

By Register Post

Proceedings of the District School Educational Officer, East Godavari, Rajamahendravaram
Present : Sri K Vasudeva Rao, B.A., B.Ed.,

Rc.No.876-A2/2023

Dt.31.08.2024

Sub : School Education - PM Poshan (Mid-Day-Meals & School Sanitation) - Toilet Maintained Fund - Engaging the Aays in the Schools - Instructions - Issued.

- Ref :
1. MEMO.No.ESE 02-270 2l / 7/ 202l-MDM-CSE Dt:05 /02 /2021 of the Director, Mid-Day-Meals & School Sanitation, Department of School Education, Andhra Pradesh, Nagarjuna Nagar, Vijayawada.
 2. Instructions of the Additional Director, Director, Mid-Day-Meals & School Sanitation, Department of School Education, Andhra Pradesh, Nagarjuna Nagar, Vijayawada in web-ex meeting Dt.30.08.2024.
 3. Appeals of the Headmasters in the district during the web-ex meeting Dt.31.08.2024 conducted by the District Educational Officer, East Godavari, Rajamahendravaram.

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The attention of all Deputy Educational Officers, Mandal Educational Officers I & II and all the Headmasters in the Schools under the unit of District Educational Officer, East Godavari, Rajamahendravaram are invited to the reference 1st read above, the Director, Mid-Day-Meals & School Sanitation, Department of School Education, Andhra Pradesh, Nagarjuna Nagar, Vijayawada has issued guidelines for engaging Ayah for toilet cleaning based on the student strength is as follows.

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|------|---|---|---------|
| i. | Upto 300 students | - | 1 Ayah |
| ii. | 301 to 600 students | - | 2 Ayahs |
| iii. | 601 to 900 students | - | 3 Ayahs |
| iv. | More than 900 | - | 4 Ayahs |
| v. | No Aaya shall be positioned if there are no toilets in the school once toilets are constructed, Ayah shall be positioned. | | |

Further, they are informed that, the Additional Director, Mid-Day-Meals & School Sanitation, Department of School Education, Andhra Pradesh, Nagarjuna Nagar, Vijayawada has conducted web-ex meeting with all the District Educational Officers and Assistant Directors in the state duly tagging the list of schools where Ayahs are working excess beyond the student strength and directed to stop claiming the salaries to the them and further directed to issue necessary instructions to the Mandal Educational Officers and Headmasters concerned to take necessary steps to stop doing services of excess Ayah from 01.09.2024 without any deviation.

In view of the above, duly enclosing the list of schools where Ayahs are working excess beyond the student strength and requested all the Deputy Educational Officers, Mandal Educational Officer - I & II, and all the Headmaster of the Schools in the district to take immediate necessary action as per the directions of the Additional Director, Mid-Day-Meals & School Sanitation, Department of School Education, Andhra Pradesh, Nagarjuna Nagar, Vijayawada and as per the rules stipulated in the reference 1st cited (Enclosed).

Further, the Headmasters of the schools are informed that to stop the services of Junior Ayahs only from 01.09.2024 duly informing them that they will be positioned again as Ayah as and when student strength increases in the school.

This above instructions should follow scrupulously without any deviation and after this instructions if any excess ayah working in the schools noticed by the undersigned, it will be treated as financial irregularity and action will be taken as per the rules stipulated in APCS (CC&A) Rules, 1991.

These orders shall come into force with effect from September 1st of 2024 without fail.

Encl : As above

Sd/- K Vasudeva Rao
District School Educational Officer,
East Godavari, Rajamahendravaram

To
All the Headmasters of the Schools in the District
All the Mandal Educational Officers in the District.
All the Deputy Educational Officers in the District.

Copy

Submitted to the Director, Mid-Day-Meals & School Sanitation, Department of School Education, Andhra Pradesh, Nagarjuna Nagar, Vijayawada for favour of kind information.

//TC Attested//

ASSISTANT DIRECTOR

S.NO	DISTRICT	MANDAL	SCHOOL NAME	UDISE CODE	UDISE + Enroll	ROLL RANGE - TMF	UDISE + MANAGEMENT	As per Norm	Excess working as per norm	NO.OF AYAHS WORKING
1	EAST GODAVARI	BICCAVOLU	ZPHS BICCAVOLU	28143400511	582	301 to 600	MPP_ZPP SCHOOLS	2	1	3
2	EAST GODAVARI	CHAGALLU	ZPHS CHAGALLU	28151500208	830	601 to 900	MPP_ZPP SCHOOLS	3	1	4
3	EAST GODAVARI	CHAGALLU	ZPHS MARKONDAPADU	28151501007	242	<300	MPP_ZPP SCHOOLS	1	1	2
4	EAST GODAVARI	GOKAVARAM	ZPHS GOKAVARAM	28141700315	588	301 to 600	MPP_ZPP SCHOOLS	2	1	3
5	EAST GODAVARI	KADIAM	ZPHS DULLA	28143100704	262	<300	MPP_ZPP SCHOOLS	1	1	2
6	EAST GODAVARI	KADIAM	ZPHS JEGURUPADU	28143100308	296	<300	MPP_ZPP SCHOOLS	1	1	2
7	EAST GODAVARI	KADIAM	ZPHS MURAMANDA	28143100608	280	<300	MPP_ZPP SCHOOLS	1	1	2
8	EAST GODAVARI	KADIAM	ZPHS VEERAVARAM	28143100505	538	301 to 600	MPP_ZPP SCHOOLS	2	1	3
9	EAST GODAVARI	KOVVUR	ZPHS ISUKAPATLAPANGIDI	28151600702	567	301 to 600	MPP_ZPP SCHOOLS	2	1	3
10	EAST GODAVARI	NIDADAVOLE	ZPHS KORUMAMIDI	28151700306	297	<300	MPP_ZPP SCHOOLS	1	1	2
11	EAST GODAVARI	NIDADAVOLE	ZPHS TADIMALLA	28151700504	298	<300	MPP_ZPP SCHOOLS	1	1	2
12	EAST GODAVARI	PERAVALI	ZPHS KANURU	28153000205	588	301 to 600	MPP_ZPP SCHOOLS	2	1	3
13	EAST GODAVARI	RAJAMAHENDRAVARAM(RURAL)	MPUPS VENKATAGIRI	28142900404	250	<300	MPP_ZPP SCHOOLS	1	1	2
14	EAST GODAVARI	RAJAMAHENDRAVARAM(RURAL)	ZPHS TORREDU	28142900103	228	<300	MPP_ZPP SCHOOLS	1	1	2
15	EAST GODAVARI	RAJANAGARAM	ZPHS RAJANAGARAM	28142800405	540	301 to 600	MPP_ZPP SCHOOLS	2	1	3
16	EAST GODAVARI	RANGAMPETA	(03566) GOVT. JR.COLLEGE RANGAMPET	28142600312	292	<300	STATE GOVT.	1	1	2
17	EAST GODAVARI	RANGAMPETA	ZPHS DODDIGUNTA	28142601004	283	<300	MPP_ZPP SCHOOLS	1	1	2

Government of Andhra Pradesh
School Education Department
Director, Mid-Day Meal & School Sanitation

MEMO.No.ESE02-27021/7/2021-MDM-CSE Dt:05/02/2021

Sub:- School Education-Mid Day Meals – Engaging of Sanitary workers in the Schools / Junior colleges towards maintenance of toilets in the schools/ Junior Colleges under Toilets Maintenance Fund-Guidelines issued.

Ref:- 1.G.O.Ms.No.79 School Education (Prog.II) Department Dt:04/11/2019.
2.Memo.No.SEDN0CSE/887/Prog.I/A1/2020 Dt:30/09/2020
3.This office Progs.Even.No.Dt:30/10/2020
4.G.O.Ms.No.63 School Education (Prog.II) Department Dt:28/12/2020.
5.G.O.Ms.No.3 School Education (Prog.II) Department Dt:08/01/2021.
6.Memo.No.325/MDM-Peshi/2021 Dt:22/01/2021.
7. Instructions given in the review meeting by Hon'ble Chief Minister on 03/02/2021.
8. Telephonic instructions of the Principal Secretary to Government, School Education Department on 05/02/2021.

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In continuation of the reference 6th cited, all the District Educational Officers/ District Vocational Educational Officers in the State are instructed to follow the following guidelines for engaging of Aayas, role of Parents Committee / College Development Committee and maintaining Joint Account for TMF (School TMF) in implementation of Maintenance of Toilets Fund in the Schools.

A. In all Govt. Schools and all Government Junior colleges, toilet care taker hereafter called as Ayah shall be positioned for the purpose of cleaning and up-keeping the toilets clean and to set standards.

1. The parents Committees/ College Development Committees (CDC) will engage Ayah for toilet cleaning based on the students strength, is as follows

- | | | |
|-----|--|-----------|
| i | Upto 300 students | - I Ayah |
| ii | 301 to 600 students | - 2 Ayahs |
| iii | 601 to 900 students | - 3 Ayahs |
| iv | More than 900 | - 4 Ayahs |
| v | No Aaya shall be positioned if there are no toilets in the school / Junior Colleges once toilets are constructed, Ayah shall be positioned | |

2. Eligibility criteria for the engagement of Ayahs are as follows;

- I. The Ayah shall be woman and the resident of local habitation in rural areas and the resident within ward in case of urban areas (Municipal corporations and Municipalities). In case of toilets in boys Jr. Colleges, male sanitary worker may be engaged by CDC.
- II. She shall belong to SC/ST/BC/Minorities.
- III. She shall be preferably one of the mothers of the students studying in the school / Colleges.
- IV. She shall be in the age group of 21-50 years.
- V. Existing /working Ayahs shall continue with the approval of Parents committee/CDC, if the existing Ayah is less than 60 years age. (However, they also enter into MoU with Parents committee/ College Development Committee)

03) Further, all the District Educational Officers / District Vocational Educational Officers are also noted that, the Ayahs shall be engaged for rendering their service by the parents committee/CDC only and they are not engaged by either the Government or the Schools. The Ayahs are engaged by the parents committee/ College Development Committee for maintaining the toilets for the welfare of the students of the parents in the respective schools/ Jr Colleges. The parents committee/ College Development Committee may give the honorarium of Rs.6000/- per Ayah in both rural and urban areas. The Honorarium may be paid full for 10 months and may be paid half for two months during vacation. The Ayah shall clean the toilets once in a day during the vacation also.

4. The Parents committee/ CDC will engage the Ayahs for a period of 12 months initially and the parents committee/ CDC may extend the services of the Ayahs on mutual consent and on the basis of performance of the Ayah. The parents committee may enter an MoU with Ayah.

5. Parents Committee/ CDC can terminate the Ayah based on the reasons like non-performance, conduct Issues etc. with one month advance notice. The resolution with reasons should be recorded in the Parents Committees/ CDC minutes book. Parents committee/ CDC shall constitute the Toilet maintenance committee to select Ayahs as per the Eligibility criteria prescribed above in a transparent manner and to monitor the toilet maintenance with the following members. The Committee shall meet once in a fortnight and review the toilets maintenance.

i	Head Master / Principal	-Convenor
ii	Three PC members (Chair-person, two active members / CDC members)	- members
iii	Engg. Asst from Grama/Ward Sachivalayam	- members
iv	Educational Asst from Grama/Ward Sachivalayam	- members
v	One designated teacher/	- members

	Lecturer	
vi	One female teacher	- members
vii	One senior Girl student	- members
viii	One senior boy student	- members

The parents committee/ CDC will procure one cleaning mop and bathroom cleaner cum sanitizer concentrate locally for toilet maintenance for February and March months. The cleaning materials & Tools will be given Centrally from April 1st onwards. Separate detailed SoP for role of different functionaries and procedures will be issue shortly.

B) Regarding School TMF, the Parents committee/ CDCs shall open separate account for School Toilet Maintenance Fund (STMF), preferably in state owned banks. The Account shall be jointly operated by HM/ Principal, PC/ CDC chairperson and Sachivalayam/ward Education Asst.

If the account is already available (opened to keep Ammavodi Donations), the same account will be utilized by adding the Educational & Welfare Assistant of the concerned village & Ward. The parents Committee shall pass a resolution and record minutes along with the amount available in the account and the transactions done so far, in this regard.

Therefore, all the District Educational Officers / District Vocation Educational Officers are instructed to follow the above guidelines on engaging of Ayahs in the schools and ensure that the instructions are follow scrupulously; any deviations in this regard will be viewed seriously. Action taken report should reach within 7 days from the date of receipt of this Memo.

Top priority should be given to this item of work.


Director,
MDM & School Sanitation

To

All the District Educational Officers in the State,
All the District Vocational Educational Officers in the State through
Commissioner, Intermediate Education, Guntur.
Copy to Regional Joint Director School Education for School Education, in the
state for necessary action.
Copy to all the Collector & District Magistrates, in the state for necessary action
Copy to all the Joint Collectors (Development), in the state for necessary action.
Commissioner, Intermediate Education, Guntur for information.
Copy submitted for information to the Principal Secretary to Government, School
aEducation Department, 4th block, Velagapudi, Amaravati.