

## **Guidelines for preparation of AWP&B for the year 2016-17**

The guidelines for preparation of comprehensive Annual Work Plan & Budget for the year 2016-17 in the prescribed format are given below:-

### **i) Bottom Up Approach for preparing comprehensive AWP&B 2016-17.**

The AWP&B 2016-17 may be prepared by adopting bottom up approach starting from School to Block/Mandal/Town, District and State level so that it is based on the information gathered from grass root level. The district plan of all the districts and State/UT plan shall be prepared by involving functionaries/stakeholders working at various levels.

### **ii) Change in Funding Pattern**

It has been decided that the funding pattern of Mid Day Meal Scheme have to be shared in the ratio of 60:40 between Centre and the States; 90:10 for 8 North-Eastern States and 3 Himalayan States viz. Himachal Pradesh, Jammu & Kashmir and Uttarakhand and 100% funding be provided by the Central Government to the UTs from 01.04.2015. It has also been decided that the existing system of funding pattern towards the cost of foodgrain, transport assistance, Management Monitoring & Evaluation and cost of procurement of kitchen devices will continue. The States/UTs are requested to make the budget provision in their State Budget accordingly.

### **iii) Revision of Cooking Cost**

The Ministry of Finance has concurred the revision of cooking cost @ 7.5% for the year 2015-16 from 1<sup>st</sup> July, 2015. The proposal for enhancement of cooking cost for 2016-17 is being put up to Ministry of Finance for their concurrence. The actual enhancement of the cooking cost will be effective from the date approved by the Ministry of Finance. However, State/UTs should make provision in the Annual Plan to enhance existing cooking cost @ 7.5% for 2016-17 also.

### **iv) System of procurement and its strengthening**

Procurement of quality cooking ingredients is crucial for successful implementation of the MDMS. The Guidelines has been reiterated and re-emphasized the importance of proper system for ensuring that quality pulses and branded & Agmark quality ingredients are supplied to schools/implementing agencies. The State Governments of Maharashtra, Tamil Nadu and Karnataka are procuring and supplying ingredients, through the State PSUs.

## v) **Creation of infrastructure**

As per Right to Education Act 2009, all Government, Government aided and local body schools must have all weather buildings. The State Governments/UT Administrations are requested to make concerted efforts to utilize central assistance released for construction of kitchen-cum-stores on unit area norms.

The State Governments are also requested to submit proposals for the construction of kitchen-cum-stores during 2016-17 in the remaining Government, *Government-aided* and Local Body schools, which do not have this facility. *It is emphasized that all the Government aided schools are eligible to get grant for construction of kitchen-cum-store like Government schools.* The proposal must state that these schools have adequate space for construction of kitchen-cum-stores and necessary budget provision has been made in the State budget.

It is relevant to mention that there is an inbuilt provision under SarvaShikshaAbhiyan to construct kitchen-cum-store in the new schools. Hence, at the time of submission of proposals for kitchen-cum-store this may be taken care of.

### a) **Progress of construction of Kitchen-cum-stores and target**

The Central Government has started providing Central Assistance for construction of kitchen-cum-stores since 2006-07. The norms for cost of kitchen-cum-stores have been revised in year 2009 and cost of kitchen-cum-stores is now decided on the basis of plinth area norms and State Schedule of Rate. The Central Government has sanctioned almost all the kitchen-cum-store to the States / UTs barring few States / UTs. All the States / UTs are requested to complete the kitchen-cum-stores and submit the status through plan. The kitchen-cum-stores should invariably include silos for storage of foodgrains in safe and moisture free condition. It has also been decided that the kitchen-cum-store is an integral part of the school and may be maintained from maintenance grant to the school given under SSA. By the end of 2014-15, construction has been completed for 7.33 lakh kitchen-cum-stores against the sanctioned 10.06 lakh. Construction work is in progress for 1.37 lakh kitchen-cum-stores. Construction is yet to start in 1.36 lakh kitchen-cum-stores.

### b) **Progress of procurement of kitchen devices and target**

The Central Government has started providing Central assistance for procurement of kitchen devices since 2006-07. The Central Government is also providing Central Assistance for replacement of kitchen devices after every 5 years. The kitchen devices sanctioned in year 2006-07, 2007-08, 2008-09, 2009-10 and 2010-11 are eligible for replacement in year 2016-17. Progress on procurement of kitchen devices may be submitted through Annual Work Plan & Budget. It has been decided to provide funds for replacement of kitchen devices sanctioned during 2006-07 and thereafter after 5 years from the date of their original sanction/procurement to all the eligible schools of the States/UTs.

**vi) Making Budget Provision in the State Budget for flow of Central Assistance**

The central assistance for various components of the Scheme is to be routed through the State Budget. Therefore, adequate budget provision should be made in the State Budget for receiving the central assistance as well as State Government's contribution in the scheme.

**vii) Testing of food samples by accredited lab**

Statutory Mid Day Meal Rules 2015 (Section 8) mandates **testing of Meals by accredited Laboratories –**

(1) Hot cooked meal provided to children shall be evaluated and certified by the Government Food Research Laboratory or any laboratory accredited or recognized by law, so as to ensure that the meal meets with the nutritional standards and quality specified in Schedule II to the Act. The Food and Drugs Administration Department of the State may collect samples to ensure the nutritive value and quality of the meals.

(2) The Department referred to in point (1) above shall collect the samples at least once in a month ***from randomly selected schools or centralised kitchens*** and send such samples for examination to the accredited laboratories.

It is stated that the States / UTs had been requested for engagement of the accredited laboratories for testing of the meals. Few States have started testing of the meals by accredited labs. The States / UTs who have not started yet, are requested to engage laboratories and ensure that the testing is carried out regularly as prescribed in the Rules.

**viii) Management and Monitoring**

**a) Strengthening of Monitoring and Management Structure:**

A well-established monitoring mechanism is essential for the effective implementation of the Scheme. Requirement of management structure at State, District, Block and school level would be helpful in monitoring of the scheme. Although 1.8% of the admissible recurring Central Assistance of i) cost of food grains, ii) cooking cost, iii) transport assistance and iv) honorarium to cook-cum-helpers is allocated for Management, Monitoring and Evaluation (MME). However, it is worthy to mention that most of the States / UTs are not utilizing these funds for engaging professionals/staff on contractual basis for monitoring the scheme at school, block, district or State level. Therefore, all States/UTs must submit an

exhaustive MME plan under AWP&B 2016-17 by indicating the initiatives proposed to be taken for utilization of these funds.

**b) Web enabled Management Information System integrated with IVRS:**

The Department of School Education & Literacy had launched web portal and web based Management Information System (MIS) in June, 2012. The MDM-MIS has scope to integrate with Interactive Voice Recording System (IVRS) for monitoring the scheme on real time basis through community participation. The work plan must indicate the information on MIS being used/developed by the States/UTs and action plan for operationalization of IVRS. The work plan should also indicate preparedness for setting up of State Project Monitoring Unit for roll out of the IVRS Project.

**c) Social Audit**

Social audit has been carried out in two districts of Andhra Pradesh viz. Khammam and Chittoor on pilot basis during 2012-13. The findings of the report are very encouraging and have been shared with States/UTs. This was scaled up in 9 other States out of which Bihar, Karnataka, Maharashtra, Odisha and Punjab have completed Social Audit. Social Audit is under progress in Madhya Pradesh, Rajasthan and Uttar Pradesh and Tamil Nadu. The States/UTs, where social audit on pilot basis has been completed, are requested to submit the plan for carrying out social audit in remaining districts of the State on similar lines. The social audit should be carried out in the remaining States. The expenditure may be met from the MME funds released to the States / UTs.

**d) Convening the meeting of District Level Committee**

The Ministry has constituted a District Level Committee under the Chairmanship of senior most MP of the Lok Sabha in the District to monitor the schemes of education sectors including Mid Day Meal Scheme on quarterly basis. The District Magistrate as Member Secretary of the Committee is personally responsible for convening the meeting of the District Level Committee on quarterly basis under the Chairmanship of the senior most Member of Parliament of the district for review of Mid Day Meal Scheme. The meeting of the Committee should be convened at least once in each quarter and minutes must be circulated along with Action Taken Note to all the members as well as uploaded on the website. The number of meetings convened during 2015-16 must be indicated in the plan.

**e) Quality of Foodgrains:**

Some of the State Governments have complained about the sub-standard quality and less quantity of food grains supplied by FCI. As per MDM guidelines, FCI is to provide duly weighed quantity food grains of FAQ for Mid Day Meal Scheme. The work plan must indicate the arrangement made for ensuring lifting of FAQ foodgrains from FCI godown and delivering it without pilferage/damage to the schools. It is noteworthy to mention that M/o Consumer Affairs, Food & Public Distribution has

agreed to supply food grain on post payment basis at BPL rate but payment shall be made to FCI on regular basis as per time schedule under MDM guidelines.

**f) Payment to FCI**

The Ministry of HRD is procuring foodgrains from FCI on post payment basis since inception of the Scheme. The payment of cost of foodgrains has been decentralized to districts of the States / UTs w.e.f. 1.4.2010 with the motive to reduce the time lag in making payment to FCI. But there is a considerable delay in making payment to FCI.

It is relevant to mention that FCI raises loan from the Financial Institutes for undertaking its commercial operations for the procurement and supply of food grains under Mid Day Meal Scheme on post payment basis. But there is inordinate delay by the States/UTs in making timely payment to FCI. At present bills for more than Rs.400 Cr for the year 2014-15 are pending for payment to FCI Thus, FCI is incurring losses due to the interest burden on the loan taken by it. Therefore, the Ministry of Consumer Affairs, Food & Public Distribution has decided to allow Ministry of HRD to lift the foodgrains on pre-payment basis from 1st April, 2015. Ministry of HRD is trying with Ministry of CA,F & PD to continue with post payment system but it would be possible if the States/UTs clear all the pending bills of FCI and devise a mechanism whereby future bills from FCI would be paid within 20 days as per MDM Guidelines. The initiative taken by the State/UTs may be indicated in the write up.

**ix) Awareness and Community Participation:**

Community plays an important role for doing social audit of the scheme. This would be critical to improve the effectiveness of the scheme. The community awareness programme through various media and other initiatives to be taken by the State Government to involve the community under the scheme may also be mentioned in the AWP&B. The entitlements of the children should be propagated for the knowledge of the parents, community members and other stake holders of the scheme.

**x) Engagement of Cook-cum-Helpers:**

Mid Day Meal provides employment opportunities to socially and economically weaker persons from the disadvantaged segments of the society by engaging them as cook-cum-helpers. This initiative also breaks down social barriers and promotes equity and harmony because the food prepared by these cooks-cum-helpers is taken together by all children irrespective of their caste, religion etc. The State Government must mention in their AWP&B about the efforts made by the State Governments for engaging cook-cum-helper from disadvantaged group viz. SC, ST, OBC, women,

minority etc. The State/ UT Government should pay their honorarium through e-transfer.

#### **xi) Capacity Building/Training**

Preparing Mid Day Meal with requisite nutritive and calorific value is very important. A major effort has been initiated for capacity building of cook-cum-helpers as master trainers. The Ministry of Tourism is imparting the ten day full time training through the Institutes of Hotel Management (IHMs) and the Food Craft Institutes (FCIs). The State Governments/UTs may indicate in the AWP&B 2015-16 about the training programmes proposed to be organised for cook-cum-helpers.

Training is an integral component for successful implementation of the scheme and States/UTs are requested to conduct training programme for stakeholders particularly cooks and State level functionaries of the Mid Day Meal Scheme.

#### **xii) Emergency Medical Plan**

The MDM Guidelines envisage that all necessary steps should be taken to avoid any untoward incident in the school. All the States/UTs have been requested to issue necessary instructions for linkages with Primary Health Centre / Community Health Centre / District Hospital to ensure early treatment of the children if any untoward incident occurs.

#### **xiii) Convergence with Schemes of other Ministries/Departments**

Mid Day Meal Scheme requires strong convergence with Schemes of other Ministries/Departments such as School Health Programme under National Rural Health Mission of the Ministry of Health & Family Welfare; Department of Drinking Water & Sanitation for supply of safe drinking water; MNREGA under Ministry of Rural Development for construction of kitchen-cum-stores etc. The AWP&B may indicate the measures taken by it for tapping the resources of the above schemes for providing health care facilities and safe drinking water to the children and construction of capital assets. The MPLAD Scheme includes construction of dining hall in schools and Hon'ble MPs may be approached in this regard.

#### **xiv) Research Studies**

The Ministry of HRD is planning to carry out baseline study on impact of MDMS with the help of Indian Institute of Population Studies, Mumbai and National Institute of Nutrition, Hyderabad. The States/UTs are requested to carry out research studies in their States to know the hurdles in implementation of the scheme and take corrective measures for improvement of the scheme.

#### **xv) Strategy for enhancing the coverage of children**

The coverage of the children against enrolment is decreasing during the last few years. The reasons for this decrease may be examined and suitable strategies may be chalked for enhancing the coverage of children in schools. The district plan of the poor performing districts should include strategies for strengthening the management structure to ensure effective implementation of the scheme.

**xvi) Score cards for State and District based on performance**

MHRD has been preparing score cards for the State Governments on the basis of the performance of the key indicators of the MDMS. All States/UTs are requested to prepare score cards on same indicators for the State as a whole and for district also to assess the inter-se performance of the districts and include these score cards in the plan.

**xvii) Write-up on Innovative method / best practices adopted**

The Government of Odisha has introduced an innovative method of organization of “Mid Day Meal Awareness Mela, 2014” to involve the communities, children and other stakeholders. The Government of Odisha has organized the Mid Day Meal Awareness Mela during 12-14<sup>th</sup> November, 2014. On this occasion competition in 5 divisions like Art, Craft, Song, Dance/Drama, mega quiz and debate were held among the students from class-I to VIII. Students from all the districts have participated in the competitions. ***The Government of Odisha given away awards to best school, best teacher, best cook etc. for implementation of Mid Day Meal Scheme.*** This department appreciates the initiatives of the Government of Odisha.

The States/UTs are requested to adopt innovative methods and strategy for disseminating the information and also inform to this department.

The Government of Gujarat had started TithiBhojan in schools on important days to attract community participation in mid day meal. The Government of India appreciates the initiative of Government of Gujarat. The Empowered Committee on Mid Day Meal Scheme under the Chairpersonship of Hon'ble Minister for Human Resource Development, Govt. of India in its meeting held on 15<sup>th</sup> October, 2014 recommended to request the States to consider and adopt TithiBhojan in their States. Hon'ble HRM has recently addressed a letter to the Chief Minister of the States on one of the best practices called the 'TithiBhojan' in Gujarat. Under the TithiBhojan, important days, such as child birth, marriages, birthdays, success in exams, anniversaries, festivals in the family or in the larger community are celebrated by serving quality meals on that day. TithiBhojan is voluntarily served in schools in different forms such as sweets or namkeens with regular MDM meal, a full meal, etc. This tradition exists in many States with regional variations. The States may consider replicating the practise of TithiBhojan for MDM.

The Best Practices of the States were shared during the meeting of the Education Secretaries on 26<sup>th</sup> August, 2014 with request to adopt them as per the suitability to

the State. The States were also requested in the above meeting to show case their Best Practices for adoption by the other States. It is informed that the Ministry has decided to prepare a compendium on the Best Practices under MDMS and circulated to all States/UTs for their benefit. All the Best Practices being followed in the States must be included in the Annual Work Plan & Budget 2015-16.