

Urgent

No. EDN-H(EE) (4) 4-21 / 2017-18- News Report  
Directorate of Elementary Education,  
Himachal Pradesh  
Dated- Shimla-171001

प्रारम्भिक शिक्षा निदेशालय (हि.प्र.)

30 MAY 2022

शिमला-1

To,

- All the Deputy Directors (Elementary Education) Himachal Pradesh
- All the Deputy Directors (Higher Education) Himachal Pradesh

**To ensure proper monitoring of implementation of PM Poshan (MDM) Scheme.**

**Subject: -**

Sir

It has been observed that field functionaries i.e BEEOs, Principals (GSSS) & Headmasters (GHS) are not following proper procedure for disbursement of honorarium to cook cum helpers (CCHs) engaged under PM Poshan (MDM) Scheme in the State. In this regard, you are requested to adhere following procedure before disbursement of honorarium to cook cum helpers (CCHs) under the aforesaid scheme in order to avoid any financial irregularities & lapses in this behalf in future.

- The Bank Account of the scheme should be explicitly in the name of PM Poshan (MDM) Scheme at all school level.
- Proper SMC's resolution register may be maintained at all school level.
- Agreement record executed between SMCs & CCHs may be maintained at all school level duly signed by the DDOs.
- Proper procedure for filling MDM Data Capture Format, diary dispatch register as per Office Manual.
- Proper procedure may be followed for engagement of CCHs and superannuation (retirement) as per policy guidelines / instructions prescribed for CCHs.
- Duty certificate** in respect of each CCH may be obtained from the concerned school at the end of the every month, before disbursement of honorarium to the CCHs and the honorarium may be paid before 7<sup>th</sup> of every month.

In view of the above, you are therefore requested to issue these instructions to all BEEOs, Principals (GSSS) & Headmasters (GHS) to follow the above said procedure in letter & spirit in order to avoid any financial irregularities / lapses in this regard in future.

(Dr. Pankaj Lalit HPAS)

Director Elementary Education  
Himachal Pradesh Shimla-171001  
e-mail [id-eleedu-hp@gov.in](mailto:id-eleedu-hp@gov.in)

May, 2022

Endst. No. Even Dated

Shimla-171001

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Copy to:-

- The Principal, Secretary (Education) to the Government of Himachal Pradesh, Shimla-171002 for information please.
- The Director (Higher Education) Himachal Pradesh, Shimla-171001 for similar necessary action in the matter please.

(Dr. Pankaj Lalit HPAS)

Director Elementary Education  
Himachal Pradesh Shimla-171001  
e-mail [id-eleedu-hp@gov.in](mailto:id-eleedu-hp@gov.in)

DDHE

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Bhushan

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पृष्ठांकन संख्या: ईडीएन-यू (जी-1)/2022/- 844 / 0 जून, 2022  
कार्यालय उप शिक्षा निदेशक उच्चतर  
ऊना जिला ऊना (हि0प्र0)

प्रतिलिपि:-

- 1 शिक्षा निदेशक प्रारम्भिक हिमाचल प्रदेश शिमला-1 को सूचनार्थ प्रेषित है ।
- 2 समस्त प्रधानाचार्य / मुख्याध्यापक रा0व0मा0पा0 / उच्च पाठशालाएं जिला ऊना को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है और निर्देश दिए जाते हैं, कि पत्र के अनुसार कार्यवाही की जाए ।

  
शिक्षा उप-निदेशक उच्चतर  
ऊना जिला ऊना (हि0प्र0)