



**DIRECTORATE
OF SCHOOL EDUCATION & LITERACY**
Meghalaya :: Shillong

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No.DSEL/ABP/MDM/25/2015/43,

Dated Shillong, the 04th July, 2016

From : Shri. A.Ch.Marak, MCS,
Director of School Education & Literacy,
Meghalaya, Shillong.

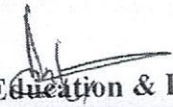
To : The Commissioner & Secretary,
Education Department,
Government of Meghalaya

Subject : Approved duty chart for Officers at different levels for implementation
of National Food Security Act, 2013 and Mid Day Meal (MDM) Rules.

Sir,

In pursuance of approval accorded by State Government, the duty chart for Officers at different levels for implementation of National Food Security Act, 2013 and Mid Day Meal (MDM) Rules, 2015 is enclosed herewith for your information and necessary action.

Yours faithfully,

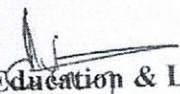

Director of School Education & Literacy,
Meghalaya, Shillong.

o/c
Memo. No.DSEL/ABP/MDM/2/2016/43-A,

Dated Shillong, the 04th July, 2016

Copy forwarded to:

1. The Director/Additional Director of School Education and Literacy.
2. The Joint Director of School Education and Literacy.
3. The District School Education Officers
Shillong/Nongpoh/Nongstoin/Mawkyrwat/Jowai/Khliehriat/Resubelpara/Williamnagar/
Tura/Ampati/Baghmara
4. The Sub Divisional School Education Officers
Shillong/Sohra/Nongpoh/Nongstoin/Mairang/Mawkyrwat/Jowai/Amlarem/Khliehriat/
Resubelpara/Williamnagar/Tura/Ampati/Dadenggiri/Baghmara with a request to inform all
SI of schools/SEOs/LSEOs/BMCs/BRCs about the same.


Director of School Education & Literacy,
Meghalaya, Shillong.

DUTY CHART FOR OFFICERS AT DIFFERENT LEVELS FOR IMPLEMENTATION OF NATIONAL FOOD SECURITY ACT 2013 AND MID DAY MEAL (MDM) RULES 2015.

1. Education Department:

Principal Secretary, Education Department/Secretary Education & State Nodal Officer (MDM)

- To constitute a State Food Commission/Committee.
- Monitor and evaluate the implementation of this Act.
- Inquire into violations of entitlements; either suo motu or on receipt of complaint.
- Give advice to the State Government, their agencies, autonomous bodies as well as NGOs involved in delivery of relevant services, for the effective implementation of food and nutrition related schemes, to enable individuals to fully access their entitlements specified in the Act.
- The Education Department shall put in place an Internal Grievance Redressal mechanism and appoints/designates a District Grievance Redressal Officer in each and every District of the State in matters relating to distribution of entitled food grains or meals and to enforce the entitlements under this Act.
- Setting up of Vigilance Committee.
- Timely released of funds from State Government to Directorate.

2. Director/ Additional Director of School Education and Literacy:

- Overall incharge in implementation of Mid Day Meal Rules 2015 under National Food Security Act 2013.
- Issue instructions to all Subordinate Offices regarding implementation of the Act/Rules.
- Arrange monthly/quarterly review meetings with the Districts Officers.
- Actions to be taken on any Subordinate Officers for not comply with these rules.
- Timely released of funds to the Districts/Sub-Divisions and schools.

3. Joint Director of School Education and Literacy:

- To assist the Director of School Education and Literacy in all matters relating to the implementation of Mid Day Meal Rules 2015 under National Food Security Act 2013 in their respective Districts.

4. District School Education Officers:

- Overall incharge in implementation of Mid Day Meal Rules 2015 under National Food Security Act 2013 in their respective Districts.
- To arrange monthly/quarterly review meetings with the Sub-Divisional School Education Officers/SI of Schools/SEOs/LSEOs/BMCs/BRCs regarding supervision on implementation of Mid Day Meal Rules 2015.
- Schools Inspections to be carried out regularly.
- Submission of reports to the Directorate.

5. Sub-Divisional School Education Officers:

- Overall in-charge in implementation of Mid Day Meal Rules 2015 under National Food Security Act 2013 in their respective Sub-Divisions.
- To arrange monthly/quarterly review meetings with the SI of Schools/SEOs/ LSEOs/ BMCs/ BRCs/Head Masters/Headmistress/Staffs dealing with Mid Day Meal to see that Cooked Mid Day Meal is served to all the children in all schools during school working days and also to address the problems faced while implementing this MDM Rules 2015/Act.
- To instruct all Inspecting Staffs to visit schools regularly to monitor the implementation of the Programme and also to solve the problems faced by the schools.
- Address complaints received from the Schools/School Managing Committees.
- To instruct all schools to submit monthly/quarterly reports regularly and on time to the SDSEOs concerned regarding implementation of the MDM Scheme.
- To submit monthly/quarterly reports on MDM Scheme to the Directorate of School Education Literacy on time.
- Issue instructions from time to time to all the schools regarding proper implementation of the schemes.
- Timely allocation of foodgrains to all the schools under their jurisdiction.
- Timely released of funds to the schools.

6. SI of Schools/SEOs/LSEOs/ BMCs/ BRCs:

- SI of Schools/SEOs/LSEOs are to inspect schools in their Sub-Division regularly and to submit reports to the SDSEOs.
- BMCs/ BRCs are to inspect schools in their respective Blocks regularly and submit reports to the SDSEOs.
- SI of Schools/SEOs/LSEOs/ BMCs/ BRCs should see that all records pertaining to MDM Schemes are maintained properly in the registers of all schools.

All SI of Schools/SEOs/LSEOs/ BMCs/ BRCs are:

- To find out that foodgrains are supplied regularly.
 - To see that kitchen shed-cum-stores are constructed in all schools.
 - To see that cook-cum-helpers are available in all schools.
 - To find out that cooked meal served to the children is of nutritional standard and also tasted by one or two teachers before serving.
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