



Government of West Bengal
Office of the Project Director
Cooked Mid Day Meal Project
School Education Department
ACHARYA PRAFULLA CHANDRA BHAVAN
Plot 7/1, Block- DK , Salt Lake, Sector - II,
Karunamoyee, Kolkata-91
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Email: director.cmdmp@gmail.com

Memo No : 289 (22)ES(CMDMP)/GENL-29/2011

Dated: 27.05.2013

From :- Sri N. N. Barman
Project Director, CMDMP,
School Education Department

To :- 1-17) The District Magistrate, _____ (All).
18) Jt. Commissioner, Kolkata Municipal Corporation,
5, S.N.Banerjee Road, Kolkata-700013.
19) Labour Commissioner, West Bengal,
New Secretariat Building (11th Floor), Kolkata - 700001
20) The Sub-Divisional Officer, Siliguri Sub-Division.
21) Executive Director, Education Department,
Gorkhaland Territorial Administration (GTA),
Louis Jubilee Complex, PO & Dist: Darjeeling. Pin - 734101.
22) Chairman, Kolkata Primary School Council,
27-A, Bosepukur Road, Kolkata-700042.

Sub: Request for proper use and safe keeping of fund, foodgrains and other items allotted under Mid-day Meal scheme with maintenance of register thereof for individual item

Sir/Madam,

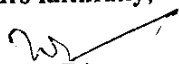
The end-users of fund, foodgrains and other items allotted under Mid-day Meal scheme (MDMS) are the school authorities. The onus of proper use and safe keeping of the same rests with them. Necessary guidelines to that effect and for maintenance of registers for empty gunny/rice bags and disposal thereof according to extant Govt. norms have already been issued and sent to you all.

It has come to our notice through our enquiry on the spot at schools that registers for receipt and expenditure of fund and foodgrains allotted under MDMS are either not at all or poorly maintained. It is, therefore, reiterated that the following points must be taken care of in the interest of smooth and proper functioning of MDMS.

1. Maintenance of item wise register for receipt and expenditure.
2. Maintenance of register for incurring additional cost of LPG, if used under MDMS.
3. Maintenance of register for empty gunny bags/rice bags and disposal thereof according to extant Govt. norms. Sale proceed of the same must be deposited to the account concerned.
4. Rice bags allotted to the schools under MDMS must be kept on dunnage/wooden plank for safe keeping.
5. Any item received by school under MDMS must be entered in the register for record.

It is, therefore, requested that an instruction may kindly be issued from your end advising the school authorities to infallibly follow the above direction in the interest of the MDMS.

Yours faithfully,


Project Director
CMDMP

Dated: 27.05.2013

Memo No : (22)/1(2)ES(CMDMP)/GENL-29/2011
1) Sr. PA to the Secretary, SED with the request to place it before the Secretary,
2) Accounts Officer, CMDMP.

Project Director
CMDMP