Nutrition Foundation of India

Four persons, of whom at least two shall be women, with significant contribution / achievements in the area of Nutrition, Child Welfare,

3. Shri K. Ashok Rao, General Secretary, Swami Sivananda Memorial Institute, J-152, Saket, New Delhi – 110 017.

Community / Women's Mobilization,
School Education, Child Health,
School Mid Day Meal.

4. Prof. V.K. Srivastava, Dept. of Community Medicine,
Chatrapati Shahuji Maharaj University, Lucknow.

5. Smt. Rashmi Sinha, Programme Director, Apne Aap
Foundation, D-56, Anand Niketan, New Delhi.

Page 2 of 5

6. Prof. Venita Kaul, Visiting Professor, Centre for Early
Childhood Education & Development, Dr. Ambedkar
University, Delhi

Representatives of five States (one
from each region)

7. Rajasthan

8. Bihar

9. Andhra Pradesh

10. Nagaland

11. Chhattisgarh

Two Primary School Teachers with a
distinguished record of service (of
whom at least one shall be a
woman).

12. Smt. Asia Begum, Headmistress, Uswathaun Hasana
Oriental, Arabic Primary School, Pallapatti, District-Karur,
Tamil Nadu

13. Shri Satya Prakash Sharma, Assistant Teacher, Govt.
Middle School, Vikashkhand, Kanker, District - Uttar
Bastar Kanker, Chhattisgarh.

ix) Joint Secretary in-charge of Mid Day Meal Scheme in the
Department of School Education & Literacy

- **Member Secretary**

3. NSMC will meet at least once in every six months.

4. Secretariat support to NSMC will be provided by the Elementary Education Bureau-I
of the Department of School Education & Literacy.

5. This issues with the approval of Hon'ble Minister of Human Resource Development,
Government of India.

(Gaya Prasad)

Director(MDM)

Tel.: 011-23384253

E-mail: gaya.prasad@nic.in

Copy to:

1. Private Secretary to Minister of Human Resource Development.
2. Private Secretary to Minister of State(HRD)
3. Sr. Principal Private Secretary to Secretary, Department of School Education & Literacy.
4. Sr. Principal Private Secretary to Secretary, Department of Higher Education.

For information
of HRM / MOS /
Secretary
(SE&L) /
Secretary (HE)

For information of members nominated with the request to attend the NSMC meetings:

5. Director, National Institute of Nutrition, Tarnaka, Jamai-Osmania Post, Hyderabad - 500 007.
6. Dr. Prema Ramachandran, Director, National Nutritional Foundation of India, C-13, Qutab Institutional Area, New Delhi – 110 016.
7. Shri K. Ashok Rao, General Secretary, Swami Sivananda Memorarial Institute, J-152, Saket, New Delhi – 110 017.
8. Prof. V.K. Srivastava, Dept. of Community Medicine, Chatrapati Shahuji Maharaj University, Lucknow.
9. Smt. Rashmi Sinha, Programme Director, Apne Aap Foundation, D-56, Anand Niketan, New Delhi.
10. Prof. Venita Kaul, Visiting Professor, Centre for Early Childhood Education & Development, Dr. Ambedkar University, Delhi.
11. Principal Secretary, Panchayati Raj & Rural Development Department, Government of Rajasthan, Room No. 140, SSO Building, Secretariat, Jaipur.
12. Principal Secretary, Primary & Adult Education Department, Government of Bihar, New Secretariat, Patna – 800 015.
13. Secretary, School Education Department, Government of Andhra Pradesh, Secretariat, Hyderabad – 500 022.

14. Secretary, School Education Department, Govt. of Nagaland, Civil Secretariat, Kohima – 797 001.
15. Secretary, School Education Department, Govt. of Chhattisgarh, Mantralaya, Dau Kalyan Singh Bhawan, Raipur-492001.
16. Smt. Asia Begum, Headmistress, Uswathaun Hasana Oriental, Arabic Primary School, Pallapatti, District-Karur, Tamil Nadu.
17. Shri Satya Prakash Sharma, Assistant Teacher, Govt. Middle School, Vikashkhand, Kanker, District - Uttar Bastar Kanker, Chhatisgarh.

For information with a request to allow the nominated teachers to attend the NSMC meetings

18. Shri R.P. Mandal, Secretary, School Education Department, Govt. of Chhattisgarh, Mantralaya, Dau Kalyan Singh Bhawan, Raipur-492001
19. Sh. P. Rama Mohan Rao, Secretary, Govt. of Tamilnadu, Social Welfare & Nutritional Meal Programme Department, Fort St. George, Secretariat, Chennai - 600 009

For information

20. Financial Advisor, Ministry of HRD
21. Principal Advisor / Advisor (Education), Planning Commission, Yojana Bhavan, New Delhi.
22. Director, NCERT, Sri Aurobindo Marg, New Delhi
23. Vice-Chancellor, NUEPA, Sri Aurobindo Marg, New Delhi
24. Chairman & Managing Director, Food Corporation of India, Barakhamba Lane, New Delhi
25. Secretary, Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi.

26. Secretary, Department of Food & Public Distribution, Ministry of Consumer Affairs, Food & Public Distribution, Krishi Bhavan, New Delhi.
27. Secretary, Ministry of Women & Child Development, Shastri Bhavan, New Delhi.
28. Secretary, Ministry of Urban Development & Poverty Alleviation, Nirman Bhavan, New Delhi.
29. Secretary, Ministry of Rural Development, Krishi Bhavan, New Delhi.
30. Secretary, Ministry of Youth Affairs and Sports, Shastri Bhavan, New Delhi
31. Principal Secretary / Secretary of the Nodal Department implementing MDM Scheme in all States / UTs except Rajasthan, Bihar, Andhra Pradesh, Nagaland, Chhattisgarh.
32. All State Project Directors of Sarva Shiksha Abhiyan
33. Director of Primary / Elementary Education of all States / UTs / Commissioner, Dept. of Panchayati Raj & Rural Development, Rajasthan / Commissioner & Director, Dept. of Women & Child Development, Orissa / Director, Social Welfare & Nutritional Meal Programme Department, Tamil Nadu / Director, Dept. of Panchayati Raj & Rural Development, Madhya Pradesh.
34. All Joint Secretaries in the Department of School Education & Literacy.
35. All Divisional Heads of Department of School Education & Literacy.
36. Manager, Government of India Press, Faridabad.

Annexure IV

Directory of Officers in Mid Day Meal Division, D/o SE & L, Ministry of HRD, New Delhi

Name	E-mail	Room No.	Phone No.
Dr.Amarjit Singh, Joint Secretary (E.E.I)	amarjs57@gmail.com amarjit57.edu@nic.in	107-C Wing	23388632(O)
Smt. Rita Chaterjee, Joint Secretary	indiamdm@gmail.com	101-D Wing	23388098(O) 26130479(R)
Shri Gaya Prasad, Director	gaya.prasad@nic.in	105-C Wing	23384253(O) 23386365(R) 23382394(F)
Shri Vinod Kr. Aggarwal, Under Secretary	indiamdm@gmail.com	105-D Wing	23073542(O)
Smt. V Jayanthi, Under Secretary	indiamdm@gmail.com	105-D-Wng	23073542 (O)
Shri B. D. Shivani, Under Secretary	indiamdm@gmail.com	105-D Wing	23388037(O)
Smt. Pushpa Gautam, Section Officer	indiamdm@gmail.com	130-C Wing	23386024(O)
Shri Satish Kumar, Section Officer	indiamdm@gmail.com	534 A-C Wing	23385191 (O)
Shri A Bandopadhyaya, Section Officer	indiamdm@gmail.com	534 A-C Wing	23385191 (O)
Shri B R Meena, Section Officer	indiamdm@gmail.com	130-C Wing	23384251(O)
Shri R P Mehra, Section Officer	indiamdm@gmail.com	534 A-C Wing	23385191 (O)

Annexure-V

Frequently Asked Questions on Mid Day Meal Scheme

S.No.	Questions	Answers																								
1.	What is the objective of Mid Day Meal Scheme?	The objective of the scheme is to provide hot cooked meal to children of primary and upper primary classes.																								
2.	Which are the institutions/schools eligible for Mid Day Meal?	Government, Govt. Aided, Local Body, EGS and AIE Centres, Madarsa and Maqtabs supported under Sarva Shiksha Abhiyan and National Child Labour Project (NCLP) Schools run by Ministry of Labour.																								
3.	Who is eligible for Mid Day meal?	Children studying in Primary and Upper Primary Classes in Government, Govt. Aided, Local Body, EGS and AIE Centres, Madarsa and Maqtabs supported under Sarva Shiksha Abhiyan and NCLP Schools run by Ministry of Labour are eligible for Mid Day Meal.																								
4.	What is the prescribed Quantity of food grain for the children of Primary and Upper Primary Schools?	Every child is eligible for 100 gms foodgrains at primary stage and 150 gms at upper primary stage on each working day.																								
5.	Who bears the cost of foodgrains?	The cost of foodgrains is fully borne by Government of India.																								
6.	What is the minimum standard of foodgrains supplied by FCI?	The quality of foodgrains must be of fair and average quality (FAQ) of Grade-A.																								
7.	What is the calorific and nutrition value and food norm per child per day?	<table border="1"><thead><tr><th>ITEMS</th><th>PRIMARY</th><th>UPPER PRIMARY</th></tr></thead><tbody><tr><td>Calorie</td><td>450</td><td>700</td></tr><tr><td>Protein</td><td>12</td><td>20</td></tr><tr><td>Rice/wheat</td><td>100 Grams</td><td>150 Grams</td></tr><tr><td>Dal</td><td>20 Grams</td><td>30 Grams</td></tr><tr><td>Vegetables</td><td>50 Grams</td><td>75 Grams</td></tr><tr><td>Oil & fat</td><td>5 Grams</td><td>7.5 Grams</td></tr><tr><td>Micro nutrients & de-worming medicines</td><td colspan="2">in convergence with school health programme of NRHM</td></tr></tbody></table>	ITEMS	PRIMARY	UPPER PRIMARY	Calorie	450	700	Protein	12	20	Rice/wheat	100 Grams	150 Grams	Dal	20 Grams	30 Grams	Vegetables	50 Grams	75 Grams	Oil & fat	5 Grams	7.5 Grams	Micro nutrients & de-worming medicines	in convergence with school health programme of NRHM	
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8.	What is cooking cost per child	Primary stage- Rs. 2.89																								

S.No.	Questions	Answers
	per day for 2011-12 ?	Upper Primary Stage-Rs. 4.33 The Cooking cost includes cost of pulses, vegetables, oil & fat, condiments and fuel. It is shared between Central and State in the ratio of 90:10 for North East Region States and 75:25 for other States/UTs
9.	How many days Mid Day Meal is served?	Mid Day Meal is served on all working days in the school. There is provision to provide mid day meal to children in summer vacations in drought affected areas.
10.	Who bears the cost of transportation from FCI go-down to school?	The cost of transport of foodgrains is fully borne by Government of India @ Rs. 75 per quintal. The cost of transport of foodgrains is borne by Government of India at prevalent rate of public distribution system of the State in case of North East Regions States and 3 hilly States viz., Himachal Pradesh, J&K and Uttarakhand.
11.	Who cooks the food? What is norm for engagement and payment of cook cum helper?	There is provision to engage cook cum helpers @ Rs. 1000 per cook per month for 10 months. The expenditure towards the honorarium of cooks-cum-helpers shall be shared between the centre and the NER States on 90:10 basis and with other state /UTs on 75:25 basis. The norm for engagement of cook-cum-helper is one cook-cum-helper in a school having upto 25 students, two cooks-cum-helpers for schools having 26 to 100 students, and one additional cook-cum-helper for every addition of upto 100 students. There is flexibility for States/UTs to prepare their own norms for engagement of cook cum helper.
12.	What is the norm for NCLP Schools run by Ministry of Labour?	The norm laid down for primary schools holds good in case of NCLP Schools. The number of working days in case of NCLP Schools may be upto 314 days in a calendar year.
13.	Is there any provision for Kitchen- cum-store in the school Premises? If Yes at what basis GOI is sharing the cost with state/UTs?	The scheme has provision for construction of kitchen cum store in every school where land is available. The norm for construction of kitchen cum store is- 20 sq. mt. plinth area for construction of Kitchen-cum- store in schools having upto 100 children. For every additional 100 children additional 4 sq.mt. plinth area will be added. The cost of kitchen-cum-store is determined on the basis of plinth area norm and State Schedule Rates prevalent in

S.No.	Questions	Answers
		the State w.e.f. 1.12.2009. The cost of construction of Kitchen-cum-store shall be shared between the centre and the NER States on 90:10 basis and with other state /UTs on 75:25 basis. The slab of 100 children may be modified by the State/UTs depending upon local conditions
14.	What is the provision for Kitchen devices per school?	<p>There is provision to provide 100% Central assistance @ Rs. 5000 per school for procurement of kitchen devices. States/UT Administration will have the flexibility to incur expenditure on the items listed below on the basis of the actual requirements of the school (provided that the overall average for the State / UT Administration remains Rs. 5000 per school):</p> <ol style="list-style-type: none"> a. Cooking devices(Stove, Chulha, etc) b. Containers for storage of food grains and other ingredients c. Utensils for cooking and serving.
15.	What is the role of community?	The community has an important role in monitoring and implementation of the scheme. The community can monitor the scheme on daily basis by making a roaster of persons.
16.	What is the role of NGOs?	As far as possible the cooking should be done in school kitchen by engaging cook cum helpers or self help groups. NGOs may be involved in extra ordinary circumstances in urban area only where cooking is not possible in the school premises. NGOs should not be involved in rural areas.
17.	What is the procedure of allocation of central funds each year to each State and UT for implementation of MDM Programme?	The Programme Approval Board for Mid Day Meal Scheme, after taking into consideration the performance of the States/UTs and other relevant factors, approves the number of children and number of days for the purpose of estimating the resource requirement including food grains. Allocation/release of resources to States/UTs is made after adjusting the unspent balances of the previous year.
18.	Where does the responsibility of implementation of mid day meal	The overall responsibility to ensure full and proper utilisation of available resources for serving cooked mid day meal lies with the State Governments/UT

S.No.	Questions	Answers
	scheme lie?	administrations. However, the Government, through MDMS Guidelines, has made elaborate arrangements for monitoring the implementation of the scheme at all levels. The guidelines also provide greater involvement of local community through the representatives of Gram Panchayats / Gram Sabhas, Village Education Committee, Parents Teachers' Association, School Management and Development Committee etc.
19.	Are there any Central Government guidelines relating to lifting of foodgrains and its utilization by the States/UTs properly?	In order to streamline the lifting of food grains and its utilization under the MDM Scheme this Ministry has issued detailed guidelines (Annexure- III) on 10th February, 2010
20.	It is understood that earlier the States/UTs were given Rs.60,000 for construction of each Kitchen Shed, but later on there was change in norms. What are the details in this regard?	<p>In the year 2006-07, Central Assistance towards construction of kitchen shed-cum-Stores @ Rs. 60,000 per unit to the States/UTs was introduced under MDM Scheme. It was decided to fill the infrastructure gap in a phased manner over a period of time. The cost of Kitchen sheds was fully borne by Central Government.</p> <p>Several States/UTs were finding it difficult to get the Kitchen-cum-store constructed in Rs. 60,000. They were also unable to effect convergence with other development programmes. States/UTs persistently demanded that the cost of construction should be enhanced to the reasonable level to help achieve the objectives of the Scheme.</p> <p>In view of this, the cost of construction of Kitchen-cum-store was revised from 1.12.2009. The cost of construction is now determined on the basis of State Schedule of Rates (SOR) and the plinth area norms prescribed by Govt. of India. The cost of construction of kitchen-cum-store is now being shared between Centre and NER States on the basis of 90:10 and for other States on 75:25 basis.</p>
21.	What is the monitoring mechanism provided by the Government for monitoring	This Department has prescribed comprehensive and elaborate mechanism for monitoring and supervision of the Mid Day Meal Scheme at various levels viz.

S.No.	Questions	Answers
	implementation of MDM Scheme?	national, State, District, Block and school level. The guidelines have specific mention to involve communities in monitoring and implementation of the Scheme.
22.	Why the government is not considering covering the privately managed schools in the country under the Mid Day Meal Scheme?	The question of covering privately managed private schools in tribal areas has been included in the terms of reference of Sub Group for the 12th Five Year Plan for the Mid Day Meal Scheme.
23.	What is the position of review of implementation of MDM Scheme by Review Missions constituted by Central Government?	This Department has been sending Review Missions consisting of one representative from the Centre, one from the State Government, one from UNICEF and one from Office of Supreme Court Commissioner representative to selected States to assess the implementation of the scheme at the field level. During 2010 and 2011, the Review Mission visited Uttar Pradesh, Bihar, Assam Gujarat, The reports prepared by the Mission are forwarded to concerned States for taking corrective measures on the deficiencies reported in the implementation of the scheme.
