

OFFICE OF
THE DISTRICT MAGISTRATE
& COLLECTOR

MID-DAY MEAL SECTION



New Administrative Building
P.O. Berhampore
Dist. Murshidabad
PIN: 742101, West Bengal
Phone: (03482) 257491
Fax: (03482) 257491
e-mail: mdmmsd@gmail.com

Order no. 76 /2021/MDM

It has been decided by the Government of West Bengal to distribute rice @ 2kg and potato @ 2 kg per student along with 01 pc. of soap (will be provided by WBSIDC) and Pulse @ 250gm and Sugar @ 250gm for the month of **December' 2021** 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 **07th December'2021** *invariably* for all the schools in the district.
- ii) In case of **High Schools**, the process shall be completed by **08th December'2021** by distributing one/two classes in each half in two days.
- iii) In case of **Primary Schools**, the process shall *also* be completed by **08th December'2021** by distributing one/two classes in two days.
- iv) **09th & 10th December'2021 will be mop-up day for distribution of rice, potatoes, soap, Sugar & Pulse for guardian of students who fail to collect their rice & potatoes etc. on the before-mentioned dates.**


Procurement and Packaging

- v) Potatoes @ not exceeding Rs.16/- per Kg may be purchased by the respective school authority from the local market. Likewise, Pulse@ not exceeding Rs. 25/- per 250gm and Sugar @ not exceeding Rs. 11/- per 250gm, may be procured from the local market. Soaps (will be provided by (WBSIDC). Packets may be made before hand by 06.12.2021 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 December, 2021 has been allotted and BDOs/SDOs shall ensure that required amount of food grains is available at the School point by 05th December, 2021 so that packaging is completed by 06.12.2021 positively.
- vii) The entire exercise shall be supervised by the respective BDOs/SDOs in rural/urban area respectively
- 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 03.12.2021 onwards till the completion of the distribution process.
- ix) The parents/guardians of the students should be informed by 04.12.2021 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 at least a day ahead of distribution.

- xi) SDO/BDO to ensure that the CCH of the institutions attend the school from 04.12.2021 to help in preparation of the packages, well ahead of the start of distribution.
- xii) Advance planning should be made in line of the directives given from time to time from the PD, CMDMP 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 05.12.2021.
- xiii) HM/HT/TIC should mandatorily remain present during the process of distribution 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) **Bills in respect of Soap distributed by WBSIDCL should be cleared immediately @Rs.9.50/- per piece (all inclusive) by the respective SDO/BDO/ Chairman of Municipality. Out of the allotted Rs.10/- per student for Soap, the residual Rs.0.50p. per student shall be paid to the institutions [including arrear], as carrying cost.**

Reporting and Feedback

- xvii) AIs/SIs will closely monitor the entire distribution programme. Control Room shall be opened at the district and sub-division and block level and at the DI on 03.12.2021 to 10.12.2021, 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.


01/12/2021

For District Magistrate
Murshidabad.

Memo No. 294 (51) /MDM/MSD

Date : 01 / 12 / 2021

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 DM, Dist. Murshidabad for kind perusal
9. The CA to ADM(Gen/Dev/LR/ZP), Dist. Murshidabad for kind perusal.


01/12/2021

For District Magistrate
Murshidabad.