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Government of India  
Ministry of Human Resource Development  
Department of School Education & Literacy  
MDM Division  
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Shastri Bhavan, New Delhi  
Dated: 2<sup>nd</sup> February, 2015

To

**The Principal Secretaries/Secretaries of the Nodal Department for National Programme of Mid Day Meals in Schools (NP-MDMS) of all the States/UTs**

**Subject: Revised guidelines for restructuring of the composition of Joint Review Mission (JRM).**

Sir/Madam,

The Joint Review Mission (JRM) under the Mid-Day-Meal Scheme has been restructured with the approval of the Competent Authority. Accordingly, the new format for the JRMs would be as under:-

**1. Periodicity**

Two visits of JRM will be undertaken in a year. The first visit will be in January and second in August-September. Each JRM will cover 6 States/UTs.

**2. Terms of Reference – Part-I**

- i) Review the system of fund flow from State Government to Schools/cooking agency and the time taken in this process.
- ii) Review the management and monitoring of the scheme from State to School level.
- iii) Review the implementation of the scheme with reference to availability of foodgrains, quality of MDM, regularity in serving MDM as per approved norms and mode of cooking.
- iv) Role of Teachers.
- v) Convergence with School Health Programme (SHP) for supplementation of micronutrients and health checkups and supply of spectacles to children suffering from refractive errors.
- vi) Creation of capital assets through kitchen-cum-store/kitchen devices
- vii) Appointment of Cook-cum-Helpers for preparation and serving of meal to the children.

- viii) Availability of dedicated staff for MDM at various levels.
- ix) Review the maintenance of records at the level of school/cooking agency.
- x) Review the availability of infrastructure, its adequacy and source of funding.
- xi) Review of payment of cost of foodgrains to FCI by the districts.
- xii) Review the involvement of NGOs/Trust Centralized kitchens by States/UTs Government in implementation of the Scheme.
- xiii) Management Information System (MIS) from school to block, district and State Level to collect the information and disseminate it to other stakeholders.
- xiv) Assess the involvement of Community' in implementation of MDM scheme
- xv) Review of status of MIS integration with IVRS for monitoring of the Scheme.
- xvi) Review of status of MIS integration with IVRS for monitoring of the Scheme.
- xvii) And give suggestions for improvement in the implementation of the programme.
- xviii) Review of the status of tasting of the meal by at least one teacher.
- xix) Review of status of Safe storage and proper supply of ingredients to schools.
- xx) Review of status of awareness about Mid-Day Meal Scheme.
- xxi) Review of status of convening of Monitoring Committee under the Chairmanship of Member of Parliament.
- xxii) Review of the convening of regular review meetings at District level.
- xxiii) Review of the status of testing of food samples by reputed institute.
- xxiv) Review of the status of Emergency Medical Plan.

**Terms of Reference for Assessment of Nutritional Status – Part-II**

- i) To measure the anthropometric measurements of a sample of children availing MDM
  - Height
  - Weight
  - Mid arm Circumference.

- ii) To calculate the Body Mass Index (BMI) on the basis of measurement of height and weight.
- iii) To identify the children who are undernourished and over nourished.
- iv) To assess the pattern of food provided in the visited schools under MDM.
- v) To review the quality and quantity of the served MDM.
- vi) To review the satisfaction of the children parents and community on the served meal under MDM in respect of quality and quantity.
- vii) To suggest some nutritionally balance region specific recipes.
- viii) To assess the ways for better convergence with School Health Programme.

3. Duration

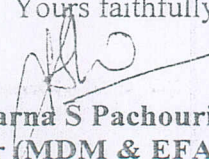
Total duration of JRM would be 9 days with the following break-up:

One day for National level briefing meeting, 4 days for field visit,  
2 days for Report writing and presentation to the State Government and  
2 days for National level report writing and presentation.

4. Composition

JRM will consist of total 12 members (including the mission leader), 2 members per State/UT. The members to be a mix of Generalists and Experts. One Mission leader for the Mission.

Yours faithfully,

  
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Copy to:

1. Directors of all the States/UTs of the Nodal Department implementing Mid-Day-Meal Scheme.
2. State Project Directors of RTE-SSA of all the States/UTs.
3. Sr. PPS to Secretary (SE&L)/PPS to AS (SE)/PPS to Joint Secretary (SE-II)/PPS to JS&FA, MHRD.
4. All Division Heads of MDM Bureau.