CIRCULAR

All the DDEs of the Districts were directed vide this office circulars of even number dated 23/01/2012, 05/05/2014 and 16/05/2014 to conduct the regular inspection of the centralised kitchen of Service Providers of MDM supplying meal in their respective districts and submit the inspection report to Addl. DE (MDM). However, the inspection reports are not being submitted by the DDEs and EOs.

The Pr. Secretary (Edn.) has taken a very serious view on non-submission of the inspection reports by the DDEs/EOs.

All the DDEs/EOs of the Districts are, therefore, once again directed to conduct weekly inspection of the centralised kitchens of the Service Provider of Mid Day Meal. The inspection should be conducted in the prescribed proforma as per circular dated 16/05/2014 (copy of proforma enclosed again). The weekly inspection report must be submitted to Addl. Director Education (MDM) with copy to the Pr. Secretary (Edn.) on every Monday.

Non compliance of the instructions will be viewed seriously.

(Dr. Madhu Rani Teotia), IAS
Addl. Director of Education (MDM)

(Original Signature)

DE23(467)/MDM/2007-08/Part/File/ dated 16/7/2014

Copy for information and necessary action to:-

1. All DDEs/EOs of the District, Directorate of Education, Delhi for strict compliance.
2. PS to Pr. Secretary Education, Dte. of Education, Delhi.
3. PS to Director Education, Dte. of Education, Delhi.
4. OS (IT) to upload the circular on web portal of Directorate of Education.

(R.K. Lalwatt)
Dy. Director Education (MDM)
ORDER
(Through MIS)

In continuation of this office Order No. DE23 (467)/MDM/2007-08/Part File/613-652 dated 05/05/2014, a revised format for inspection of the kitchens of Service Providers supplying Mid Day Meal in Govt./Govt. Aided Schools of Directorate of Education is enclosed herewith.

All the DDEs/EOs/HOSs are hereby directed to conduct regular inspections of the centralized kitchens of the Service Providers under their jurisdiction as per revised inspection format and furnish report to this effect within a week of the inspection to the Addl. Director of Education (MDM).

This issues with the approval of the Competent Authority.

(R. K. Lalwatt)
Dy. Director Education
(Mid Day Meal)

No. DE23 (467)/MDM/2007-08/Part File/730-736
Dated: 16/5/14

Copy for information and necessary action to:-

1. PS to Principal Secretary (Education), Government of NCT of Delhi
2. PS to Director Education, Government of NCT of Delhi.
3. PA to Additional Director Education (MDM), Government of NCT of Delhi.
4. All RDEs, DDEs/EOs/DEOs/Principals/HOSs(through MIS).
5. All the three corporations of MCD, NDMC and Delhi Cantonment Board.
6. O.S. (IT) with the request to upload this circular on the website of Directorate of Education in Pop-up before and after login for the schools as well as in the MDM folder also.

(R. K. Lalwatt)
Dy. Director Education
(Mid Day Meal)
FORMAT FOR INSPECTION OF KITCHENS OF SERVICE PROVIDERS SUPPLYING MDM

1. Date and time of inspection:
2. Name of the service Provider:
3. Address of the kitchen:
4. Menu for the day:
5. Cooks/Food handlers wear:
   - Headgear: Yes/No
   - Apron: Yes/No
   - Gloves: Yes/No
6. Whether the Menu displayed prominently:
7. Whether the MDM Logo displayed prominently:
8. Whether Instruction of Do’s & Don’ts for the kitchen staff displayed:
9. Whether two separate types of uniforms for cooking and non-cooking staff provided:
10. Is water purification system available and in working conditions?
11. Whether the water purification system is in working condition:
12. Is sufficient fresh water available for washing raw material?
13. Whether Proper Arrangement available for drainage of waste water:
14. Whether separate compartments for cleaning utensils, storage and cooking area with display boards available in the kitchen?
15. Whether cleaning of utensils is carried out with potassium permanganate:
16. Whether food containers transported to schools are sealed with “Cable Tie”:
17. Are garbage bins available for waste disposal?
18. Whether Double Fortified Salt (DFS) is being used?
19. Whether ingredients for MDM i.e. refined oil, spices etc. branded with “AGMARK” are used?
20. Whether raw material/ingredients of good quality is used?
21. Are fire fighting measures available?
22. Is lighting arrangement adequate?
23. Whether fresh/leafy meshed vegetables are being added in gravy?
24. No. of fly catcher(s) installed in the kitchen:
25. Whether CCTVs installed in all the compartments of the Kitchen:
26. Whether Suggestion/Complaint Register available:

Contd. ..2
27. Whether Stock Register properly maintained.  
Yes/No

28. Quality of cooked food (after tasting)  
Poor/ Fair/ Good

29. Hygienic conditions/cleanliness in the kitchen  
Poor/ Fair/ Good

30. Date of last pest control  

31. Whether visitors records are maintained or not?  
Yes/No

32. Any other remarks  

Remarks of the committee must include and certify whether food is being prepared in the kitchen under proper hygienic conditions and kitchen is free from all type of insects/rodents etc. Further, the food is being packed and sealed and transported to the school in proper hygienic conditions.

(Signature of all members with name and designation)