

**NEW DELHI MUNICIPAL COUNCIL  
PALIKA KENDRA:NEW DELHI  
EDUCATION DEPARTMENT**

No.D-93 /AEO(MMS)/Edn.

Dated : 31<sup>st</sup> March 2022

**CIRCULAR**

**Subject: Instructions to be followed while supplying & distribution of Mid Day Meal in NDMC/NDMC Aided /Navyug Schools.**

1. All Heads of Schools / Mid Day Meal Incharges would ensure regular checking of mid day meal supply in terms of quality and quantity and it will be distributed only after it is found that meals are fresh and fit for consumption.
2. Heads of Schools / Mid Day Meal Incharges should ensure that Helpers employed by the suppliers wear head caps, aprons and gloves while distributing mid day meal to students.
3. All the Heads of Schools are requested to check the seal of the mid day meal container. Broken & unsealed containers should be returned back to the supplier immediately under intimation to the undersigned . In that case alternative arrangements shall be made by the HoS concerned, the cost for which will be borne by the mid day meal supplier.
4. All the Heads of Schools are requested to place the container of mid day meal on table desk to ensure hygiene. The place where containers are kept should be neat and clean and under observation of the Helpers to ensure safety of the meal.
5. All the Head of Schools would ensure that Mid Day Meal Committee Members are present at the time of mid day meal distribution. The Members would taste/eat the food before its distribution amongst the children.
6. All the Heads of Schools are requested to ensure that the cooked mid day meal received in the schools is as per menu for that day.
7. The Class Teacher will ensure that the children have washed their hands before the meal is consumed by them. He / she will supervise the distribution and quality of food. During the food consumption by the children. If any external element is detected, the children be stopped from consuming the food and it should be reported to the Head of School, who will report the same to the supplier and to the under-signed.
8. It is hereby enjoined upon all HoS to ensure that no subject Teacher be deployed on the work only services of the Non-Teaching staff shall be availed for mid day meal related work.

9. Heads of Schools will also appoint link officers for mid day meal Incharge, so that in their absence the Link Officer will perform the duties of mid day meal Incharge.
10. At least any one parent of the student of the school should be present as a Member of the Mid Day Meal Committee to check and taste the meal. HoS should make rotational engagements of the parents. A register shall be maintained by the Head of the School every day for this purpose.
11. Head of the School should ensure that the supply of the meal made by the supplier himself or through authorised persons. The authorization letter along with the photograph of the authorised persons should be sought in advance from the supplier.
12. In the absence of the Head of the School, the supply of the mid day meal will be received by the Mid Day Meal Incharge of the School.
13. All the empanelled NGOs / HoS concerned shall also ensure that all COVID protocols and social distancing norms as prescribed / mentioned by Delhi Disaster Management Authority (DDMA) & SOP / Guidelines for Health and Safety Protocols for Reopening of Schools & Learning with Physical / Social Distancing issued by Department of Education & Literacy, Ministry of Education, Government of India, shall also be strictly adhered to while distributing the hot cooked meal (MDM) to the students.

  
**(R.P. SATI)**  
**DIRECTOR (EDUCATION)**

**To**

**All Heads of Schools of NDMC, NDMC Aided & Navyug Schools.**

**Copy for favour of information to:-**

1. PS to Chairman, NDMC
2. PS to Secretary, NDMC
3. Dy. Director, NSES
4. All DEOs
5. AEO (MMS)