

Government of West Bengal  
School Education Department  
Bikash Bhawan, Bidhannagar  
Kolkata – 700 091

No.111 - CS / 2011

June 09 , 2011.

From : Samar Ghosh,  
Chief Secretary.

To : 1) Commissioner, Kolkata Municipal Corporation.  
2) Divisional Commissioner, Burdwan / Jalpaiguri / Presidency.  
3) District Magistrate, ..... (all districts).  
4) Chairman, District Primary School Council .....  
..... (all districts).

Sub : Guidelines on duties and responsibilities of various  
officials connected with distribution and monitoring of  
Mid Day Meal in the State.

Sir / Madam,

As you are aware the Mid Day Meal Programme is one of the most important flagship programmes implemented jointly by the Central and the State Governments. At present the Programme covers around one crore school children between Class-I and Class-VIII. This is a very vital programme to ensure supply of nutritious food to school children across the country and has tremendous impact on prevention of school dropouts.

It has been observed that there are still some lacunae in implementation of the scheme in the State particularly in the urban areas and also among the upper primary schools. There is also lack of clearly defined duties and responsibilities of officials at every stage to monitor implementation of the scheme at the field level. Accordingly, we have prepared a detailed guideline on the duties and responsibilities of officials implementing the scheme and the same is enclosed for ready perusal. It will be the responsibility of the District Magistrates to ensure that all officials discharge their duties as mentioned in the guidelines within specified time limit. In case of failure the same is immediately brought to the notice of the concerned officials for remedial action. At the same time submission of reports and returns is also vital for

appraisal of the scheme at various levels. Accordingly, we have also enclosed various formats of reporting. The District Magistrates will ensure that the reports mentioned at **Annexure – I – IV and VII are compiled** at the district levels and sent to School Education Department within the specified time limit.

The leadership of the District Magistrates is vital in implementation of this important scheme and I would expect that the District Magistrates will take active interest in satisfactory implementation of this scheme in their districts and ensure that monthly reviews at the Block, Subdivision 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 meeting at every quarter, while the Secretary, School Education, Department will review monthly progress at the State level. Such review meetings will not be effective unless your feedback in the concerned formats is sent in time.

Encl : As stated.

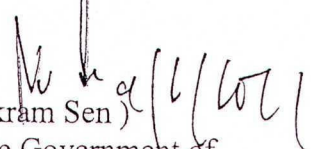
Yours faithfully,  
Sd/-  
( Samar Ghosh )

No.111/1 (55) – CS / 2011

Copy with guidelines on the Duties and responsibilities forwarded for information and necessary action to :-

- 1) Director of school Education, Government of West Bengal.
- 2) State Project Director, PBSSM.
- 3) Project Director, Mid Day Meal.
- 4) District Inspector of Schools (SE), ..... (all Districts).
- 5)
- 6) District Inspector of Schools (PE), ..... (all Districts)/

Dated June 09, 2011.

  
( Vikram Sen )  
Secretary to the Government of  
West Bengal

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

Part:-A

Mid-Day-Meal (MDM) programme is one of the major flagship Programmes of Govt. of India. The Programme is being implemented throughout India. Under the direction of the Hon'ble Supreme Court of India, Govt. of India has directed that each and every Govt. and Govt. aided school will compulsorily implement MDM scheme in his school so that the children of economically weaker and backward sections of our society become interested in going to school and get a wholesome hot cooked MDM there. The scheme has gained tremendous popularity throughout India and has become a very popular welfare scheme for the children across all spectrums of the society, specially the economically backward sections.

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 scheme. Similarly District Inspectors of schools, Primary & Secondary, along with their field level officials are responsible for day to day monitoring of the scheme.

Stages of MDM Implementation:-

- a) Drawl of fund and lifting of food-grains and arranging distribution of the same to each and every school.
- b) Actual implementation of supply of cooked mid day meal to school children between Class I to Class VIII in Government and Government aided schools across the State.
- c) Monitoring of the overall implementation of the scheme.
- d) Submission of reports and returns as per Govt. norms.

Duties and responsibilities of PD, MDM:-

The Project Director, CMDMP is the CEO of the MDM Project at state level. The duties and responsibilities of the Project Director are as follows:

- 1) Overall supervision and monitoring of the Project at the State Level.
- 2) Collection of monthly reports from all the District Magistrates of all districts and other implementing agencies regarding delivery and coverage under Mid-Day-Meal and taking remedial action wherever needed.

- 3) Allocation of funds 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 scheme in the state.
- 5) Maintenance of liaison and coordination with FCI, Food Department and other related agencies.
- 6) Engagement of agencies at State Level for inspection of implementation of the scheme including the quality aspect.
- 7) Engagement of agencies at the state level for proper monitoring of the scheme through a web-based software.
- 8) To investigate failures or malpractices in implementation of the scheme 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 scheme in the state and for creation public awareness of the scheme.
- 10) To contest legal cases arising out of the Mid-Day-Meal and to advise the State Govt. on follow up action.
- 11) Any other measures for smooth implementation of the scheme with the approval of the State Govt.

*Responsibility and duties of District Magistrate/Commissioner of KMC (for KMC school/Chairman DPSC, Kolkata (for Govt. and Govt. aided schools in Kolkata)/Principal Secretary, DGHC.*

- i) To receive the fund and food-grains allotted for the scheme 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 primary and upper primary schools are brought under MDM scheme;
- 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 scheme is implemented smoothly as per Govt. guidelines ;
- vi) To ensure that 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 SMC meetings to the State Government by 15<sup>th</sup>. Of each month for the preceding month in the proforma enclosed at **Annexure -III**;
- viii) To ensure that reports and returns including Quarterly Progress Reports (QPR) on Monthly Consumption Report of food-grains, Monthly Monitoring and Inspection Report, Monthly Report on Payment of food-grains to FCI and Annual Work Plan & Budget (AWP&B) etc. as per schedule given below are sent to the State Government in time:

Report	To be sent by
a) QPR (Annexure- I) April-June July-Sept. Oct.-Dec. Jan.-March	By 20 <sup>th</sup> July By 20 <sup>th</sup> . October By 20 <sup>th</sup> . January By 20 <sup>th</sup> . April
b) Monthly Rice Consumption Report (Annexure -II)	By 15 <sup>th</sup> . of each month for the preceding month
c) Monthly Report on Expenditure (cooking cost) (Annexure-II-A)	By 15 <sup>th</sup> of each month for the preceding month
d) Monthly report on SMC meetings (Annexure-III)	By 15 <sup>th</sup> of each month for the preceding month.
d) Monthly Monitoring and Inspection Report (Annexure-VII)	By 15 <sup>th</sup> . of each month for the preceding month
e) Monthly Report on payment of food-grains to FCI (Annexure-IV)	By 15 <sup>th</sup> . of each month for the preceding month
f) Annual Works Plan and Budget (as per format circulated by January every year)	By 15 <sup>th</sup> . Feb. every year for next year

- ix) 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 scheme and get maximum benefit out of it;

- x) To ensure that the grievance redressal mechanism is in place and operational, as per existing instructions (Memo No.94-SE(Plng)/MDM-01/2010 dated 1.3.2010 (Annexure-V) in his district including erection of Display Boards at all schools;
- xi) To arrange for external evaluation of the MDM scheme;
- xii) To ensure convergence with the other programme (like NREGA, TSC, Fishery, SGSY, Development Fund etc.) for better implementation of the MDM scheme.
- xiii) To ensure that Audit queries are met in time.
- xiv) He should also ensure that Mid-Day-Meal is run in every eligible school uninterrupted.
- xv) To ensure that adequate water connection is made in every school with the help of the other line departments, implementing rural water supply scheme;
- xvi) To Monitor construction of kitchen sheds as per allotment;
- xvii) To organize training for cooks by experts for ensuring clean and hygienic varied menu as per local tests and customs;
- xviii) To ensure monthly payment to FCI against supply of rice/wheat as per bills to be raised by FCI with supporting documents;
- xix) To ensure payment of transport rebate to the distributors and dealers of MDM timely;
- xx) To engage SHGs for cooking of MDM wherever such SHGs are available and ensure timely payment of cooking cost and honorarium to cook cum helpers as per approved rates;
- xxi) To ensure regular inspection and monitoring of the scheme through field level functionaries and regular compilation of report at Block, Municipal, Sub-division and District levels through computerization and internet facilities;
- xxii) He is also 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;
- xxiii) For ensuring 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 at least 5(five) days before the dates mentioned above and the District Magistrate is given 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) He is to ensure that fund and food-grains are delivered to every school under his jurisdiction well in advance so that the MDM scheme can continue uninterrupted.
- 3) He is also 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) He is to ensure submission of quarterly food-grains report, utilization certificate, inspection reports, annual work plans etc. to the District Magistrate/SDOs in time;
- 5) He is to ensure that all grievances and complaints are noted in log book and redressal measures are taken as soon as possible.
- 6) He is to ensure that Display Boards containing necessary information as per direction of the School Education Department (**Annexure-V**) are erected at all eligible institutions.
- 7) He is also to ensure the required convergence with related departments in his jurisdiction.
- 8) He will visit at least 10 schools in his /her jurisdiction and submit report to the SDO by 5<sup>th</sup> of every month in **Annexure-VII**.

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 scheme in West Bengal, every official of the School Education Department is duty bound to associate himself with the implementation of MDM scheme.
- 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-VI** and regularly brief the District Magistrate on the inspections and suggest appropriate measures for smooth running of the scheme.
- 3) He is 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 Scheme as per Govt. norms.
- 4) It is his main responsibility 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) He is also to ensure submission of a monthly monitoring report to the Secretary, School Education Department by the 10th of every month as per format (**Annexure VI**) with copy to the District Magistrate/Commissioner of KMC/Principal Secretary, DGHC, as the case may be.
- 6) He is 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 Director, School Education Department 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 prescribed format (**Format-A**) to the respective SDO 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 scheme at the grass root level. They will visit the schools, monitor the MDM scheme implementation, suggest corrective measures and submit feedback to the AIs and BDOs as per Govt. circulars in Format 'A'. 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 after a month and in case the school still fails to arrange for supply of Mid Day Meal without any valid reason he will again instruct the school in writing to immediately arrange for start of MDM in the school within a further period of one month 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 AI for taking appropriate action against the school. It is also the responsibility of the SI to oversee that monthly implementation report of the MDM of every school as prepared by the SHG groups and counter signed by the Head Master of the school and one member of the managing committee / VEC every month is sent to the respective BDO by the 3<sup>rd</sup> working day of the next month (format-B).

*Duties and responsibilities of VEC & MC:-*

The VEC and the MC monitors 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 MDMP in the school.
2. He/she will ensure uninterrupted running of the programme at his 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.
3. He/She is 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.

4. He/she is also to ensure that food prepared for MDM is tasted by two/three community members including at least one teacher before it is served to the children.
5. He/She is to stress on maintenance of hygiene safety measure and quality of the cooked food as per norms fixed by the department.
6. He/She is 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.
7. He/she may utilize the service of any of the teachers/staff of his/her school rotationally.
8. 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 VEC/MC for approval before submitting it to the respective BDOs for payment of the same.
- 10) He/she is also 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 cooks' honorarium as approved by the Government being paid to members of SHGs .....
- G) The name and telephone number of local BDO.....
- H) The name and telephone number of SI of school.....

## Part:-B

### Monitoring of the Scheme:-

A vibrant monitoring system is the key to success of any scheme. All the Nodal Officers, right from PD, CMDMP 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 prescribed format in a timely manner as prescribed.

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

- a) Programme Parameter - all students between Classes I 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.

In addition to the Nodal Agencies, from the State to Block Level, it is also the duty of all officials of the School Education Department like DIs (PE/SE), AIs and SIs to supervise and monitor the MDM scheme in each and every school and to see that the programme is implemented as per Govt. norms and, in case of repeated non compliance/violation of Govt. orders/circulars, action is initiated against any school failing to implement the programme. The DIs and AIs are required to submit a monthly monitoring report in a given format (format-A) every month. The AIs should also submit the same to the Block Development Officers in addition to the DIs of his district. The DIs are likewise required to submit a monthly monitoring report in the given format (format-A) to the Secretary, School Education Department by the 10<sup>th</sup> of every month with copy to the District Magistrate. The Director, School Education Department is to ensure that the inspection mechanism works effectively.

### 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 3/4 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 Food & Supplies Department as well as the representative of the Nodal Agency to ensure that quality food-grains are being lifted 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 scheme, physical monitoring through inspection is very important. Officers dealing with MDM programme will visit districts 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 Scheme 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-VII)
- 2) ADM Development/In-charge of MDM -5 schools per month (Annexure-VII)
- 3) Sub-divisional Officers - 5 Schools per month (Annexure-VII)
- 4) Block Development Officers – 10 Schools per month (Annexure-VII)
- 5) DI-(Primary & Secondary)-10 Schools per month (Format-A)
- 6) Sub-inspectors/AIs of schools – 20 schools per month (Format-A)

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 SMCs meetings at all levels. The respective Nodal officers will take necessary remedial measures, if performance is not satisfactory.

**State Level Monitoring System:-**

At the State level there will be a State Level Monitoring Committee to review progress of Mid Day Meal Scheme 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
7. Secretary, School Education Department, Government of West Bengal – Member.
8. Prof. Utpal Ray Chaudhury, Food Technology Department, Jadavpur University – Member.
9. Director, National Institute of Hotel Management & Catering Technology & Nutrition, Taratala – Member.
10. Smt. Anuradha Talwar, Advisor to the Commissioners of the Supreme Court in the case:- PUCI – Vs- UOI & Ors. Writ Petition (Civil) No. 196 of 2001 – Member.
11. Prof. Rafikul Islam, Education Deptt. Binoy Bhavan, Viswa-Bharati University- Member.
12. Joint Secretary (MDM), MHRD, Govt. of India or his/her nominee – Member.
13. 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 scheme 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:-*

*District Level SMCs:-*

- District Magistrate – Chairman
- Two MLAs of the district as nominated by the MIC, SED - Members.
- ADM in-charge of MDM - Member
- DI of schools (Primary) - Member.
- DI of schools (Secondary) - Member
- District Controller (F&S) - Member

- District Manager of FCI - Member
- Chief Medical Officer - Member
- Karmadhaksha, Khadya Sarbaraha  
Sthayee Samity, Zilla Parishad- Member
- OC Mid Day Meal – Member-Convener

The Sub Divisional SMCs will comprise:-

- Sub-Divisional Officer - Chairman
- All Block Development Officer in the Sub Division - Member
- Sub-Divisional Controller (F&S) - Member
- All Sabhapatis of Panchyat Samities in the Subdivision – Member
- Chairman of all Municipalities 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

Presently, all monthly, quarterly and annual reports and returns are being generated manually. To make the reports and returns more speedy and accurate the State Government has decided to develop an MIS System for MDM. This is being developed in consultation with NIC. Additionally, to get daily feedback from the schools directly, along with the District and Block authorities through Telephone/Internet Service Providers are also being explored. With the adoption of such a system, it will be

possible to get daily feedback of the number of children taking MDM, quantity of rice consumed and the menu served etc. direct from the schools.

# PROFORMA

## Annexure:- I

[Mid-Day Meal Scheme]

Quarterly Progress Report

STATE:-WEST BENGAL

Financial Year:

Quarter:

Period:

Table : QT-1 : COVERAGE (Primary)

Sl. No.	Types of Schools/Centres	TARGET as per MDM-PAB approval			Enrollment	No. of Children opted for MDM	ACHIEVEMENT			
		No. of Schools/Centres	No. of Students	No. of working days as per PAB Approval			No. of Schools/Centres actually served	No. of meals served	No. of working days	Average No of children (=9/10)
1	2	3	4	5	6	7	8	9	10	11
1.	Govt. schools & Local Body Schools									
2	Govt. Aided Schools									
3	EGS Centres									
4	AIE Centres									
5.	NCLP									
	Total									

Date :  
Place : Kolkata

District Nodal Officer,  
Mid Day Meal Programme



[Mid-Day Meal Scheme]  
Quarterly Progress Report

STATE:-WEST BENGAL

Financial Year:

Quarter:

Period:

Table : QT-2 : UTILISATION OF FOODGRAINS.(PRY & U PRY)

(fig. in M.Ts)

Food grains	PRIMARY					UPPER PRIMARY				
	Allocation for the current Qtr.	Opening Balance at the Starting of the Qtr.	Lifted from FCI during the Qtr.	Aggregate quantity Consumed at School level	Balance * Stock at the end of the Qtr. (col.4+5-6)	Allocation for the current Qtr.	Opening Balance at the Starting of the Qtr.	Lifted from FCI during the Qtr.	Aggregate quantity Consumed at School level	Balance* Stock at the end of the Qtr. (col.9+10-11)
2	3	4	5	6	7	8	9	10	11	12
Rice										
Wheat										
Total										

\*Includes unspent balance at State, District, Block and schools/cooking agencies level at the end of quarter.

Date :  
Place : Kolkata

District Nodal Officer,  
Mid Day Meal Programme

[Mid-Day Meal Scheme]  
Quarterly Progress Report

STATE:-WEST BENGAL

Financial Year:

Quarter:

Period:

Table : QT-3 : UTILISATION OF CENTRAL ASSISTANCE TOWARDS  
COOKING COST (PRY & U PRY)

( Rs. In Lakh )

Sl. No.	Stage	Allocation for the current FY			Opening Balance at the beginning of the Qtr. (Note:1)	Cooking assistance released during the Qtr.			Cooking cost expenditure during the Qtr. (Note:2)	Unspent Balance at the end of the Qtr. [Col.6+9-10] (Note:1)
		Central Share	State Share	Total		Central Share	State Share	Total		
1	2	3	4	5	6	7	8	9	10	11
1	Primary									
2	Upper Primary									
	Total									

Note 1 : Includes Central Assistance & State Contribution, both in terms of funds and monetary value of the commodities supplied by the State/UT and remain unspent at State, District, Block, Village/Panchayat & School/cooking agency levels.

Note 2 : It is only the actual expenditure at the school level including monetary value of the commodities supplied by the State/UT and consumed at schools/cooking agencies level. It does not include the unspent balance at the schools/cooking agencies level.

Date :

Place: Kolkata

District Nodal Officer,

Mid Day Meal Programme

[Mid-Day Meal Scheme]  
Quarterly Progress Report

STATE:-WEST BENGAL

Financial Year:

Quarter:

Period:

Table : QT-4 : UTILISATION OF OTHER CENTRAL ASSISTANCE TOWARDS MME & TRANSPORTATION (PRY & U PRY)

( Rs. In Lakh )

ITEMS	Allocation for the current FY	Opening Balance at the beginning of the Qtr.	Central assistance received during the Qtr.	Expenditure during the Qtr.	Unspent Balance at the end of the Qtr. [Col.4+5-6]	Expenditure from State/UT own resources, if any
2	3	4	5	6	7	8
Management, Monitoring and Evaluation (MME)						
Transport Assistance						
Total						

Date :  
Place : Kolkata

District Nodal Officer,  
Mid Day Meal Programme

[Mid-Day Meal Scheme]  
Quarterly Progress Report

STATE:-WEST BENGAL

Financial Year:

Quarter:

Period:

Table : QT-5 : UTILISATION OF CENTRAL ASSISTANCE TOWARDS  
CONSTRUCTION OF KITCHEN SHEDS

( Rs. In Lakh )

Years	PRIMARY						UPPER PRIMARY					
	PHYSICAL PROGRESS				FINANCIAL PROGRESS		PHYSICAL PROGRESS				FINANCIAL PROGRESS	
	Target (Units Sanctio ned)	Construct ed	In Progre ss	Not Starte d	Amount Sanctio ned	Expenditu re	Target (Units Sanctio ned)	Const ructe d	In Progress	Not Starte d	Amount Sanctio ned	Expe nditu re
2	3	4	5	6	7	8	9	10	11	12	13	14
2006-07												
2007-08												
2008-09												
2009-10												
2010-11												
Total												

Date :  
Place : Kolkata

District Nodal Officer,  
Mid Day Meal Programme

[Mid-Day Meal Scheme]  
Quarterly Progress Report

STATE:-WEST BENGAL

Financial Year:

Quarter:

Period:

Table : QT-6 : UTILISATION OF CENTRAL ASSISTANCE TOWARDS  
PROCUREMENT OF KITCHEN DEVICES

( Rs. In Lakh )

Years	PRIMARY						UPPER PRIMARY					
	PHYSICAL PROGRESS				FINANCIAL PROGRESS		PHYSICAL PROGRESS				FINANCIAL PROGRESS	
	Target (Units Sanctioned)	Completed	In Progress	Not Started	Amount Sanctioned	Expenditure	Target (Units Sanctioned)	Completed	In Progress	Not Started	Amount Sanctioned	Expenditure
2	3	4	5	6	7	8	9	10	11	12	13	14
2006-07												
2007-08												
2008-09												
2009-10												
2010-11												
Total												

Date :  
Place : Kolkata

District Nodal Officer,  
Mid Day Meal Programme

## Quarterly Progress Report

STATE:-WEST BENGAL

Financial Year:

Quarter:

Period:

Table : QT-7 : INSPECTION AND SCHOOL HEALTH PROGRAMME -  
(PRIMARY & UPPER PRIMARY)

Inspection Carried Out				Coverage under School Health Programme							
No. of Institutions inspected till last Qtr.	No. of Institutions inspected during the Qtr.	Total no. of Institutions inspected till the end of Qtr.	Total coverage in %	Covered till last Qtr.		Covered during the Qtr.		Covered till the end of Qtr.		Total coverage in %	
				No. of Schools/Centres	No. of Students	No. of Schools/Centres	No. of Students	No. of Schools/Centres	No. of Students	Schools/Centres	Students
1	2	3	4	5	6	7	8	9	10	11	12

Date :  
Place : Kolkata

District Nodal Officer,  
Mid Day Meal Programme

[Mid-Day Meal Scheme]  
Quarterly Progress Report

STATE:-WEST BENGAL

Financial Year:

Quarter:

Period:

Table : QT-8 : MONITORING AND EVALUATION (PRIMARY & UPPER PRIMARY)

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 occurrences if any, related to food supply

Occurrence pending at the beginning of the Qtr.			Occurrence came to notice during the Qtr.			Occurrence attended during the Qtr.			Occurrence pending at the end of the Qtr.		
No. of Occ.	No. fell ill	No. died	No. of Occ.	No. fell ill	No. died	No. found actionable	No. found non-actionable	Total	No. of Occ.	No. fell ill	No. died
1	2	3	4	5	6	7	8	9	10	11	12

C. Cases of social/gender discrimination : Please give details of the incident/s and action taken thereon.

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

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

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

Months during which study carried out, and Date of Report	Gist of Findings	Action taken on the Findings

Date :  
Place : Kolkata

District Nodal Officer,  
Mid Day Meal Programme

[Mid-Day Meal Scheme] -  
Quarterly Progress Report

STATE:-WEST BENGAL

Financial Year:

Quarter:

Period:

Table : QT-9 : AVAILABILITY OF OTHER INFRASTRUCTURE (PRIMARY & UPPER PRIMARY)

Total No. of Schools/Centre s	Availability of Gas based cooking : No. of Schools/Centres			Availability of Toilet Facility : No. of Schools/Centres			Availability of Drinking water facility : No. of Schools/Centres		
	Till last Qtr.	Provided during the Qtr.	Till the end of the Qtr.	Till last Qtr.	Provided during the Qtr.	Till the end of the Qtr.	Till last Qtr.	Provided during the Qtr.	Till the end of the Qtr.
1	2	3	4	5	6	7	8	9	10

Date :  
Place : Kolkata

District Nodal Officer,  
Mid Day Meal Programme



**Annexure:- II**

*Proforma for monthly report on consumption (Rice) made under Cooked Mid-Day-Meal Programme for Primary / Upper Primary Schools:*

In MTs.

Months	Annual allocation	Opening Balance as on 01-4-2011	Rice Allocated during the month	Availability of total rice	Utilization			Balance
					Till Last Month	During the Month	Total	
April, 2011								
May, 2011								
.....								

Signature.....

**Annexure :- II (A)**

*Proforma for monthly report on expenditure (Cooking Cost) made under Cooked Mid-Day-Meal Programme for Primary / Upper Primary Schools.*

In Lakhs

Months	Annual allocation	Opening Balance as on 01-4-2011	Fund received during the month	Availability of total fund	Expenditure			Balance
					Till Last Month	During the Month	Total	
April, 2011								
May, 2011								
.....								

Signature.....

Report on Steering-cum-Monitoring Committee Meeting:

(Annexure - III)

District	Month	Whether meeting held at all levels in previous month	Reasons, if not held	Gist of important decision taken, if held	Opinion of DM on decision taken in the meeting	Any important point required to be brought to the notice to the Govt.

Signature.....

Monthly report on payment of foodgrains to FCI

Annexure - IV

Months	Annual/six monthly allocation in MTs	Food Grains lifted (till last month) in MTs	Food grains lifted during the month in MTs	Food grains released to schools/cooking Agencies in MTs till this month	Bills submitted by FCI till this month.		Payment made to FCI till this month	
					Quantity	Amount in Rs.	Quantity	Amount in Rs.

Signature .....

Grievance Redressal Mechanism:- in Annexure-V & Report of DI/ADI/ /AI/ SI:-in Annexure-VI (separately enclosed).

Visiting Officers Monitoring Format DM / ADM / SDO / BDO :- (Annexure-VII)

Name of District and Block Visited .....

Date of Visit	Name of the School Visited	Menu of MDM Served on that day	No. of students present on that date	No. of student taking MDM on that date	Quality of the MDM	Cleanliness and hygienic conditions of the kitchen shed	Name of the authorities Met	Whether talked to students/Guardians etc.	Remarks

Signature .....

Format for reporting by DIs /Als / SIs (Format-A)

Rank	No.	No. of Schools visited during the month	Status of Mid-Day-Meal			Steps taken against schools not running MDM	General remarks, if any
			Satisfactory	Intermittent	Not running		
			No. of schools	No. of schools	No. of schools		
DI							
ADI							
AI							
SI							

Signature.....

Format for monthly reporting by the Schools to the Block Development Officer (Format-B)

Report for the month.....2011

Name of School..... Name of SHG group ..... Bank A/C. No.....

Date of MDM Served	No. of Student taking MDM on that Day	Rice Consumed on that date	Balance Stock of Rice on that Day	Cooking Cost incurred on that Day	Menu Served on that Day	Type of Fuel Used	Name of Officer Visited School on that Day	Remarks

Counter Signature  
Of the Head Master/Head Mistress .....

Signature of the  
member of VEC/MC.....

Signature of the  
member of SHG group .....