

GOVERNMENT OF ANDHRAPRADESH
SCHOOL EDUCATION DEPARTMENT
(Director, Mid-Day Meal & SS Andhra Pradesh)

Memo No. ESE02-1769330/69/2022-MDM-CSE Dt:16/08/2024

Sub School Education- TMF-Standard Operating Procedure (SOP) Role of Head Master/Education Welfare Assistant/Ward Education Secretary/School Management Committee Members -Regarding
Ref 1.This Office Memo ESE02-27021/69/2022-MDM-CSE Dt:30-06-2022.
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The attention of all Regional Joint Directors of School Education and District Educational Officers in the state are informed that, The Government of Andhra Pradesh have setup the Toilet Maintenance Fund (TMF) for maintaining the cleanliness of the Toilets, Urinals, dress change room, washbasins and other associated items of the toilet complexes in all the government schools and all the Government Junior Colleges in Rural and Urban areas for safeguarding the health of all the students. The monitoring of the scheme may be done through IMMS APP by following revised SOP norms as follows:-

Role of Head Master:-

- **Head Master need not upload the toilet photos in IMMS APP.**
- A survey form shall be provided to the Head Masters which is to be uploaded in IMMS APP.
- Head Master has to update the survey format in IMMS APP once in a day i.e., Evening hours.

Note:-Survey format for headmasters is enclosed.

Role of Education Welfare Assistant/Ward Education Secretary
Education and Welfare Assistant shall visit the schools two times in a week i.e., Monday & Thursday.

- He/ She shall upload the toilet photos in IMMS/CR APP during their visit
- Observe cleanliness of toilets, wash basins, urinals and other associated items and upload remarks and photos in the IMMS/CR app.

Role of School Management Committee Members:-

- Necessary logins of IMMS APP are provided to SMC Chairman and its members.
- SMC members may visit the schools every Wednesday and Friday.
- They may also be requested to upload the toilet photos in IMMS APP.

There fore , all the district Educational Officers in the state are requested to issue necessary instructions to filed functionaries so as to enable effective

monitoring on the implementation of Toilet Maintenance Fund(TMF).

A copy of Survey format for headmasters is enclosed.

Encl: Survey format

B Srinivasa Rao I A S
DIRECTOR,
MID DAY MEAL & SS

To

All the District Educational officers in the state

All the Regional Joint Directors of School Education in the state.

Copy to the Director, Grama Volunteers/Ward Volunteers

& Village Secretaries /Ward Secretaries, Andhra Pradesh for taking necessary action.

Copy submitted to the Secretary to the Government, School Education Department, A.P. Secretariat, Velagapudi,Amravati for kind information.

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