



**GOVERNMENT OF WEST BENGAL**  
**School Education Department**  
**Office of the Project Director**  
**Cooked Mid Day Meal Programme**  
**Acharya Prafulla Chandra Bhavan, Plot 7/1, Block- DK , Salt Lake,**  
**Sector – II, Karunamoyee, Kolkata –700091**  
**Phone Nos.:- 033-23596761, 033-23344052 (Fax),**  
**Email: director.cmdmp@gmail.com**



No: 394 -(26)ES(CMDMP)/MTG-05/2010PT-II

Date: 14.12.2018

From : Malay Kumar De, IAS  
Chief Secretary to the Government of West Bengal

To : 1-21 The District Magistrate \_\_\_\_\_ (All)  
22 The Commissioner, Kolkata Municipal Corporation  
5, S.N.Banerjee Road, Kolkata-700013  
23 The Labour Commissioner, West Bengal  
New Secretariat Building (11th Floor), Kolkata -700001  
24 The Sub-Divisional Officer, Siliguri Sub-Division  
25 The Executive Director, Education Department, (GTA)  
Louis Jubilee Complex, P.O. & Dist.: Darjeeling, Pin-734101  
26 The Chairman, Kolkata Primary School Council  
27-A, Bosepukur Road, Kolkata-700042

Sub: Duties and responsibilities of various officials connected with Mid-day Meal programme in the State.

Ref No. 111-CS/2011, Dated: 9<sup>th</sup> June, 2011

Sir/Madam,

In partial modification of the guideline under reference mentioned above this is to add that the State Government was considering from some time past for some amendment in the contents of the guideline owing to changing circumstances and for more effective implementation of the Mid-day Meal programme all over the State.

After due consideration some modifications have been incorporated in the revised guideline and the Committees at different levels have been restructured.

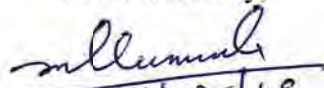
The School Education Department is developing a Mid-day Meal Apps to be used at the field level by all the districts for sending reports and uploading photographs. This will replace all other Apps developed locally, if any, in order to maintain uniformity in the implementation of Mid-day Meal programme all over the State.

The leadership of the District Magistrates is vital in implementation of this important programme and I would expect that the District Magistrates will take active interest in satisfactory implementation of this programme in their districts and send report to the State Level with a copy to the Secretary, School Education Department in the enclosed proforma and also ensure that monthly reviews at the School, Block, Sub-division and District levels are held regularly and follow up action taken on the deficiencies reported at the review meetings.

At the State Level I shall be holding quarterly review meetings at every quarter, while the Secretary, School Education Department will review monthly progress at the State Level. Such review meetings will not be effective without your cooperation and feedback.

Encl: As stated.

Yours faithfully,

  
14/12/18  
(Malay Kumar De)

Chief Secretary to the Government of West Bengal

No: 394-(26)/I(50)ES(CMDMP)/MTG-05/2010PT-II

Date: 14.12.2018

Copy forwarded for information and action to:-

1. Commissioner, School Education Department, Bikash Bhavan, Salt Lake, Kolkata
2. State Project Director, PBSSM, Bikash Bhavan, Salt Lake, Kolkata
3. Project Director, Mid-day Meal, APC Bhavan, Salt Lake, Kolkata
4. DI of Schools (SE)..... (All)
5. DI of Schools (PE) .....(All)



Secretary to the Govt. of West Bengal  
School Education Department

## **Duties and responsibilities of the Project Director, District Magistrate and other Nodal Officers & Monitoring Mechanism in Mid-Day-Meal programme.**

### **Part:-A**

Mid-Day-Meal (MDM) is one of the largest flagship programme in the country. In West Bengal, School Education Department is the Nodal Authority to implement the MDM programme. The District Magistrate is the District Nodal Officer of MDM programme in his jurisdiction. He and his other subordinate authorities such as SDOs and BDOs are mainly responsible for implementation of the programme. Similarly District Inspectors of schools, Primary & Secondary, along with their field level officials are responsible for day to day monitoring of the programme.

#### **Stages of Mid-day Meal Implementation:-**

- a) Drawal of fund and lifting of food-grains and arranging distribution of the same to each and every school.
- b) Supply of cooked mid day meal to school children between Pre-primary to Class VIII in all eligible schools across the State.
- c) Monitoring of the overall implementation of the programme.
- d) Submission of reports and returns as per Govt. norms.

#### **Duties and responsibilities of Project Director, Mid-day Meal:-**

The Project Director, is the CEO of the Mid-day Meal programme at State Level. The duties and responsibilities of the Project Director are as follows:

- 1) Overall supervision and monitoring of the programme at the State Level.
- 2) Collection of report, returns etc. from all the District Magistrates and other implementing agencies for onward submission.
- 3) Allocation of fund and food grains to the districts under various heads under Mid-Day-Meal with the approval of the School Education Department.
- 4) Maintenance and liaison with Govt. of India as well as with the districts for proper coordination and smooth implementation of the programme in the State.
- 5) Maintenance of liaison and coordination with FCI, State Food & Supplies Department and other related agencies.
- 6) Engagement of agencies at State Level for inspection of implementation of the programme including the quality aspect.
- 7) Engagement of agencies at the state level for proper monitoring of the programme through a web-based software.
- 8) To investigate failures or malpractices in implementation of the programme and to advise the State Govt. to take remedial action.

- 9) Publication of reports, handouts and other forms of advertisements for smooth implementation of the programme in the State and for creation public awareness of the programme.
- 10) To contest legal cases arising out of the MDM and to advise the State Govt. on follow up action.
- 11) Any other measures for smooth implementation of the programme with the approval of the State Govt.

**Duties and responsibility of District Magistrate/Commissioner of KMC (for KMC school/Chairman DPSC, Kolkata/ Executive Director, GTA.**

- i) To receive the fund and food-grains allotted for the programme and arrange for distribution of the same to every school with the help of the SDOs and BDOs as per requirement at least one month in advance;
- ii) To ensure that all eligible schools, newly constituted Govt. integrated schools under BRGF and model schools are brought under MDM programme;
- iii) To ensure smooth flow of fund and food-grains throughout the year in his district;
- iv) To ensure full lifting of good quality of allotted food-grains within valid date in close obedience to quality control measures;
- v) To ensure that regular monitoring is done at all levels so that the programme is implemented smoothly as per Govt. guidelines ;
- vi) To ensure that District Steering-cum-Monitoring Committees (SMC) are properly formed and their meetings held once every month and follow up action taken on the basis of decisions arrived at the meeting;
- vii) To send feedback of all District SMC meetings to the State Government by 15th of each month for the preceding month in the proforma enclosed (Annexure-C).
- viii) To ensure that reports and returns including Quarterly Progress Reports (QPR), Report on Lifting and Payment of food grains to the FCI, Annual Work Plan & Budget (AWP&B) etc. duly signed are necessary to send to the PD, MDM as per proforma already circulated.

- a. Monthly food grain consumption report, Monthly report on expenditure & Monthly report on payment of food grains to FCI (Annexure-D), Monthly School Inspection Report (Annexure-B), Monthly report on SMC meetings (Annexure-C) are also necessary to send to the PD, MDM online, as per schedule given below:-

Report	To be sent by
QPR	
April-June	By 20 <sup>th</sup> July
July-September	By 20 <sup>th</sup> October
October-December	By 20 <sup>th</sup> January

January-March	By 20 <sup>th</sup> April
Monthly rice consumption report	By 15 <sup>th</sup> of each month for the preceding month
Monthly report on expenditure	By 15 <sup>th</sup> of each month for the preceding month
Monthly report on SMC meetings	By 15 <sup>th</sup> of each month for the preceding month
Monthly monitoring and inspection report	By 15 <sup>th</sup> of each month for the preceding month
Monthly report on payment of food grains to FCI	By 15 <sup>th</sup> of each month for the preceding month
Annual Work Plan & Budget	By 15 <sup>th</sup> February every year for next year

- ix) A compiled monthly report has been developed online in this regard and required to upload data in time.
- x) To ensure that due publicity of the MDM programme is done through various modes of public communication so that the implementing agencies as well as the public become aware of the detail of the MDM programme and get maximum benefit out of it;
- xi) To ensure that the grievance redressal mechanism is in place and operational;
- xii) To arrange for external evaluation of the MDM programme;
- xiii) To ensure convergence with the programmes like NREGA, TSC, Fishery, SGSY, Development fund etc. for better implementation of the MDM programme;
- xiv) To ensure that Audit queries are met in time;
- xv) He should also ensure that MDM is run in every eligible school uninterrupted;
- xvi) To ensure that adequate water connection is made in every school with the help of the other line Departments, implementing rural water supply scheme;
- xvii) To monitor construction/repairing of kitchen sheds as per allotment;
- xviii) To organize training for cooks by experts for ensuring clean and hygienic varied menu as per local tests and customs;
- xix) To ensure monthly payment to FCI against supply of rice/wheat as per bills to be raised by FCI with supporting documents;
- xx) To ensure payment of transport rebate to the distributors and dealers of MDM timely;
- xxi) To engage SHGs for cooking of MDM wherever such SHGs are available and ensure timely payment of honorarium to cook cum helpers as per approved rates;
- xxii) To ensure regular inspection and monitoring of the programme through field level functionaries and regular compilation of report at Block, Municipal, Sub-division and District levels through computerization and internet facilities;
- xxiii) To ensure that the line Department officials specially the officers of School Education Department, Health Department and Food & Supplies Deptt. are fully associated with the programme as per Govt. circulars;
- xxiv) To ensure all the above noted duties and responsibilities a well managed and adequately manned modern office is run (MDM Cell) at the Collectorate equipped with computers and broadband facilities. He is also to ensure

continuity of tenure of the officer in-charge of the MDM and other dealing assistants to avoid disruptions in the system.

**Duties and responsibilities of SDOs :-**

The SDO is the Nodal Officer of MDM in his Sub-division. The MDM fund and food-grains are distributed through him to the municipalities under his jurisdiction;

Hence, it is his duty to ensure that all the responsibilities relating to MDM implementation as noted above are shouldered by him under his jurisdiction and all reports as noted above for the Subdivision are sent to the District Magistrate in time so that the District Magistrate can get regular feedback from him.

**Duties and responsibilities of BDO/Chairman of Municipality:-**

- 1) BDO /Chairman is the Nodal Officer of MDM for his Block/Municipality.
- 2) To ensure that fund and food-grains are delivered to every school under his jurisdiction well in advance so that the MDM programme can continue uninterrupted.
- 3) To ensure that the supervising officers under his jurisdiction, including the School Education Department Officials such as AIs and SIs, visit schools regularly and give feedback related to the scheme in time;
- 4) To ensure submission of monthly food-grains report, utilization certificate, inspection reports, annual work plans etc. and the monthly report to the District Magistrate/SDOs in time;
- 5) To ensure that all grievances and complaints are noted in log book and redressal measures are taken as soon as possible.
- 6) To ensure that Display Boards containing necessary information as per direction of the School Education Department vide Memo No. 94-SE(PIng)/MDM-01/2010 dt: 01.03.2010 are in place at all eligible institutions. (Annexure-E).
- 7) To ensure the required convergence with related departments in his/her jurisdiction and to see MDM is not discontinued in any school.
- 8) He/ She will visit at least 20 Schools in his /her jurisdiction and submit report to the SDO by 20th of every month in the enclosed proforma. (Annexure - B )

The duties and responsibilities of the District Magistrates are practically replicated in the case of SDOs and BDOs under their respective jurisdiction;

### **Duties and responsibilities of DIs (PE/SE) of schools:-**

1. As the School Education Department is the Nodal State Department for implementation of the MDM programme in West Bengal, every official of the School Education Department is duty bound to associate himself with the implementation of MDM programme.
2. The DI, being the principal Departmental officer in the district, has the responsibility to see that all the AIs and SIs, under him regularly visit the schools and monitor running of MDM at their respective levels and submit report to him in the proforma enclosed at (annexure-B) regularly and brief the District Magistrate on the inspections and suggest appropriate measures for smooth running of the programme.
3. To review the functioning of the programme regularly at his level with his departmental officers and ensure that all the eligible schools are covered by the MDM programme as per Govt. norms.
4. To ensure that, in case of repeated non-compliance/violation of Govt. orders/circulars, action is initiated against the errant school failing to implement the programme, including recommendation for stoppage of grant- in-aid.
5. To ensure submission of monthly monitoring report to the Secretary, School Education Department by the 15th of every month as per proforma (Annexure - B) with copy to the District Magistrate, Commissioner of School Education, Commissioner, KMC/Executive Director, GTA as the case may be.
6. To personally attend the District Steering-cum-monitoring Committee meeting and ensure that all official attend the respective SMC meetings at Sub Divisional and Block levels regularly.

The Commissioner, Directorate of School Education is to ensure that all School Education Department officials perform their duties in respect of MDM effectively and regular super check is conducted by the School Education Directorate officials to ensure that the instructions of the State Government are being properly carried out.

### **Duties and responsibilities of AIs of schools:-**

The School Education Department has created a post of AI in every Block for effective monitoring of MDM. It is his responsibility to visit the schools regularly and submit monitoring report as per proforma (Annexure - B) to the respective SDOs and the DIs of the district every month by 5<sup>th</sup> working day of the succeeding month. He is also to ensure that the SIs posted in his block regularly visit schools and give feedback to him as well as to the BDOs as per Govt. circulars. He is to personally attend the SMC meetings at the Sub-Divisional level. He is also to report against school persistently failing to arrange for supply of Mid Day Meal to the DI including recommendation for stoppage of grant-in-aid.

### **Duties and responsibilities of SIs of schools:-**

SIs of School Education Department supervise the MDM programme at the grass root level. They will visit the schools, monitor the MDM programme implementation, suggest corrective measures and submit feedback to the AIs and BDOs as per Govt. circulars. In case of failure to supply Mid Day Meal, it is his/her responsibility to instruct the school in writing to start MDM immediately. The SI will visit the defaulting school for compliance, failing which appropriate action against the

School may be taken by the Govt. In case the school still fails to arrange supply of MDM within the stipulated period the SI will have to report the matter to the DI, AI and BDO forthwith for taking appropriate action against the school. The SI will also inform the concerned school level MDM Committee to improve the system.

#### **Duties and responsibilities of VEC and MC and School Level Committee:-**

The VEC and the MC monitor the MDM programme in the school/s in their jurisdiction. This Committee ensures the participation of the parents and the community in this programme. They will engage the SHG groups following the norms prescribed. They will also ensure that one of the members counter signs the monthly statement/bill to be submitted to the BDOs for payment. They will also ensure the proper storage, quality of the food, its varied menu, maintenance of hygienic conditions of the kitchen shed etc. and keep in close touch with the head master of the school and the visiting Govt. officials. They may encourage the SHG groups involved in cooking, to develop kitchen garden for betterment of MDM.

#### **Duties and responsibilities of Head Master/Head Mistress/ Teacher In-charge of schools:-**

1. Head Master/Head Mistress/Teacher In-charge is the pivotal person in running MDM in the school to ensure uninterrupted running of the programme at his/her institution. In case of shortage of supply of food-grains/cooking cost he is to inform the SI / Block/Municipality/corporation/Council authority of the fact without any delay.
2. To ensure that good quality food is served to the children and the act of cooking, serving and eating is done in a spirit of togetherness under hygienic condition and in an orderly manner, so that the entire process of MDM is carried out efficiently and completed within 30-40 minutes.
3. To ensure that food prepared for MDM is tasted by one TIC and one cook before it is served to the children.
4. To ensure stress on maintenance of hygiene safety measure and quality of the cooked food as per norms fixed by the Department.
5. To suggest the SHG/Cook-cum-helper the importance of variety of food items and its nutritional aspects. Regular supervision from his/her end is necessary.
6. He/she may utilize the service of any of the teachers/staff of his/her school rotationally.
7. He/she is also to assess the number of children present in the school and number of children who will take MDM so that the SHG members cook only the required quantity food for MDM on a particular day.
- 9) He/she will also counter sign the monthly statement/bill submitted by the SHG and place it in a meeting convened by the School Level Committee for approval before submitting it to the respective BDOs for payment of the same.
- 10) He/she will submit Self Declaration report to the BDO every month.
- 11) To ensure that a Board displaying some mandatory information as noted below about the Scheme is maintained and it is updated regularly.



- A) Number of students present in the school on that day;
- B) Number of students taking MDM on that day;
- C) The menu of the day;
- D) Quantity of rice used that day;
- E) The balance stock of rice on that day;
- F) Details of Cooking Cost and Honorarium as approved by the Government being paid to members of Cook-cum-helpers/ SHGs ;
- G) The name and telephone number of local BDO;
- H) The name and telephone number of SI of school.

**Duties and responsibilities of Education Supervisors:-** The role of contractual Education Supervisors is also important to get regular feedback direct from the schools. They will ensure daily monitoring at the school level and send report to the SI of schools as per guideline issued from the office of the Project Director, Mid-day Meal from time to time.

### **Part:-B**

#### **Monitoring of the MDM programme:-**

A vibrant monitoring system is the key to success of any programme. All the Nodal Officers, right from PD, MDM to Block Development Officers will therefore stick to an active monitoring mechanism and ensure that the officers engaged in monitoring perform their responsibilities properly and submit monitoring report in a timely manner.

Monitoring needs to be done in the context of two parameters.

- a) Programme Parameter – all students between Pre-primary to Class VIII are getting MDM of satisfactory quality uninterruptedly.
- b) Impact Parameter – What effect is the programme having in terms of improving children's –
  - i) Nutritional status ;
  - ii) Regularity of attendance and;
  - iii) Retention in the completion of elementary education.

#### **Quality Monitoring:-**

Effective empowerment of mothers to involve themselves in the MDM feeding process of their own children will surely go a long way in maintaining the quality of the MDM. The school authority may deploy the mothers on rotational basis daily in groups of two so that they can associate themselves in the MDM process right from the precooking process to serving of the MDM to their children. This would not only improve the satisfaction of the mothers about the feeding of their children but also help to maintain transparency in the entire process. External evaluation will reveal the impact of the MDM service as well as establish whether the MDM is being implemented as per Govt. norms, and if not, what the lacunas are and what is to be done for plugging loopholes in the system.

Again, before lifting of food grains, it is the duty of the FCI, Food & Supplies Department as well as the representative of the Nodal Agency to ensure that quality food grains are being maintained for MDM through sampling and sending of the said sample packets to concerned corners.

Through these measures, community involvement as well as quality assurance in MDM can be ensured.

#### **Field Visit:-**

For effective implementation of the MDM programme, physical monitoring through inspection is very important. Officers dealing with MDM programme will visit schools regularly and ascertain through these visits whether the programme is being implemented satisfactorily. Likewise officers at the District, Sub-division and Block levels must closely monitor all aspects of the programme following the schedule of monthly inspection of schools. The following is the minimum number of days that an Officer is expected to visit.

- 1) District Magistrate – 5 schools per month – (Annexure - B)
- 2) ADM /In-charge of MDM -10 schools per month - (Annexure -B )
- 3) Sub-divisional Officers - 15 Schools per month - (Annexure - B)
- 4) BDO/Municipal Chairman – 20 Schools per month - (Annexure - B)
- 5) DI-(Primary & Secondary)-20 Schools per month - (Annexure -B )
- 6) Sub-inspectors/AIs of schools – 20 schools - (Annexure -B )

As far as practicable the field visits should be unscheduled. Critical observation should be recorded in a questionnaire by interview of a broad range of individuals. The questionnaire should contain feedback from Head Master, Cooks, Organizers, children who take cooked MDM and their parents, the children of disadvantaged sections, community leaders, PRIs etc. The report should be analyzed and findings should be documented and reported in DLMC meetings at all levels. The respective Nodal officers will take necessary remedial measures, if performance is not satisfactory.

In addition, the Secretary, School Education Department may depute Zonal Officers from State Level to districts to coordinate with the District Magistrates over monitoring and implementation of MDM.

#### **State Level Monitoring System:-**

At the State level there will be a State Level Monitoring Committee to review progress of Mid Day Meal programme on quarterly basis. The Committee will consist of the following:

1. Chief Secretary to the Government of West Bengal – Chairman
2. Principal Secretary, Finance Department, Government of West Bengal – Member
3. Principal Secretary, Panchayet & Rural Development, Government of West Bengal – Member
4. Principal Secretary, Health & Family Welfare Department, Government of West Bengal – Member

5. Principal Secretary, Women and Child Development & Social Welfare Department, Government West Bengal – Member
6. Principal Secretary, Food & Supplies Deptt. Govt. of West Bengal- Member
7. Principal Secretary/Secretary, Minority Affairs and Madrasa Education Department- Member
8. Principal Secretary/Secretary, Backward Class Welfare Department- Member
9. Secretary, School Education Department, Government of West Bengal – Member
10. Commissioner, School Education Department - Member
11. State Mission Director and Chief Executive Officer, WBSRLM- Member
12. State Project Director, PBSSM- Member
13. General Manager, FCI, Kolkata region - Member
14. Representative of V.C. Jadavpur University, Food Technology Department, – Member
15. Director, National Institute of Hotel Management, Catering Technology & Applied Nutrition, Taratala – Member
16. Anuradha Talwar, Advisor to the Commissioners of the Supreme Court – Member
17. Director, National Informatics Centre SIO - Member
18. Joint Secretary (MDM), MHRD, Govt. of India or his/her nominee – Member
19. Project Director, Mid Day Meal Programme – Member Convener

At the state level, the State Steering-cum-Monitoring Committee should review the MDM work at quarterly intervals and arrange for taking necessary action so that MDM programme is carried out smoothly and grievance redressal at all levels is done in time. They would also review the District Steering-cum-Monitoring Committee report regularly and arrange for taking necessary remedial measures as early as possible. The State SMC would also ensure that SMC meetings at all levels are held regularly and necessary feedback is communicated to the State Authority promptly.

The duty of all SMCs is to guide and monitor the implementing agencies so that the programme is being implemented as per Govt. norms. They would also assess its impact and take corrective steps where necessary, discuss on the effects of coordination and ensure that convergence of efforts of concerned departments. It would also be their duty to mobilize community support and promote public-private partnership of the programme. All SMCs should ensure that meetings are held regularly and feedbacks sent to respective higher authorities.

**The following is the structure of different Steering-cum-Monitoring Committee (SMC):-**

**District Level SMCs:-**

- District Magistrate – Chairman
- Two MLAs of the district as nominated by the HMIC, SED - Members
- ADM in-charge of MDM - Member
- All Sub-divisional Officers in the district - Member
- Chairman, DPSC- Member
- DI of schools (Primary) - Member
- DI of schools (Secondary) - Member
- District Controller (F&S) - Member
- District Manager of FCI - Member
- Chief Medical Officer of Health - Member
- Karmadhaksha, Khadya Sarabaraha Sthayee Samiti, Zilla Parishad- Member
- District Officer of the concerned Oil Companies- Member
- OC Mid Day Meal – Member-Convener

**The Sub Divisional SMCs will comprise:-**

- Sub-Divisional Officer - Chairman
- All Block Development Officers in the Sub-Division - Member
- Sub-Divisional Controller (F&S) - Member
- All Sabhapatis of Panchayat Samiti in the Sub-division – Member
- Chairman of all Municipalities/ Mayor of Municipal Corporation in the Sub-Division - Member
- BMOH - Member
- CDPO - Member
- AI of Schools – Member – Convener

**The Block SMC will comprise:**

- Block Development Officer - Chairman
- BMOH - Member
- All Gram Panchayat Pradhans in the Block - Member
- Representatives from all VECs in the Block - Member
- 5 Head Masters/ Mistress of schools on the Block in rotation for 1 year to be selected by the BDO in consultation with the SI of Schools – Member
- Inspector of Food & Supplies Department posted for the Block – Member
- SI of Schools - Member -Convener

### **School Level Committee:-**

There will be five members Committee at the School for effective implementation of MDM. Structure of the Committee will be as follows:-

- Headmaster / Headmistress/TIC of the school –Chairman
- Two guardian representatives to be nominated by SI of schools, rotationally for a period of 3(three) months - Member.
- One Cook-cum-helper – Member
- Teacher-in-charge of MDM – Convener

The Committee will ensure quality of food, maintenance of hygiene, safety, regular tasting of food and will meet at least once in a month and send minutes of the meeting to the concerned SI of schools. Chairpersons of all the Committees will ensure submission of regular report to their immediate higher level.

To make the monitoring process more speedy and accurate the State Government has decided to develop an MDM Apps at State Level to get MDM information on daily basis. With the adoption of such a system, it will be possible to get daily feedback on the number of children taking MDM, quantity of rice consumed and the menu served etc. direct from the schools.

**SCHOOL INSPECTION FORMAT OF MDMP UNDER SCHOOL**  
**EDUCATION DEPARTMENT GOVERNMENT OF WEST BENGAL**

**A. School & Enrolment Information:**

1. Name:
2. Unified District Information System for Education (U-DISE):
3. Category: NCLP / Primary Only / Primary with Upper Primary / Primary with Upper Primary & Secondary / Primary with Upper Primary & Secondary & Higher Secondary / Upper Primary Only / Upper Primary with Secondary / Upper Primary with Secondary & Higher Secondary
4. Type: Boys / Girls / Co-Education
5. Management: Central Govt. / Govt. / Govt. Sponsored / Govt. Aided / Municipality Body / P&RD (SSK/MSK) / Govt. Madrasah / Govt. Aided Madrasah / Minority Affairs and Madrasah Education (MAME) Department (Govt. Aided SSK/MSK) / Special Training Centre (NCLP etc.)
6. Name of HM / TIC:
7. Contact No. (Mobile):
8. Email:
9. Enrolment:  
Pre-Primary:            Class I: Class II:            Class III:            Class IV:  
Class V:                Class VI:            Class VII:            Class VIII:  
Class IX & X:                            Class XI & XII:
10. MDM Availied for  
Pre-Primary:            Class I to IV:  
Class V:                Class VI to VIII:
11. Total number of teachers:  
Regular:                Para Teachers:            Contractual:

**B. Drinking Water:**

1. Having own Drinking Water source: Yes / No  
If yes, mention type of sources:  
Tube well / Supply Tap Water / Own Tap Water / Other:  
If no, mention type of sources: Community sources / Private sources / Other
2. Drinking Water source is functional: Yes / No
3. Whether Drinking Water tested in lab or not: Yes / No
4. Whether water source identified as arsenic contaminated: Yes / No  
If Yes whether the water treated to make it arsenic free: Yes / No

**SCHOOL INSPECTION FORMAT OF MDMP UNDER SCHOOL**  
**EDUCATION DEPARTMENT GOVERNMENT OF WEST BENGAL**

**C. Sanitation:**

1. Whether water unusable due to salinity: Yes / No
2. Whether functional water Purifier is available: Yes / No
3. Toilet & Urinals available: Yes / No
4. Whether toilets are regularly cleaned: Yes / No
5. Separate for Boys & Girls: Yes / No
6. No. of Boys' toilets:
7. No. of Girls' toilets:
8. Toilets are hygienic & usable: Yes / No
  - i) If NO, no. of dysfunctional toilets:
  - ii) Whether at least one gender specific toilet is functional: Yes / No

**D. Kitchen:**

1. Having Pucca Kitchen: Yes / No
  - i) Condition of kitchen: Very Good / Usable / Need Repair
  - ii) Year of construction:
  - iii) Year of last repair:
2. Whether the kitchen is regularly cleaned: Yes / No
3. Cooking utensils useable: Yes / No
4. Cooking utensils last replace year:

**E. Dining Hall:**

1. Having of separate pucca Dining Hall: Yes / No
  - i) If NO, whether sufficient Free Space is available within premises for construction of Dining Hall or scope for vertical extension: Yes / No
2. Seating arrangement for MDM: Floor/Bench

**F. Class rooms & Infrastructural:**

1. School Building status: Good / Average / Poor
2. Furniture in class room available: Yes / No
3. No. of functional class rooms:
4. Is there any unusable room: Yes / No
5. Whether Ramp is available: Yes / No
6. Having electricity in school: Yes / No
7. Having boundary wall or fencing: Yes / No / Partial

**G. MDM Information**

1. Weekly menu board: Yes / No

**SCHOOL INSPECTION FORMAT OF MDMP UNDER SCHOOL**  
**EDUCATION DEPARTMENT GOVERNMENT OF WEST BENGAL**

2. Displaying MDM logo: Yes / No
3. Fire Extinguisher: Yes / No
4. Whether Fire Extinguisher is in working condition: Yes / No
5. Maintaining proper register for food grain: Yes / No
6. Maintenance of one month's buffer stock (Rice): Yes / No
7. Quality of supplied rice: Good / Average / Poor
8. Whether Rice is stored at school properly (in bin / raised platform): Yes / No
9. Whether school receives Cooking Cost regularly: Yes / No
10. Maintaining MDM cash book: Yes / No
11. Cash book updated up to (dd/MM/yyyy):
12. Whether the cooked meal was tasted at least half an hour before serving: Yes / No  
If Yes by
  - i) Teacher: Yes / No
  - ii) CCH: Yes / No
  - iii) Parents: Yes / No
  - iv) Others: Yes / No
13. Whether daily meal tasting register is maintained: Yes / No
14. Having separate bank A/C for MDM: Yes / No
15. Whether Cook cum Helpers get honorarium regularly: Yes / No
16. Whether all Cooks have Bank Account: Yes / No
17. Does the Cooks receive honorarium through: bank accounts / cash / cheque
18. Whether the school sends daily report by SMS: Yes / No
19. Mode of cooking: LPG / Coal / Fire Wood / Other
20. Whether Cooks change their dress before stating work: Yes / No
21. Whether Cooks use Apron / head-gear etc. during cooking & serving: Yes / No
22. Whether food grains is washed properly raw vegetables are washed before & after chopping / Cutting: Yes / No
23. Whether Kitchen Garden is available: Yes / No
24. Whether school received Plate and Glasses: Yes / No
25. Whether Hand wash is practised before and after MDM: Yes / No
26. Whether Mid-Day Meal is served through Central/Cluster Kitchen: Yes / No
27. Whether any Govt. / PR body officials visited the school during the previous one month: Yes / No
28. Whether AGMARK sealed oil is used in MDM cooking: Yes / No



**SCHOOL INSPECTION FORMAT OF MDMP UNDER SCHOOL**  
**EDUCATION DEPARTMENT GOVERNMENT OF WEST BENGAL**

29. Whether branded packaged condiments (Mashlapati) are used: Yes / No
30. Whether double fortified salt is used (enriched with iron & iodine): Yes / No
31. Whether regular health check up is done in the school with maintenance of health card: Yes / No
32. Name of the BDO, with phone number display: Yes / No
33. Name of the concerned SI of schools with phone number display: Yes / No

**H. Irregularity Report**

1. Whether any Irregularity found during inspection: Yes / No  
If YES, Irregularity related to
  - i. Rice of MDM:
  - ii. Fund of MDM:
  - iii. No. of MDM takers:
  - iv. CCH:
  - v. SSM fund:
  - vi. Other:
2. Irregularity in detail:
3. Suggestion for further improvement:
4. Is any improvement is required for smooth functioning of MDM: Yes / No
5. If YES, please mention:
6. Picture
  - i. Live MDM serving / MDM eating
  - ii. School Premises
  - iii. Toilets
  - iv. Drinking water source
  - v. Kitchen
  - vi. Others

**Summary Inspection report on number of schools inspected  
for the month of ..... 20.....**

1. Name of District:
2. No. of Schools inspected Primary:                      Upper Primary:
3. Drinking water available:                              available but not working:                      not available:
4. Toilet & urinals available for Boys:                      Girls:
5. Toilet & urinals available but not working Boys:                      Girls:
6. Kitchen cum store available:                              not available:
7. Dining hall available:                                      not available:
8. No. of Schools using LPG:                      Coal:                      Firewood:                      Others:
9. Cooking utensils useable:                              not useable:
10. Hand wash available:                                      not available:
11. Fire extinguisher available:                              available but not working:                      not available:
12. Buffer stock of rice maintained:                              not maintained:
13. Quality of rice Good:                              Average:                      Poor:
14. No. of Schools using fortified salt:                              not using:
15. No. of Schools using Agmark Oil:                              not using:
16. Kitchen garden developed:                              not developed:
17. MDM cash book properly maintained & reconciled:                      Properly not maintained reconciled:
18. MDM stock Registrar properly maintained:                              properly not maintained:
19. Health and Hygiene maintained:                              not maintained:
20. Building status                      Good:                      Average:                      Poor:
21. Furniture in class room available :                              not available:
22. MDM                              continued:                              discontinued:
23. Honorarium paid:                      through Bank A/C:                      Cash/cheque
24. Sending daily SMS:                              not sending:
25. Any other issues to address:

---

Signature with Date

Annexure- C

Proforma of SMC meetings  
(District/Sub-division/Block/School)

Date of meeting	Issues discussed	Action points	Action taken on issues of the last SMC meeting	Remarks

**Block level Monthly Report format**

District Name: .....

Block /Municipality/Municipal Corporation Name: .....

Financial Year: ..... Month: .....

**School:**

Category	Primary	Upper Primary	NCLP	Total
Department of Education (Govt.)				
P & RD (SSK / MSK)				
Govt. Sponsored				
Municipal body				
NCLP				
<b>Total</b>				

**Enrolment & Coverage:**

Type	No. of children		Total meal served	No. of days meal served	Food grains utilized
	Enrolled	Opted			
Primary					
Upper Primary					
NCLP					
<b>Total</b>					

**CCH:**

Type	No. of CCH approved	No. of CCH engaged	Honorarium paid
Primary			Year ..... Month.....
			Year ..... Month.....
Upper Primary			Year ..... Month.....
			Year ..... Month.....
NCLP			Year ..... Month.....
			Year ..... Month.....

**Kitchen cum stores:**

Type	Target (unit sanctioned)	Constructed	In progress	Remarks
Primary				
Upper Primary				
<b>Total</b>				

**LPG:**

Type	Sanctioned	No. of schools having LPG
Primary		
Upper Primary		
<b>Total</b>		

**Dining Hall:**

Type	Constructed	in progress	Remarks
Primary			
Upper Primary			
<b>Total</b>			

**Financial****Cooking Cost:**

Type	O/B	Fund received	Released to school	Balance
Primary				
Upper Primary				
NCLP				
<b>Total</b>				

**Transport Cost:**

Type	O/B	Fund received	Fund Utilized	Balance
Primary				
Upper Primary				
NCLP				
<b>Total</b>				

**Honorarium to cook-cum-helper Cost:**

Type	O/B	Fund received	Released to CCH/School	Balance
Primary				
Upper Primary				
NCLP				
<b>Total</b>				

**Kitchen cum store:**

Type	O/B	Fund received	Fund Utilized	Balance
Primary				
Upper Primary				
NCLP				
<b>Total</b>				

**Kitchen devices (including replacement):**

Type	O/B	Fund received	Fund Utilized	Balance
Primary				
Upper Primary				
NCLP				
<b>Total</b>				

**MME:**

Type	O/B	Fund received	Fund Utilized	Balance
Primary				
Upper Primary				
NCLP				
<b>Total</b>				

**LPG:**

Type	O/B	Fund received	Fund Utilized	Balance
Primary				
Upper Primary				
NCLP				
<b>Total</b>				

**Thali and glass:**

Type	O/B	Fund received	Fund Utilized	Balance
Primary				
Upper Primary				
NCLP				
<b>Total</b>				

**Interest fund (as per bank statement):**

Bank Name	O/B	Interest Credited	Utilization (if any)	Balance

**District level Monthly Report format**

District Name: .....

Financial Year: ..... Month: .....

**Financial**

**Cooking Cost:**

Type	O/B	Fund received	Released to Block	Balance
Primary				
Upper Primary				
NCLP				
<b>Total</b>				

**Food Grains:**

Type	O/B	Fund received	Released to Block	Utilized by the District	Balance
Primary					
Upper Primary					
NCLP					
<b>Total</b>					

**Transport Cost:**

Type	O/B	Fund received	Released to Block	Utilized by the District	Balance
Primary					
Upper Primary					
NCLP					
<b>Total</b>					

**Honorarium to cook-cum-helper Cost:**

Type	O/B	Fund received	Released to Block/ Utilized	Balance
Primary				
Upper Primary				
NCLP				
<b>Total</b>				

**Kitchen cum store:**

Type	O/B	Fund received	Released to Block	Utilized by the District	Balance
Primary					
Upper Primary					
NCLP					
<b>Total</b>					

**Kitchen devices (including replacement):**

Type	O/B	Fund received	Released to Block	Utilized by the District	Balance
Primary					
Upper Primary					
NCLP					
<b>Total</b>					

**MME:**

Type	O/B	Fund received	Released to Block	Utilized by the District	Balance
Primary					
Upper Primary					
NCLP					
<b>Total</b>					

**Thali and glass:**

Type	O/B	Fund received	Released to Block	Utilized by the District	Balance
Primary					
Upper Primary					
NCLP					
<b>Total</b>					

**LPG:**

Type	O/B	Fund received	Released to Block	Utilized by the District	Balance
Primary					
Upper Primary					
NCLP					
<b>Total</b>					

**Interest fund (as per bank statement):**

Bank Name	O/B	Interest Credited	Utilization (if any)	Balance



Government of West Bengal  
School Education Department  
Bikash Bhavan, Salt Lake,  
Kolkata-700091

Memo No. 94-SE (Plng)/MDM-01/2010

Dated: 01/03/2010

- From:- Shri Vikram Sen, IAS  
Secretary to the Govt. of West Bengal,  
School Education Department.
- To:- I) The Commissioner, Kolkata Municipal Corporation,  
II) The District Magistrate, \_\_\_\_\_ District (all),  
III) The Sub-Divisional Officer, Siliguri Sub-Division,  
IV) The Secretary, Darjeeling Gorkha Hill Council,  
V) The Chairman, DPSC, \_\_\_\_\_ District (all)  
VI) District Inspector of schools (Primary), \_\_\_\_\_ District (all)  
VII) District Inspector of schools (U/Primary), \_\_\_\_\_ District (all)

Subject: - Grievance Redressal Mechanism-Plan for media  
campaign and community participation on Mid-  
Day-Meal programme.

Sir/Madam,

In continuation of the latest guidelines issued where no 979(20) SE(Plng)/MDM-36/08 Dated 19.09.2008 by the Schools Education Department, Government of West Bengal, on Cooked Mid-Day-Meal programme I would like to request you to take the measures as detailed below for the purpose of smooth implementation of the programme.

- (I) There is to be a committee on grievance redressal relating to Mid-Day-Meal programme at the block and municipality levels to be headed by the Block Development Officer at block level and Executive Officer at municipality level. The committee will consist of Karmadhakshyas of Siksha, Sankriti, Tathya O Krira Sthayee Samity and Khadya O Sarbaraha Sthayee Samity of the concerned Panchayat Samity, the Pradhans of gram Panchayats and Sub Inspectors of Schools at the block level. At the municipality level the committee will consist of local Councillors and the concerned Sub Inspectors of Schools. The committee will enquire into all complaints on Mid-Day-Meal and will take necessary remedial measures within 30 days from the date of receipt of complaint. A log book is to be maintained at the block/municipality level where particulars of such complaints and actions taken would be recorded. The concerned Block Development Officer/Executive Officer of block/municipality will submit a monthly report within 7<sup>th</sup> of the next month to the district on the natures of such complaints, dates of receipt of the complaints and the actions taken thereto and the District Magistrate at his/her end will compile the same and will send a monthly

compiled report to the Project Director, Mid-Day-Meal by 10<sup>th</sup> of the month. The Project Director, in his turn, will keep a record of such reports and will pursue the matters with District Magistrate.

- (II) The District Magistrates, the Commissioner, KMC & the Chairman KPSC Kolkata will start a media campaign at their respective level through pamphlets, leaflets and other media on Mid-Day-Meal its content & the total no of MDM is available.
- (III) Necessary action is to be taken for involvement of Gram Panchayats/Village Education Committees/Ward Education Committees/ SchoolLevel Monitoring Committees/ Mother Teacher Associations and Self Help Groups as community participation in the Cooked Mid-Day-Meal programme in this state.
- (IV) For maintaining transparency, a notice board is to be erected in front of each and every school covered under Cooked Mid-Day-Meal programme for displaying the following particulars:-
- Total number of students covered under the scheme;
  - Number of days and time when the meals are served;
  - Quantity of foodgrains to be supplied with weekly menu;
  - Name of the Cooking Agency;
  - Name of the Block Development Officer with phone number;
  - Name of the concerned Sub Inspector of Schools with phone number;
  - Any other matter

Any complaint is to be addressed to the Block Development Officer and the concerned Sub Inspector of Schools. To meet the financial requirement for I, II & III above MME fund as are being allocated to you periodically may be used.

The matter is to be treated as extremely urgent

Yours faithfully,

Secretary, 28/3/2010  
School Education Department.

Memo No. 94/1-SE (PInG)/MDM-01/2010

Dated: 01/03/2010

Copy forwarded for information and necessary action to:-

- (1) Divisional Commissioner \_\_\_\_\_ Division (all)
- (2) The Director of School Education, West Bengal.
- (3) State Project Director, SSM
- (4) Subrota Roy Gupta, C/o PA to Secretary NIC with request to upload the circular in Department Portal.
- (5) PS to MIC

Secretary, 28/3/2010  
School Education Department.