

**PROCEEDINGS OF THE COMMISSIONER AND DIRECTOR OF SCHOOL EDUCATION ::  
ANDHRA PRADESH :: HYDERABAD - 4.**

**Present: Sri N.Sivasankar, I.A.S.**

Rc.No.240/MDM/2012

Dated:30/06/2012.

Sub:- Mid Day Meal Scheme - Inspections of schools for effective monitoring of the scheme - Instructions - Reg.

- Read:- 1. Review of MDM Scheme by Hon'ble Minister for Secondary Education, Govt. of A.P., Hyderabad.  
2. Letter dated.03/11/2011 of the Joint Secretary, GOI, MHRD, New Delhi.

\* \* \*

The attention of all the Regional Joint Directors of School Education and District Educational Officers in the State is invited to the references, read above and they are Informed that the Hon'ble Minister for School Education, during the review meeting held on 23/06/2012 has stated that the MDM Scheme has to be inspected thoroughly by the District officials responsible for implementation of the Scheme.

Further, in the reference 2<sup>nd</sup> read above, the Joint Secretary to GOI, MHRD, New Delhi has stated that "Chapter 4 of the MDM guidelines stipulates that success of the Mid Day Meal Programme revolves around the manner, in which it is implemented at the school. Safety and hygiene standards must be set and practiced with rigor" and hence emphasized for strict compliance of the GOI guidelines and also on the monitoring of the Scheme by regular inspections.

In view of the above, the following instructions are issued for effective monitoring of the Mid Day Meal Scheme:

1. Each and every school should be visited (3) times by the inspecting official in an academic year.
2. The RJDSE/DEO/Dy.EO/MEO should cover the schools in the following percentage

RJDSE	-	5% in each category per month
DEO	-	10% in each category per month
Dy.EO/MEO	-	30% in each category per month
3. The monthly visit report of the inspecting official should be submitted to C&DSE duly extending a copy of the same to his next higher official.
4. The percentage of inspection of schools will be counted in the performance assessment of the official in a monthly work done statement.

These Instructions should be followed scrupulously.

This has the approval of Commissioner and Director of School Education, Andhra Pradesh, Hyderabad.

- Encl: 1. Proforma of School visit report.  
2. Monthly work done statement.

**PRNOTI SUHASINI KAVOORI  
for COMMISSIONER AND DIRECTOR  
OF SCHOOL EDUCATION.**

To  
All the Regional Joint Directors of School Education in the State.  
All the District Educational Officers in the State.

Copy submitted to Principal Secretary (SE), Govt. of A.P., Hyderabad for favour of information.

Copy submitted to Hon'ble Minister for Secondary Education, Govt. of A.P., Hyderabad for favour of information.

// FORWARDED :: BY ORDER //

**SUPERINTENDENT**

**National Programme of Mid Day Meal in Schools in  
Andhra Pradesh  
Visit Report**

- 1 Name of the Officer visited:  
Designation:
- 2 Date of visit:
- 3 Name of the District visited:
- 4 Name of the School:

**REGISTERS / RECORDS**

- 5 Whether MDM opted children is tallying with general attendance on the day of visit?
- 6 Whether the Mid Day Meal consolidated Monthly register is maintained?
- 7 Whether the day wise Mid Day Meal Register is maintained (If Yes. furnish the information on the day of visit)

**COVERAGE:**

Class	No. of children enrolled	No. of children Present	No. of children opted for Mid Day Meal
I			
II			
III			
IV			
V			
VI			
VII			
VIII			
<b>Total</b>			
IX			
X			
<b>Total</b>			

**PROVISION**

- 8 Whether rice is given @100grms for Primary / 150grms for Upper Primary per child per School day?
- 9 Whether pulses are given @ 20grms for Primary / 30grms for Upper Primary per child per School day?
- 10 Whether vegetables are given @ 50grms for Primary / 75grms for Upper Primary per child per School day?

- 11 Whether Oil (branded ISI mark with cover, not use the loose Oil) is given @ 5grms for Primary / 7.5grms for Upper Primary per child per School day?
- 12 Whether iodized salt / Double Fortified Salt is used ? /
- 13 Whether Eggs / Fruits are provided twice a week?
- 14 Whether day wise **menu** is displayed on the black board, duly stating the consumption of rice and commodities as per the opted figures of the MDM children?
- 15 Whether SHG / Mothers committee / Women Groups / Parents / SMC / Elected public representatives visit the School?
- 16 If so the Dates of their visits are recorded.

### **RELEASES**

- 17 Whether the Cooking Cost is paid @ Rs.3.69 (Pry.), Rs.4.17 (Upry.) from 01.04.2010, @ Rs.3.84 Pry., Rs.4.40 for Upry. from 01.04.2011.
- 18 Whether the honorarium to Cook Cum helper is paid (@ Rs.750+Rs.250=Rs.1000)
- 19 Whether the School level releases under the MME are paid (if yes, amount in Rs..... Date .....

### **UTENSILS**

- 20 Whether Cooking utensils are provided by the DEO?
- 21 Whether Cooking utensils are adequate?
- 22 Whether the Gas connection is available?

### **INFRASTRUCTURE**

- 23 Whether Kitchen Cum Store is available ?
- 24 Whether construction of Kitchen Cum Store is initiated ?
- 25 Whether cooking is taking place in the premises of School?
- 26 Whether drinking water facility is available?  
(if yes, Well / Bore well / Tap water / other Sources?
- 27 Whether the Menu Board & MDM logo is displayed / painted ?

### **RICE PARTICULARS**

- 28 Whether rice is supplied by Fair Price shop?  
(if yes, Date..... Quantity .....
- 29 Whether Fair Average Quality (FAQ) of Rice is supplied?
- 30 Whether the one Month Rice is available at school to meet the contingency.

- 31 Whether quantity of Rice is available as per stock register?
- 32 Whether particulars of issue of Rice is maintained, day wise, if so opening balance, consumption of rice and closing balance?

**MONITORING**

- 33 Whether HM / class Teacher tasted the Mid Day Meal before serving ?
- 34 Whether the School Management Committee / Public representatives tasted the Mid Day Meal before serving ?
- 35 Whether HM / Teachers are monitoring at the time of serving Mid Day Meal?
- 36 Whether children are taking Mid Day Meal in a row /queue?
- 37 Whether children are washing their hands before and after Mid Day Meal?
- 38 Whether the bills are presented on or before 5<sup>th</sup> of every month?
- 39 Whether orientation training / awareness programme is given to cooking agency?
- 40 Specific observation of the visiting officer on the MDM programme

**MONTHLY WORK DONE STATEMENT**

DISTRICT: \_\_\_\_\_

MANDAL: \_\_\_\_\_

MONTH: \_\_\_\_\_

YEAR: \_\_\_\_\_

Sl.No.	Type of school	No. of schools	% of schools to be covered	% of schools covered	Backlog, if any	Reasons for backlog
1.	Primary schools					
2.	Upper Primary Schools					
3.	High Schools					

Signature of Dy.EO / MEO

Attested - District Educational Officer