



Dr. Amarjit Singh  
Additional Secretary  
Tel.011-23381096  
Fax No.011-23381302  
Email: [amarjs57@gmail.com](mailto:amarjs57@gmail.com)

भारत सरकार  
मानव संसाधन विकास मंत्रालय  
स्कूल शिक्षा और साक्षरता विभाग  
शास्त्री भवन  
नई दिल्ली - 110 115  
GOVERNMENT OF INDIA  
MINISTRY OF HUMAN RESOURCE DEVELOPMENT  
DEPARTMENT OF SCHOOL EDUCATION & LITERACY  
SHASTRI BHAVAN  
NEW DELHI-110 115

D.O. No.5-4/2014-MDM-1-1(EE-5)

Dated the 11<sup>th</sup> February, 2014

Dear

*Mr. Barhi*

As you are well aware, preparation of hygienic and wholesome meal under the Mid day Meal Scheme (MDMS) is contingent upon the knowledge and skills of staff and cook-cum-helpers engaged for providing meal in the schools. The Self Help Groups (SHGs) and cook-cum-helpers (CCH) who are the pillars of the MDMS, mainly come from the deprived sections of the society, where they have limited information about nutrition, cooking processes, health and hygiene, preparation of raw grains and vegetables, recipes, serving skills etc. This staff has also not being provided adequate orientation on issues relating to health, hygiene & cleanliness, not to speak about issues of handling a medical emergency. The insufficiently trained staff, at times becomes a big constraint in the effective management of MDMS.

2. It is therefore, essential, that the capacity of the workforce at the field level is built on an ongoing basis, on the aspects detailed above. The Ministry of Human Resource Development has accordingly, assigned the task of conducting the training of cook-cum-helpers from "Dindigul" and "Tirunelveli" districts of Tamil Nadu to the Akshay Patra Foundation. They will train a few master cooks in your State, who in turn can train others in a cascade model of training. We believe this will contribute greatly to enhancing the effectiveness of the Mid day Meal scheme. Till now the Training has been carried out in Jharkhand, Odisha, Meghalaya, Sikkim, Assam, Bihar, Tripura and Manipur

3. The training module has been developed by MHRD with Akshay Patra Foundation. The training will be of one full day (10 a.m. to 5 p.m.) for each batch of 40 participants and will cover the following aspects:-

- (a) Personal Hygiene
- (b) Sourcing of ingredients, and pre-processing
- (c) Storage and Handling of food
- (d) Cooking and Serving of food
- (e) Safety and Hygiene of food
- (f) Quality check of cooked food – sensory evaluation
- (g) Hazard, Risk & Vulnerability Awareness
- (h) Planning for enhancing quality of MDM
- (i) Awareness about the basic steps in case of any medical emergency.



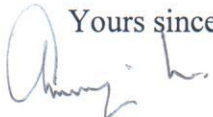
Please feel free to add or delete any component based on your local requirements in co-ordination with Akshay Patra.

4. It is proposed that three groups each consisting of 40 cooks from "Dindigul" and "Tirunelveli", and third district of your choice be given one day training in three batches i.e. **starting from 28<sup>th</sup> 29<sup>th</sup> and 30<sup>th</sup> May 2014**. The State should ensure that the cooks nominated are Vth class pass so that they can serve as trainers for training other cooks. Expenditure on TA, DA, stay arrangement (if any) of the cook-cum-helpers and lunch and /or refreshments for all the participants will be borne by the respective State Government. No fee will be charged for the training. The arrangement of local conveyance for resource persons responsible for training shall also be arranged by the State Government.

5. You are therefore, requested to take up the detailed co-ordination of the training programme with Ms. Bharathi Ghanshyam (09986793314) of Akshay Patra to whom this email is marked also. These trainings will be held at the venue decided by the State Government. The Schedule of training is at **Annexure-I**. We expect all other arrangements will also be made in co-ordination with M/s. Akshay Patra.

Please do let us know if we can facilitate this in any other manner.

With regards,

Yours sincerely  
  
(Amarjit Singh)

Shri P.M. Bashir Ahmed  
Principal Secretary,  
Social Welfare & Nutritional Meal Programme Department,  
Government of Tamilnadu,  
Secretariat,  
CHENNAI - 600 009. Tamilnadu

**Copy to:-**

1. Ms. Bharti Ghanashyam, Director Communications Akshy Patra Foundation
2. Project Manager (MDM), TSG, Ed.CIL

(Amarjit Singh)

## Schedule for training programme on hygiene, safety and quality for cooks-cum-helpers of the MDM programme

Time	Title and content of the session	Duration	Training methodology	Training material
10.00 am	Introductory session • Introduction of The AkshayaPatra Foundation • Objectives of the training • Ground rules	20 minutes	Interactive dialogue	Nil
10.20 am	Personal Hygiene	30 minutes	Group Character	1. Picture of Jasoda 2. Small picture cards of • Tooth brush and tooth paste • Bucket and mug • Comb, shampoo and bandana • Cotton clothes • Bangles, bindi and ring with a cross mark
10.50 – 11.00 am	<b>Coffee Break</b>			
11.00 am	Kit Demonstration	20 minutes	Interactive Demonstration	Apron, Bandana/ cap and towel Two towels / Gamchhas
11.20 am	Hand washing	30 minutes	Game Demonstration Group mime	Vaseline and Glitter (or turmeric powder) Bucket, mug, soap and basin
11.50 am	Clean Kitchen and Hazard analysis	30 minutes	Group work (identifying mistakes / cleaning and organising the kitchen)	Line Drawing and sketch pens ( or flannel cloth and small picture cards with sand paper at the back.
12.20 pm	Procuring, storing and food handling Processing, cooking and serving food	20 minutes / 45 minutes	Group work - (All the groups identify the appropriate card from the pack that answers the question. / Filling the gaps in the comic stories followed by role plays.)	Situation cards / Comic strips showing different situations.
1.00 – 2.00 pm	<b>Lunch Break</b>			
2.00 – 3.00 pm	Consolidation	10 minutes / 45 minutes	Card sorting followed by role play / snakes and ladder game	Situation cards Board, counters and dice along with Situation cards
3.00 – 3.30 pm	Sessions on fire safety and medical emergencies	15 minutes each	Lecture by experts	Gas cylinder, fire extinguisher, first aid kit
Concluding remarks and certificate distribution				