

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION
OLD SECRETARIAT, DELHI - 110 054.

No. DE23(Cir)MDM)2009-10/1576

dated 4/12/2009

GENERAL INSTRUCTIONS IN R/O. MID DAY MEAL

Mid Day Meal Scheme for the year 2009-10 started w.e.f. 29-09-2009. Twelve NGOs have been engaged to supply Mid Day Meal to 8,46,273 students of the Primary and Upper Primary levels of 1141 govt./govt. aided schools. All HOSs, Principals, DEOs, EOs, DDEs and RDEs shall be responsible for monitoring the supply and distribution of Mid Day Meal in the above schools as per the **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 standard** which is 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 275 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 including some indication of the number of students **not consuming** the meal. The received units of food should be recorded, for the purpose of payment, on the basis of the actual attendance of children in the classes on that particular day.
5. 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.
6. 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/- per child present on that particular day(s) shall be deducted from the bills by HOS/Principal of concerned school.

INSTRUCTIONS FOR THE HEADS OF SCHOOLS

1. 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 and JDE (MDM) about the names of the members through the Del E mail.

The SMDMC will be fully responsible for receiving and monitoring the distribution of Mid Day Meal on daily basis. Apart from this, its main functions would be as follows:

- a) The 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 test 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 (general instruction no.4) 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 is available at the Department's website.

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. The Education Officer shall duly inform the respective DDEs, RDEs and JDE (MDM) about the names of the members through the Del E mail.
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 DDEs.
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 kitchen of the Service Providers at least once a week to check the cleanliness/hygiene etc.
6. The zonal level Committee must have its meeting, at least, once in a month.
7. The EO shall send a weekly report to the Mid Day Meal Branch at Headquarter on the process of supply and distribution of food by Service Providers in their Zone.

INSTRUCTIONS FOR DDEs

1. The District DDEs shall monitor the working of the Committees of Zonal and School level Mid Day Meal Committees in their respective Districts and submit monthly reports in this regard without fail to the RDE and JDE (MDM) at Headquarters 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 on its front along with the name of NGO.

3. 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.
4. DDEs will ensure that the Service Providers do regular fumigation and pest control in the storage area every three months to protect against rodents.
5. DDEs will ensure that Service Providers are using LPG through fixed piping system.
6. DDEs will ensure that the Service Providers have taken sufficient fire protection measures to protect against any untoward incidence.
7. 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.
8. 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.
9. DDEs will ensure that NGOs have obtained Fire Safety Certificate for the kitchen from Fire Department and other clearances from any other Departments, as required from time to time.
10. DDEs will examine the complaints received in r/o. Mid Day Meal Scheme from Parents, NGOs or from School Authorities and resolve the matter under intimation to Headquarters.
11. DDEs will visit the kitchens located in their areas at least once in a month and submit a report to the Director (Education).
12. They will also ensure the timely release of payment to the Service Providers.

Non compliance of these instructions at any level shall invite disciplinary action against the concerned.

This issues with the prior approval of competent authority.

Sd/-
(SHASHI KAUSHAL)
JDE (MDM)

All DDEs/EOs/HOSs
No. . DE23(Cir)MDM)2009-10/1576

dated 4/12/2009

Copy to:-

1. PS to Secretary (Education)
2. ADE (P) to Director (Education)
3. All Addl.D.Es/RDEs
4. A.D.E. (MDM)
5. ADE (IT) with the request to upload this circular on the website of Directorate of Education in Pop-up for the schools and public.

Sd/-
(SHASHI KAUSHAL)
JDE (MDM)