



Government of Odisha

ଶ୍ରୀମତୀ ଉଷା ପାଢ଼ୀ, ଭା.ପ୍ର.ସେ

କମିଶନର ତଥା ଶାସନ ସଚିବ,
ବିଦ୍ୟାଳୟ ଓ ଗଣଶିକ୍ଷା ବିଭାଗ, ଓଡ଼ିଶା

Smt. Usha Padhee, IAS

Commissioner-cum-Secretary to Government
School & Mass Education Department, Odisha



मध्याह्न भोजन योजना
Mid Day Meal Scheme

State Project Management Unit (MDM)

No. 312 /SPMU/Dt. 13/03/15
S&M.E. (MDM) 443 /2013

To

All Collectors

Sub: SOP on Mid-Day Meal Rice procurement. from FCI.

Madam/Sir,

Please refer to this Department Letter No.211, Dt.20/03/2012, Letter No. 334, Dt. 16/04/2012, Letter No. 1301, Dt. 13/09/2012, Letter No. 1581, Dt. 06/12/2012, Letter No. 1669, Dt. 21/12/2012 & Memo No. 433, Dt. 02/05/2013 wherein some stipulations were given about transparent tender, transportation of MDM rice, payment to FCI etc. But of late AG Audit has detected certain irregularities in the procurement procedure and maintenance of accounts with regard to Mid-Day Meal rice and payment to transport contractor.

Thus, with a view to plugging the loopholes certain standard operating procedures are to be adhered to in procurement of Mid-Day Meal rice.

1. Every year the tender for engagement of Transport Contractor is to be openly floated in the month of December and the contract can be awarded w.e.f. the 1st April of the next financial year for one year. The ceiling is not to be exceeded and if the district procurement committee thinks it wise to renew the contract then the reasons must be recorded and approved by the committee.
2. The district procurement committee for ICDS, PDS etc shall be the procurement committee for Mid-Day Meal.
3. The Agreement with the Transport Contractor shall incorporate strict provisions to deal with pilferage, misappropriation, diversion, quality change, weighment, insurance, security deposit, adulteration, acknowledgement, scrutiny, sample collection, SMS alert, FIR, forfeiture etc. etc. Under no circumstances can the Transport Contractor be allowed to generate liability beyond the security deposit amount.
4. The transport of Mid-Day Meal rice shall be from FCI depot to school points without transit. The Transport contractor shall arrange vehicles and route chart accordingly in accordance with the distribution & diversion order handed over to him.
5. The authorized officer of collector shall authenticate receipt of right quantity and quality of rice (i.e. **FAQ rice**)

- 6. The Transport contractor shall be asked to carry the weighment equipment in the vehicles to every delivery point. The receiving officer is duty bound to verify and satisfy himself / herself the exact quantity and fair and average quality rice before acknowledgement. In case of quality below FAQ & quantity less than what is written in delivery chalan the Receiving Officer has to the right and obligation to refuse and report to the higher authority. Immediately the higher authority can verify and if the allegation is found true action may be initiated against the Transport Contractor as per the mutual terms & conditions enshrined in the agreement.
- 7. *The Receiving Officer shall be asked to write the quantity of Mid-Day Meal rice **in number and in words**. He has to put the no of bags also in the delivery chalan. He / She shall acknowledge writing the **full name, designation & date also**. The Transport contractor shall carry the delivery chalan to the schools with **three copies and the carbon paper**. One copy of delivery chalan shall be retained in the school. One copy shall be retained with the Transport Contractor and one copy shall be handed over to the District Education Officer-cum-District Nodal Officer (MDM) for verification and payment. The District Education Officer-cum-District Nodal Officer (MDM) before making payment shall get the claim of Transport contractor verified through the CRCC and Block Education Officer every time.*
- 8. The sample of the Mid-Day Meal rice received from FCI has to be kept in the DEO office allotment wise and date wise. The verifying officers can collect the samples from schools and tally with the samples kept in DEO office.
- 9. The Transport contractor shall not be allowed to file his bills of Transportation cost beyond two months of delivery of Mid-Day Meal rice. The District Education Officer-cum-District Nodal Officer (MDM) shall clear the bills within 15 days of receipt after due verification. The verification mechanism must always be in operation without waiting for the claim of Transport Contractor.
- 10. One SMS alert system of tracking the transport and delivery of Mid-Day Meal rice can be put in place to check the pilferage of Mid-Day Meal. This can be devised at district end.

Yours faithfully,

[Handwritten Signature] 12/3/15

Commissioner-cum-Secretary

Memo No. **313**

/ Dt. **13/03/15**

Copy forwarded to all District Education Officers for information & necessary action.

[Handwritten Signature]

Commissioner-cum-Secretary