

GOVERNMENT OF NATIONAL CAPITAL TERRITORY DELHI
DIRECTORATE OF EDUCATION
MID DAY MEAL BRANCH, ROOM NO 215-216,
OLD SECRETARIAT, DELHI-110054.
Ph. No 23890002

No. DE23(467)/MDM/2007-08/Part File/113-118

dated 23/01/12

Circular
(Through MIS)

Sub: - General Instructions for DDEs/EOs/Principals/HOSs regarding Mid Day Meal.

The Directorate of Education has issued General Instructions regarding Mid Day Meal vide letter No. DE23 (Cir)/MDM/2009-10/1576 dated 04/12/2009. It has been reported that DDEs/EOs/ Principals/HOSs are not taking due interest in implementing Mid Day Meal scheme in their Districts/Zones/Schools. It is reiterated that the officers concerned (who have been assigned specific duty/duties) shall be responsible for monitoring the supply and distribution of Mid Day Meal as per **General Instructions** given below:-

1. The delivery of the cooked meal shall be made by the Service Providers on all working days. The distribution should be done by the staff of the Service Providers during recess period in not more than 20 to 30 minutes, without any break.
2. The quantity and quality of the cooked Mid Day Meal shall conform to the prescribed standards which are as follows:
 - a) Food for Primary classes to contain a food value of minimum 450 calories and 12 grams of protein per meal.
 - b) Food for Upper Primary classes to contain a food value of minimum 700 calories and 20 grams of protein per meal. The quantity of rice menu for Primary and Upper Primary classes shall be 250 grams and 375 grams, respectively while the quantity of wheat menu for Primary and Upper Primary classes shall be 200 grams and 250 grams, respectively.
3. The Service Providers shall supply Cooked meal as per the menu mentioned below -
 - a) Atta and Besan Puri with Aaloo Curry/or Mixed Vegetables
 - b) Atta Puri with Chholley (mashed vegetables added to the gravy)
 - c) Suzi Halwa with Chholley.
 - d) Rice with Chholley (with mashed vegetables added to the gravy)
 - e) Rice with Sambar/Dal (with vegetables added to the gravy)
 - f) Rice with Kadhi (with vegetables added to the gravy)



4. Proper record of Mid Day Meal should be maintained by HOS/In-Charge of the Mid Day Meal in the school on daily basis regarding the quantity and quality of Mid Day Meal received, the number of students to whom Mid Day Meal was served, number of students not consuming the meal, name of persons/members of School Mid Day Meal Committee who tasted Mid Day Meal before distribution and observations of the committee, information whether Mid Day Meal was fit for human consumption, menu of the day etc.
5. Further, payment to Mid Day Meal service provider shall be made as per above mentioned records and as per terms and conditions of MOU with the service providers. A copy of the agreement indicating the terms and conditions are available at the Department's website.
6. Food distributors shall wear aprons/headgears and gloves while at work. Food distributors will enter the schools with their Identity Cards, with photograph duly signed by the Competent Authority of the Service Provider.
7. If the Service Provider fails to supply cooked food on a particular day(s) or fails to replace the defective supply of cooked food in time, a penalty @ Rs. 4/- for primary and Rs. 5/- for upper primary per child present on that particular day(s) shall be deducted from the bills by HOS/Principal of concerned school.

Instructions for Principals/HOSs:-

1. The Principals/HOSs shall form a School Mid Day Meal Committee (SMDMC) comprising of:-
 - a) Head of School
 - b) Teacher In-Charge of Mid Day Meal
 - c) Home Science Teacher
 - d) Minimum Three mothers of students from different classes.
 - e) DDO of the school
 - f) One VKS member

The HOS will preside over its meetings which will be held, at least, twice a month. The HOS shall duly inform the EO/DDE/RDE about the names of the members through the Del E-Mail.

2. School Mid Day Meal Committee will be fully responsible for monitoring the distribution of Mid Day Meal on daily basis. Besides, it's most important functions would be as follows:-
 - a) The above mentioned Committee will ensure compliance of all the general instructions.
 - b) This Committee will de-seal the containers in its presence in which the service provider has transported Mid Day Meal for the school children. The Committee must ensure that only fresh, clean, hygienic and ready to eat food is served to the children.



- c) The Committee must taste and ensure that the food in all containers is fit for human Consumption as per the standards laid in the MOU. **At least, two members of the Committee will taste the food of all containers before it is distributed among the children for consumption.**
- d) The Committee will also check that the Service Provider does not supply any item other than those mentioned above (in general condition No 3) and no food item will be repeated in a week's time.
- e) In case, the food is found to be stale/defective, it shall not be distributed but returned to the Service Provider. A written memo shall be issued to the Service Provider by the HOS with copies to EO, DDE and Mid Day Meal Branch at Headquarter, on the spot.
- f) The Principal of the school will have the right to take action as per agreement under intimation to Zonal EO/DDE & shall be held responsible for doing so when the need arises. A copy of the agreement indicating the terms and conditions are available at the Department's website.
3. All HOSs/Principals of Govt./Govt. Aided schools are hereby directed to ensure that School Level Mid Day Meal Committee must taste/check the Mid Day Meal two or three times from all the Containers received after mixing the whole food in the containers by Karachi (big spoon) during opening of containers before distribution to the children and a certificate to this effects should be kept in record of the school daily by HOS certifying that:-

"It is certified that School Level Mid Day Meal Committee members tasted the food from each container supplied under Meal in the School by (Name of the NGO..... on dated.....in all containers and found fit for human consumption and was distributed to the students in the school."

(Signature of each member with name and designation).

4. All HOSs/Principals of Govt./Govt. Aided schools are hereby directed to ensure that all the entries of MIS Module regarding Mid Day Meal shall be filled up on daily basis. At the end of month, all HOSs/Principals of Govt./Govt. Aided schools are required to submit hard copy of the computerized report of the month (after signing), to Mid Day Meal branch with the following certificate.

"Certified that the cooked meal received on the days mentioned in the meal card was fit for human consumption and tasted by the members of MDM committee at school level before distribution to the school students."

The above certificate should also be signed by the Mid Day Meal incharge and Head of the school.

5. All schools shall display daily menu of Mid Day Meal on the Notice Board and weekly menu with prescribed quantity at conspicuous place at school. Further, it shall be ensured that every child wash their hands before and after taking Mid Day Meal.



6. Every school shall maintain a register regarding comments of DDEs/EOs/ community participants/children's mother etc., supervision and monitoring of MDM scheme.
7. HOSs/Principals will examine the complaints from Parents, NGOs, School Authorities or EOs regarding Mid Day Meal Scheme in their schools and resolve the matter at school level and submit the report to the concerned DDE.
8. All HOSs are directed that payment to service providers shall be made only after the receipt of reports from Sriram Institute of Industrial Research (SIIR) to the effect that sample has been found conforming to the required specification in terms of quality and quantity. Further, copy of reports of SIIR of Service Provider regarding testing of MDM of the Service Provider should be attached with bills, while presenting to PAO for payment.

INSTRUCTIONS FOR EDUCATION OFFICERS:-

1. Vide this office letter no. 1355 dated 12-10-2009, all the Education Officers have been directed to constitute a **Zonal Level Steering Cum Monitoring Committee** comprising of:
 - a) Education Officer of the Zone
 - b) Two Principals
 - c) Two parents
 - d) One VKS member

The Education Officer will preside over the meetings which will be held, at least, once a month. Minutes of the meeting should be kept for record. Further, the Education Officer shall duly inform the respective DDEs, RDEs about the meeting and its decision.

2. The Zonal Level Steering Cum Monitoring Committee headed by the EOs shall chalk out a month-wise programme of monitoring the distribution of Mid Day Meal in the schools of the concerned zone and intimate the same, in advance, to the concerned DDE.
3. All the EOs will be present, as far as possible, in schools of their respective zones at the time of distribution of Mid Day Meal. The EOs will visit each school of their zone, at least, once a month at the time of distribution of Mid day Meal.
4. All the Education Officers shall monitor the programme and its implementation, assess its impact, and take corrective steps, as and when required.
5. The EOs shall visit the kitchens of the Service Providers located in their areas at least once in a fortnight to check the cleanliness/hygiene etc. In case of deficiency found in the kitchen, the EO shall direct the Service Providers in writing, to rectify the deficiency within seven days. Further, after seven days the EO shall revisit the kitchen and if the deficiency is not rectified he/she shall record his/her observations and report it to the concerned DDE.



3. The EO shall send a monthly report to its concerned DDE on the status of supply and distribution of food by Service Providers in their Zone.

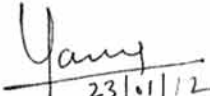
INSTRUCTIONS FOR DDEs

1. The DDEs would insure that all schools have constituted School Mid Day Meal Committee in their district. Further, DDEs shall monitor the working of the Committees of Zonal and School level Mid Day Meal in their respective Districts and submit monthly reports in this regard without fail to the RDE and Additional Director Education (MDM) at Headquarter through the Del E mail.
2. All the DDEs will visit the kitchens and supervise preparation and transportation of Mid Day Meal on regular basis. They will ensure that the Service Providers transport food through clean vehicles and in clean containers. Each vehicle and container shall have '**Feeding of Delhi Mid Day Meal Plan of Directorate of Education, Govt. of NCT of Delhi**' prominently painted/printed on its front along with the name of NGO.
3. All DDEs are directed to constitute a committee for surprise inspection of kitchen of service providers/NGOs in their district. The inspection committee shall comprise following officers :- (a) DDE of the District, (b) one EO, (c) one DEO, (d) one Home Science Teacher. The DDE should change the committee members on rotation basis in each month. The committee shall inspect the kitchen in their district and submit report to Principal Secretary Education and Additional Director Education (MDM) in the prescribed format (Annexure- "A").
4. While checking the kitchen, DDEs will ensure that the water purification system is installed at the establishment/kitchen and the water quality shall be got tested quarterly.
5. DDEs will ensure that the Service Providers do regular fumigation and pest control in the storage area every three months to protect against rodents.
6. DDEs will ensure that Service Providers are using LPG through fixed piping system.
7. DDEs will ensure that the Service Providers have taken sufficient fire protection measures to protect against any untoward incidence.
8. DDEs will ensure that kitchen so established for preparing food for the students of schools is not allowed, in any condition, to prepare food for any other agency/state/organization or any other purpose.
9. DDEs will also ensure that the Service Providers have procured No Objection Certificate from Health Department of MCD to run their kitchen at the designated site.
10. DDEs will ensure that NGOs have obtained Fire Safety Certificate for the kitchen from Fire Department and other clearances from the concerned Departments, as required from time to time.

11. DDEs will examine the complaints received in r/o. Mid Day Meal Scheme from Parents, NGOs, School Authorities or EOs and resolve the matter under intimation to Headquarter.
12. DDEs will visit the kitchens located in their areas at least once in a month to check the cleanliness/hygiene etc. In case of deficiency found in kitchen, the DDEs shall direct the Service Provider in writing, to remove the deficiency at the earliest failing which appropriate action will be initiated against the service provider. Further, if the deficiency is not removed within reasonable time, DDE shall record his/her observations and submit a report to the Director (Education).
13. DDEs will also ensure the timely release of payment to the Service Providers.

Non observance of above said instructions will be viewed seriously and administrative action may be initiated against the defaulters.

This issue with the prior approval of Competent Authority.


23/01/12
(Vivek Pandey), IAS
Additional Director Education
(Mid Day Meal)

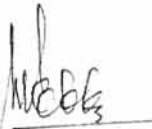
All DDEs/EOs/Principals/HOSs (Through MIS)

No. DE23(467)/MDM/2007-08/Part File/ 113-118

dated 23-1-12

Copy to:-

1. PS to Principal Secretary (Education), Government of NCT of Delhi
2. PS to Director Education, Government of NCT of Delhi
3. PA to Additional Director Education (MDM), Government of NCT of Delhi.
4. All RDEs, DDEs/EOs/DEOs/HOSs (through MIS)
5. O.S. (IT) with the request to upload this circular on the website of Directorate of Education in Pop-up before and after login for the schools as well as in the MDM folder also.
6. Guard file.


(Marcel Ekka)
Deputy Director Education
(Mid Day Meal)

FORMAT FOR INSPECTION OF KITCHENS OF MDM

- | | | |
|---|--------|------------------|
| 1. Date and time of visit | | |
| 2. Name of the service Provider | | |
| 3. Address of the kitchen | | |
| 4. Menu of the day | | |
| 5. Cooks/Food handlers wear | | |
| Headgear | Yes/No | |
| Apron | Yes/No | |
| Gloves | Yes/No | |
| 6. Is water purification systems available and in working conditions? | | Yes/No |
| 7. Is sufficient fresh water is available for washing raw material? | | Yes/No |
| 8. Arrangement of disposal of waste water | | Yes/No |
| 9. Is Separate washing area available in the kitchen? | | Yes/No |
| 10. Are garbage bins provided for waste disposal? | | Yes/No |
| 11. Whether Double Fortified Salt (DFS) is being used? | | Yes/No |
| 12. Whether branded ingredients, refined oil, etc. are used? | | Yes/No |
| 13. Are fire fighting measures available? | | Yes/No |
| 14. Is lighting arrangement adequate? | | Yes/No |
| 15. Whether fresh/leafy meshed vegetables are being added in gravy? | | Yes/No |
| 16. Fly catcher(s) installed in the kitchen. | | Yes/No |
| 17. Raw material/ingredients of good quality is used | | Yes/No |
| 18. Suggestion/Complaint Register available | | Yes/No |
| 19. Stock Register properly maintained | | Yes/No |
| 20. Quality of cooked food | | Poor/ Fair/ Good |
| 21. Hygienic conditions/cleanliness in the kitchen | | Poor/ Fair/ Good |
| 22. Date of last pest control | | |
| 23. Whether visitors records are maintained or not? | | Yes/No |
| 24. Any other remarks | | |

Remarks of the committee must include and certify whether food is being prepared in the kitchen under proper hygienic conditions and kitchen is free from all type of insects/rodents etc. Further, the food is being packed and sealed and transported to the school in proper hygienic conditions.

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(Signature of all members with name and designation)