Guideline for Cook-cum-Helper under MDM Odisha

Guideline for Cook-cum-Helpers under MID-DAY MEAL Odisha

Introduction:

The National Programme of Nutritional Support to Primary Education (NPNSPE), popularly known as Mid-Day-Meal Scheme was launched on 15th August 1995, with the twin objectives of :-

- *Boosting Universalization of Primary Education by increasing enrolment, retention and attendance.*
- *Simultaneously impacting the Nutritional Status of children studying in I-V and VI – VIII.*

Under this scheme, hot cooked meal is served on all school working days to the students present in the Govt. / Govt. Aided / NCLP / Madrasa / Maqtab Schools. Under the scheme Cook-cum-Helpers have a pivotal role to play in cooking, hygiene and service of Mid-Day Meal. So it was felt to have a detail guideline for their engagement and job profile.

Objectives:

a) To engage Cook-Cum-Helper by SMC for Mid-Day Meal in the schools.
b) To empower the SMC/SHGs for effective running of Mid-Day Meal in schools.
c) To provide an earning opportunity to the local residents especially women, weaker and deprived section of the society to work as MDM Cook-cum-Helper.

Job profile of Cook-cum-Helper:

- To clean, wash and remove impurities if any from the raw material to be cooked and ensure cooking as per menu in hygienic manner and conditions.
- To serve the meals to the students at the designated hour in hygienic condition.
- To clean the kitchen and utensils and store the utensils in a hygienic condition.
- To ensure that the gas stove/cylinder has been properly switched off and the cylinder has been placed in the store taking all precautions to avoid any untoward incidents.
- To perform any other MDMS related miscellaneous job assigned by the SMC or in charge of the Scheme.
- To practise the Mid-Day Meal Quality Protocol issued vide SPMU letter no.745/dtd.24.07.2013 in letter and spirit with regard to personal health, hygiene, energy saving, safe and healthy cooking & serving.

Student Norms of Engagement:

The Government of India vide letter F.No.1-1/2009-Desk (MDM) dated 24th November, 2009 prescribed the norms for engaging the Cook-cum-Helper under this scheme, which has been implemented by the State Government vide 233/SPMU(MDM)/dtd.16.04.2012, as per following table:-

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Sl. No.	Enrolment Slabs	No. of Cook-cum-Helpers allowed
1	1 to 25	1
2	26 to 100	2
3	For every another 100	One more

It has been decided by Government of Odisha that specific approval of District Collector will be taken by School Management Committee (SMC) through the concerned District Education Officer to engage additional Cook-cum-Helper beyond two numbers. This norm has been put to place w.e.f. 01.04.2012.

Mode of Engagement:
The engagement shall be made by the School Managing Committees (SMC) at the school level. SMC is the appropriate authority for engagement of Cook-cum-Helpers. However, it is advised that the SMC must pass a resolution having at least 2/3rd members present in the meeting duly attended by the concerned Block education Officer (BEO) or his representative.

Eligibility Criteria:
While assessing the suitability of a candidate for Cook-cum-Helper the following norm may be followed
   a) Citizen of India more than 18 years old and less than 60 years old
   b) Should be medically fit and free from any contagious disease

Order of Priority:
   a) Destitute woman from ST community
   b) Destitute woman from SC community
   c) Destitute woman from other community
   d) Poor unwed mother having no means of livelihood or support from family of ST community
   e) Poor unwed mother having no means of livelihood or support from family of SC community
   f) Poor unwed mother having no means of livelihood or support from family of other community
   g) Poor Divorcee or Desertee from ST community
   h) Poor Divorcee or Desertee from SC community
   i) Poor Divorcee or Desertee from other community

Disqualification:
   a) A person above 60 years of age is not eligible and an existing cook-cum-helper attaining the age of 60 shall cease to continue.
   b) A person suffering from chronic contagious disease or becoming immobile shall cease to continue as Cook-cum-Helper. However, a Cook-cum-Helper can avail maternity leave for 15 days each for maximum two issues which shall be considered leave with honorarium. SMC shall manage cooking by making alternative arrangement and meet the cost out of MME or interest money.

c) A family member or close relative of SMC president/ Member/ Local MP/ MLA/ Zilla Parishad Memebr/ Samit Member/ Sarpanch shall be disqualified for engagement as Cook-cum-Helper.

d) A family member or close relative of a Govt. servant shall be disqualified for engagement as Cook-cum-Helper.

e) A person having criminal background or criminal cases pending against her shall be disqualified for engagement as Cook-cum-Helper.

Identification of Vacancies:

The Head of the Institution will identify the vacancies as per prescribed norms and report the same to the SMC.

Application of Reservation Roster:

Since this is a hiring of voluntary services by the SMC for a particular school and that too for a specific period on a fixed honorarium, hence reservation roster shall not be applicable.

Honorarium:

The Cook-cum-Helpers will be paid an honorarium @ Rs. 1000/- (Rupees one thousand only) or the rate fixed from time to time by Govt. of India per month during school working days by the SMC out of grants made available by the Government. The honorarium shall be fixed by Govt. of Odisha, School and Mass Education Department taking the MDM-PAB approval into account.

Age Limit:

The age should not be less than 18 years and not more than 60 years. The services of Cook-cum-Helper will be terminated on attaining the age of 60 years or found unfit for health or disability reasons.

Appointing or Disciplinary Authority:

The Cook-Cum-Helper so recruited shall be a voluntary worker of the SMC for all intents and proposes. The appointing/ disciplinary authority in respect of Cook-Cum-Helper will be the SMC. The Block Education Officer shall be the appellate authority in respect of the order of engagement or disengagement of Cook-cum-Helper by SMC and District Education Officer the reviewing authority against the decision of Block Education Officer.

Terms and Conditions:

a. Keeping in view the nature of work, the Cook-Cum-Helper should attend the duties on all school working days.

b. Continuous absence leads to disruption of Mid-Day Meal lead to the termination of the services of the Cook-cum-Helper. The Cook-cum-Helper will not be entitled for any wages/ honorarium for the period of unauthorized absence.

c. The Cook-Cum-Helper should be medically fit and free from any contagious disease. If a person found medically unfit or suffering from any contagious disease subsequently then his or her engagement will be cancelled.

d. At the time of joining, the selected candidates have to submit the following documents to the SMC.

- Two passport size photographs duly attested

- Attested copy of certificates
- Attested copy of Voter Identity Card
- Attested copy of 1st page of Bank Pass Book

e. If the performance of the selected person is not found satisfactory/ good, the SMC shall have power to remove the person. However against any arbitrary removal appeal shall lie to Block Education Officer and review power with District Education Officer.

f. In case, the Cook-Cum-Helper becomes surplus due to revision of norms for hiring of Cook-cum-Helper or decline in the enrollment or merger from school/ institution, principle of LAST COME, FIRST GO will apply and the service of person selected on later date will be dispensed with without giving any prior notice.

Right to Claim Regular Appointment:

The Candidates hired as Cook-cum-Helpers under the guidelines by the respective SMC shall have No right to claim regularization/ absorption/ appointment as regular employees under the State Government.

The Government of Odisha shall have the right to relax/ amend any of the terms & conditions/ provisions mentioned in the above scheme in public interest.

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