

OFFICE OF
THE DISTRICT MAGISTRATE
& COLLECTOR

MID-DAY MEAL SECTION



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Order no. 26/2020/MDM

It has been decided by the Government of West Bengal to distribute rice and potato @ 2 kg per student for the month of **June, 2020** under CMDMP, during the closure of schools due to COVID-19.

Now, the guidelines for operationalizing the same for this phase of distribution are issued as follows:

- i) Distribution to commence from **08th June, 2020** *invariably* for all the schools in the district.
- ii) In case of **High Schools**, the process shall be completed by **11th June, 2020** by distributing one class in a day in both the halves (11:00 am to 01:00 pm & 01:30 pm to 3:30 pm)ie, **one class per day for four days**.
- iii) In case of **Primary Schools**, the process shall be completed by **09th June, 2020** by distributing one class in each half of the two days, ie. **two classes in each day for two days**.
- iv) **12th & 13th of June, 2020 will be mop-up days for distribution of rice and potatoes for guardian of students who fail to collect their rice & potatoes on the beforementioned dates.**

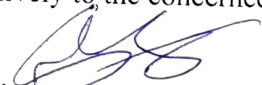
Procurement and Packaging

- v) Potatoes @ not exceeding Rs. 20 per Kg may be purchased by the respective school authority from the local market. Packets may be made before hand by 07.06.2020 so that the process of distribution occurs in smooth and hassle-free manner. Any difficulty in procurement should be immediately brought to the notice of the concerned authority, forthwith.
- vi) Rice for the month of June, 2020 has been allotted and BDOs/SDOs shall ensure that required amount of food grains is available at the School point by 04th of June, 2020 so that packaging is completed by 07th of June, 2020 positively.
- vii) The entire exercise shall be supervised by the respective BDOs/SDOs in rural/urban area respectively. Fund available under appropriate head of MDM (Cooking Cost, released for first quarter) at Blocks/Municipalities may be utilized for purchase of potatoes from the local market.
- viii) The DI (PE/SE) will issue instruction immediately for appropriate coordination at school level till the exercise is completed. All concerned school education team, e.g. Siksha Bandhu, Education Supervisors, SIs will make visits to the schools under their jurisdiction from 03.06.2020 onwards till the completion of the distribution process.
- ix) The parents/guardians of the students should be informed by 02.06.2020 of the date of distribution. It should be re-iterated that no students shall come to school on the date of distribution.

- x) School shall be sanitized and properly cleaned by 03.06.2020.
- xi) SDO/BDO to ensure that the CCH of the institutions attend the school from 06.06.2020 to help in preparation of the packages, well ahead of the start of distribution. Any teaching or non-teaching staff requiring pass or permit may be provided with the same, if required. SIs may help in coordinating and procuring the same from the block/sub divisional administration.
- xii) Advance planning should be made in line of the directives given from time to time from the PD, CMMDP and SED, Govt. of West Bengal for preparation of registers for the process of distribution, record of receipt, accounting at the respective school, well ahead of the start of distribution, and should be ready by 06.06.2020.
- xiii) HM/HT/TIC, Teacher in charge of MDM in the institution along with any other teaching/non-teaching staff of the school, as required may be asked by the Head of the Institute to remain present and assist / supervise the process of distribution.
- xiv) Under any circumstances, **NO STUDENTS SHOULD COME TO SCHOOL.** Guardians with symptoms of COVID-19 or with history of recent foreign travels, also need not come. **SOCIAL DISTANCING AND OPTIMUM HYGIENE IS TO BE MAINTAINED.**
- xv) Necessary arrangement of hygiene and safety measures like mask, hand wash, sanitizers etc. should be ensured at the point of distribution.
- xvi) As per Memo no. 180(26)-Es(CMDMP)/Comp-01/2020 Dated, 13.05.2020 of PD, CMDMP, distribution of weekly Iron Folic Acid supplementation Tablets for two months along with MDM ration to the school students to be ensured.

Reporting and Feedback

- xvii) Control Room shall be opened at the district and sub-division and block level and at the DI of both SE & PE level. Municipalities and also SI level from 10 am to 04 pm from 06.06.2020 to 13.06.2020 till the completion of the exercise. The telephone number of the control room must be shared to all concerned.
- xviii) Daily Reports in prescribed format to be submitted positively to the concerned end by 04:00 pm and also definitely to the district as well.

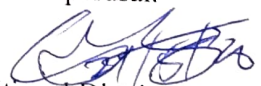

Additional District Magistrate,
Murshidabad.

Memo No. 130/1(51) /MDM/MSD

Date : 29/05/2020

Copy forwarded for information and taking necessary action to :

1. The Principal Secretary, School Education Dept. Govt. of West Bengal.
2. The Project Director, CMDMP, School Education Department, Govt. of West Bengal.
3. The Superintendent of Police, Murshidabad Police Dist./Jangipur Police Dist.
4. The SDO (All), Murshidabad.
5. The DI of School (SE/PE), Dist. Murshidabad with a request to inform all concerned accordingly.
6. The BDO (All), Murshidabad.
7. The Chairman, Municipality (all), Dist. Murshidabad.
8. The CA to ADM(Gen/Dev/LR/ZP), Dist. Murshidabad for kind perusal.


Additional District Magistrate,
Murshidabad.