

Guideline for Management of Mid-Day Meal (MDM) in school by Women Self-Help Groups (WSHG)

Mid-Day Meal is the largest school feeding programme in the world. Children in the age group of 6-14 years studying in class 1st to 8th in Government and Government-aided schools are eligible for MDM. For cooking and management two agencies namely School Management Committees (SMC) and Central Kitchen Agencies are working on de-centralized and centralized modes respectively.

With a view to ensuring active involvement of Women Self Help Groups (WSHG) and freeing teachers from MDM work, it is felt necessary to bring about a detailed guideline encompassing WSHG selection, their roles and responsibilities vis-à-vis that of Headmaster & SMC & Central Kitchen Agencies. WSHG here shall include SHG, Federations.

After careful consideration it is decided that robust and viable WSHGs would be handed over MDM management from SMC in a phased manner. Initially the schools having more than 100 students would be handed over to WSHGs. The District Education Officer (DEO) shall provide the list of schools having more than 100 students to the DSWO to facilitate selection of suitable WSHGs. The schools which are covered by Central Kitchen Agencies shall not be entrusted to WSHGs. Selection of WSHG for MDM management shall be done by Collectors as per the rules of Directorate, Mission Shakti to be intimated to the districts.

The existing transport contractor under MDM programme shall handover the MDM rice to the WSHG at the designated school points / SHG points. The District Collectors shall ensure this change in the contract with the Transport Contractor of MDM rice at the time of floating new contract or renewal. The WSHGs shall receive MDM rice on acknowledgement and on proper weighment. The weighment cost will be borne by the transport contractor. One Rice Stock Register shall be maintained in the prescribed format annexed as Annexure I. The storage, custody, safety of the rice stock is the responsibility of WSHG. The WSHG entrusted with MDM work shall store rice at their convenient place, procure other ingredients locally, get the MDM hygienically prepared by the Cook-cum-Helper (CCH) and handover the cooked meal to

the Headmaster on acknowledgement. The Cook-cum-Helper (CCH) engaged by SMC shall continue to work under SMC for cooking MDM, safe custody of cooked meal, cleaning the dining area, washing the utensils & equipment and making provision of drinking water and wash water. The Headmaster of the school or authorized teacher receiving the cooked MDM shall taste MDM in presence of WSHG members and CCH & shall ensure MDM is served to the students during the lunch hour in the presence of SHG members.

The District Social Welfare Officer (DSWO) shall communicate the list of selected WSHGs with School tagging to the District Education Officer (DEO) who in turn shall intimate the same to the Block Education Officers (BEOs) and Headmasters (HMs). The DSWO shall communicate the said list along with tagged schools to the Child Development Project Officer (CDPO) who shall in turn intimate the selected WSHGs as to their management of MDM in tagged schools. Thereafter the selected WSHG shall execute an agreement with the BEO for MDM management (Copy is annexed as **Annexure II**). The District Social Welfare Officer (DSWO) shall arrange capacity building/ training programme for the WSHGs (all members) through the CDPOs where the DEO or his resource persons shall be called to impart the required training on MDM. Such trainings shall be conducted within 15 days of agreement.

The DEO shall release MDM rice for the quarter in advance to the WSHG and WSHG shall furnish bank guarantee equivalent to the cost of MDM rice for a quarter at the time of signing the agreement towards security which can be forfeited in part or full for breach of agreement. Subsequent release of rice shall be made by the DEO before one month of a quarter basing on consumption / utilization of rice stock by the WSHG as per the Monthly Report on MDM. Forfeiture of bank guarantee, shall be subject to a joint inquiry by BEO & CDPO. The amount forfeited based on the inquiry report shall immediately be replenished to cover the bank guarantee / security. However, if question of disengagement of any SHG arises, the matter shall be jointly inquired by DSWO & DEO within 15 days and decision shall be taken with the approval of the Collector.

There shall be two common MDM Indent-cum- Receipt Registers (one with Headmaster & one with WSHG) the format of which is annexed as **Annexure III**. Every school working day, after the prayer class, the Headmaster shall place indent to the

WSHG by recording it in the register with full signature, designation & timing and on every school working day, WSHG shall supply cooked MDM to the Headmaster or his MDM in-charge before 12.30 pm by recording the receipt and acknowledgement in the register with full signature designation and time. When the schools have morning classes especially on Saturday and during summer season, the SHG shall supply cooked MDM before 9 am. The WSHG shall adhere to the MDM menu, calorie norm, cooking cost norm etc. detailed in Odisha MDM Rules 2016. After one month the WSHG shall place the claim of supply of MDM / Food Security Allowance for settlement / reimbursement to the BEO in the bill format enclosed as **Annexure IV**. The BEO shall scrutinize the bills vis-à-vis the indent and receipt register and forward the claim with recommendation to the DEO for reimbursement / release to the account of WSHG online. This settlement shall not take more than two weeks from the date of submission by WSHG. As settlement of SHG dues is integral to the success of this initiative, submission of bills by the SHGs and settlement of their dues has to be reported and monitored on monthly basis.

The MDM rice per student norm and cooking cost per student norm for primary and upper primary shall be binding on the WSHG as fixed by Government from time to time. The WSHG shall claim bills for the cooked MDM supplied as per the current cooking cost norm i.e. Rs. 4.93 for primary & Rs. 7.36 for upper primary student. Any changes made subsequently shall apply accordingly.

WSHG shall furnish monthly report to the BEO on utilization of foodgrains (rice), cooking cost and students availing MDM in the prescribed format annexed as **Annexure V**. The BEO shall intimate the consolidated monthly report on amount of bills raised by WSHGs, amount of bill settled and cumulative bill amount pending for settlement to the DEO, CDPO and DSWO.

The WSHGs shall return the empty gunny bags on monthly basis to the Headmaster / authorized teacher of schools on proper receipt, which shall be disposed off and the sale proceeds be utilized for hand wash and sanitation. On any school working day if the food is not cooked and supplied to the students because of WSHG, then the WSHG shall give the Food Security Allowances to the students as detailed in the MDM Rules. The Headmaster shall provide the authenticated list of eligible students along

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with bank details facilitating payment of Food Security Allowance by the WSHG and shall ensure that Food Security Allowance is given to the eligible students as per the norm and within timeline. However, where there is dispute between WSHG, SMC, Headmaster or Guardians, the matter may be referred to the BEO who will inquire and resolve it. If any party is aggrieved they can prefer appeal to the BDO of the concerned block for addressing the issue. In case of disruption of MDM for three consecutive days due to dispute between the agencies / parties, the SMC shall ensure cooking and serving MDM to the students immediately with the approval of DEO.

However, Collector shall be in-charge of overall supervision, monitoring and management of MDM programme to ensure uninterrupted, safe hygienic MDM to the students. The Collector on appeal or suo motu can intervene to resolve the issues, if any.

Roles & Responsibilities:

i. Collector

- a. To ensure selection of viable WSHG as per Mission Shakti Directorate Guideline for management of MDM.
- b. To supervise smooth transition of MDM management from SMC to selected WSHG.
- c. To have overall monitoring and supervision for supply of uninterrupted MDM adhering to safety, quality and calorie norm.
- d. To proactively resolve any issues for uninterrupted supply of MDM to the students.

ii. District Education Officer (DEO)

- a. To provide list of schools with more than 100 students to the DSWO for selection of WSHG.
- b. To release quarterly allotment of MDM rice in time and issue release order for the same.
- c. To release rice before one month of a quarter basing on consumption / utilization of rice stock by the WSHG as per the Monthly Report on MDM.

- d. To ensure settlement of WSHG claims (MDM rice, cooking cost & food security allowance) within 15 days from the date of submission of bills by WSHG.
- e. To ensure proper monitoring of the programme and supply of uninterrupted MDM.

iii. District Social Welfare Officer (DSWO)

- a. To select suitable WSHG to manage MDM in the schools as per the prescribed guideline.
- b. To obtain the approval of Collector regarding the selected WSHG to manage MDM.
- c. To communicate the list of selected WSHG for MDM management to the DEO, BEO, to the CDPO, to the Headmaster and the office bearer of concerned WSHG for execution of agreement.
- d. To arrange orientation / training programme of WSHG members through the CDPOs.

iv. Block Development Officer (BDO)

- a. BDO being the overall development authority of the block shall monitor and make surprise checks of MDM programme.
- b. Any dispute between the agencies shall be jointly inquired by BEO & CDPO and sorted out. Wherever any party is aggrieved with the findings of the joint inquiry report can prefer appeal to BDO whose decision shall be acted upon.

v. Block Education Officer (BEO)

- a. To intimate the WSHG to furnish the amount of Bank Guarantee equivalent to the cost of MDM rice for three months' requirement of the tagged school.
- b. To communicate the list of WSHG submitting bank guarantee for execution of agreement with intimation to the concerned CDPO.

- c. On receipt of Bank Guarantee shall execute the agreement with the selected WSHGs and shall ensure the renewal of bank guarantee well in time.
- d. To provide necessary orientation / training to the selected WSHGs organized by the CDPO / DSWO.
- e. To facilitate delivery of rice to the WSHG through the transport contractor on weighment and acknowledgement.
- f. To scrutinize bills of the WSHGs within 7 days on receipt of claims and recommend to DEO for payment.
- g. In case of any dispute, the BEO shall jointly enquire along with CDPO and dispose of the matter.
- h. To supervise & monitor the entire MDM programme in the Block.

vi. Child Development Project Officer (CDPO)

- a. To facilitate execution of the agreement between the BEO and the WSHG.
- b. To organize orientation programme of WSHG and intimate the DSWO, DEO, BEO and WSHG.
- c. To intimate the BEO to impart training or facilitate training through resource persons.
- d. To facilitate the WSHG in management of MDM & settlement of claims and dues.
- e. To monitor / supervise as many schools and as many WSHGs as possible to ensure safety and quality in MDM.
- f. To facilitate the WSHG and BEO at the time of scrutiny of the bills for expeditious settlement of the claim.
- g. In case of any dispute, the CDPO shall jointly enquire along with BEO and dispose of the matter.

vii. Headmaster / SMC

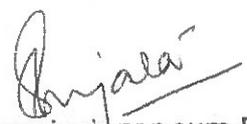
- a. To assign the WSHG in MDM management from the beginning of the next calendar month after receipt of the agreement from the BEO / WSHG.
- b. To provide the MDM menu chart to the WSHG.

- c. To intimate the indent to the WSHG after the prayer class in the Attendance cum MDM Service Register.
- d. To receive cooked food from the WSHG for service of MDM among the students through Cook-cum-Helper.
- e. To taste / ensure tasting of food before it is served to the students.
- f. To receive the empty gunny bags from the WSHG on proper receipt.
- g. To meet the expenditure on sanitization out of the funds placed under sanitization and out of the sales proceed of gunny bags.
- h. To provide the authenticated list of eligible students along with bank details facilitating payment of Food Security Allowance by the WSHG. To ensure that Food Security Allowance is given to the eligible students as per the norm and within timeline.

viii. WSHG

- a. To execute agreement with BEO on production of Bank Guarantee.
- b. To provide a copy of the agreement to the concerned Headmaster.
- c. To receive rice on weighment with proper acknowledgement and store rice properly.
- d. To ensure timely availability of cooked food as per the MDM Menu.
- e. To obtain daily indent in the prescribed register.
- f. To follow the contingency plan scrupulously for proper sanitation, health and hygiene in the kitchen area.
- g. To maintain the Attendance cum MDM Service Register, Rice Stock Register and the Cash Book regularly.
- h. To return empty gunny bags on monthly basis to the headmaster / authorized teacher on proper receipt.
- i. To raise claim with the BEO based on the number of meals provided to school students during a calendar month as per the Attendance cum MDM Service Register and payment of Food Security Allowance, if any.
- j. To furnish monthly report on utilization of foodgrains (rice), cooking cost and availing of MDM by the students in the prescribed format.

- k. WSHGs shall ensure compliance of Odisha MDM Rules-2016 and payment of food security allowance to the students in case of non-service of MDM to the students on school working days duly authenticated by the Headmaster / authorized teacher. The disbursement shall be made to the bank account of students.
- l. WSHG shall operate the MDM programme through their exclusive MDM bank account.
- m. Fund transfers to the WSHG bank account will only be made through e-transfer. No deviations on this score shall be allowed.



Commissioner-cum-Director,
 Directorate of Mission Shakti,
 Department of Women & Child
 Development and Mission Shakti



Commissioner-cum-Secretary,
 School & Mass Education Department

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Monthly Report on Mid-Day Meal (MDM)

Name of the WSHG:

Name of the School tagged:

Date / Amount of last bill submitted
by the WSHG: _____ / Rs. _____

Month:

Date / Amount of Receipt of
Last Month's Bill: _____ / Rs. _____

Utilization of Foodgrains - Rice (Figure in Qtl)					MDM Availed by students			MDM Cost (in Rs.)		
Opening Balance	Receipt during the Month	Total	Utilized during the Month	Closing Balance	No. of Primary School Students	No. of Upper Primary School Students	Total Students	For Primary School Students @ Rs. 4.93	For Upper Primary School Students @ Rs. 7.36	Total

Signature of the WSHG Representative

Date:

AGREEMENT

In pursuance with letter No.-----of Commissioner-cum-Secretary, S&ME Deptt. & Commissioner-cum-Director, Mission Shakti, this Agreement is made on ____ day of _____ Month _____ year between the Block Education Officer----- (herein after called the First Party which expression shall, unless excluded by or repugnant to the subject or context, include his/her successors in office and assignees/school representative) of the one part.

AND

WSHG/SHG Federation -----(herein after called the second Party which expression shall, unless excluded by or repugnant to the subject or context, include its heirs, executors administrators and assignees) of the other part.

**NOW IT IS HEREBY AGREED BETWEEN
THE PARTIES AS UNDER**

1. This agreement shall be for a period of two years with effect from the date of execution subject to renewal on satisfactory performance. The performance of the second party shall be reviewed every two years at the District level and decision taken upon the report received from the BEO.
2. The second party agrees to supply Mid-Day Meal to about ----- nos. of schools, namely -----schools, as revised from time to time in Government/Govt. Aided Schools. The number of students may change from time to time which will be intimated by the First Party to the Second Party.
3. The Mid-Day Meal provided by the Second Party should be wholesome, nutritious meal containing a minimum of 450 calories and 12 gram protein to the students studying in Class I-V and minimum of 700 calories and 20 grams protein to the students studying in Class VI-VIII or as per the norm to be decided by the Govt. from time to time. There shall be no discrimination on the basis of religion, caste and creed in providing cooked meal to eligible school students.
4. The First party or its designated authority (DEO) shall transfer the grains like rice received by it from the Central Government under Mid-Day Meal Scheme to the Second Party through Transport Contractor @ 100/150 gm per student per day (as per the norms of the Scheme) for primary and upper primary respectively. This can be revised by Govt. from time to time.
5. The First Party or its designated authority (DEO) will provide cooking cost per student @ Rs. 4.93 for Primary students and Rs. 7.36 for Upper Primary students or as per revised norm from time to time to the second party. The Cook-cum-Helpers engaged in the schools are to be retained for cooking MDM hygienically,

serving meals and cleaning utensils, cleaning dining place, providing drinking water & wash water.

6. The Headmaster of the school shall place indent to the Second Party within 30 minutes of opening of school or after the prayer class is over. Such intimation shall be recorded in the Attendance-cum-MDM service Register. Based on the daily indent provided by Headmaster, MDM shall be prepared as per the required quantity; specification and weekly menu under MDM.
7. The hot cooked meal shall be made available to the school by the Second Party by 12.30 PM, so that the students can take the Mid-Day Meal between 1.00 PM to 1.30 PM. On Saturday and during morning school, it should be preferably before 9 30 AM. The hot cooked meal shall be handed over to the Headmaster/representative by the Second party for service of MDM among the students through Cook-cum Helpers. The Headmaster or his representative or the SMC or Mothers' Committee can check the quality and quantity of cooked food.
8. The first party or its designated authority (DEO) shall provide MDM rice for three months in advance to the Second Party. Subsequent release of rice shall be made before one month of a quarter (three months) basing on consumption / utilization of rice stock by the WSHG as per the Monthly Report on MDM. On receipt of the claims of WSHG, it shall be settled within 15 days from the date of submission.
9. Expenses incurred in preparing MDM, storing the MDM rice and other ingredients and cost of transporting the meal to the school shall be borne by the Second Party.
10. The transportation of MDM rice from OSCSC Ltd. to the School / SHG shall be the responsibility of the officer designated by the First party and receiving rice on weightment from the Transport Contractor shall be the responsibility of the Second Party.
11. The first party/school representative (Head Master) shall render acknowledgement to the Second party on receipt of MDM and such acknowledgement shall be a part of the record of the school.
12. The Second Party shall raise the claim to the First party based on the actual number of meals / Food Security Allowance provided to school students during a calendar month as per the Attendance-cum-MDM Receipt Register in the prescribed format. The claim shall be raised along with a copy of the Attendance-cum-MDM receipt Register for that month. The First party on receipt of claims shall scrutinize the bills and recommend to the DEO for settlement by transferring the dues online to the Account of Second Party.
13. The Second Party shall furnish a monthly report on utilization of food grains, cooking cost and MDM availed by student to the First party in the prescribed format for onward transmission of consolidated information to the DEO with a copy to CDPO & DSWO.

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14. The Second party shall adhere to the menu prescribed by the Government from time to time as provided by the First Party / Representative (Head Master).
15. The Second Party shall furnish Bank Guarantee to the DEO through the First party equivalent to the cost of rice for one quarter. The validity of such Bank Guarantee shall be for a period of 2 and ½ years to cover the liability during the contract period of 02 years and settlement of claims.
16. The Second Party shall not entrust / sublet the programme or divert any part of the assistance (food grains and funds) to any individual, organization or agency.
17. The Second Party shall return the gunny bags to the Headmaster / authorized representative on monthly basis on proper receipt.
18. The accounts of the Second Party shall be maintained properly and kept open for inspection by any officer authorized by State Government.
19. The second party shall follow all safety & hygienic principles of storage and ensure that MDM is cooked hygienically to prevent any type of food contamination and avoid MDM Mishap.
20. First Party with the approval of Government shall have the right to change/modify any clause/provision of the agreement if it is satisfied that it is necessary to do so.
21. In the event of termination of agreement due to discontinuance of MDM programme, violation of the agreement, settlement of accounts and withdrawal of the Second Party, the assets created out of the assistance/grants/donation for this purpose received by the Second Party shall revert to the First Party.
22. Either of the parties may terminate this agreement by serving a notice of three months to the other party. The accounts between the parties will be settled and adjusted finally within the aforesaid period of three months. In such case, the bank guarantee shall be returned to the Second Party.
23. This agreement can be terminated by the First party before the expiry period without any notice in case the Mid-Day Meal scheme is closed by the Government of India/or in case of any major policy adopted by Government of Odisha. In such case, the bank guarantee shall be returned to the Second Party.
24. In case of any dispute between the parties out of or in connection with the agreement, the same shall be jointly enquired by the CDPO and BEO and dispose. Any party aggrieved, can prefer appeal to the BDO on the decision as per the joint enquiry.
25. The Second Party shall abide by the provisions of Odisha MDM Rules-2016, Govt. resolutions / instructions to be issued in future there under.

IN WITNESS WHEREOF the parties hereto have set their respective hands to this indenture of Agreement on the date, month & year herein above written.

Witnesses

Signature of

1.

The First Party

2.

Second Party

Annexure III

Indent-cum-MDM Receipt Register

Name of the School:

Month:

Indent										Receipt				
Date	Primary Student enrollment	Primary Student attendance	No. of meals indented for Primary School Students	Upper Primary Student enrollment	Upper Primary Student attendance	No. of meals indented for Upper Primary School Students	Total meals indented (4+7)	Full Signature of the WSHG / SHG Federation Representative (with Time) who received the indent	Full Signature of the Headmaster / Authorized Representative (with Time) who placed the indent	No. of meals for Primary School	No. of meals for Upper Primary School	Total cooked meals (Pry + up + handed over and received)	Full Signature of the Headmaster or his representative who tasted the food and received (with time)	Full Signature of the WSHG / SHG Federation Representative who handed over the meal (with Time)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

To
The Block Education Officer, _____ Block,
_____ District

Bill for Management of MDM Programme

Bill No. _____

Date: _____

- 1) Name of the Claimant WSHG / SHG Federation:
- 2) Address:
- 3) Contact number:
- 4) Statement of supplied quantity and cost

Sl No	Name of the School	Date	No. of students served with meal as per the Attendance cum MDM Service Register		Rate per Meal (in Rs.)**		Bill claimed (in Rs.)		Total Meal Cost (in Rs.)
			Primary school students	Upper Primary school students	For Primary school student @ Rs. 4.93	For Upper Primary school students @ Rs. 7.36	For Primary school students	For Upper Primary school students	
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h) = (d) * (f)	(i) = (e) * (g)	(j) = (h) + (i)
1									
2									
Grand Total									

** Rate per meal may change from time to time by the Government.

Enclosure: Self attested copy of the Attendance cum MDM Service Register

Bank details:

- i. Name of the WSHG / SHG Federation:
- ii. Bank Account No of WSHG / SHG Federation:
- iii. Bank Name:
- iv. Branch Name:
- v. IFS Code:

Signature of representative of WSHG / SHG Federation
Name of representative: _____

Date: _____

Note: Bill in triplicate will be prepared. Bill in duplicate to be submitted to the BEO on proper receipt on the third copy to be retained by the women SHG / Federation for future reference.

Procedure for Selection of WSHG / SHG Federation for Mid-Day Meal (MDM) Management

In pursuance to the Guideline for management of Mid-Day Meal (MDM) in School by Women Self Help Group (WSHG) following procedure shall be followed for selection of WSHG.

1. Selection of WSHG:

- a. WSHGs shall include WSHG Federation.
- b. WSHGs nominated for participation in managing MDM should be of impeccable past record both in terms of activity and financial management.
- c. WSHGs fulfilling the following parameters may be considered for selection to procure, supply foodstuffs and Mid-Day Meal management.
 - i. WSHG must have completed 2 years of existence.
 - ii. WSHG must have the willingness and ability to undertake the MDM programme.
 - iii. WSHG shall procure, supply foodstuffs and manage the MDM programme as per the norms.
 - iv. The WSHG must have an active bank account. WSHG should have regular monthly savings by WSHG members.
 - v. WSHG should have regular and systematic book keeping relating to Meeting Register and updated Pass Books.
 - vi. While selecting the group / federation, due care shall be taken to assess their financial position to procure and supply food stuffs and ingredients.

2. Process of Selection of WSHG:

- a. Advertisement of Expression of Interest for WSHGs for procurement, supply of foodstuff and management of MDM programme for a period of 02 years shall be notified at the Office of the DSWO & at Offices of the concerned CDPOs and shall be displayed at concerned AWCs for at least 15 days. The list of schools as received from the District Education Officer (DEO) shall be provided to respective CDPOs for display along with expression of Interest. The format for Expression of Interest for WSHGs is enclosed herewith at **Annexure A**. This shall also be shared with the concerned block level federation.
- b. **Block Level Committee** - Block Level Committee consisting of following officials shall examine the received Expression of Interest of WSHGs and recommend the suitable WSHGs to the District Level Committee. (Format is enclosed at **Annexure B**)
 - 1) Child Development Project Officer (CDPO) - Chairperson
 - 2) Block Mission Shakti Coordinator (BMSC) - Member
 - 3) Block Project Coordinator (BPC), Mission Shakti - Member
- c. **District Level Committee** - District Level Committee shall consist of following officials.
 - 1) District Social Welfare Officer (DSWO) - Chairperson

- 2) District Project Coordinator (DPC) - Member
- 3) District Mission Shakti Coordinator (DMSC) - Member

The committee shall examine the recommendation of the Block Level Committee and recommend the nominated WSHG to the Collector for approval. The District Collector shall have discretion to review the recommendation and may take appropriate decision in selecting suitable WSHGs.

3. Communication of List of Selected WSHG:

On selection of suitable WSHG for management of MDM, the list of WSHG along with tagged schools shall be communicated by the DSWO to the District Education Officer (DEO), who in turn shall intimate the same to the Block Education Officers (BEOs) and Headmasters (HMs). The DSWO shall communicate the said list along with tagged schools to the Child Development Project Officer (CDPO) who shall in turn intimate the selected WSHGs for management of MDM in tagged schools.

4. Furnishing of Bank Guarantee, Execution of Agreement & Training:

Based on selection of WSHGs, tagged school, student strength & rice requirements for a quarter BEO shall intimate the CDPO as to furnishing of Bank guarantee by concerned WSHG. The CDPO shall coordinate the furnishing of bank guarantee valid for 2 ½ years by the WSHG equivalent to the cost of rice required for a quarter. She shall coordinate for execution of agreement between the BEO and the WSHG. On execution of agreement, she shall facilitate training of SHGs on MDM management involving the DEO / BEO / their resource persons.

The functioning of the selected WSHG for management of MDM shall be guided by the Guidelines for MDM Management.



**Commissioner-cum-Director
Mission Shakti**

Office of the DSWO

Model Advertisement for inviting Expression of Interest for
Management of MDM Programme

No: _____

Date: _____

Interested WSHGs / SHG Federations having willingness and aptitude for Management of MDM Programme are invited to submit their proposal before the DSWO or concerned CDPO in the mentioned below format within 15 (fifteen) days of this advertisement i.e. by _____ towards Management of MDM Programme. Preferably, SHGs should be from the same village / any of the adjoining villages as per the location of the school / schools.

Sl No	Name of School	Address	No. of Primary School Students	No. of Upper Primary School Students	Total No. of Students	Proposed MDM point through WSHG

Signature of the DSWO

Date:

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Format

1. Name of the WSHG: _____
2. SHG Address: Village _____ Post Office _____
 GP _____ Block _____,
 District _____ PIN _____
 ICDS Project _____
3. Year of Formation: _____
4. Present livelihood activities undertaking: _____
5. Name of School where MDM will be taken up: _____
6. Savings Bank Account Number: _____
7. Bank and Branch Name: _____
8. Funds available in the Savings Bank Account: _____
 - (a) Regular Saving (Yes / No)
 - (b) Amount of savings (in Rs.):
 - (c) Whether Loan taken (Yes / No), if yes, mention the number of times loan availed
 - (d) If availed, Amount of total loan (in Rs.):
 - (e) Amount of total loan repaid (in Rs.):
 - (f) Mode of loan repayment (Regular / irregular):
 - (g) Meeting Register maintained (Yes / No):
 - (h) Cash Book maintained (Yes / No):
8. Contact No: _____

Name & Signature of the Authorised Person of the WSHG
Date:

Acknowledgement

Received the Expression of Interest from _____ SHG, Village _____,
 on date _____ for Management of MDM Programme.

Signature of the DSWO / CDPO / Authorised Signatory
Date:

Recommendation of Block Level Committee for Management of MDM Programme by WSHGs / SHG Federations

Name of the WSHG	1	2	3	4	5	6	7	8	10	11	12	13	14	15	16	17	18
Name of the WSHG	Name of Block	Name of GP	Name of Village	Date of formation	Bank Name	Branch Name	Bank Account Number	Regular Saving (Yes/No)	Amount of savings in Rs.	Wheather Loan taken (Yes/No)	Amount of Loan in Rs.	Amount of loan repaid in Rs.	Mode of loan repayment (Regular/irregular)	Maintaining meeting Register (Yes/No)	Cash Book maintained (Yes/No)	School/ Schools proposed for tagging	

Block Project Coordinator

Block Mission Shakti Coordinator

Child Development Project Officer