

**F.No. 13-2/2009-MDM 2-1**  
**Government of India**  
**Ministry of Human Resources Development**  
**Department of School Education & Literacy**  
**MDM Division**  
\*\*\*\*\*

Shastri Bhawan, New Delhi  
Dated the 18<sup>th</sup> January, 2010

To,

The Principal Secretary / Secretary  
(Assam, Bihar, Tamil Nadu and Uttar Pradesh)

**Subject: First Review Mission for Mid Day Meal Scheme**

Sir / Madam,

1. Mid Day Meal Scheme is the largest school feeding programme in world reaching out to about 12 crores children in more than ten lakhs primary and upper primary schools (Government, Government Aided and Local bodies), EGS/AIE centres and Madarsa and Maqtabs supported under Sarva Shiksha Abhiyan. A programme of scale and magnitude of Mid Day Meal requires close monitoring and evaluation at all levels. GOI has decided to review the implementation of the programme in all its aspect through a Review Mission which will also provide suggestions for improvement.

2. The Review Mission would visit about ten schools in two districts in each of four States viz. Assam, Bihar, Tamilnadu and Uttar Pradesh. Each State team will comprise of four members (One from Government of India, one from State Government preferably Director of MDM Scheme, one from International organisation and one from NGOs). One of the districts to be visited by the team shall be decided by the State and other by the team. The mission will be lead by the officer of the GOI.

3. Team leaders will be briefed by the Joint Secretary(EE-I) on 22.01.2010 and check list will be provided for the Review Mission. Team leaders will coordinate with the members of the team and the respective State Governments for securing necessary arrangements for their stay, food and transport during the visit of the Mission at the State / Districts. The States will make these arrangements for which the payment will be made by the Government of India.

4. Ed.CIL will arrange for Air ticket for those members who will travel from New Delhi to State Head Quarters on request of the MDM division. Non Government members of the team will be paid professional fee @ Rs.2,000/- per day.

5. The Mission will complete the following tasks:

- a. Review the system of fund flow from State Government to school / cooking agency level and time taken in this process.
- b. Review the management and monitoring system and its performance from State to school level.
- c. Review the progress of the programme during 2009-10 with respect to availability of foodgrains and funds at the school / cooking agency level,

quality and regularity in serving the meal in the selected schools and districts, transparency in implementation, role of teachers, involvement of community, convergence with School Health Programme for supplementation of micronutrients and health check up etc.

- d. Assess the satisfaction of children, parents and teachers about the implementation and impact of the scheme.
- e. Review the maintenance of records at school / cooking agency level.
- f. Review the availability of infrastructure, its adequacy and source of funding.
- g. Give suggestions for improvement in the implementation of the programme.

6. The schedule of the mission is given below:

<b>Date</b>	<b>Activity</b>
1 <sup>st</sup> Day	<ul style="list-style-type: none"> <li>⇒ Assembly of teams at the State Headquarter in the forenoon.</li> <li>⇒ Briefing of the team by the Principal Secretary / Secretary of the Nodal Department in which relevant Departments / organizations of the State, FCI and Monitoring Institutions will be invited.</li> <li>⇒ Departure for District – 1</li> </ul>
2 <sup>nd</sup> Day	<ul style="list-style-type: none"> <li>⇒ Meeting with district level officers.</li> <li>⇒ Visit to 2-3 Schools of District 1.</li> </ul>
3 <sup>rd</sup> Day	<ul style="list-style-type: none"> <li>⇒ Visit to 2-3 Schools of District 1.</li> <li>⇒ Departure for District – 2</li> </ul>
4 <sup>th</sup> Day	<ul style="list-style-type: none"> <li>⇒ Meeting with district level officers.</li> <li>⇒ Visit to 2-3 Schools of District 2</li> </ul>
5 <sup>th</sup> Day	<ul style="list-style-type: none"> <li>⇒ Visit to 2-3 Schools of District 2</li> </ul>
6 <sup>th</sup> Day	<ul style="list-style-type: none"> <li>⇒ Report writing at the State headquarters</li> </ul>
7 <sup>th</sup> Day	<ul style="list-style-type: none"> <li>⇒ Debriefing by the team for the officers who attended briefing.</li> <li>⇒ Submission of the Report to the State Government.</li> <li>⇒ Dispersal of the team</li> </ul>
8 <sup>th</sup> Day	<ul style="list-style-type: none"> <li>⇒ Submission of Report to MHRD.</li> </ul>

The date of visit will be decided by the team leader in consultation with the State Governments.

You are requested to provide all necessary support to the team during the visit and depute officers not below the rank of Director with the team

Yours faithfully

Sd/-  
(Anant Kumar Singh)  
Joint Secretary to the Government of India  
Tel: No. 011-23387648  
Fax No : 011-23070927

## CHECK LIST FOR THE REVIEW MISSION

- Date of receiving fund by the State and date of release by State to the district and district to school.
- State and District wise outlay and expenditure– 2009-10.
- Provision and Release of State share – 2009-10.
- Progress against MDM objectives.
- Category wise physical and financial progress against AWPB 2009-10 for the State
- Progress on functional areas (descriptive):
  - ☞ Regular supply of good quality of food grains and one month buffer stock
  - ☞ Regularity in serving hot cooked meal.
  - ☞ Maintenance of Mid Day Meal registers.
  - ☞ Regularity in delivering cooking cost to school level.
  - ☞ Social equity: gender or caste or community discrimination in cooking or serving or seating arrangements.
  - ☞ Variety of menu: has the school displayed its weekly menu, and is it able to adhere to the menu displayed.
  - ☞ Quality & quantity of meal.
  - ☞ Supplementary nutrition: micronutrients (iron, folic acid, vitamin–A dosage) and de-worming medicine periodically, is there school health card maintained for each child.
  - ☞ Status of cook cum helper.
  - ☞ Infrastructure: Pucca Kitchen cum Store.
  - ☞ Safety & hygiene: environment, safety and hygiene.
  - ☞ Community participation.
  - ☞ Monitoring & supervision by state/district/block level officers/officials.
  - ☞ Observations and suggestions.

## BRIEFING OF REVIEW MISSION AT STATE LEVEL

The State may incorporate following points in their presentation/deliberation before the Review Mission:

- 1 Status of coverage: Children, working days and number of institutions (primary and upper primary both separately).
- 2 Date of receipt of fund from GOI and release of fund from State to directorate to district and finally to school level.
- 3 Details of allocation, lifting and utilization of foodgrains (district wise).
- 4 Progress made on the parameters (Cooking cost, MME, Transportation Assistance, Kitchen cum Store, Deployment of cook cum helper) laid down in MDM Guideline on the basis of AWP&B 2009-10 and revision made from time to time.
- 5 Monitoring mechanism at different levels.
- 6 Convergence with other departments, programmes, institutions and NGOs.
- 7 Sharing of evaluation studies carried out (if any) and good practices.
- 8 Good performing districts and districts of concern.

## ESTIMATED BUDGET FOR THE 1<sup>ST</sup> REVIEW MISSION

S.No.	Item / Activity	Unit Cost (in Rs.)	Amount (in Rs.)
1	Travel to States-to and fro (Air Tickets for Review Mission members, Consultants and RAs)	30,000	7,20,000*
2	Boarding charges (24 members) @ Rs 1500/- per day per person	1,500	2,88,000**
3	Accommodation for Review Mission members (24 members) in the State and district	5,000	9,60,000**
4	Pen, Writing pad, bags and stationery (50 persons)	1,000	50,000**
5	Professional fees to Review Mission members (16 members)	2,000	2,56,000*
6	Local conveyance from Airport to State / Centre Headquarter @ Rs. 5,000 per State	5,000	40,000***
7	Vehicle for field visit – 3 vehicles per State @ Rs. 3,000 per day for 8 days.	3,000	5,76,000**
8	Conference Room with lunch two time tea and cookies for 100 persons for wrap up with all States / UTs at New Delhi.	440	44,000*
9	LCD Projector for Wrap Up at New Delhi	5,000	5,000*
<b>Total (Twenty Nine Lakh Thirty Nine Thousand only)</b>			<b>29,39,000</b>

\* Arranged by Ed.CIL under National Component of Mid Day Meal Scheme.

\*\* To be arranged by State Governments and payment to be made through Ed. CIL.

\*\*\* To be arranged by Ed.CIL in New Delhi and by State in State headquarter.

Note: TA/DA of Government officials will be paid by the Department as per their entitlement.

## ESTIMATED BUDGET FOR THE 1<sup>ST</sup> REVIEW MISSION

S.No.	Item / Activity	Unit Cost (in Rs.)	Amount (in Rs.)
1	Travel to States-to and fro (Air Tickets for Review Mission members, Consultants and RAs)	30,000	3,60,000*
2	Boarding charges (12 members) @ Rs 1500/- per day per person	1,500	1,44,000**
3	Accommodation for Review Mission members (12 members) in the State and district	5,000	4,80,000**
4	Pen, Writing pad, bags and stationery (50 persons)	1,000	50,000**
5	Professional fees to Review Mission members (8 members)	2,000	1,28,000*
6	Local conveyance from Airport to State / Centre Headquarter @ Rs. 5,000 per State	5,000	20,000***
7	Vehicle for field visit – 3 vehicles per State @ Rs. 3,000 per day for 8 days.	3,000	2,88,000**
8	Conference Room with lunch two time tea and cookies for 100 persons for wrap up with all States / UTs at New Delhi.	440	44,000*
9	LCD Projector for Wrap Up at New Delhi	5,000	5,000*
<b>Total (Fifteen Lakh Nineteen Thousand only)</b>			<b>15,19,000</b>

\* Arranged by Ed.CIL under National Component of Mid Day Meal Scheme.

\*\* To be arranged by State Governments and payment to be made through Ed. CIL.

\*\*\* To be arranged by Ed.CIL in New Delhi and by State in State headquarter.

Note: TA/DA of Government officials will be paid by the Department as per their entitlement.