

Cook Cum Helper.

No. EDN-H (Ele)6- 4 -24/2022-23-Instruction PM Poshan
Government of Himachal Pradesh
Department of Education
Dated Shimla - 171001, the 13 ~~January~~ ^{February} 2024

4258
15/09/24

To

1. All the Deputy Directors,
Higher Education,
Himachal Pradesh
2. All the Deputy Directors, Elementary Education
Himachal Pradesh

Subject: Instructions regarding maintenance of record under PM Poshan
(Mid-Day Meal) Scheme in schools in the State.

Sir,

1. It has come to the notice of the undersigned that the teachers are maintaining needless and extra record related to Mid-Day Meal that is served in the Schools. It has been found that some of the records/registers are being maintained at school level even though there is no such instruction from the Directorate/any other superior authority. This unnecessary record keeping leads to the wasting of teaching time, which further adversely affects studies of students.
2. In view of the above and after examining the matter carefully it has been decided as follows:

- a. Only daily & monthly information on the prescribed MDM Register, which has been printed and circulated by the Education Department, shall be maintained. Copy of the record to be maintained in respect of the School on daily/monthly basis is attached as **Annexure A**. No other Register/record is to be maintained.
- b. The calculation of the amount spent on the Mid Day Meal in a month will be made as under:

If there are 100 students in Pre Nursery to Class V who take Mid-Day Meal in a month the calculation will be made @ Rs 5.45 per child per day like this: $100 \times 5.45 = \text{Rs } 545$. For students from Class VI onwards taking MDM the calculation will be made @ Rs 8.17 per student per day (for 100 students this will be $100 \times 8.17 = \text{Rs } 817$).

There is no need to keep record of the individual items such as salt, oil, spices, vegetables, milk etc. As such, the budget available @ Rs 5.45 and @ Rs 8.17 per child per day is meager amount and the schools seek support of the community to give nutritious meal to the community. Therefore, There is no need to create and maintain any needless record.

- c. The funds will be released to the schools on the basis of entries in this Register (**Annexure A**). This is the only register that will be examined and checked at the time of Audit/inspection.
- d. **There is no need to collect and maintain any bills, vouchers and/or other documents regarding procurement of Mid-Day Meal material (e.g. salt, spices, vegetables, condiments etc.) procured for the schools. There is a practice that such record is being maintained at the School level without any instruction from the State level.**
3. However, the school management shall ensure that the quality of the meal is maintained and the meal is served as per the prescribed weekly menu. Any complaint regarding the quality of the meal served shall be dealt with seriously. All instructions issued earlier in this regard shall stand amended/modified to this extent.

Yours faithfully,

(Rakesh Kanwar) IAS
Secretary (Education) to the
Government of Himachal Pradesh
Shimla-171002

Endst No. Even Dated Shimla-171001 the January, 2024
Copy for information and further necessary action to:-

1. The Director Higher Education Himachal-Pradesh for information and ensuring compliance.
2. The Director Elementary Education Himachal-Pradesh for information and ensuring compliance.
3. The State Project Director (SS) for information
4. Guard file.

(Rakesh Kanwar) IAS
Secretary (Education) to the
Government of Himachal Pradesh
Shimla-171002

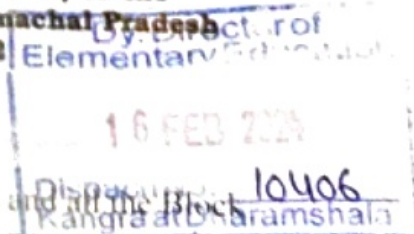
Endst No. EDN-KGR (G-2) Instruction PM Poshan 16.02.2024
O/o The Deputy Director Elementary Education,
Kangra at Dharamshala. 16.02.2024

Copy to:

All the Principal, Headmaster, incharge, G.S.S.S/GHS/GMS and all the Block Elementary Education officer in district Kangra for information and further necessary action please.

- 2 Incharge, IT Cell, DDEE Kangra at Dharamshala for information & with the request to Upload above in the office web site.

of J. [Signature] 16/2/2024
Deputy Director Elementary Education,
Kangra at Dharamshala



Page of Monthly Mid Day Meal Register Postion of fund and Rice

Particulars	for Cooking Cost (in Rs.)	For Transportat ion of Rice from Depot/ DPS to School (in Rs.)	For Rice (in KG)	Remarks
Opening Balance				
Received during the month				
Total (1+2)				
Expenditure/Utilized during the month				
Closing Balance (3-4)				
of students whose health was checked up during the month				
of students whose height and weight was measured				
of students provied with IFA tablets				
of students provied with vitamin A tablets				
of students provied with De-Worming tablets				
of students provied with Spectacles				

This entery will be made in th first month of the acadmic year or at the time of any change of the status if any

Category	Gen.	SC.	ST.	OBC.	Minority
male					
Female					
Name of CCH	Name of Bank	Bank Account No	IFSC Code	Whether Hon transfer through bankinf in their bank account Yes/No	

Page For Daily Mid Day Meal Entry Register

Name of Govt. Primary/Middle School/Middle unit of GHS/GSSS

Enrollment during the month

Date	No. of Students		Signstutr of Cook cum Helper	Signature Of Person who tes	Remarks
	Present	MDM Aailed			
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					

Page for Daily Mid Day Meal Entry Register

Name of Govt. Primary / Middle School / Middle unit of GHS/GSSS _____

Enrollment during the month _____

Date	No. of Students		Signature of Cook-cum-Helper	Name / Sign. of person who tasted the meal	Remarks
	Present	MDM Availed			
1	2	3	4	5	6
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					

Total Meals served during the month = _____

Page for Monthly Mid Day Meal Entry Register

POSITION OF FUNDS AND RICE

S.N	Particulars	For Cooking Cost (in Rs.)	For Transportation of rice from Depot/ FPS to school (in Rs.)	For Honorarium (in Rs.)	For Rice (in Kg)	Remarks
1	Opening Balance					
2	Received during the Month					
3	Total (1+2)					
4	Expenditure/ Utilized during the month					
5	Closing balance (3-4)					

No. of students whose health was checked up during the month

No. of students whose height and weight was measured

No. of Students provided with IFA tablets

No. of Students provided with Vitamin 'A'

No of students provided with De- worming tablets

No. of students provided with Spectacles

OTHER INFORMATION

(This Entry will be made in the first month of the academic year or at the time of any change in the status if any)

No of MDM workers engaged

Category	Gen	SC	ST	OBC	Minority
Male					
Female					
Total					

Bank account Detail

Sr. No	Name of CCH	Name of Bank	Bank Account No	IFSC Code	Whether Hon. transfer through E-banking in their bank account = Yes/No
1					
2					
3					
4					

Signature of Incharge MDMS

Signature of Head of the school (with Seal)