

Material for National Advisory Council

Mid-Day Meal Scheme

1. **For 2004-05: -**

- (a) Provision made in the HRD Ministry's Budget towards cost of foodgrains, transport charges, & office expenses : Rs. 1675 crore
Expenditure upto 1.1.05 Rs. 923 cr
- (b) Provision made in Finance Ministry's Budget to meeting cooking cost : Rs. 1232 crore
✓ Total Budget approved at Revised Estimates : Rs. 2907 crore
- (c) Enhancement of Budget provision at RE stage : Rs. 1232 crore.

2. **For 2005-06: -**

- (a) Budget Estimates proposed : Rs. 3565 crore.
- (b) During the Annual Plan Discussion, Planning Commission had supported the above requirement.

3. Two copies of Revised Guidelines of Mid-Day Meal Scheme enclosed herewith.
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National Programme of Nutritional Support to Primary Education, 2004

[Mid-Day Meal Scheme]

GUIDELINES



**Ministry of Human Resource Development
[Department of Elementary Education & Literacy]
Government of India**

December, 2004

National Programme of Nutritional Support to Primary Education, 2004 [Mid-Day Meal Scheme]

GUIDELINES

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National Programme of Nutritional Support to Primary Education, 2004

[Mid-Day Meal Scheme]

1. Background

1.1 Malnutrition and its effect on UEE

Malnutrition is widely prevalent in India among growing children. Some details in regard to major nutritional deficiencies, and their incidence among children of elementary school-going age group, are given in Annex-I.

Malnutrition not merely gives rise to morbidity and mortality, and prevents a child from developing into a fully functional adult, it adversely affects Universalisation of Elementary Education (UEE) in the following ways:-

- A malnourished child is less likely to attend school regularly.
- Even if such a child does attend school, she finds it difficult to concentrate on and participate in the teaching-learning activities well enough. She therefore tends to drop out, inter alia, because of the inability to cope.
- Even if the child does not actually drop out, her attainment levels tend to be low.

A programme of providing Mid-Day Meal in Schools can be expected to help in UEE in the following ways:-

- by improving enrolment and regularity of attendance,
- by reducing drop-outs, and
- by improving children's level of learning and self-esteem.

1.2 National Programme of Nutritional Support to Primary Education (Mid-Day Meal Scheme), 1995

1.2.1 Introduction

National Programme of Nutritional Support to Primary Education [commonly known as the **Mid-Day Meal Scheme**] was launched as a Centrally-sponsored Scheme on 15th August, 1995. Its objective was to boost

"universalisation of primary education by increasing enrolment, retention and attendance and simultaneously impacting on nutrition of students in primary classes". It was implemented in 2408 blocks in the first year, and covered the whole country in a phased manner by 1997-98. The programme originally covered children of primary stage (Classes I to V) in government, local body & government-aided schools, and was extended in October, 2002, to cover children studying in Education Guarantee Scheme (EGS) and Alternative & Innovative Education (AIE) Centres also.

1.2.2 Pattern of Central Assistance

Central assistance has been provided to States under the programme by way of:-

- i) Free supply of foodgrains from the nearest godown of Food Corporation of India (FCI) @ 100 gm. of wheat/rice per student per day [cost of which is reimbursed to FCI by the Govt. of India], and
- ii) Subsidy for transport of foodgrains from nearest FCI Depot to the Primary School – subject to a maximum of Rs.50 per Quintal [ceiling last fixed in June, 1997].

In addition, a **Hill Transport Subsidy (HTS)** is also admissible to States which are predominantly hilly, economically backward, and lack rail facilities, such as, Arunachal Pradesh, Himachal Pradesh, J&K, Manipur, Meghalaya, Nagaland, Mizoram, Sikkim and Tripura. In hilly States, FCI's responsibility is to deliver foodgrains at the nearest designated Principal Distribution Centres (PDCs). As per instructions of HTS, if FCI is unable to deliver foodgrains at the Principal Distribution Centres, it will issue foodgrains from the nearest designated Base Depots. In such cases, the actual cost of transportation of foodgrains from the Base Depot to the PDC is reimbursed by FCI to the State/UT as Hill Transport Subsidy.

Detailed instructions regarding HTS are contained in this Ministry's Circular dated 10.6.99, a copy of which is enclosed at Annex-II. This Circular was issued with the concurrence of the Ministry of Food & Consumer Affairs conveyed vide their O.M. dated 29.4.99, a copy of which is also enclosed at Annex II-A.

1.2.3 Cost of Cooking

"Cost of cooking" a mid-day meal with free foodgrains provided as above, includes mainly the following:-

- i) Cost of other ingredients e.g. pulses, vegetables, cooking oil and condiments,
- ii) Cost of fuel, and
- iii) wages/remuneration payable to personnel, or amount payable to agency (e.g. SHG, VEC/SMDC), responsible for cooking.

Scheme's guidelines issued in August, 1995, had mentioned that cook's remuneration would be met from the poverty alleviation scheme [Jawahar Rozgar Yojna] of the Ministry of Rural Development. However, with the re-vamping of JRY w.e.f. 1.4.99 this became impermissible, and responsibility of meeting entire cost of cooking devolved on State Governments/Local Bodies.

A large number of States continued to face financial difficulties in meeting cooking cost and providing cooked meal to their students, and accordingly distributed only foodgrains @ 3kg. per student per month, as was envisaged in para 12 of the Guidelines, as an interim measure. To ameliorate this situation, Planning Commission asked State Governments in December, 2003, to earmark a minimum 15% of Additional Central Assistance (ACA) under the **Pradhan Mantri Gramodaya Yojana (PMGY)** from the financial year 2004-05, for meeting cooking cost under Mid-Day Meal Scheme. A copy of Planning Commission's Circular dated 19.12.03 in this regard, and a statement showing state-wise allocations under PMGY for 2004-05 are enclosed at Annexes -III & IV respectively.

1.2.4 Infrastructure for Mid-Day Meal Programme

A cooked Mid-Day Meal Programme needs the following physical infrastructure:-

- Kitchen-cum-Store
- Adequate Water Supply for –
 - Drinking, and
 - Washing purposes
- Cooking Device [Stove, Chulha, etc.]

- Containers for storage of foodgrains & other ingredients
- Utensils for Cooking and Serving
[with Children bringing their own plates/eating utensils]

The above infrastructure was expected to be provided by States /Local Bodies by utilizing their own funds alongwith those available under various Centrally-sponsored schemes, details of which may be seen in Annex-V.

1.2.5 Status of serving of Cooked Meal (as in October, 2004)

As in October, 2004, State-wise position of supply of cooked meal was as follows:-

- (i) **Full Implementation – 22 States, and all 7 UTs.**
[i.e. All children covered under Cooked Meal Programme or atleast decision for full coverage taken by State Govt.]
- (ii) **Partial Implementation – 6 States**

A statement showing State-wise number of children covered, and quantity of foodgrains allocated during 2004-05, is given in Annex-VI.

2. Need for Revision of the Scheme

As mentioned above, even nine years after the commencement of the NP-NSPE, 1995, serving of cooked meal could not be universalized in six States which included certain major States. In many of the remaining States, quality of the meal served to children was not satisfactory. Keeping these aspects in view, changes in the Scheme had become necessary. Hon'ble Supreme Court has also been seized of the matter, and has been giving certain directions in this regard in its orders passed from time to time in WP(C) 196/2001 [PUCL V/s. Union of India & Others].

In June-July, 2004, certain policy pronouncements were made in regard to the Mid-Day Meal scheme in:

- President's Address to Parliament delivered on 7.6.04, and
- Finance Minister's Budget Speech delivered on 8.7.04.

Relevant extracts from the above policy pronouncements may be seen in Annex-VII.

3. The Revised Scheme

Pursuant to the above, Central Government has approved a revised scheme, entitled "National Programme of Nutritional Support to Primary Education, 2004 (NP-NSPE, 2004)" whose main elements are as follows:-

3.1 Objectives

Objectives of the revised Scheme are:-

- (i) To boost universalisation of primary education (classes I-V) by improving enrolment, attendance, retention, and learning levels of children, especially those belonging to disadvantaged sections,
- (ii) To improve nutritional status of students of primary stage, and
- (iii) To provide nutritional support to students of primary stage in drought-affected areas during summer vacation also.

3.2 Programme Intervention & Coverage

To achieve the above objectives, a cooked mid-day meal with minimum 300 Calories and 8-12 grammes of protein content, will be provided to all children studying in Classes I-V in:-

- (i) Govt., Local Body and Govt.-aided schools, and
- (ii) EGS & AIE centres.

Explanation:-

1. "Government-aided School" means a school in receipt of regular annual recurring aid from the Central or State Government, or a competent Local Body, and recognized/categorized by it as an "aided school".
2. An "EGS/AIE Centre" means a Centre run by a State Government/UT Administration, Local Body or non-Government agency, and receiving Central assistance in accordance with the EGS/AIE Scheme* of the Ministry of HRD. Children studying in Madarsas/Maqtabas which fall within the category of a Government-aided school or EGS/AIE Centre as defined above, would also be covered under the Mid-Day Meal Programme.

* See "Handbook for Education Guarantee Scheme and Alternative & Innovative Education", Government of India, Ministry of Human Resource Development, Department of Elementary Education & Literacy, 2001.

3.3 Over-all Responsibility for the Programme

Over-all responsibility for the programme will vest in the State Govt./UT Administration, which will, inter alia, include:

- i) providing necessary infrastructure in accordance with para 1.2.4, read with Annex-V,
- ii) making all logistic/administrative arrangements necessary for regular serving of wholesome, cooked mid day meal of satisfactory quality, and nutritive value as mentioned in para 3.2, in every eligible school/EGS-AIE Centre, and
- iii) providing financial and other inputs, over and above those to be provided by way of Central assistance [vide para 3.4, below], to the extent necessary for the programme.

3.4 Components & Norms of Central Assistance

Central Government will provide assistance under the revised Scheme to State Governments/UT Administrations to the following extent:-

1. Supply of free foodgrains (wheat/rice) @100 grams per child per School Day from the nearest FCI godown,
2. Reimbursement of actual cost incurred in transportation of foodgrains from nearest FCI godown to the Primary School subject to the following ceiling (effective from 1.10.04):-
 - a) Rs.100 per Quintal for 11 special category States [viz. Arunachal Pradesh, Assam, Meghalaya, Mizoram, Manipur, Nagaland, Tripura, Sikkim, J&K, Himachal Pradesh and Uttaranchal], and
 - b) Rs.75 per quintal for other States and UTs.
3. Assistance for meeting cooking cost @Re.1.00 per child per school day w.e.f. 1.9.04 [over and above the minimum 15% of ACA under PMGY, to be earmarked for cooking cost vide para 1.2.3 above].
4. Assistance for Management, Monitoring & Evaluation (MME) @ not less than 0.9% of the total assistance on items 1-3 above for the year, 2004-05, and @ not less than 1.8% of such total assistance from 2005-06. [Total provision in the Scheme on account of MME would be @2% of allocation on

the remaining items. Exact bifurcation of this 2% provision between Central and State Governments will be decided by the National-level Steering-cum-Monitoring Committee, subject to the above minimum share of State Governments.]

5. Assistance for provision of cooked Mid-Day Meal during summer vacations to school children, as per prevailing parameters, in areas declared by State Governments as "drought-affected".

[Assistance will also be given on reimbursement basis as per parameters of NP-NSPE, 1995, to States which implemented this component in summer vacation of 2004.]

// Average monetary value of Central assistance under items 1-4 above, in terms of per child per day, is shown below:-

(in Rs.)

Sl. No.	Item	Central Assistance in terms of Per child/school day
1.	Average (economic) cost of foodgrains [weighted average of wheat & rice being supplied]	1.11
2.	Average transport subsidy (at 10 paise per kg)	0.08
3.	Assistance for Cooking cost (at 10 paise per kg)	1.00
4.	Assistance for Management, Monitoring & Evaluation (at 10 paise per kg)	0.02
	Total	2.21

In addition to the above, Central assistance will continue to be available for infrastructural items under various Centrally-sponsored schemes as shown in the Annex-V.

A statement showing nutritional values of 100 grammes of wheat, rice and chapatis is given in Annex-VIII.

3.5 Programme Management

3.5.1 Prescription of State/UT-specific Norms of Expenditure

Taking into account Central assistance available under NP-NSPE, 2004, as detailed in para 3.4 above, every State Government/UT Administration

will be expected to prescribe and notify its own norms of expenditure on the Scheme, according to which it will allocate funds to the local implementing agency (e.g. VEC/PTA/NGO/Management of an aided school) for the implementation of the programme. These are hereinafter referred to as "State norms".

3.5.2 Nodal Department in the State Government/UT Administration

Every State Government /UT Administration will designate one of its Departments as the Nodal Department for the programme. Nodal Department need not necessarily be the School Education Department but should be so chosen that it can most efficiently carry out nodal responsibility for effective implementation of the programme all over the State. [Many States have designated Departments other than School Education – e.g. Rural Development, Women & Child Development, Social Welfare, etc. – as nodal Department for the programme.]

If required, State may set up a small Implementation Cell attached to the State Nodal Department to oversee the implementation of the programme by using a part of the funds meant for MME.

3.5.3 Nodal Responsibility at the District Level

Every State Government/UT Administration will also be expected to designate one nodal officer or agency at the district level (e.g. the District Collector, District Panchayat, etc.) which shall be assigned over-all responsibility of effective implementation of the programme at the district level.

3.5.4 Management at the Local Level

At the local level, State Governments will be expected to assign responsibility for implementation and supervision of the programme to an appropriate body e.g. Gram Panchayat, Municipality, Village Education Committee, Parent Teacher Association or School Management-cum-Development Committee. Responsibility for cooking would as far as possible be assigned to local women's Self-Help Groups (SHGs), Youth

Clubs affiliated to Nehru Yuvak Kendras (NYKs), VEC, SMDC, PTA/MTA, or good NGOs where available. Where women's SHG is not available and VEC/SMDC, PTA, Youth Club or an NGO has to implement the programme by appointing part-time staff as cook, helper, etc. Such staff should as far as possible be women, with due preference being given to women belonging to SCs and STs in accordance with guidelines to be laid down by the State Governments. Such organizations would be provided foodgrains as per parameters of the Scheme, and other costs as per State norms (see para 3.5.1, above), so that they can implement the programme in the assigned school/area.

In urban areas where a centralized kitchen setup is possible for a cluster of schools, cooking may, wherever appropriate, be undertaken in a centralized kitchen and cooked hot meal may then be transported under hygienic conditions through a reliable transport system to various schools. There may be one or more such nodal kitchen(s) in an urban area, depending on the number of clusters which they serve. Examples of this pattern are Naandi Foundation in Hyderabad – Secunderabad, and ISKCON in Bangalore, each of which operates a kitchen for a large cluster of schools. However, clusters could be of smaller sizes, as convenient.

Detailed Guidelines for associating NGOs etc. in the Mid-Day Meal Programme are given in Annex-IX.

3.5.5 Allocation of foodgrains to States, Districts and Schools, and their Lifting

- i) The Nodal Department will furnish to the Ministry, **by 15th January every year**, District-wise request for allocation of foodgrains based on enrolment data of eligible Primary Schools and EGS/AIE Centres, as on preceding 30th September, and anticipated enrolment in the next financial year, in **Form-I**.

- ii) Based on the above, the Ministry will convey District-wise allocations of foodgrains for the next financial year to all States/UTs and to FCI, by **28th February**.
- iii) State Nodal Department will convey District-wise allocation for the next financial year to all Collectors/District Nodal Agencies by **15th March**.
- iv) The Collector/District Nodal Agency will sub-allocate the District's allocation for the year to each school/agency identified for cooking/supply of mid-day meal as per its entitlement, on a month-wise basis, and will also inform concerned officers of FCI. Month-wise break-up will be done taking into account actual number of school days in the month.
- v) Allocated foodgrains shall be lifted by the agency referred in para 3.5.8 below, from the nearest FCI godown, and shall be delivered to every school etc. Frequency of this operation may generally be once a month, but could also be quarterly, etc. as the State Government may deem appropriate depending on local circumstances.
- vi) Block/Sub-Divisional level Officer of the Nodal Department will monitor actual utilization in each institution of foodgrains delivered to it, and will suitably regulate further delivery to it, taking into account unconsumed balance, if any. State Governments will issue detailed guidelines in this behalf.

3.5.6 Timely Supply of Good Quality Foodgrains from Food Corporation of India (FCI)

It will be the responsibility of the FCI to ensure continuous availability of adequate foodgrains in its Depots [and in Principal Distribution Centres in the case of North East Region]. It will allow lifting of foodgrains for any month/quarter upto one month in advance so that supply chain of foodgrains remains uninterrupted.

For the MDM programme, FCI will issue foodgrains of best available quality, which will in any case be at least of Fair Average Quality (FAQ). A copy of the Circular dated 04.05.1999 issued by FCI to

its Zonal Managers regarding, inter alia, quality of foodgrains to be issued under MDM, is enclosed at Annex-X.

District Collectors will also ensure that foodgrains of at least FAQ are issued by FCI after joint inspection by a team consisting of FCI and Collector's nominee(s), and confirmation by them that the grain conforms to at least FAQ norms.

FCI will keep samples of such foodgrains supplied by it for future verification and analysis.

3.5.7 Steering-cum-Monitoring Committees

To oversee the management and monitoring of the programme, Steering-cum-Monitoring Committees (SMCs) will be set up at four levels viz. National, State, District and Block. Suggested composition of the SMCs is given at Annex-XI.

In their respective jurisdictions, SMCs will generally perform the following functions:-

- (i) Guiding various implementation agencies,
- (ii) Monitoring programme implementation, assessing its impact, and taking corrective steps,
- (iii) Taking action on reports of independent monitoring/evaluation agencies,
- (iv) Effecting coordination and convergence among concerned departments, agencies (e.g. FCI), and schemes, and
- (v) Mobilising community support and promoting public-private partnership for the programme.

National and State-level SMCs will be expected to meet at least once every six months, and District and Block level SMCs, at least once a quarter.

3.5.8 Designation of Nodal Agency/Agencies for transportation of foodgrains

Transportation of foodgrains from nearest FCI depot to each Primary School/EGS-AIE Centre is a major logistical responsibility. State Government will be expected to make arrangements in this regard in the following manner:-

- (i) Wherever appropriate, a single Govt./Semi-govt. agency with State wide jurisdiction and network (e.g. State Civil Supplies Corporation, State Cooperative Marketing Federation, etc.) may be designated as the State Nodal Transport Agency. This Agency will be responsible for lifting foodgrains from FCI godowns and delivering them to each school, etc., in a timely manner, for the whole State.
- (ii) Alternatively, different agencies may be given the above responsibility for different districts or groups of districts, either by the State Government or District level Nodal Agency (vide para 3.5.3, above). However, every such agency would also have to be govt./semi-govt. body e.g. DRDA or District Panchayat.

3.5.9 State/UT- specific Guidelines to ensure Regular, Un-interrupted provision of Cooked Meal of Good Quality

It is absolutely vital to ensure that children in every eligible primary school/EGS-AIE Centre get a cooked meal of satisfactory quality, on every school-day, without any interruption. To ensure this in thousands of primary schools and EGS-AIE Centres scattered across a State is a challenging task. State Governments/UT Administrations will have to develop and circulate detailed guidelines to ensure this.

Some common obstacles which may come in the way of regular supply of cooked mid-day meal are:-

- (i) Delay in flow of monetary assistance from the Centre to the States (e.g. due to late or defective submission of claim or other procedural delays),

- (ii) Irregular supply of foodgrains from FCI godown or interruption in their timely transportation to schools,
- (iii) Failure of the local implementation agency to adequately procure and stock up cooking ingredients,
- (iv) Absence of cook for any reason, etc.

Programme will have to be so implemented as to take care of all the above (and any other) contingencies. As regards the first point mentioned above, State Governments will have to make adequate provision for the programme in their annual budget, in anticipation of actual flow of Central assistance. It must be understood that Central assistance as per norms given in para 3.4 has been committed, and will get transferred in due course. However, if for any reason, there is some delay in its actual transfer, that must not be allowed to interrupt actual provision of cooked mid-day meal to children. Similarly, State-specific guidelines will be necessary regarding precautions to be taken, and alternative/back-up arrangements to be made to ensure that any other contingencies are not allowed to interrupt the programme.

3.6 Dates from which certain modifications will take effect:-

- i) Central assistance towards Cooking cost 1.9.04
[if cooked meal programme has been implemented from this or an earlier date; otherwise, from actual date of implementation]
- ii) Revision of Transport Subsidy - 1.10.04 [for foodgrains transported on or after this date]
- iii) Central Assistance for Management, Monitoring & Evaluation - 1.10.04
- iv) Provision of Mid-Day Meal in drought-affected areas during Summer Vacations:
 - a) As per parameters of NP-NSPE, 1995 - For Summer Vacation of 2004
 - b) As per parameters of NP-NSPE, 2004 - From Summer Vacation of 2005

4. Certain Other important Guidelines

4.1 Need for Safety and Hygiene in Preparation of Mid-Day Meal

State Governments will be expected to ensure that Mid-Day Meal programme is implemented with utmost regard to safety and hygiene. Towards this end, special attention would need to be paid, inter alia, to the following aspects:-

- i) Kitchen/Kitchen Shed should be separate from classrooms, should be located as far away from classrooms as possible, and should always be kept clean. It should preferably have a raised platform for cooking, and should have adequate light, ventilation and arrangement for drainage/waste disposal.
- ii) Fuel (kerosene/fuel wood/charcoal/LPG) should be stored safely, so that there is no fire hazard.
- iii) Smokeless chulhas should be used to the extent possible.
- iv) Use of firewood should be discouraged as far as possible in the interest of environmental protection.
- v) If cooking is done with kerosene/gas, cooking staff /agency should be specifically trained in safe handling of stoves, gas cylinders, etc.
- vi) All ingredients used for cooking (i.e. foodgrains, pulses, vegetables, cooking oil and condiments) should be free from adulteration and pest infestation, and should be used only after proper cleaning, washing, etc.
- vii) All the above ingredients should be stored in proper containers, which should protect them from moisture, pests, etc.
- viii) All persons engaged in handling of ingredients, and in cooking and serving the mid-day meal should be trained in hygienic habits [e.g. regular cutting of nails, washing hands and feet with soap before commencement of cooking/serving, etc],
- ix) All cooking and serving utensils should be properly cleaned and dried every day after use.

4.2 Mid-Day Meal not to adversely affect teaching-learning

It has to be always borne in mind that Mid-Day Meal programme is meant to boost children's participation and learning at the primary stage, and not to interfere with it. The programme should not be implemented in such a manner that it, in any way, adversely effects either the duration or quality of actual teaching-learning in school. As a corollary, teachers should not be assigned responsibility connected with the programme except the following:-

- (i) testing of food prior to being served to children with a view to ensuring that it is of good quality, and is wholesome, and
- (ii) supervision of actual serving and consumption of the mid-day meal so that it is done in an orderly manner, and children consume their meal hygienically.

VECs/PTAs should make arrangements so that, as far as possible, at least two of their members are present everyday at the time of the meal, to shoulder above responsibilities, along with the teachers.

The mid-day meal should be so organized that the entire process of serving and consumption of the meal does not take more than 30-40 minutes.

4.3 Mid-Day Meal to be wholesome and varied

Menu of the mid-day meal should, as far as possible, vary from day-to-day. It is possible to plan an economical, yet varied and nutritious menu, and this must be done in consultation with the local community, mothers, PTA, women's Self-Help Group, as also nutrition experts like staff of Home Science Colleges and officers of Food & Nutrition Board of the Government of India posted in the State/UT. Menus should be planned in a suitably decentralized manner.

Some suggestions for preparation of nutritious and economical mid-day meal are given in Annex-XII.

4.4 Voluntary Community Support for Mid-Day Meal to be encouraged

Members of the community should be encouraged and invited to contribute towards providing a wholesome meal to children. There are many social occasions like religious festivals, marriages, etc. when local families will be happy to contribute a special dish or a sweet to the school Mid-Day Meal programme. This, as also other voluntary contributions from the community (say, in the form of cooking device/cooker, utensils, dairy products, fruits, vegetables, etc.) should be encouraged.

4.5 Mid-Day Meal to be used as a vehicle for inculcation of hygienic habits, discipline, and spirit of equality among children, as also for providing them work experience

Apart from hygienic processing of ingredients and cooking of meal, it is important that children themselves are trained to eat their meal hygienically. For this, they must be encouraged to develop habits like:-

- i) Washing their hands with soap before eating,
- ii) Cutting their nails regularly,
- iii) Using clean utensils for eating,
- iv) Avoiding littering and wastage of food, and
- v) Cleaning their plate and rinsing their hands and mouth after eating.

Organisation of serving and eating of mid-day meal in an orderly and efficient manner is a substantial task. Children should be trained to form queues, wait patiently for their turn, chew their food properly, and clean up after they have eaten. Disabled children should be given precedence in queues, and should also be otherwise helped to the extent necessary.

The mid-day meal programme is also meant to be a vehicle for inculcating social equality among children. There should not be any discrimination and segregation of any sort – on community or other basis – in serving/consumption of the meal. It should be utilized as an opportunity to instil in children values of equality, cooperation and discipline.

Wherever possible, Schools should develop a farm or kitchen garden for growing food articles which are used in preparation of Mid-Day Meal. This and other activities connected with Mid-Day Meal (eg. account-keeping) should also be utilised for providing work experience to children. Older children should also be involved in orderly distribution and consumption of the mid-day meal.

4.6 **Mid-Day Meal to be used for Micronutrient Supplementation and De-worming**

The mid-day meal programme should also be utilized for appropriate interventions relating to micronutrient supplementation and de-worming, e.g.

- i) Administration of six monthly dose for de-worming and Vitamin-A supplementation.
- ii) Administration of weekly Iron and Folic-Acid supplement, and
- iii) Other appropriate supplementation depending on common deficiencies found in the local area.

State Governments are expected to issue detailed guidelines in this behalf.

Technical advice and doses for the above may be obtained by Schools from the nearest Primary Health Centre/Government Hospital, and may be funded from appropriate schemes of the Health Department, or the School Health Programme of the State Government – unless a State Government is able to provide funds for this **from its own resources** under the Mid-Day Meal Programme itself.

4.7 **Regular Monitoring of Programme Implementation and its Impact**

The Mid-Day Meal Programme would need to be monitored in two ways, namely:-

- i) How well the programme is being implemented (i.e. in terms of all children regularly getting a meal of satisfactory quality), and
- ii) What effect, if any, the programme is having in terms of improving children's:-
 - a) Nutritional status
 - b) Regularity of attendance, and
 - c) Retention in and Completion of Primary Education.

The above two sets of parameters may be called "Programme Parameters" and "Impact Parameters", respectively. These parameters will be expected to be monitored in the following manner:

Sl. No.	Type of parameter	Who may monitor?	Frequency of Monitoring
	(1)	(2)	(3)
	I. Programme Parameters		
1.	Regularity and wholesomeness of mid-day meal served to children	i) Members of VEC/PTA/SMDC ii) Teachers	Daily
2.	Non-discrimination against children of weaker sections	-Do-	-Do-
3.	Cleanliness in cooking, serving and consumption of mid-day meal	-Do-	-Do-
4.	Timely procurement of Ingredients, fuel, etc. of good quality	VEC/PTA/SMDC	Weekly
5.	Implementation of varied menu	Gram Panchayat/Municipality/Representatives of Block-level SMC	Fortnightly / Month
6.	Over-all quality of Mid-Day Meal	(i) Officers of State Govt. belonging to Revenue/Administration, Rural Development, Education, Nodal Departments, and any other suitable Department (e.g. WCD, Food, Health, etc.) (ii) Officers of Food & Nutrition Board (FNB), Govt. of India, posted in the State/UT (iii) Nutrition Experts / Institutions identified / nominated by the State Govt.	As per a certain target of inspections per month, to be fixed by State Govt. in consultation with FNB /Institution, etc. concerned.
	II. Impact Parameters		
1.	Nutritional Status – assessment of percentage of underweight children at school level	VEC/PTA/SMDC	Twice a year
2.	Attendance Status	-Do-	Quarterly
3.	Retention/Completion Status	-Do-	Annually
4.	Sample studies in regard to each of the items 1 to 3 above. Study in regard to Nutritional Status would include study of various deficiencies mentioned in para 1.1 of the guidelines, especially incidence of low weight-for-age (underweight) and anaemia.	Appropriate institutions selected by State Govt./District Nodal Agency/District-level SMC	Annually

Further guidelines and modalities in regard to the above should be developed by State Govts./State-level SMCs. State Government will be expected to fix monthly targets for inspection of mid-day meal served in

Schools/EGS-AIE Centres in respect of officers of District, Sub-Divisional, Tehsil/Taluka, block and other suitable levels belonging to Departments like:

- Revenue/General Administration
- Rural Development/Urban Administration
- School Education
- Other related Departments e.g. Women & Child Development, Health & Family Welfare, Food & Civil Supplies, etc.
- Nodal Department for the MDM programme (where it is a Department other than one of the above)

Inspection targets should be so fixed and inspections should be so coordinated that, as far as possible:-

- (i) MDM programme in about 25% of the Primary Schools and EGS/AIE Centres is inspected in every quarter, and
- (ii) All Primary Schools and EGS/AIE Centres are inspected at least once every year.

Suitable Inspection Rosters will be prepared for every block/town/city to ensure the above, and their implementation will be monitored in every meeting of Block, District and State level SMCs.

Base-line studies for the year 2004-05 should however be conducted and completed before the end of academic session 2004-05, so that data for the first year of NP-NSPE, 2004, is captured in a timely manner.

4.8 State's own budgetary allocation for Mid-Day Meal not to be reduced below B.E, 2004-05

Since 22 States are already providing cooked meal to all primary school children, and remaining 6 States are doing so partially, provision of Central assistance w.e.f. 1.9.04 to them to meet cooking cost would result in saving of State resources to some extent. **However, it will be mandatory for State Governments not to reduce their budgetary allocation for Mid-Day Meal**

Programme (Plan as well as Non-Plan) in 2004-05 or any subsequent year, below the level of their budget provision for 2004-05, nor to divert the money saved as a result of Central assistance for cooking to purposes other than Mid-Day Meal, and to utilise it in the following order of preference:-

- (i) To improve infrastructure in Primary Schools required for Mid-Day Meal (e.g. Kitchen-cum-Store, Drinking Water facilities, Smokeless Chulha, Pressure Cooker, Gas-based cooking, etc.),
- (ii) To provide mid-day meal of a quality better than had been the case so far, and
- (iii) Remaining savings, if any, for other interventions connected with further improvement of the programme e.g. de-worming, micro-nutrient supplementation, and management, monitoring & evaluation.

States/UTs will have to give an undertaking, while seeking Central assistance to meet cooking cost (vide para 5.2 below) to the effect that they will not reduce their own budgetary allocation for MDM programme, in any year, below the level of B.E, 2004-05, under any circumstances.

5. Interim Guidelines regarding Procedure for Claim and Release of Central Assistance

Guidelines in this section are interim in nature and may be revised in due course.

5.1 Free Foodgrains & Transport Subsidy

Modalities of provision of free foodgrains have already been described in para 3.5.5. Those regarding Transport Subsidy, etc. are given below:

- i) The State Nodal Transport Agency, or, as the case may be, the Transport Agencies appointed for districts/groups of districts, will furnish the following to the State Nodal Department:-
 - (a) Monthly information on district-wise lifting of foodgrains, **by the 15th of next month,**

- (b) Quarterly Claim for Transport Subsidy – by the 15th of the month, following the quarter State Nodal Department will, after verification, forward consolidated Monthly Offtake Report, and Quarterly Claim for Transport Subsidy, in **Forms II & III**, respectively to the Ministry.
- ii) Based on the above, the Ministry will release payment for foodgrains to the FCI, and will release transport subsidy to the State Nodal Transport Agency / Deptt. concerned directly, under intimation to the State Nodal Department
- iii) Empty gunny bags will be disposed of by the VEC/PTA/SMDC/School Management in a transparent manner so as to fetch the best possible price, and their sale proceeds shall be utilised only for further enrichment of the mid-day meal programme. Accounts of such sales shall be maintained in the manner to be prescribed by the State Government.

Where agencies such as NGOs, Women's Self Help Groups etc. are to be engaged for cooking & serving meals, they may be allowed to retain the gunny bags.

Claim for Hill Transport Subsidy will be preferred to the FCI in accordance with Annex-I.

5.2 Central Assistance for meeting Cooking Cost

- (i) Central assistance towards cooking cost will be released in two equal instalments as follows:-

Installment	For period	To be released in
I	July-December	Preceding May/June
II	January-June [Including for supply of MDM in drought-affected areas during summer vacation]	Preceding Nov./Dec.

- (ii) Since the first instalment of Central assistance towards cooking cost is likely to be released in January, 2005, it will be for the period from 1.9.04 upto 30.4.05, and the second instalment will be released for the period 01.5.05 to 31.12.05. Thereafter, instalments will be released as per schedule given in sub para (i) above.

- (iii) Release of each installment will be subject to State Government certifying that at least two-thirds of the previous installment and full amount of earlier installments have been utilized.
- (iv) Proforma for claiming first instalment of Central assistance towards cooking cost given in **Form IV**. States are advised to submit this claim to the Ministry latest by **24.12.04**.
- (v) Proforma for claiming subsequent instalments of Central assistance for cooking will be prescribed later.

5.3 Management, Monitoring & Evaluation (MME)

- (i) For every instalment of Central assistance released towards Cooking Cost, an amount will be additionally released as per para 3.4(4) towards assistance for MME.
- (ii) In addition, once a year, Central assistance for MME will also be released as per para 3.4(4) against (i) payment released to FCI for foodgrains lifted by a State/UT, and (ii) transport subsidy released to the State/UT Nodal Transport Agency/Agencies during the year.
- (iii) Guidelines regarding items on which and scale on which expenditure may be incurred against Central assistance for MME will be issued separately – after approval of National Steering-cum-Monitoring Committee. In general, however, management tasks would be expected to be carried out through contract appointees, and work of external monitoring/evaluation will be outsourced to reputed organizations.

5.4 Mid-Day Meal in Summer Vacations in Drought-Affected Areas

- (i) Central Assistance will be given to provide mid-day meal in primary schools during summer vacations in areas which are formally notified by the State Government as 'drought-affected', in accordance with its established procedure and guidelines of Government of India (Ministry of Agriculture), if any.

- (ii) As soon as such a notification is issued, State Government should send to the Ministry its claim for receiving Central assistance in **Form V**. After scrutiny of the case, Central assistance will be released as quickly as possible.
- (iii) In case notification declaring an area as 'drought-affected' is issued at a time when summer vacation has already commenced or is about to commence, State Govt. should provide mid-day meal in primary schools located in such areas in anticipation of release of Central assistance.
- (iv) Foodgrains for implementing the programme in summer vacation should be drawn against the concerned district's annual allocation made in accordance with para 3.5.5(ii), which will be suitably augmented by the Ministry in due course to cover the resultant additional requirement of foodgrains for the year.
- (v) Transport subsidy for the extra foodgrains consumed on account of providing mid-day meal during summer vacation will be claimed in the same manner as provided in para 5.1.

6. Periodic Returns

State Nodal Department will furnish monthly and quarterly progress reports on the Scheme to the Ministry of HRD, as per following details:-

<u>S. No.</u>	<u>Title of Return</u>	<u>Due date for receipt in the Ministry</u>	<u>Form</u>
1.	Monthly Report on Offtake of Foodgrains	15 th of the following month	Form II [vide para 5.1 (vii)]
2.	Quarterly Progress Report (QPR)	Within one month from the end of the Quarter	Form VI

It may be noted that the proforma for the QPR includes, inter alia, information regarding progress of provision of infrastructure, and un-spent balance of Central assistance at the end of the quarter. Failure to furnish information about un-spent balance will affect further release of Central assistance.

7. Utilization Certificates

Utilization Certificates (UCs) in respect of Central assistance provided by way of – (a) free foodgrains, (b) assistance towards Cooking cost & MME expenses, and (c) MDM in drought-affected areas during summer vacations, will be expected to be provided by the State Nodal Department to the Ministry for each financial year as per following details:-

<u>S. No.</u>	<u>Type of UC</u>	<u>Due date for receipt in the Ministry</u>	<u>Form</u>
1.	Utilization Certificate in respect of lifted foodgrains	30 th June of the following financial year	VII
2.	Utilization Certificate in respect of Central assistance for cooking cost and MME expenses	30 th September of the following financial year	VIII

Annex-I
[Ref: Para 1.1]

Incidence of Major Nutritional Deficiencies among Children of Elementary School-going Age Group

Major nutritional deficiencies affecting young children in India are –

- (1) Protein-Energy malnutrition,
- (2) Iron Deficiency Anaemia,
- (3) Vitamin A Deficiency, and
- (4) Iodine Deficiency Disorders (IDD).

Protein-Energy Malnutrition or undernutrition among school age children assessed through weight deficit for age is the most sensitive indicator of their nutritional status. Percentage of under-weight children of elementary school-going age (6-13 years), as per Gomez (weight for age) classification, is as under:

Age	Under-nutrition /under-weight Children		
	Mild	Moderate	Severe
6-9 years	31.9	54.0	8.6
10-13 years	18.2	47.8	30.1

Source: NNMB, NIN & ICMR, 2002

Nutritional anaemia due to iron and folic acid deficiency is widely prevalent among young children and adolescents. 67.5% children under five years and 69% adolescent girls suffer from anaemia (NNMB 2003). Percentage prevalence of anaemia in school age children (6-14 years) as per studies conducted during 1981 to 1996 ranges from 14% to 96%, as under:

Sl. No.	Location	Percentage of anaemic children (with Hb < 12g/dl)
1.	Baroda	91
2.	Kolkata	96
3.	Hyderabad	60
4.	Chennai	14
5.	New Delhi	67
6.	Varanasi	68

Source: Task Force Report on Micronutrients, 1996, D/WCD, GOI.

Vitamin A deficiency affecting growing children is also a public health problem in the country. Vitamin A is important for promoting growth of the child, and building immunity and resistance to diseases. Prevalence of Vitamin A deficiency contributes to diarrhoeal diseases, respiratory infections, measles, etc.

Iodine deficiency during childhood, the period of maximum growth, can result in loss of I.Q. points and poor physical and mental growth and development. Although, on an average, prevalence of total goitre among 6-12 year old children is about 4%, it is 12.2% in Maharashtra and 9% in West Bengal which is much above the WHO cut off level of 5.0%. No State in the country is free from Iodine Deficiency Disorders (IDD). 260 districts out of 321 districts surveyed have more than 10% prevalence of IDD.

High levels of malnutrition particularly among growing children are directly and indirectly associated with high morbidity and mortality. Iron deficiency in school-going children affects their learning ability and concentration power. Even mild deficiencies of micronutrients (vitamin A, iron, folic acid, zinc etc.) affect their growth, development and immunity. Malnourished children tend to have lower I.Q. and impaired cognitive ability which affects their school performance and productivity in later life.

Annex-II
[Ref: Para 1.2.2]

No.F.11-37/97-Desk (MDM)
Government of India
Ministry of Human Resource Development
Department of Elementary Education

To,

The Education Secretaries and Nodal Officers
In-charge of NP-NSPE in States/UTs.

Delhi, dated the 10th June, 1999

OFFICE MEMORANDUM

Subject: NP-NSPE: Procedure for the re-imbursement of Hill Transport Subsidy.

This Ministry has been receiving several requests for clarification on the procedure for getting reimbursement of Hill Transport Subsidy under the NP-NSPE as admissible under the Targeted Public Distribution System (TPDS). The procedure is now sought to be clarified as under:

- ❖ Hill Transport subsidy is admissible only to States which are predominantly hilly economically backward and lack rail facilities as Arunachal Pradesh, Himachal Pradesh, J&K, Manipur, Meghalaya, Nagaland, Mizoram, Sikkim and Tripura.
- ❖ In Hill States FCI's responsibility has been fixed for delivering grants at the nearest designated Principal Distribution Centres (PDCs) as at Appendix-I.
- ❖ In case FCI is unable to make foodgrains available at the PDCs for issue in the States mentioned above, it will issue foodgrains from the nearest designated Base Depots as indicated at Appendix-II. It is in such cases that Hill Transport Subsidy will become payable. In these

circumstances the actual cost of transportation of foodgrains from the above mentioned Base Depots to PDCs will be reimbursed by FCI to the State/UTs as Hill Transport Subsidy. In such cases the lifting agency in States/UTs would contact the concerned Zonal Manager of FCI for reimbursement of the actual cost of transportation of grain from FCI's Base Depots to FCI's PDCs.

- ❖ For further movement of grain from the FCI Godowns at the Principal Distribution Centres to the School/Village this Ministry will continue to reimburse the actual transportation charges subject to a maximum limit of Rs.50/- per quintal through DRDAs as stated in the orders issued by this Department vide D.O. No.11-34/97-Desk(MDM) dated 10.7.1997.

2. This issues in consultation with the Ministry of Food & Consumer Affairs, (Department of Food & Civil Supplies), Govt. of India, New Delhi.

Yours faithfully,

Sd/-
(SUHAIL ANSARI)
Desk Officer (MDM)

Copy to:

1. Deptt. of Food & Civil supplies, Krishi Bhavan, New Delhi, w.r.t. their Office Memorandum No.:179(1)/97- Py.I dated 29th April, 1999.
2. The Manager (Sales), Food Corporation of India, 16-20, Barakambha Road, New Delhi.

Sd/-
(SUHAIL ANSARI)
Desk Officer (MDM)

Appendix-I

LIST OF PRINCIPAL DISTRIBUTION CENTRES IN THE HILL STATES DECLARED VIDE LETTER NO.167 (32)/72-PY.I DATED 9.7.1975 AND ADDITIONAL PRINCIPAL DISTRIBUTION CENTRES SUBSEQUENTLY DECLARED FROM TIME TO TIME UPTO 20TH DECEMBER, 1993.

S.No.	Name of State	Name of Districts	Head Quarters	Principal Distribution Centres
1.	Arunachal Pradesh	1. Tawang		(i) Zemithang*
		2. East Kameng		(ii) Cyiangtajo
		3. Upper Subansiri		(iii) Taliha
		4. West Siang		(iv) Liromoba
		5. Lowit		(v) Haiyliang
		6. Tirap		(vi) Panchaw
		7. West Kameng		(vii) Kolkotong
		8. Lower Subansiri		(viii) Nyapih
		9. Itanagar Sub-division		(ix) Sagelee
		10. East Siang		(x) Mariyang
		11. Dibang Valley/Roing Sub Division		(xi) Anini
		12. Changlang Sub-Division		(xii) Miao
2.	Himachal Pradesh	1. Bilaspur	Bilaspur	(i) Chamba (ii) Kangra
		2. Chamba	Chamba	(iii) Mandi (iv) Kulu
		3. Hamirpur	Hamirpur	(v) Hamirpur
		4. Kangra	Dharamshala	(vi) Keylong (Headquarters of Lahul and Spiti)
		5. Kinnaur	Kalpa	
		6. Kulu	Kulu	(vii) Solan (viii) Simla
		7. Lahul Spiti	Keylong	(ix) Kalpa (x) Nahan (Headquarters of Sirmaur Distt.)
		8. Mandi	Mandi	(xi) Una (xii) Bilaspur
		9. Simla	Simla	(xiii) Killar (xiv) Kaza**
		10. Sirmaur	Nahan	
		11. Solan	Solan	
		12. Una	Una	

*- Centres (i) to (xii) declared vide letter No.179(1)/86-Py.I, dated.29.1.86

** - Centre at (xiii) declared vide letter No.167(21)/80-Py.I, dated 27.11.81 and Centre at (xiv) declared vide letter of even number dated 2.5.85

S.No.	Name of State	Name of Districts	Head Quarters	Principal Distribution Centres
				@@
3.	Jammu & Kashmir	1. Anantang (Kashmir South)	Anantang	(i) Jammu (ii) Udhampur (iii) Poonch (iv) Rajouri
		2. Baramula (Kashmir North)	Barmula	(v) Kathua (vi) Doda
		3. Doda	Doda	(vii) Anantang
		4. Jammu	Jammu	(viii) Srinagar
		5. Kathua	Kathua	(ix) Baramula (x) Leh & Ladakh
		6. Ladakh	Leh	
		7. Poonch	Poonch	(xi) Lathpora
		8. Rajauri	Rajauri	(xii) Kupwara
		9. Srinagar	Srinagar	(xiii) Bandipora
		10. Udhampur	Udhampur	
		11. Pulwama	Pulwama	
		12. Kupwara	Kupwara	

4.	Manipur	1. Manipur Central	Imphal	(i) Imphal (ii) Kerong (On way to Imphal)
		2. Manipur East	Ukhruai	(iii) Churachandpur
		3. Manipur North	Keorng	(iv) Temanglong
		4. Manipru South	Churachandpur	(v) Ukhruai (vi) Chandel (vii) Parbung (viii) Tengnouppla
		5. Manipur West	Temenglong	(xi) New Kaiphundai
5.	Meghalaya	1. Garo Hills	Tura	(i) Shillong (ii) Jowai
		2. Jaintia Hills	Jowai	(iii) Tura (iv) William Nagar
		3. Khasi Hills		(v) Nongation
		4. Shillong		

6.	Mizoram	1. Aizwal	Aizwal	(i) Aizwal (ii) Lunglei
		2. Lunglei	Lunglei	(iii) Lawangthali
		3. Chhimtuipur	Siaha	(iv) Kolasib on way to Aizwal (v) Aibawk (vi) Champhai (vii) Kawkulh (viii) Saitual (ix) Lokicharra

@@- Centres (xi) & (xii) declared vide letter No.167 (17)/84-Py.I, dt. 18.2.85 & Centres (xiii) vide letter dt. 4.10.85.

****- Centres (iii) to (vi) declared vide letter No.167(32)/72-Py.I, dt. 31.12.76 and Centres from (vii) to (xi) declared vide letter no.179(3)/86-Py.I, dt. 22.9.1986.

***** Centres (iii) and (iv) declared vide letter No.167(32)/72-Py.I-dt. 26.2.76 and Centre at (v) declared vide letter No.167(29)/84 dt. 26.3.85 and Centre (vi) to (ix) declared vide letter No.167(29)/84 - Py.I, dt. 13.5.86.

S.No.	Name of State	Name of Districts	Head Quarters	Principal Distribution Centres
7.	Nagaland	1. Kohima	Kohima	(i) Kohima (ii) Mokakchung
		2. Mokakchung	Mokakchung	(iii) Tuensang (iv) Kohima and Mojakchung in respect of Supplied made beyond Wokha, Zunne-boto, Phek and Mon.
		3. Tuensang	Wokha Zunne-Boto%%	
			Tuensang	(v) Mon (vi) Zunheboto (vii) Wokha (viii) Phek
8.	Sikkim	1. Sikkim East	Gangtok	(i) Gangtok (ii) Jorhang
		2. Sikkim North	Mangan	(iii) Rhenock (iv) Mangan (v) Gyalshing \$\$
		3. Sikkim South	Mamchi	
		4. Sikkim West	Gyal-shing	
				++
9.	Tripura	1. North Tripura	Kailashahar	(i) Agartala (ii) Kumarghat (iii) Udaipur (iv) Amarpur
		2. South Tripura	Udaipur	(v) Bagafa (vi) Amabassa
		3. West Tripura	Agartala	

%% - Centres (i) to (iii) declared vide letter No.167(32)/72-Py.I, dt. 2.8.75 and Centres at (iv) declared vide letter of even number dated 25.21.76 and Centres (v) to (viii) declared vide letter No.179(7)/90-Py.I, dt.3.6.92

\$\$- Centres (v) declared vide letter No.179(2)/86-Py.I, dated 13.7.93.

++- Centres (ii) to (vi) declared vide letter No.167(30)84-Py.I, dated 18.12.86

Appendix-II**NAME OF THE STATES AND THE LINKED BASE DEPOTS**

Name of States	Designated base depots
1. Nagaland	Dimapur
2. Manipur	Dimapur, Imphal
3. Mizoram	Silchar, Kolsib, Vaireigle, Bhairal
4. Meghalaya	Guwahati, Shillong
5. Tripura	Dharamnagar and Churabari
6. Arunachal Pradesh	Bindukuri, North Lakhimpur, Dhemaji, Banderdewa, Cinnamara, Dibrugarh and Tinsukia
7. Sikkim	Siliguri

Annex-IIA
[Ref: Para 1.2.2]

IMMEDIATE

FAX MESSAGE

No. 179(1)/97-PY.I
Government of India
Ministry of Food & Consumer Affairs
(Deptt. Of Food & Civil Supplies)

Krishi Bhavan, New Delhi
Dated the 29th April, 1999

OFFICE MEMORANDUM

Subject: Reimbursement of transportation cost of foodgrains under Mid-Day Meal Scheme as admissible under Hill Transport Subsidy Scheme.

The undersigned is directed to refer to Deptt. Of Education's U.O. No. 11-37/97-Desk(MDM), dated 11.9.98 on the above mentioned subject and to confirm that since the economic cost of foodgrains cover expenses incurred by FCI including the Hill Transport Subsidy, the FCI shall continue to reimburse the transportation cost on actual basis i.e. HTS as incurred by the hill States (Arunachal Pradesh, Himachal Pradesh, J&K, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura) for transporting foodgrains issued at economic cost under Mid-Day Meal Scheme from FCI base depots to declared Principal Distribution Centres (PDC) in these States.

Sd/-

(B.K. DEVVARMA)
DIRECTOR (P)
TELE. NO. 3388141

Ministry of Human Resources Development,
Department of Education,
(Atten: - Shri Suhail Ansari, Desk Officer (MDM))
Mid-day Meal Division,
Shastri Bhavan, New Delhi.

Copy to: -

1. Shri G. Mohan, Executive Director (Finance), FCI, New Delhi.
2. Shri A.S. Chhabra, Executive Director (Sales), FCI, New Delhi – reference their No. 26/1/98-99/MMS/S.V/Vol. III, dated 12.2.99
3. PPS to AS&FA – w. r. t. Dy. No. 840/FA, dt. 23.3.99

Sd/-

(B.K. DEVVARMA)
DIRECTOR (P)

Annex-III
[Ref: Para1.2.3]

No.P-12019/1/2003-RD
Government of India
Planning Commission
(Rural Development Division)

Yojana Bhawan, Sansad Marg,
New Delhi, the 19th December, 2003

From: B.N.Nanda,
Director,
Rural Development Division,
Planning Commission, Jojana Bhawan,
Sansad Marg, New Delhi – 110 001.

To Secretary,
Department of Planning,
All States and UTs.

Subject: Inclusion of Mid Day Meal in the Pradhan Mantri Gramodaya Yojana (PMGY) during 2003-04.

Sir,

I am directed to say that the Department of Elementary Education and Literacy had approached the Planning Commission urging for permission for the States to utilise PMGY funds for meeting the cost of conversion of foodgrains into a cooked meal under the Mid Day Meal (MDM) programme. This was suggested since the requirement for infrastructural facilities for universal elementary education could be adequately addressed by the Sarva Shiksha Abhiyan. Moreover given the difficult financial position of the States and the recent Supreme Court Judgement on the MDM issue, it was felt necessary to compliment resources of the States for the conversion costs mentioned above.

This issue has been examined by the Planning Commission in consultation with the Department of Elementary Education and Literacy and the PMO. With the approval of the Deputy Chairman, Planning Commission it has been decided to allow Conversion costs of Mid Day Meal as a permissible item of expenditure under PMGY for the current year 2003-04. It has also been decided to include "Conversion costs of Mid Day Meal" as a component of PMGY in place of "Universal elementary education" with a minimum earmarking of 15 percent of the ACA allocation of the State from next Annual Plan 2004-05.

It is requested that the revised guidelines as mentioned above may kindly be intimated to the concerned Department in the State Government for compliance.

Yours faithfully,

Sd/-
(B.N. Nanda)

Annex-IV

[Ref: Para 1.2.3]

Statement showing State-wise Allocation under Pradhan Mantri Gramodaya Yojana, 2004-05

S.NO.	NAME OF STATE/UT	(Rs. in Lakhs)
(1)	(2)	(3)
	NON-SPECIAL CATEGORY STATES	
1	ANDHRA PRADESH	15644.00
2	BIHAR	24173.00
3	CHHATTISGARH	3435.00
4	GOA	72.00
5	GUJARAT	7122.00
6	HARYANA	1834.00
7	JHARKHAND	7446.00
8	KARNATAKA	8273.00
9	KERALA	7608.00
10	MADHYA PRADESH	8500.00
11	MAHARASHTRA	10917.00
12	ORISSA	10863.00
13	PUNJAB	4442.00
14	RAJASTHAN	10611.00
15	TAMIL NADU	11547.00
16	UTTAR PRADESH	37087.00
17	WEST BENGAL	18490.00
	SUB-TOTAL	188064.00
	SPL. CATEGORY STATE	
1	ARUNACHAL PRADESH	6500.00
2	ASSAM	19000.00
3	HIMACHAL PRADESH	7000.00
4	JAMMU & KASHMIR	18000.00
5	MANIPUR	4800.00
6	MEGHALAYA	4112.00
7	MIZORAM	4300.00
8	NAGALAND	4526.00
9	SIKKIM	3000.00
10	TRIPURA	5693.00
11	UTTARANCHAL	7000.00
	SUB-TOTAL	83931.00
	UNION TERRITORIES	
1	NCT OF DELHI	1078.00
2	PONDICHERRY	465.00
3	A & N ISLAND	1002.00
4	CHANDIGARH	442.00
5	D & N HAVELI	128.00
6	LAKSHADWEEP	172.00
7	DMAN & DIU	111.00
	SUB-TOTAL	3398.00
	GRAND TOTAL	275393.00

**Details of Centrally Sponsored Schemes in which Funds are available for Kitchen
Sheds, Drinking Water Arrangements and Utensils**

To enable States to implement the MDM programme better, they have been permitted to meet certain requirements under the Programme (besides foodgrains and transport subsidy) from various other Centrally assisted schemes as follows: -

Sl. No.	Items	Scheme/Programme under which Funds Available
1	Construction of Kitchen Sheds:	
	(a) In Rural areas:	Funds available under Sampurna Gramin Rozgar Yojana (SGRY). Proposal to be reflected in the Annual Action Plan.
	(b) In Urban areas:	Funds available under National Slum Development Programme (NSDP) and Urban Wage Employment Programme (UWEP) component of Swarna Jayanti Shahri Rozgar Yojana (SJSRY).
2.	Creation of Drinking Water Facility	Funds available under: a) Sarva Shiksha Abhiyan, and b) Accelerative Rural Water Supply Programme (ARWSP), and Swajaldhara programmes of the Deptt. of Drinking Water Supply.
3.	Purchase of Utensils	Funds available under SSA from annual school grant of Rs. 2000/- per annum per school

Annex-VI
[Ref: Para 1.2.5]

Statement showing State-wise number of children covered and quantity of foodgrains allocated during 2004-05 under Mid-day Meal Scheme.

S.No.	Name of States/UTs	No. of children covered (in Lakhs)	Quantity of foodgrains allocated (Lakh MTs)
(1)	(2)	(3)	(4)
1	Andhra Pradesh	90.81	2.13
2	Arunachal Pradesh	1.78	0.04
3	Assam	33.88	1.02
4	Bihar	97.92	1.96
5	Chhattisgarh	28.29	0.57
6	Goa	0.68	0.01
7	Gujarat	30.18	0.60
8	Haryana	16.28	0.46
9	Himachal Pradesh	5.90	0.18
10	Jammu & Kashmir	8.31	0.25
11	Jharkhand	32.80	0.82
12	Karnataka	51.26	1.18
13	Kerala	21.16	0.42
14	Madhya Pradesh	76.50	1.60
15	Maharashtra	96.65	2.22
16	Manipur	3.06	0.09
17	Meghalaya	5.03	0.10
18	Mizoram	0.96	0.02
19	Nagaland	1.74	0.03
20	Orissa	51.51	1.35
21	Punjab	14.99	0.43
22	Rajasthan	76.62	1.69
23	Sikkim	0.84	0.02
24	Tamil Nadu	43.06	0.86
25	Tripura	4.58	0.09
26	Uttaranchal	8.11	0.16
27	Uttar Pradesh	169.97	5.10
28	West Bengal	103.27	3.03
29	A & N Island	0.35	0.01
30	Chandigarh	0.42	0.01
31	D & N Haveli	0.30	0.01
32	Daman & Diu	0.15	0.003
33	Delhi	10.78	0.22
34	Lakshadweep @	0.00	0.00
35	Pondicherry	0.53	0.01
TOTAL		1088.67	26.68

@- This UT is running its own programme.

**Extracts from certain Policy Pronouncements regarding
 Mid-Day Meal**

1. President's address to Parliament delivered on 7.6.04:-

"18 ... A national cooked nutritious Mid-day Meal scheme, funded mainly by the Central Government will be introduced in a phased manner in primary and secondary schools..."

2. Union Finance Minister's Budget Speech delivered on 8.7.04:

"12. The poor want basic education for their children: we shall provide it, and we shall make sure that the child remains in school for at least eight years. We shall also make sure that the child is not hungry while she or he is at school..."

"22 ...The whole of the amount collected as cess will be earmarked for education, which will naturally include providing a nutritious cooked midday meal. If primary education and the nutritious cooked meal scheme can work hand in hand, I believe there will be a new dawn for the poor children of India."

Annex-VIII
[Ref: Para 3.4]

Nutritive value of 100 gms. of Wheat/Rice/Chapatis

S.No.	Name of foodstuff	Energy (Calories)	Protein (gm)	Fat (gm)	Carbohydrates (gm)
1.	Wheat (whole)	346	11.8	1.5	71.2
2.	Wheat flour (whole)	341	12.1	1.7	69.4
3	Wheat chapatis	267	8.0	0.67	53.4
4.	Rice raw (milled)	345	6.8	0.5	78.2
5.	Rice parboiled (milled)	346	6.4	0.4	79.0

Source: "Nutritive Value of Indian Foods", National Institute of Nutrition (1978).

ANNEX-IX
[Ref: Para 3.5.4]

Detailed Guidelines for associating NGOs in Mid-Day Meal Programme

1. NGOs will be selected keeping in view their credentials and the capacity to deliver the programme. The NGOs should be willing to work in association with the local bodies, VECs/Mother Teacher Association.
2. Information on the designated NGO(s) and coverage of eligible schools and number of children in classes I-V in such schools in the concerned block(s) and district(s) shall be furnished by the State Government to Ministry of Human Resource Development before taking the support of such agencies for implementation of the programme.
3. The NGOs will ensure that cooked meal to be provided to the children studying in primary classes (I-V) only in Government, Local Body, and Aided schools. Private unaided schools and non-formal schools are not to be covered.
4. It will be ensured that the cooked meals has a calorific value equivalent to 100 gms. of wheat/rice per child per day.
5. There will be no discrimination on the basis of religion, caste and creed in providing cooked meal to eligible children.
6. No liability with regard to the logistical requirements such as construction of kitchen and storage room, appointment of cooks, helpers and such other staff, utensils etc. shall be borne by the Central Government.
7. The State Government shall be fully responsible in implementing the programme through NGOs support either for a cooked meal or pre-cooked food variant in eligible schools. To this extent, the State Government or the NGO concerned may mobilize resources for conversion of foodgrains into a cooked meal. The Central Government shall not enter into any arrangement other than the scope of central assistance referred to in para 4 of the guidelines on the scheme.
8. Transportation and handling charges for movement of foodgrains, if any, under the scheme may be provided by the District Authority to the NGOs in case they are authorized to lift and transport foodgrains from FCI godowns to schools at the rates prescribed by the Ministry of HRD.
9. The NGO shall furnish a monthly report on liftment, utilization of foodgrains, number of schools and children covered to the District Authority for onward transmission to the State Government/Central Government in the proforma prescribed from time to time.

10. The NGO shall furnish to the State Govt. Annual Report along with audited statement of accounts on the transportation charges and such other grants received from the State Govt. duly certified by an approved Chartered Accountant.
11. State Govt. may prescribe such other conditions in addition to the conditions stated herein above as per relevant Financial Rules of the concerned State/UT.
12. The grantee organisation shall not entrust the project or divert any part of the assistance (wheat/rice) to another organization/agency.
13. When the State Government/Government of India has reason to believe that the assistance being provided is not being utilized for approved purpose, the same may be stopped, and the assistance provided earlier recovered. The grantee organization shall be open to inspection by an officer of the Union Ministry of Human Resource Development/State Government. The Central Government may nominate any person/organization/agency to evaluate the progress/completion of the programme, and the grantee shall abide by any instructions/directions as may be issued by the Government regarding the implementation of NP-NSPE (Mid-day Meal Scheme).
14. The accounts of the project shall be maintained properly and exclusively and submitted as and when required. The accounts shall be open to check by an officer deputed by the Government of India or the State Government, beside the test-check by the Comptroller & Auditor General of India at his discretion.
15. In the event of dissolution of the grantee organization prior to completion of the programme and settlement of accounts of this grant, the responsibility for compliance with the terms and conditions of the assistance shall rest with the concerned District Collector and the assets acquired out of this assistance shall revert to the Government forthwith.
16. The grantee shall maintain a stock-register (in prescribed proforma) of all assets acquired wholly or substantially out of Government grant. Such grants/assets shall not, without the prior sanction of the Government of India, be disposed of, encumbered, or utilized for purposes other than those for which the grant was given. Should the grantee organization cease to exist at any time, such assets shall revert to the Govt. of India.
17. The decision of the Secretary to the Government of India in the Ministry of Human Resource Development (Department of Elementary Education & Literacy) on the question whether there has been breach or violation of any of these terms and conditions shall be final and binding on the grantee.

Annex-X

[Ref: Para 3.5.6]

FOOD CORPORATION OF INDIA
Head Quarters, New Delhi
16-20, Barakhamba Lane, New Delhi - 110001

MO: 26/1/1999-2000/MMS/SALES.V

May 4, 1999

The Zonal Manager,
Food Corporation of India,
Zonal Office,
NEW DELHI/CALCUTTA/MUMBAI/CHENNAI/GUWHATI.

**Sub: - NP-NSPE Release of foodgrains for the year 1999-2000 under
Mid-Day-Meal Scheme.**

- Ref: - 1. Min. of Human Resources Development (Deptt. of Education)'s letter No. 6-33/98-NSPE (MDM) dated 27th March, 1998.
2. Min. of Human Resources Development (Deptt. of Education)'s letter No. 5-33/99-Desk(MDM) dated 16th April, 1999 (copy enclosed).
3. F.C.I., Hqtrs. Letter no. 26/1/98-99/MMS/S.V. dated 2nd May, 1998.

Sir,

Please refer to the communications cited.

It has been decided to release foodgrain for the month of April, 1999 on the existing system as a special case, as per the allotment made by the Ministry of Human Resource Development, Department of Education vide letter dated 27th March, 1998 (ref. 1) for the year 1998-99 and sanction conveyed vide Hqtrs. Letter dated 2nd May, 1998 (ref. 3) in favour of the concerned States/UTs of your Zone. The validity period for lifting April, 1999 allotted quota has been extended upto 15th May, 1999. The quantity of foodgrains to be issued for the month, should not repeat not exceed 1/10th of total allocation /requirement indicated in letter dated 27.03.1998 (ref. 1) and conveyed vide Headquarters letter dated 02.05.1998 (ref. 3) minus unutilized stocks of wheat and rice lifted during earlier month.

You are requested to take action accordingly and submit district-wise claim in prescribed format to Funds Division of Hqtrs. duly supported by the consignee

receipt-cum-utilisation certificate obtained from Distt. Collector for the previous month. The claim not supported by the consignee receipt will not be entertained.

Please also ensure that only good quality of foodgrains should be issued under Mid-Day Meal Scheme. Any complaint on this account will be considered as ineffective lack of supervision on the part of SRMs concerned.

The lifting position of wheat and rice may be intimated to Hqtrs. latest by 15th of the next month so that lifting position could be sent to Ministry of Human Resources Development (Deptt. of Education) by 20th of next month without fail.

Yours faithfully,

Sd/-

(L.D. KALRA)

DY. MANAGER (SALES)
FOR EXECUTIVE DIRECTOR(S)

Copy to: -

1. The Sr. Regional Manager, FCI, New Delhi/Jammu/Jaipur/Lucknow/Shimla/Mumbai/Punjab-Haryana Region/Chadigarh/Ahmedabad/Bhopal/Calcutta/Bhubaneshwar/Patna/Hyderabad/Chennai/Bangalore/Thiruvanthapuram/Guwahati/Shillong.
2. Shri Jpamanyu Chatterjee, Director (MDM), Ministry of Human Resources Development, Deptt. of Education, Shastri Bhavan, New Delhi.
3. The Under Secy. (BP-III), Ministry of Food & CA, Deptt. of Food & CS, Krishi Bhavan, New Delhi.
4. AFA (Funds)/(Fin)/(A/Cs)/FCI, Hqtrs.
5. Jt. Manager (Funds), FCI, Hqtrs.
6. Manager (P&R), FCI, Hqtrs.
7. PA to ED(F), PED, (S)/ED(T), FCI, Hqtrs.

Sd/-

FOR EXECUTIVE DIRECTOR (S)

Annex-XI
[Ref: Para 3.5.7]

**Suggested Composition of Steering-cum-Monitoring Committees
for NP-NSPE to be constituted at various levels**

Sl. No.	Position	National	State	District	Block
1.	Chairman	Secretary, Department of Elementary Education & Literacy	Chief Secretary/Additional Chief Secretary/Dev. Commissioner	Collector	Sub-Divisional Officer
2.	Ex-Officio Members	1. Joint Secretary in charge of the Programme in Deptt. of Elementary Education & Literacy	1. Ppl. Secy./Secy. School Education 1A. Ppl. Secy./Secy in charge of Nodal Deptt. for the Programme (where it is a Deptt. other than School Edn.)	1. Distt. Education Officer 1A. Distt. Level Officer of Nodal Deptt. for the Programme (where it is a Deptt. other than School Education)	2. Block Edn. Officer 1A. Block level Officer of Nodal Deptt. for the Programme (where it is a Deptt. other than School Education)
		2. Fin. Advisor, Ministry of HRD	2. Ppl. Secy./Secy, Finance Department		
		3. Advisor (Edn.), Planning Commission	3. Ppl. Secy./Secy, Planning Commission		
		4. Joint Secretary, Ministry of Health & FW	4. Ppl. Secy./Secy. Health & FW	2. Civil Surgeon/Distt. Med. Officer	2. Med. Officer in-charge.PHC
		5. Joint Secretary, Ministry of Food & PD	5. Ppl. Secy./Secy. Food & Civil Supply	3. Distt Food & Civil Supplies Officer.	3. Block/Sub Dvn. Level Officer of Food Deptt.
		6. Joint Secretary, Deptt. of VCD (in charge of Nutrition)	6. Ppl. Secy./Secy. Deptt. of WCD	4. Distt. Level Officer of FCI	4. Block/Sub Dvn. Level Officer of FCI.
		7. Jt. Secretaries in the Ministries of i) Rural Development. ii) Urban Employment & Poverty Alleviation	7. Ppl. Secy./Secy. :- i) Rural Development ii) Urban Development & Poverty Alleviation	5. i) CEO. Zila Panchayat. ii) One rep. of a Municipal body/Deptt. of MPL. Admn.	5. i) CEO. Block Panchayat ii) One rep. of a MPL. Body.
		8. Managing Director, FCI or his Representative	8. State Level Officer of FCI	6. Distt. Level Officer of FCI	6. Block/Sub Dvn. level Officer of FCI

Sl. No.	Position	National	State	District	Block
3.	Other Members to be nominated by Chairman	1. Two Experts in the area of nutrition 2. Four persons of whom at least two shall be women, with significant contribution/achievements in the area of nutrition/child welfare/community/women's mobilization/school education/child health. 3. Representatives of five State Govts. (one from each region) 4. At least one representative of teachers	1. Two Experts in the area of nutrition 2. Four persons of whom at least two shall be women with significant contribution/achievements in the area of nutrition /child welfare/community/women's mobilization/school education/child health 3. Representatives of 3-5 Districts 4. At least one representative of teachers	1. One Expert in the area of nutrition/child development 2. Four persons of whom at least two shall be women, with significant contribution/achievements in the area of nutrition/child welfare/community/women's mobilization/school education/child health 3. Representatives of 3-5 Blocks /Municipal Bodies 4. At least one representative of teachers	1. One Expert in the area of nutrition/child development (if available) 2. Four persons of whom at least two shall be women with significant contribution/achievement s in the area of nutrition's/child welfare/community women's mobilization /school education /child health 3. Representatives of 3-5 Gram Panchayats 4. At least one representative of teachers
4.	Member Secretary	Deputy Secretary/Director in-charge of the Prog. in Department of Elementary Education & Literacy	State level HOD of the Nodal Department for the Programme	District level Officer of the Nodal Department	Block/Sub-Divisional level Officer of the Nodal Department.

Note:-1. In addition to the membership suggested above, State Governments should also nominate MPs and MLAs on State and District level SMCs, in a suitable manner.

2. One of the six persons to be nominated in State-level SMC under sub categories (1) and (2) of category 3, may, as far as possible, be the senior most officer of Food & Nutrition Board of the Govt. of India, posted in the State/UT capital. Other experts could be drawn from institutions like:-

- I. National Institute of Nutrition, Hyderabad.
- II. Nutrition Foundation of India
- III. National Institute of Public Cooperation and Child Development (NIPCCD), New Delhi
- IV. All-India Institute of Hygiene & Public Health, Kolkata.
- V. University Department/Faculty of Nutrition (wherever in existence)

Annex-XII
[Ref: Para 4.3]

Some Suggestions for Preparation of Nutritious and Economical Mid Day Meals

- Foodgrains must be stored in a place away from moisture, in air tight containers/bins to avoid infestation.
- Use whole wheat or broken wheat (dalia) for preparing mid-day meals.
- Rice should preferably be parboiled or unpolished.
- **'Single Dish Meals'** using broken wheat or rice and incorporating some amount of a pulse or soyabeans, a seasonal vegetable/green leafy vegetable, and some amount of edible oil will save both time and fuel besides being nutritious. Broken wheat pulao, leafy khicheri, upma, dal-vegetable bhaat are some examples of single dish meals.
- Cereal pulse combination is necessary to have good quality protein. The cereal pulse ratio could range from 3:1 to 5:1.
- Sprouted pulses have more nutrients and should be incorporated in single dish meals.
- Leafy vegetables when added to any preparation should be thoroughly washed before cutting and should not be subjected to washing after cutting.
- Soaking of rice, dal, bengal gram etc. reduces cooking time. Wash the grains thoroughly and soak in just sufficient amount of water required for cooking.
- Rice water if left after cooking should be mixed with dal if these are cooked separately and should never be thrown away.
- Fermentation improves nutritive value. Preparation of idli, dosa, dhokla etc. may be encouraged.
- Cooking must be done with the lid on to avoid loss of nutrients.
- Over cooking should be avoided.
- Reheating of oil used for frying is harmful and should be avoided.
- Leafy tops of carrots, radish, turnips etc should not be thrown but utilized in preparing mid day meals
- Only "iodised salt" should be used for cooking mid-day meals.

Form-I
[Ref: Para 3.5.5]

Government of _____

_____ Department

To

Secretary
Department of Elementary Education & Literacy,
Ministry of Human Resource Development,
Shastri Bhavan,
New Delhi.

Subject:- Request for allocation of free foodgrains under NP-NSPE, 2004, for the financial year _____.

With reference to above, this State Government/UT Administration seeks Central assistance by way of free foodgrains for financial year _____ under National Programme of Nutritional Support to Primary Education, 2004, as per guidelines circulated therefor. Details regarding implementation of Cooked Meal Programme in the State/UT are given below:-

1. **No. of Eligible Primary-level Institutions & Enrolment**

	<u>Type of Institution</u>	<u>No.</u>	<u>Enrolment</u>	
			<i>Actual as on 30th Sept. of previous year</i>	<i>Anticipated for next financial year</i>
1.	<u>Primary Schools</u> i) Government ii) Local Body iii) Government-aided			
	Sub Total (1)			
2.	EGS/AIE Centres of Primary level (i) EGS Centres (ii) AIE Centres			
	Sub Total (2)			
3.	Total (1+2)			
4.	Out of (3) above, figures in respect of Madarsas/Muqtabas			

It is requested that foodgrains in the quantity mentioned above may please be allocated under NP-NSPE, 2004, for the financial year_____.

Date: _____

(Signature)
Secretary of the Nodal Department
Government/UT Administration of _____
Seal:

Appendix 1 to Form-I

Government of _____
Department of _____

I. Anticipated Working Days for Schools & EGS Centres in Financial Year _____.

S. No.	Month	Total No. of Days in the month	Deduct Holidays				Anticipated No. of Working Days (3-8)	Remarks	
			Vacation Days	Holidays outside Vacation period					
				Sundays	Other School Holidays	Total			
1	2	3	4	5	6	7	8	9	10
1	April	30							
2	May	31							
3	June	30							
4	July	31							
5	August	31							
6	September	30							
7	October	31							
8	November	30							
9	December	31							
10	January	31							
11	February	28/29							
12	March	31							
	Total	365							

II. Anticipated No. of average Working Days per AIE Centre between September, 2004 and April, 2005.

Date: _____

(Signature)
 Secretary of the Nodal Department
 Government/UT Administration of _____
 Seal:

(Quantity of foodgrains in Quintals)

[illegible]

AIE Centre stands for Alternative & Innovative Education Centre-

Date: _____

(Signature)
Secretary of the Nodal Department
Government/UT Administration of _____
Seal:

— 52 —
NATIONAL PROGRAMME FOR NUTRITIONAL SUPPORT TO PRIMARY EDUCATION (NP-NSPE), 2004
(MID-DAY MEAL SCHEME)

Report on Monthly Off-take of Foodgrains
(to be furnished by 15th of the following month)

State/UT:

Report for the Month of :

Year :

Sl. No	District	Quantity of foodgrains (in Quintals)											
		Allocation for the financial year			Offtake during the financial year								
		Wheat	Rice	Total	Wheat			Rice			Total Foodgrains		
					Till previous month	During the month	Progressive Total	Till previous month	During the month	Progressive Total	Till previous month	During the month	Progressive Total
1	2	3	4	5	6	7	8	9	10	11	12	13	14
Total for the State													

Date: _____

(Signature)
Secretary of the Nodal Department
Government/UT Administration of _____
Seal:

Form-III

[Ref: Para 5.1]

Government of _____

Department

To

Secretary
 Department of Elementary Education & Literacy,
 Ministry of Human Resource Development,
 Shastri Bhavan,
 New Delhi.

Subject:- Request for Reimbursement of Expenditure incurred on Transport of Foodgrains under NP-NSPE, 2004.

With reference to the above, claim for the reimbursement of expenditure already incurred on transport of foodgrains under NP-NSPE, 2004, is submitted as follows:-

1. Name and Address of State
 Nodal Transport Agency / Deptt. :
2. Details of Bank Account
 - (i) Account No., :
 - (ii) Name of the Bank, :
 - (iii) Bank Address :
 - (iv) Bank Circle No. :
3. Quarter to which claim pertains :

4. Details of foodgrains transported &
Actual Expenditure incurred :

S. No.	District	Quantity of foodgrains transported during the Quarter (in Qtls.)	Actual expenditure incurred (in Rs.)	Total
Total				

(Rs. in words):

2. It is certified that the quantity of foodgrains lifted from nearest FCI godown and transported to the School/Kitchen Centre, and amount actually expended, as stated above are true as per records.
3. It is requested that the amount mentioned in para 1 above may please be reimbursed to this organization.

Date: _____

Signature
(State Nodal Officer or
Designated State Nodal
Transport Agency)
Seal:

Form-IV
[Ref: Para 5.2]

Government of _____

Department

To

Secretary
Department of Elementary Education & Literacy,
Ministry of Human Resource Development,
Shastri Bhavan,
New Delhi.

Subject:- Request for release of First Installment of Central Assistance to meet Cooking Cost under NP-NSPE, 2004.

Reference: Your D.O. letter No. 1(2)/2004-Desk(MDM) dated 3.12.04.

With reference to the above, this State Government/UT Administration seeks Central assistance for cooking cost under NP-NSPE, 2004, as per Central guidelines for the programme. Details regarding implementation of Cooked Meal Programme in the State are given below:-

1. No. of Eligible Primary-level Institutions & Enrolment

	<u>Type of Institution</u>	<u>No.</u>	<u>Enrolment</u> (as on 30.9.04)
1.	Primary Schools i) Government ii) Local Body iii) Government-aided		
	Sub Total (1)		
2.	EGS/AIE Centres of Primary level (i) EGS Centres (ii) AIE Centres		
	Sub Total (2)		
3.	Total (1+2)		

2. **Month-wise No. of Working Days between 1.9.04 and 30.4.05 ***

	<u>Month</u>	<u>No. of Working Days</u>	
		Primary Schools & EGS Centres	AIE Centres
		(as shown in col. 9 in the Appendix)	(as shown in Item II of Appendix)
1.	September, 2004		
2.	October, 2004		
3.	November, 2004		
4.	December, 2004		
5.	January, 2005		
6.	February, 2005		
7.	March, 2005		
8.	April, 2005		
	Total No. of Working Days		

* Supporting details in regard to number of school days are given in the Appendix.

3. **Break-up of Institutions & Enrolment, according to date of continuous supply of Cooked mid-day meal**

Sl. No.	Date of Continuous Supply of Cooked Mid-Day Meal	No. of Institutions which began continuous supply of cooked mid-day meal from the date mentioned in Col.2			Enrolment of Institutions mentioned in Cols. 3a-3c		No. of Working Days between 1.9.04 & 30.4.05		No. of Child Days (4ax5a+ 4bx5b)
		Pry. Schools	EGS Centres	AIE Centres	Pry. Schools & EGS Centres	AIE Centres	Pry. Schools & EGS Centres	AIE Centres	
(1)	(2)	(3a)	(3b)	(3c)	(4a)	(4b)	(5a)	(5b)	(6)
1.	1.09.2004								
2.	...								
3.	...								
4.	...								
5.	...								
.	...								
.	...								
	1.1.2005								
	Total								

4. State Government's estimate of Average Attendance Rate (AAR) of children during 1.9.04-30.4.05 in percentage terms:- _____%.

[If the estimated attendance rate is over 80%, please give full details of the basis for such an estimate]

5. Provision made by the State Government in its Budget for MDM programme in last three years:

Year	Provision for MDM programme					
	B.E			R.E		
	Plan	Non-Plan	Total	Plan	Non-Plan	Total
2002-03						
2003-04						
2004-05						

In case provision for 2004-05 is less than in any of the preceding two years, please give reasons:-

6. Requirement of Central Assistance to meet cooking cost for the period 1.9.04 - 30.4.05:-

$$= \text{[Total No. of Child Days shown in Item 3]} \times \text{[AAR shown in Item 4]}$$

$$= \text{Rs. } \underline{\hspace{2cm}} \text{ lakhs.}$$

2. It is requested that the amount shown above may please be released as Central assistance.

3. State Government/UT Admn. hereby undertakes that the provision made in B.E, 2004-05, in the State/UT Budget for the Mid-Day Meal programme has not been and will not be reduced or withdrawn in view of the assistance being provided by Central Government to meet Cooking Cost w.e.f. 01.09.2004, nor it will be re-appropriated/diverted to any other programme/purpose, and will be utilised in the manner given in Para 4.8 of the guidelines of NP-NSPE, 2004.

Date: _____

(Signature)
Secretary of the Nodal Department
Government/UT Administration of _____
Seal: _____

Appendix to Form IV

Government of _____
 Department of _____

I. Anticipated Working Days for Schools & EGS Centres between September, 2004 & April, 2005.

S. No.	Month	Total No. of Days in the month	Deduct Holidays				Anticipated No. of Working Days (3-8)	Remarks	
			Vacation Days	Holidays outside Vacation period		Total Holidays (4+7)			
				Sundays	Other School Holidays				Total
1	2	3	4	5	6	7	8	9	10
1	Sept,04	30							
2	Oct,04	31							
3	Nov,04	30							
4	Dec,04	31							
5	Jan,05	31							
6	Feb,05	28							
7	March,05	31							
8	April,05	30							
	Total	241							

II. Anticipated Working Days for AIE Centres between September, 2004 and April, 2005.

Date: _____

(Signature)
 Secretary of the Nodal Department
 Government/UT Administration of _____
 Seal: _____

Form-V
[Ref: Para 5.4]

Government of _____

_____ Department

To

Secretary
Department of Elementary Education & Literacy,
Ministry of Human Resource Development,
Shastri Bhavan,
New Delhi.

**Subject:- Request for Central Assistance to supply Cooked Mid-Day Meals in
Drought-affected Areas during Summer Vacation of Year _____.**

This is to inform you that this State Government/UT Administration has declared certain parts as drought-affected, and is desirous of getting Central assistance to supply cooked Mid-Day Meal in Primary Schools and EGS/AIE Centres located in the areas so declared, during Summer Vacation of Year _____ under the National Programme of Nutritional Support to Primary Education, 2004, as per guidelines of the Scheme. Details are given hereunder:

1. State/UT:
2. Details of Notification(s) issued by State Govt. /UT Admn. declaring areas as Drought-affected (enclose copies of every notification).

S. No.	Details of Notification		No. of Villages declared drought-affected
	No.	Date	
1			
2			
.			
.			
		Total	

3. **Period of Summer vacation in the drought-affected areas:**

From: _____

To: _____

Total No. of Days.: _____

S. No.	Name of District which has wholly or partly been declared as Drought-affected	No. of villages declared as Drought-affected	Enrolment of children in Classes I-V in villages declared as Drought-affected.			No. of days of summer vacation during which MDM will be provided	Quantity of foodgrains required (in quintals)		Assistance to meet cooking cost @ Re.1/- per child per school day (in Rs.) (col. 6 x 7)
							Wheat	Rice	
			PS/EGS Centre	AIE Centre	Total				
1	2	3	4	5	6	7	8	9	10
Total									

2. It is requested that:-

- extra allocation of foodgrains may please be made to the extent shown in Cols. 8 and 9 above, and
- assistance to meet cooking cost may please be released to the extent shown in Col. 10 above

Date: _____

(Signature)
Secretary of the Nodal Department
Government/UT Administration of _____
Seal:

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Quarterly Progress Report under NP-NSPE, 2004 (Mid-Day Meal Scheme)

State/UT:-

Report for the Quarter:- January-March/April-June/July-September/October-December

Year:-

Part I: Coverage in terms of Primary Schools, EGS/AIE Centres & Children

S. No.	Type of Institution in which Programme Implemented	No. of Institutions in which Implemented during		No. of Working Days in the Quarter		Average No. of Children provided cooked MDM per day during	
		Previous Quarter	Quarter under Review	Previous Quarter	Quarter under Review	Previous Quarter	Quarter under Review
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	Primary Schools i) Govt. ii) Local Body iii) Govt. Aided Sub - Total (1)						
2.	EGS/AIE Centres of Primary level i) EGS Centres ii) AIE Centres Sub - Total (2)						
3.	Total (1+2)						
4.	Out of (3) above, figures in respect of Madarsas/Maqtabas						

[illegible]

S. No.	Type of Institution in which Programme Implemented	No. of Institutions in which Implemented	Agency providing Cooked Meal					Remarks
			Women's SHG	Youth Clubs	VEC/PTA/SMDc	Local Body (Gram Panchayat/Municipality)	Others (Please Specify)	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1.	Primary Schools i) Govt. ii) Local Body iii) Govt. Aided Sub - Total (1)							
2.	EGS/AIE Centres of Primary level iii) EGS Centres iv) AIE Centres Sub - Total (2)							
3.	Total (1+2)							
4.	Out of (3) above, figures in respect of Madarsas/Maghtabs							

Part IV: Progress of Offtake of Foodgrains

S. No.	Item	Wheat	Rice	(in Qtls.) Total
1.	Allocation for the Financial year.			
2.	Offtake:- (i) Upto end of previous Quarter of the Financial Year (ii) During Quarter under Review (iii) Progressive Review Total (i+ii)			
3.	Progressive total of Offtake upto Corresponding Quarter of previous financial year			
4.	Reasons for major variation, if any			

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Part V: Progress of Utilization of Central Assistance towards Cooking Cost and Management, Monitoring & Evaluation(MME)

S. No.	Nature of Central Assistance	Outstanding balance at beginning of Financial Year	Received during the Financial Year			Total of Cols. 3x6	Expenditure during the Financial Year			Unspent Balance at the end of the Qtr.	Remarks
			Upto end of Prev. Qtr.	During the Qtr.	Total		Upto end of Prev. Qtr.	During the Qtr.	Prog. Total		
1	2	3	4	5	6	7	8	9	10	11	12
1	Assistance towards Cooking Cost										
2	Assistance towards MME										
3	Assistance for Implementation of Programme during Summer Vacation in Drought-affected Areas										
4	Total (1+2+3)										

Part VI: Monitoring & Evaluation

A. Meetings of State-level Steering-cum-Monitoring Committee (SSMC)

1. Date of Constitution of SSMC:-
2. Whether meeting of SSMC held during the Quarter:-
3. If yes, gist of important decisions:-
4. Date of last meeting prior to the one mentioned in (2):-

B. Major problems encountered/undesirable occurrences, if any, during the Quarter

If any mishaps occurred or major problems were encountered during the quarter in connection with the programme, please give details (including of action taken) :-

C. Impact/Evaluation Studies Commissioned if any, during the Quarter

Institute/Agency to which Commissioned	Objectives of Study	Area where Study would be carried out	Date when commissioned	Time Limit for Receipt of Report

D. Major Conclusions of Impact/Evaluation Study Reports Received, if any, during the Quarter

Area where Study Carried Out	Month s during which study carried out, and Date of Report	Gist of Findings	Action taken on the Findings

Part VII: Implementation of Programme in Drought-affected areas during Summer Vacation [to be provided only for the First Quarter, April-June, and only if some parts of the State/UT declared Drought-affected]

S. No.	Name of District which was wholly or partly declared as Drought-affected	No. of Villages declared Drought-affected	No. of Children in Classes I-V actually provided cooked MDM in villages declared Drought-affected			No. of days of Summer Vacation during which Cooked MDM actually provided	Remarks
			<i>Pri. Schools/EGS Centres</i>	<i>AIE Centres</i>	<i>Total</i>		
1	2	3	4	5	6	7	8
1							
2							
3							
.							
.							
.							
	Total						

Date: _____

(Signature)
 Secretary of the Nodal Department
 Government/UT Administration of _____
 Seal:

**Government/UT Administration of _____
_____ Department****Utilization Certificate in Respect of Foodgrains Lifted during Preceding Financial Year**

Name of State/UT :-

Certificate in respect of Financial Year:-

Certified that quantity of foodgrains lifted by the State Government/UT Administration under the National Programme of Nutritional Support to Primary Education during financial year mentioned above, has been utilised as under:

(In Quintals)

1.	Quantity of foodgrains carried over from previous financial year	Wheat	Rice	Total
2.	Quantity of Foodgrains allocated for the previous Financial Year:- (i) For Regular Programme vide Ministry's letter No. _____ dt. _____, (ii) For Summer Vacation vide Ministry's letter No. _____ dt. _____. Total Allocation for the Financial Prev. Year (i+ii)			
3.	Quantity of foodgrains lifted by the State Nodal Transport Agency during the financial year			
4.	Total Quantity of foodgrains available during the financial year [1+3]			
5.	Quantity of foodgrains Utilised for coverage of eligible children under NP-NSPE			
6.	Balance Quantity available at the end of the Financial Year			

Date: _____

(Signature)
Secretary of the Nodal Department
Government/UT Administration of _____
Seal:

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Government/UT Administration of _____
Department

**Utilization Certification in Respect of Central Assistance Received for meeting (i) Cooking Cost, and
(ii) Expenses on Management, Monitoring & Evaluation**

Certified that details of unspent balance at the beginning of the financial year _____; Central assistance received under NP-NSPE, 2004, during the financial year, its utilization, and unspent balance at the end of the financial year are as follows:-

S. No.	Nature of central Assistance	Unspent Balance at the beginning of the financial year	Received during the financial year			Total of Cols. 3 & 6	Amount utilised during the financial year	Unspent Balance at the end of the financial year	Remarks
			Letter No. & Date of Govt's sanction letter	Period for which received	Amount Received (in Rs.)				
1	2	3	4	5	6	7	8	9	10
1.	Assistance to meet cooking cost		1. 2. .						
			Total (1)						
2.	Assistance for MME		1. 2. .						
			Total (2)						
3.	Assistance to meet Cooking Cost & MME expenses for programme in Drought-affected areas during Summer Vacation		1. 2. .						
			Total (3)						
4.	Total (1+2+3)								

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Certified that the amount shown in Col. 8 have been utilised for the purpose for which they were sanctioned.

Date: _____

(Signature)
Secretary of the Nodal Department
Government/UT Administration of _____
Seal: