

PROCEEDINGS OF THE DISTRICT EDUCATIONAL OFFICER :: CHITTOOR
Present: Dr.K.Panduranga Swamy, M.Sc. M.Ed. Ph.D,

Rc.No.3003-1/MDM/2017,

Dated:11.06.2018

Sub:-SE - MDM - Supply of Eggs to Schools in Chittoor District through bidders certain instructions issued - Regarding.

Ref:-1.Procgs.Rc.No.100/MDM/2016, dt: 29.06.2017and 21.07.2017 of the CSE, AP, Hyderabad.
2.This Office Progs.Rc.No.3003-1/MDM/C4/2017 Dated:16.08.2017.

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In Continuation of the reference 2nd read above, all the Deputy Educational Officers / Mandal Educational Officers and Head Masters in the District are here by informed that, several complaints have been received from the various School/officers/SHG members on the supply of Eggs to the School children. They are stating that the suppliers are not supplying the eggs in time to the Schools, spoiled eggs and underweight eggs and the same complaints was published in certain news papers.

In view of the above, the following guidelines are issued to **all the Deputy Educational Officers/Mandal Educational Officers and Head Masters of PS/UPS/HS to avoid further complaints to supply of eggs.**

- Eggs should be received by the School Head Master only not SHG or any other person. While receiving the eggs, the HM signature with date and School seal must be essential in the acknowledge.
- The Head Master should be taken eggs once in a week only as per roll/indent/closing balance. If the supplier insisted to take eggs for 2 or 3 weeks strait away reject the eggs for 2 or 3 weeks and take during the week only.
- While receiving the eggs from the suppliers verify the quality and weight of the eggs randomly. It should be 48-52gms.
- Store the eggs in open area without locking into closed almaraias or boxes.
- Time barred and damaged eggs should not be utilized for cooking purpose.
- The HM should obtained fresh egg from the suppliers in the place of spoiled egg. If the supplier rejects to replace the damaged eggs, the facts should be informed to the concerned MEOs.
- Before boiling the eggs verify the egg condition. Just fill a bowl with cold water and place egg in the bowl if egg sink to the bottom and lay flat on their sides, they are very fresh. If the egg float on the water, it is not good for eating.
- Even after boiling, if it is noticed that, the eggs are in bad condition, do not serve such type of eggs to the children.
- The Head Master should ensure that, all eggs shall be utilized on or before Friday. No eggs should be stored in the School on the weekend.
- The HM should issue strict instructions to cooks to remove spoiled eggs in the tray. Otherwise the bacteria will spread to other eggs in the tray.

- The eggs should be stamped as "MDM-AP" in indelible ink.
- The HM should take necessary arrangements have to be made for boiling the eggs in the School premises with Government funds where the ISKCON/Akshayapatra Foundation supplying food.

Maintenance of Record at School level: (ANNEXURE-I)

- The HM/Teacher should maintain stock register in the School and obtain signature in it.
- The HM should ensure the eggs available at School and to deduct the opening balance of every last week and obtain the remaining required eggs for that week.
- The HM should acknowledge the eggs in the prescribed proforma(enclosed to this proceedings) and the same should be counter signed by the concerned MEO.

Mandal Educational Officers duty: (ANNEXURE-II & Certification)

- If the eggs are damaged or any other complaints are raised by the HMs / Parents, the Mandal Educational Officer concerned should make a call to the suppliers immediately and redressed the problem at mandal level.
- **The MEOs should verify quantity and stock of eggs each and every School as monthly report submitted by the HMs in the ANNEXURE-I by the end of the month and to submit the mandal level consolidated report in ANNEXURE-II along with MEO certification duly signature with seal on or before 5th of every month to DEO by special messenger or by post without fail.**

Therefore all the Deputy Educational Officers/Mandal Educational Officers and Head Masters of PS/UPS/HS in the district are requested to follow the above guidelines scrupulously.

They are further requested to communicate the above guidelines to all the Schools in your jurisdictions without fail and to avoid further more complaints in supply of eggs.

TREAT THIS AS MOST IMPORTANT

Encl: Proforma I & II

Deo
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[Signature]
**District Educational Officer
Chittoor**

To,

All the Deputy Educational Officers in the district.
All the Mandal Educational Officers in the district.
All the Head Masters of PS,UPS, and High Schools in the district through MEOs concerned.
Copy submitted to the Regional Joint Director of School Education, Kadapa for kind information

Certificate on Supply of Eggs issued by the MEO

Certified that M/S M. SRIDHARBABU has Supplied Eggs to the Project, I have obtained School wise details along with certification of concern Head Master and kept the same for Office records. Basing on the Head Master Certification, the firm supplied _____ Eggs are in good condition. The following is the week wise eggs supplied.

MONTH:

Week	Color of the Egg	No. of Eggs received	Remarks
1 st Week	Yellow		
2 nd Week	Green		
3 rd Week	Blue		
4 th Week	Red		
5 th Week	Brown		
TOTAL			


(In words

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Name of the Mandal:

Name of the MEO:

**Signature of the
Mandal Educational Officer:**


District Educational Officer
CHITTOOR.
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ANNEXURE-I (SCHOOL LEVEL)

STATEMENT SHOWING THE RECORD MAINTAIN AT SCHOOL LEVEL REGARDING TO SUPPLY OF EGGS

Name of the School:

UDISE Code:

Month:

Supply of Eggs for 1st week:

Date:

Opening balance	No. of Students	No. of Eggs received 3@ per student	Total(O.B+Received)	No. of eggs utilized	Closing balance	Signature of the HM

Supply of Eggs for 2nd week:

Date:

Opening balance	No. of Students	No. of Eggs received 3@ per student	Total(O.B+Received)	No. of eggs utilized	Closing balance	Signature of the HM

Supply of Eggs for 3rd week:

Date:

Opening balance	No. of Students	No. of Eggs received 3@ per student	Total(O.B+Received)	No. of eggs utilized	Closing balance	Signature of the HM

Supply of Eggs for 4th week:

Date:

Opening balance	No. of Students	No. of Eggs received 3@ per student	Total(O.B+Received)	No. of eggs utilized	Closing balance	Signature of the HM

Supply of Eggs for 5th week:

Date:

Opening balance	No. of Students	No. of Eggs received 3@ per student	Total(O.B+Received)	No. of eggs utilized	Closing balance	Signature of the HM

1 Opening balance at the beginning of the month

2 No. of Eggs received during the month

3 Total No. of eggs (1+2)

4 Total No. of eggs utilized during the month

5 Closing balance of eggs at the end of the month

Note:-The Head Master should maintain the above said record at School level only


District Educational Officer
CHITTOOR.

Signature of the Head Master

ANNEXURE-II

STATEMENT SHOWING THE SCHOOL WISE EGGS RECEIVED AND UTILIZED

Name of the District:

Block Name:

VTH:

U-Dise Code	School Name	1st Week			2nd Week			3rd Week			4th Week			5th Week			TOTAL EGGS RECEIVED IN THE MONTH
		No. of Eggs received from the Agency in a week	No. of Students covered in a week	No. of Eggs utilized@ 3 per child per week	No. of Eggs received from the Agency in a week	No. of Students covered in a week	No. of Eggs utilized@ 3 per child per week	No. of Eggs received from the Agency in a week	No. of Students covered in a week	No. of Eggs utilized@ 3 per child per week	No. of Eggs received from the Agency in a week	No. of Students covered in a week	No. of Eggs utilized@ 3 per child per week				
2	3	4	5	6	7	8	9	10	11	12	1	13	14	15	16	17	18

Note:- The MEO should collect the ANNEXURE-I (School Sheet) from the Head Master concerned and consolidate the above said proforma every month 1st week and submit to the DEO with seal and signature of the MEO.

Total Eggs in words

Signature of the MEO


 District Educational Officer
 CHITTOOR
 20/11/20

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