



Government of West Bengal
Office of the District Magistrate
North 24-Parganas
Mid Day Meal Cell



ORDER

I am directed to inform that the highest level of State Government has decided to distribute 2 kg of rice & 2 kg of Potato per student under MDM programme during the closure of schools due to COVID-19 in June'2020. With the approval of competent authority, it has been decided that Rice & Potato [@ 2 kg each] will be distributed from the schools between 08.06.2020 to 13.06.2020 maintaining following norms:

- a) It is suggested to make suitable number of distribution points to avoid gathering of guardians at a time.
- b) One class may be planned for each half of a day to avoid gathering. Schools having classes from Pre primary to 8 will also plan accordingly so that rice and Potato at above scale may be distributed to the guardians of the students without crowding the place as stated above. School having low enrollment may complete entire distribution within a day after maintaining social distance. A distribution schedule is annexed herewith for ready reference(Annex: A).
- c) The Head of the Institution will inform all the guardian with the help of the assistant teachers / non teaching staff.
- d) No student should come to school.Only one guardian per student will be allowed to receive the assistance. Guardians with symptoms of COVID-19 or living in containment area need not come. The assistance for those students will be provided through home delivery system of concerned Block/ Municipality.**
- e) Schools should ensure adequate safety measures like hand sanitizer, soap etc at the place of distribution. Fund released from the district may utilized for this purpose.
- f) Social Distance must be maintained including use of mask during the time of distribution.
- g) Cleaning of School campus must be arranged by the H.M/ TIC utilizing SHG before stocking of rice and potatoes as they have either been closed for more than one months or utilized for other public interest purpose.It must be completed by 30.05.2020.
- h) If any educational institution is utilized for Amphan Shelter / Quarantine Centre during COVID-19, concerned BDO/EO must chalk out an alternative place for distribution of MDM accordingly and ensure the message being percolated to all teachers/ guardians and other stake holders accordingly.
- i) Potato may be purchased by the respective Blocks/ Municipalities/school authority from the local market and separate packets be made beforehand so that distribution takes place smoothly maintaining above mentioned schedule.
- j) The DI(PE/SE) will issue instruction immediately for appropriate coordination at school level till the task is not completed. However, the entire implementation may be guided/supervised by respective BDOs/SDOs in rural/urban area respectively.
- k) A control room will remain open at the Office of the District Magistrate, North 24 Parganas as well as in Block/ Municipality/ Corporation level from 10am to 4pm until the completion of the exercise. All concerned are also requested to immediately advice all H.Ms/TICs accordingly.
- l) Fund available under appropriate head of MDM (Cooking Cost) at Blocks/ Municipality/schools may be utilized for purchase of Potato from the local market. **Advance allotment must be given to School authority for purchasing of Potato.**
- m) For purchasing of potato from school end, BDO/EO will keep constant monitoring over the situation in order to avoid any illegal hoarding or any kind of problem.



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- n) Delivery of Rice to school point must be ensured by 31/05/2020 and procurement of potatoes must be ensured by 05/06/2020.
- o) **Packeting of Rice and potatoes at school point must be completed by 07/06/2020.**
- p) Advance planning of preparing register for the distribution programme, record keeping of receipt, accounting should be made at respective schools as per rules/ regulation issued by competent authority.
- q) The HMs/Head teachers/Teacher in charge, the teacher looking after MDM in the school along with any other teaching/non-teaching staff of the school as may be needed by the Head of the Institute will remain present and monitor /supervise/ implement the task.
- r) The Head of the Institution will forward the name of the teachers/ non-teaching staff of the school(preferably local teacher) along with himself/ herself to the concerned S.I of schools for issuance of e-pass for movement of teachers/non-teaching staff during date of packeting and distribution. The S.I of schools will forward compiled list containing name of the teachers/non-teaching staff in prescribed format to the concerned BDO/SDO(in case of municipality).The BDO/SDO(in case of municipality) will issue e- pass in the form of Order for movement of teachers/non-teaching staff .
- s) All concerned School education team e.g Sikha Bandhu/Education Supervisors/SIs/AIs (including AIs entrusted for monitoring MDM at block/ municipality level)/ADIs/Assistant Accountants/MDM Supervisors/DEO MDM etc will remain present in the respective offices. Sikha bandhu, Education Supervisors, SIs, **AIs (including AIs entrusted for monitoring MDM at block/ municipality level)**, Assistant Accountants will make visits to the schools under their jurisdiction from today onwards till the completion of task in their respective areas under the guidance of the B.D.O/ E.O.
- t) A block/ Municipality level monitoring team consisting of Sikha bandhu, Education Supervisors, SIs, **AIs (including AIs entrusted for monitoring MDM at block/ municipality level)**, Assistant Accountants must be formed under chairmanship of the B.D.O/ Executive Officer. A copy of such team formation along with contact number must be shared to district administration by 30.05.2020.
- u) All B.D.O(s)/ Executive Officer(s) will send daily report in a suitable format to be circulated by the District MDM Section on each day by 4pm to District MDM Section for necessary compilation and information of higher authorities till the task is completed.

All are requested to kindly note the above instructions and take immediate follow up action.

This may be given top priority.

Encl: Annex 'A'

Additional District Magistrate (General)
North 24 Parganas

No: 4091/MDM (143)

Date: 27/05/2020

Copy forwarded to:

- 1) The Project Director, CMDMP, School Education Department, Govt of West Bengal for kind information.



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2-3)The Commissioner, Barrackpore/ Bidhannagar Police Commissionerate with a request to kindly instruct the IC/OC of all Police Stations to provide adequate security by deploying civic police / constables in order to ensure smooth distribution in each school.

4-6) The Superintendent of Police, Barasat / Basirhat/ Bongaon P.D with a request to kindly instruct the IC/OC of all Police Stations to provide adequate security by deploying civic police /constables in order to ensure smooth distribution in each school.

7)The Commissioner, Bidhannagar Municipal Corporation for kind information.

8-12)The Sub Divisional Officer, Basirhat/Barasat/ Barrackpore/Bongaon/ Bidhannagar for information and necessary action. .

13-35) The Administrator,..... (all) Municipality, North 24 Parganas.

36-38)The DI(PE/SE) with a request to inform all schools to keep open Saturday and Sunday. He is also requested to instruct all the AIs (including AIs entrusted for monitoring MDM at block/ municipality level) to maintain close coordination with the B.D.O/ E.O.

39-60) The Block Development Officer,(All) block, North 24 Parganas for information and taking necessary action.

61-85) The Executive Officer,(All) Municipality, North 24 Parganas for information and taking necessary action.

86-142) The S.I of Schools,(all) Circle, North 24 parganas with a request to closely monitor and send report to concerned Block/ Municipality till the task is completed.

143)CA to DM for kind information of the District Magistrate, North 24 Parganas.

Additional District Magistrate (General)
North 24 Parganas

