

**PROCEEDINGS OF THE DISTRICT EDUCATIONAL OFFICER, CHITTOOR**  
**Present : K.Pandurangaswamuy, M.Sc., M.E.d.,**

**Rc.No.3010/C4/MDM/2016**

**Dated:11.06.2018**

**Sub:-**School Education- MDM Programme -Automatic Monitoring System(AMS) - Sending of daily children MDM consumed SMS to Toll free no. -Instructions Issued- - Regarding.

**Ref:-**Instructions received from the CSE,AP, Hyderabad.

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The attention of the Deputy Educational Officers / Mandal Educational Officers and Head Masters in the district are instructed that, the Commissioner of School Education. A.P. has issued clear instructions that, the MDM daily attendance report by way of SMS/APP should be reported to toll free No. **9246013865** from the mobile phones of the Head Masters concerned every day without fail. So that, Hon"ble Chief Minister can see the actual no. of children who have consumed MDM on each and every day.

In spite of specific several instructions during the previous academic year17-18, it is noticed that, some of the HMs have not been sending the SMS properly. The CSE, AP, has reviewed the issue and she was very serious about non sending of SMSs by some of HMs, causing failure in arriving at the district and state consolidation figure.

The CSE, AP, has therefore instructed to see that, each every Head Master should send the SMS every day and those who fail to send the SMS will be liable for disciplinary action.

In view of the above, the following are reiterated:-

- The Head Master should SMS the MDM information every day to Toll free No.9246013865 before leaving the School.
- If any changes with regard HM mobile no., change of HM name, change of Adhar no. ect,, it should be carried out /update in the CSE Portal as per the screen shot attached to this proceedings.
- Likewise, any changes in child info, it should be carried out/ update in the CSE child info website as per actual attendance of the School.
- To issue strict instructions to Data Entry Operators/MIS co-coordinators should ensure that, download the daily SMSs report at 4.00pm, If any discrepancy occur while sending the SMS, such type of schools daily report should obtained from concerned Head master and send through MDM APP available with the MEOs Tab and to reach 100%successful SMSs.
- This process is to be continued every day.

Further it is well known to all MEOs/ HMs that, the APP/SMS is linked with APCFSS site, the bills are releasing for those who are uploading/ posting the MDM attendance data and the rest of the Schools whose data is not posted, the bills shall not be released, failing in which, the amount for that day should be paid Mead Master concerned personally. If any Head Master fails to send the SMS any day, to issue Memos such Head Master for those days shall not be send SMS. So to ensure that, all the HMs posted the data every day duly monitoring the attendance capturing through APP/SMS.

Therefore, all the Deputy Educational Officers /Mandal Educational Officers/ Head Masters in the district are requested to work in the regard with required seriousness.

**This should be treated as most urgent.**

  
**District Educational Officer  
Chittoor**

**To**

All Deputy Educational Officers and Mandal Educational Officers in the District.  
Copy to all the Head Masters in the District through MEOs concerned.

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SMS - to capture General Attendance and MDM Attendance (only availed)

**Why capture attendance?**

To monitor general attendance and MDM attendance with authenticity it is proposed to capture attendance through Biometric Device. Launching of the same is in process and in the meantime it is proposed to capture through SMS.

**The schools are divided into 3 types**

1. Primary School - PS
2. Upper Primary School - UPS
3. High School - HS

**Two types of attendance are being captured:**

1. General Attendance - GA. Total School attendance
2. MDM Attendance - MD

**Abbreviations:**

- PG-Primary General Attendance
- PM-Primary Mid-day meal Attendance
- UG-Upper Primary General Attendance
- UM-Upper Primary Mid-day meal Attendance
- HG-Higher Secondary General Attendance
- HM-Higher Secondary Mid-day meal Attendance

**For Primary School the sms format will be**

If the general attendance is 23 and Mid-day meal attendance is 11 then the sms will be  
PG23PM11

**For Upper Primary School the sms format will be**

If the general attendance is 87 and Mid-day meal attendance is 78 then the sms will be  
UG87UM78

**For High School the sms format will be**

If the general attendance is 37 and Mid-day meal attendance is 36 then the sms will be  
HG37HM36

**If its and Primary + Upper Primary school then the attendance format will be**

PG23PM11UG87UM78

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If its and Primary + Upper Primary school+ High School then the attendance format will be  
PG23PM11UG87UM78HG37HM36

SMS to be sent by Headmaster or senior teacher of the school, whose number is stored in the  
database.

Send sms to 9246013865

Do not give any gaps in between.

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