Instruction Manual for
Pradhan Mantri Poshan Shakti Nirman
(PM POSHAN)

MIS Portal
Block Level

Department of School Education & Literacy
Ministry of Education
Govt. of India

Enter Block Level Login ID and Password with Captcha image at Login Page.
After Successful Login, Block User enters into Home Page of Block Level User and following screen appears:
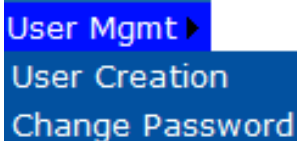

In last Screen, State Name, District Name, Block Name, User and Role belonging to that Block Login Id appears in Header of Home page as mention in below image:
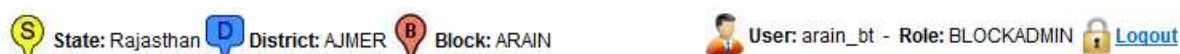
If you want to Exit or Close the Application, Click on Logout Link as mention above.

Brief Details of the Menu of Block Level Users

1. User Management: Menu having following Sub Menu

1.1   User Creation

Block user can create Login Id only for School Level. For School Level Login Id creation, click on **User Creation** link under user Management Menu.
After clicking on link, following screen appears:

Above screen shows already created all School Login ids with User Name, Email Id and Active Status. User can Search all School Login Id by Login id or User Name, created by that Block Level Login id. If Active status of Login Id is No, then a user can not access their Account. Block User can

activate the de-activate Login Id of School level by selecting check box and Clock on **Activate** Button.

For creating new login id of school Level, Click on **user creation** link in above screen.
Creation of New Login id Screen displayed in next Page.
In open new Screen, Kindly Select User Level as **School**, and Role as **SchoolAdmin**.
Kindly Enter Login Id, First Name, Last Name, Address, Email and Mobile Number.
After enter all the Data, click on **Save** Button.
Password of newly created Login id has been sent to mention Email id in the Form.

Create New User	
• Login ID must contain minimum 8 characters.	
User Level*	--Select level-- ▼
Role *	--Select Role-- ▼
Login Id *	
First Name *	
Last Name	
Address*	
Email*	
Mobile*	

Save   Close

1.2 Change Password

If a Block user wants to change Password, click on Change Password Link under User Management Menu.
After clicking on above Link following screen appears:

Change Password
Password length must be minimum 8 characters.
Password must contains al least one upper case letters : (A-Z)
Password must contains al least one lower case letters : (a-z)
Password must contains al least one number : (0-9)
Password must contains al least one special characters: ! % & @ # $ ^ * ? _ ~ < >] [{ }	
Fields with * are mandatory
Old Password : *
New Password : *
Re-enter New Password : *
Change   Exit

In Password Change Screen, Please enter Old Password, New Password and Re-enter New Password. Please follow the new Password Policies according to mention Policies in Screen.
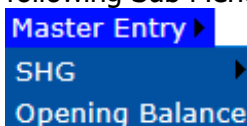After that click on **Change** Button.
If User not enters the new Password according to mention Policies, following message will appears:
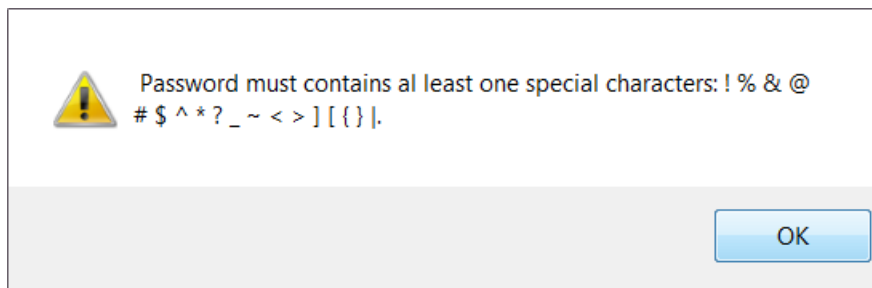
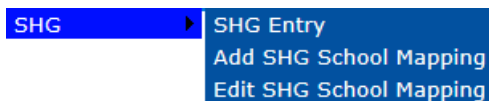On Successfully change password, following message appears on Screen.

Password changed successfully !

2. Master Entry: Menu having following Sub Menu

2.1 SHG (Self Help Group)

If SHG in Block provides meal to Schools, first create the Master Data of SHG, working in that Block. There are following sub menu in SHG Menu.

For Adding new SHG in MDM MIS Portal, Click on SHG Entry Link.

2.1.1 SHG Entry: When you click on Link, Following screen appears:

Above screen display already Added SHG in Block. If you want to edit existing SHG Master Data, click on Edit Link corresponding to that SHG. After click on link, following screen display the saved data in editable mode. Here you can edit Data and click on **Save** Button.

If SHG not provides meal in Schools then you can deactivate that SHG. Before deactivating SHG, confirm that there are no Schools mapped with that SHG. Steps for unmapped of Schools from SHG define in next section. Deactivate SHG only in case of that there is no school mapped with SHG.
For deactivate SHG, select check box corresponding SHG and click on Deactivate Button
And for activate SHG, select check box corresponding SHG and click on Activate button.

If a SHG provides meal in more than one School then enter only single SHG Master Data of that SHG and mapped all those schools with that SHG. Steps for mapping of Schools to SHG define in next section.

For adding New SHG, Click on Add SHG Link in above screen and screen shown on next page will appear for SHG Master Entry.

Enter all the SHG related information in above form. Labels with Red Star (*) are mandatory. Radius Distance indicates the maximum distanced School covered by that SHG.
If you want to re-enter the SHG all data, then click on Clear Button. It will erase all the entered data. After filling all entries, click on Save Button for saving the SHG Master Data. A confirmation message will display for saving the entered data or not.
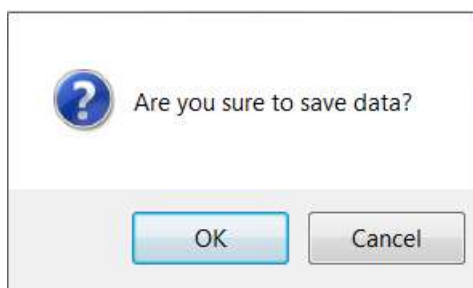
Click on OK Button for saving the Data or Cancel Button for re-enter the Data. If you click on OK Button a Successfully save Data message will appear.
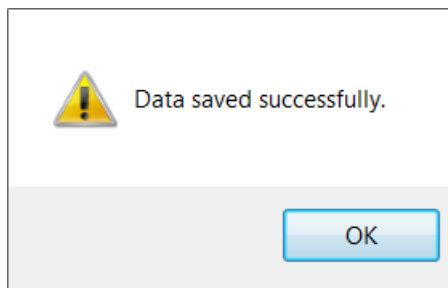
After adding SHG in Block, now you have to map Schools with that SHG. For adding Schools with SHG select Add SHG School Mapping option in SHG Menu.

2.1.2 Add SHG School Mapping
When you click on link, following screen appears:

Above screen display existing active SHG, provides meal in Schools. SHG can be searched by Name or Address or email id or mobile number.

For mapping of Schools to SHG, click on SHG Name. Following screen will appear for Schools mapping with SHG.

School SHG Mapping	

SHG Mapping Details

State	Rajasthan	District	AJMER
Block	ARAIN	SHG Name	kishnargargh
Financial Year	2013-2014 ▼		
Start From	01/04/2013	End To	31/03/2014
Effective From	01/04/2013	Effective To	31/03/2014
School Name			Search

Mapped School List

NO SCHOOL FOUND!!

UnMapped School List

☐	School Name	Block Name	Village Name
☐	BAGRIYO KI DANI DEVRIYA	ARAIN	DEVRIYA
☐	G P S Sanskrit BORADA	ARAIN	BORADA
☐	G PRAVESHIKA SANSKRIT BORADA	ARAIN	BORADA
☐	G.G.P.S. JHIROTA	ARAIN	JHIROTA
☐	G.G.SEC.S. SANPLA	ARAIN	SANPLA
☐	G.G.U.P.S. BHAMOLAV	ARAIN	BHAMOLAV
☐	G.G.U.P.S. BHOGADIT	ARAIN	BHOGADIT
☐	G.G.U.P.S. CHAKVI	ARAIN	CHAKVI
☐	G.G.U.P.S. DADIYA	ARAIN	DADIYA
☐	G.G.U.P.S. DEVPURI	ARAIN	DEVPURI

Save   Close

In above screen, select financial year in which year you want to map schools with SHG. By default schools mapped for a whole Financial Year. But you can edit the duration of mapping of school to SHG as changing the effective from and effective to date. For schools List, Click on **Search** Button. You can also search a particular school with school name.

When you click on Search Button, There are two types of School lists,
- (i) Mapped School List
- (ii) Unmapped School List

Mapped list display the mapped schools with that SHG. While unmapped list display the schools not mapped with any SHG.

For mapping of schools with SHG, select check box corresponding to schools from unmapped list and Click on **Save** Button.

On successfully mapping, following message will appear:

⚠ School Mapping Inserted Successfully!

OK
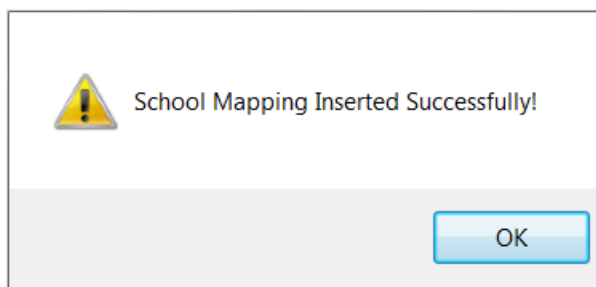
If you want to check mapped schools, then open school mapping screen once again. Mapped schools will display in Mapped School List. In case of wrong mapping of schools to SHG, then you have to remove mapping of school.
If SHG not provide meal to Schools then you have to remove mapping of schools from that SHG.

2.1.3 Edit SHG School Mapping

When you click on link, following screen appears:

Select financial year and click on **Search** Button. After clicking on button, SHG list display, which are provides meal in schools.

For unmapping of schools from SHG, click on SHG Name, from which you want to unmapped schools. When you click on SHG Name, screen appear with information such as State Name, District Name, Block Name, selected SHG Name, Financial Year and schools List which are covered by selected SHG.
You can also search a particular school by school name. School name will be same as in School Master Data of MIS.

Now select schools in list for Remove mapping and click on **Remove Mapping** Button. When you click on button following message will appear:
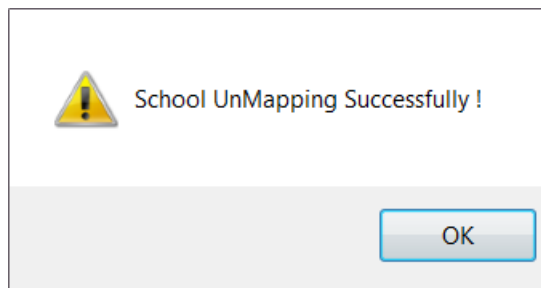
2.2 Opening Balance

This screen is for entering Opening Balance of Fund and Food Grains available at Block level in the beginning of Financial Year.

User---→Opening balance---→Selects financial Year-----→Search

Following screen will appear to user

User enter the data of unspent fund & food grain in previous year & clicks on **Save or Freeze** button to save data in **Save as Draft or freeze** mode respectively.

3. **School Data Entry**:

School data entry module of Mid Day Meal application is managing all school level entry. User fills all data related to school.

3.1. School Annual Data Entry:

For filling school annual data user login in the system

User---->School Data Entry ---> Annual Data Entry---->Selects financial year, Village ---→Search

Schools of selected village will be populated in search list with status either **complete or pending.**
Complete status means that data of that school has been saved.
Pending status means that data of that school has not been saved so far.
User Clicks on **Pending** link, a form which consist of following sections will appear.

1. **School Enrollment Details**
2. **School Kitchen Type Details**
3. **School Bank Account Details**
4. **Cook Cum Helper Details**
5. **Weighting and Height Measurement Machine Status.**
6. **Infrastructure Details**
7. **Teacher Details**
8. **Kitchen Utensils**
9. **Kitchen Cum Store-Physical Progress**
10. **Kitchen Cum Store Status**
11. **School Geographical Location**

School Annual Data for Financial Year - 2013-2014   Print

Instructions :
1.Keep Enrolment Register at the time of entry.
2.Keep Account Register at the time of entry.

School Details

School Code	21120501602	School Name	NAGESWARNATH PS
School Type	Govt.	Category	Primary
State	Odisha	District	CUTTACK
Area	Rural	Block	CUTTACK SADAR
Village/Ward	DAMODARPUR-II		

Enrolment Details*   [-] Collapse

Category	Primary Boys	Girls	Total
SC	4	3	7
ST	0	0	0
OBC	0	0	0
General	9	4	13
Total	13	7	20

School Kitchen   [-] Collapse

Type of Kitchen	School Kitchen
Mode of Cooking	Fire Wood ▼

School Bank Account Details*   [-] Collapse

Separate Bank Account for MDM Scheme	● Yes ○ No		
Mode of Receiving of Funds	Bank ▼	CBS Account	● Yes ○ No
Bank Name	Others ▼	Branch	Kandarpur
IFS Code	UCBAORRBKGB	Account Number	40020100000166

Cook Cum Helper Details *   [-] Collapse

	Cook Name	Gender	Category	Below Poverty Line	Mode of Payment	Honorarium Per Month	Remarks
Remove	Minati Nayak	Female ▼	General ▼	Yes ▼	Bank ▼	1000.00	

Add New Row

User can take the print on clicking "**Print**".

User has to fill all required data and click on **save**. A confirmation Popup message" data saved successfully" will appear to user.

Status against that school will get convert from pending to **Complete** as shown in figure.

If user wishes to change the annual data he/ she have to click on **complete** link. Annual data of that school will get populated to user. He can make the changes in that & can save again on clicking "**Save"** button.

3.**2. School Monthly Data Entry**

For filling school Monthly data user login in the system

User---->School Data Entry ---> Monthly Data Entry---->Selects financial year, village---→Search

School Name, village name & 12 links in a row one for one month starting from April will be populated in search list. Only one month link (**Red)** will be enable. User has to make entry first of April month, May month & so on.

Status of link can be as follows.
Pending: indicates that data of that month is pending.
Save as Draft: indicates that data of that month may be modified
Freeze: indicates that data of that month has been freeze. User can only view data of that month by clicking on it.

School monthly data form consist of following details
1.   **Mid day meal served**
2.   **Cook cum helper payment**
3.   **Cooking cost utilization**
4.   **Food grains utilization**
5.   **MME expenditure**
6.   **Inspection Details**
7.   **Untoward incidents (if any)**

If school has kitchen type centralized kitchen (NGO) or SHG kitchen then user has to fill data of only following sections.
1. **Mid day meal served**
2. **MME expenditure**
3. **Inspection Details**
4. **Untoward incidents (if any)**
Other details will be filled through NGO/ SHG Entry screen.

To fill monthly data user has to click on **pending** link, following screen will appear to him.

User has to fill all required data and click on **Save as Draft / Freeze**. A confirmation Popup message" data saved successfully" will appear to user.

Status again that school will get convert from pending to **Draft/Freeze** as shown in figure.

If user wishes to change the Monthly data he/ she have to click on **Draft** link. Monthly data of that school will get populated to user. He can make the changes in that & can
Freeze on clicking "**Freeze**" button After Freezing the Monthly Data it can't be changed
User can view the monthly data after clicking on **freeze** link.

Offline School Monthly Data Entry:

Offline School Monthly Entry Functionality is available for District / Block User. In this Functionality user can download Excel sheet of all Schools in a Block. After Filling the Sheet, they can upload it on Server.

Search Schools in School Monthly Data Entry Option

1. Click link "**Download Monthly Excel Data Sheet for Offline Data Entry**" on same screen to export the data to Excel file.
2. Save the file on a location and double click to open file.
3. Enable Macro in the excel as per steps mentioned below:

    a. Click "Option" button.

b. Select "Enable the content" and click "Ok".
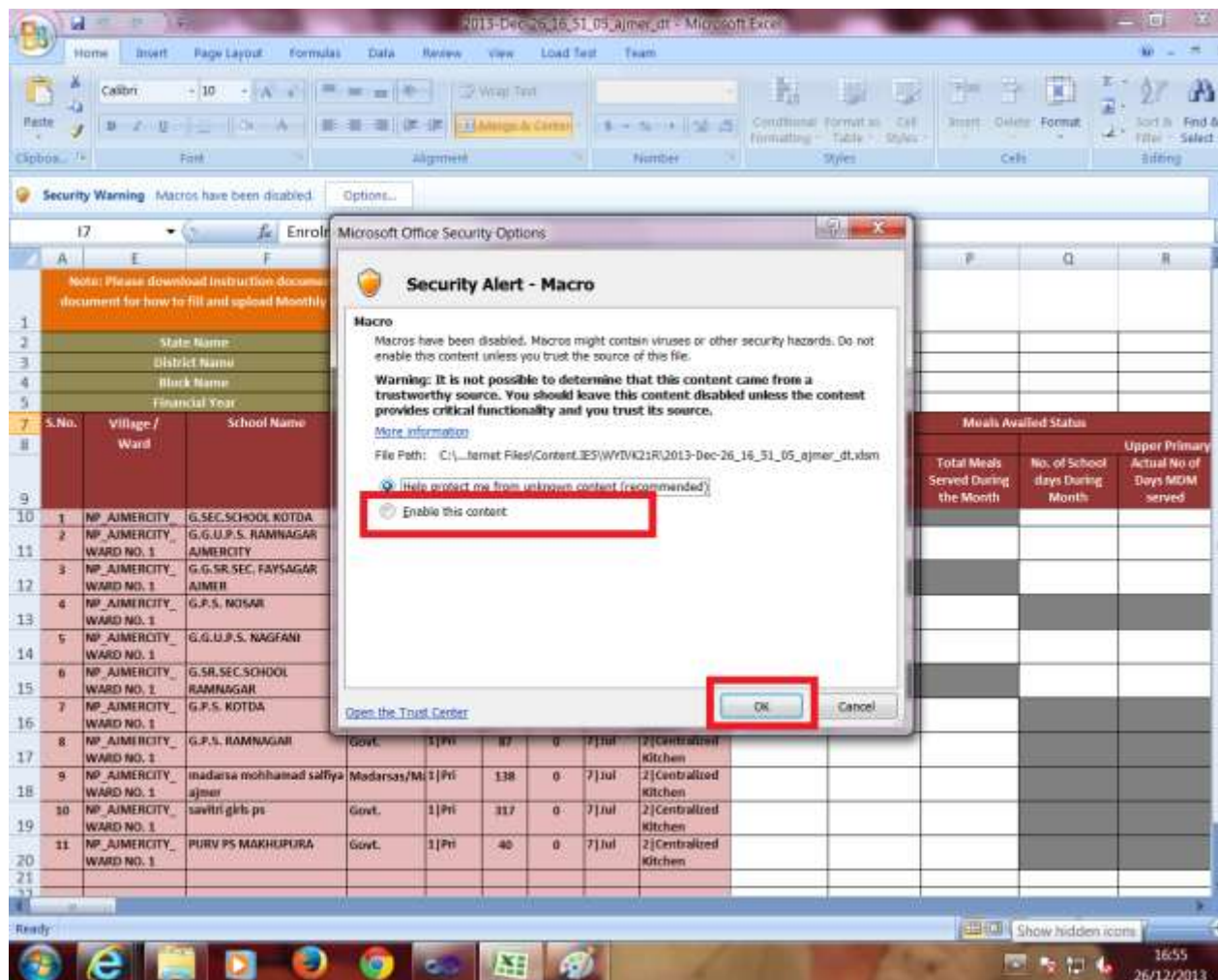
4. After data is updated, save excel sheet.
5. Click "Verify and Generate XML button" to verify the data and generate XML file
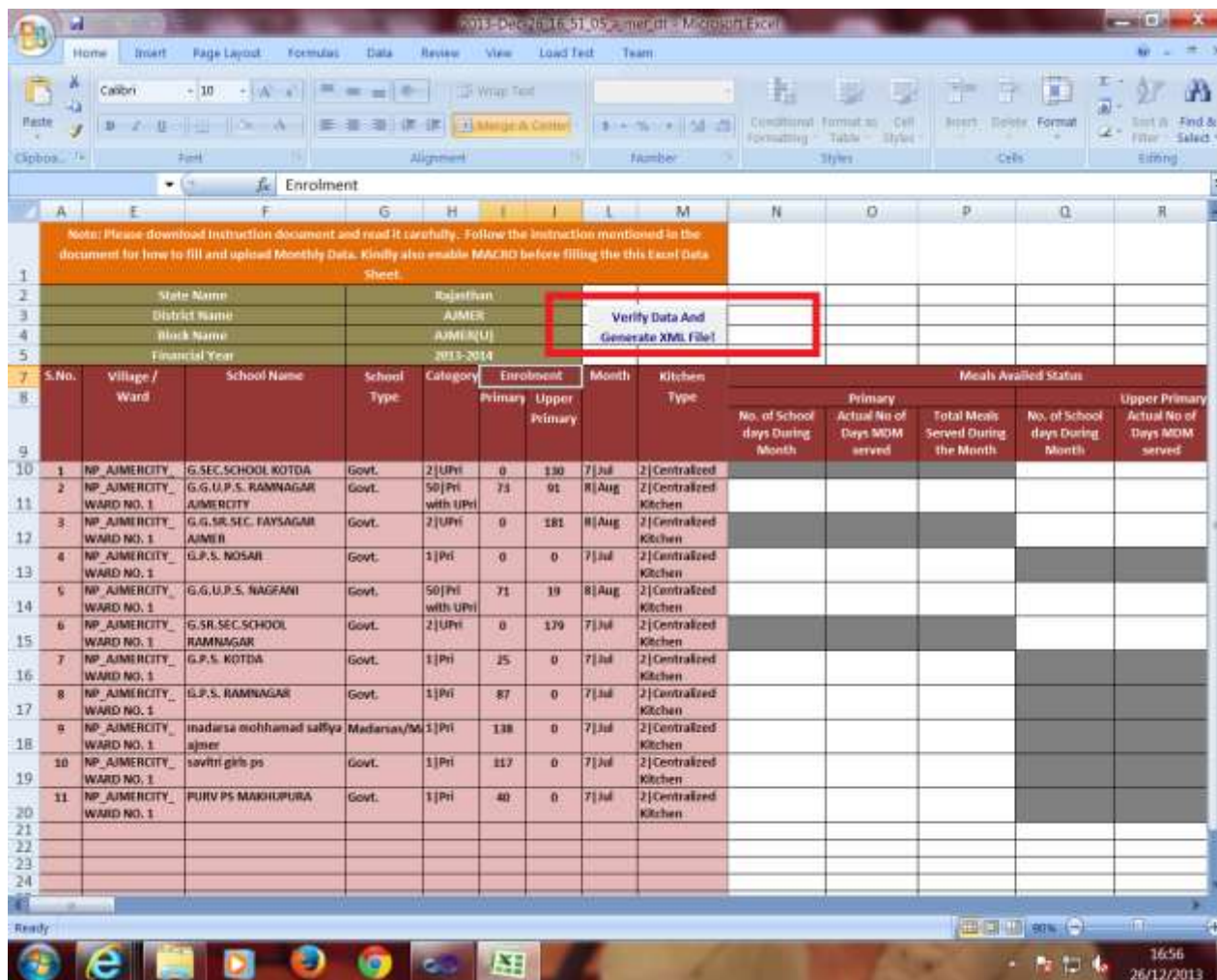
6. Please check status file at the location provided to check any error, if XML file is not generated.
7. If XML is generated, upload the file to MDM site using menu:
   School Data entry->Upload Monthly Offline Data

After Uploading Offline School Monthly Data on Server, User can check their Uploaded School Data in the **Report of Uploaded Monthly Offline Data** in the menu of **School Data Entry**. This report Indicates Valid or Invalid School Monthly Data. You have to freeze Valid School Monthly Data on Clicking of **Freeze** Button and Delete Invalid School Monthly Data on Clicking on **Delete** Button.

3.3. School Health Data Entry

For health data entry

User---->School Data Entry ---> Health Data Entry---->Selects financial year, Village--- →Search

A school list of selected block/ village as shown in following figure will appear.

Health entry is done at quarter level. By default first quarter will enable. If first quarter data entered and freeze then second quarter link for data entry will be available.

When User clicks on "**Pending**" link, following screen for data entry will appear to user.

School Health Data For Financial Year - 2011-2012				Print

School Details

School Code	30010204810	School Name	ACDIL ENGLISH PRIMARY SCHOOL
School Type		Category	Primary with Upper Primary
State	Goa	District	NORTH GOA
Location	Rural	Block	BARDEZ
Village/Ward	ALTO BETIM		

Number of children whose anthropometric measurements (height and weight) have been done [-] Collapse

Boys		Girls	

Number of Children stuned (height <-2-SD for age) [-] Collapse

	Primary	Upper Primary
Boys		
Girls		

Number of Children wasted (BMI <-2-SD for age) [-] Collapse

	Primary	Upper Primary
Boys		
Girls		

Number of over Nourished Children (BMI >+2SD for age) [-] Collapse

	Primary	Upper Primary
Boys		
Girls		

Anemia HB Level
>12gms -normal Between 10-11.9 mild 8.00-9.9 moderate <8 gms.-severe

Anemia HB Level (Optional) [-] Collapse

	Primary	Upper Primary
Number of Children having HB Level < 8gms		

Refractive Errors [-] Collapse

	Primary	Upper Primary
Number of Children diagnosed with refractive errors		
Number of Children provided spectacles		

Number of Children with Health Problems detected during School Health Checkup [-] Collapse

Number of Children Problems treated during School Health Checkup	
Number of Children Problems detected during School Health Checkup and were referred	

Number of Children wasted (BMI <-2-SD for age) [-] Collapse

	Primary	Upper Primary
Number of Children received weekly Iron and Folic acid tablets in the last 3 months		
Number of children received deworming tablets		

Save as Draft	Freeze	Close

Health data entry from consist of following sections of data.

1. **Number of children weight measured.**
2. **Number of children height measured.**

3. **Number of children with refractive errors**
4. **Number of children with health problems detected during School Health Checkup**
5. **Distribution of Iron & Folic Acid, Deforming, Vitamin-A supplementation**

User can print this record on click on **print** button.

After filling all required data, user can save it as **'Save as draft' or Freeze** Button. When user press **'Save as draft' or 'Freeze'** button a pop up message 'Data has been saved successfully' appears to user.
If user has save it as **'Save as draft'** he/she can modify it further but If user has save it as **'Freeze'** he/she cannot modify. User can view the data on clicking Freeze link.

3.4   Opening Balance

User---→ Opening Balance---→Select Financial Year, village-----Search

A list of schools of selected village with following data entry status will populate as shown in the figure below.
1. **Pending**: indicates that entry of opening balance is pending
2. **Draft: indicates** that entry of opening balance has been done but data can be modified.
2. **Freeze:** indicates that entry of opening balance has been done & data cannot be modified

The User clicks on **"Pending/Save as Draft"** link and a screen will open as follows.

User enters the data and clicks on "**Save**" or "**Freeze**" button to save the data as **"Save as Draft" or "Freeze"** respectively.

3.5   SHG Monthly

User---→ SHG Monthly---→Select Financial Year-----Search

A list of NGO with following data entry status will populate as shown in the figure below.
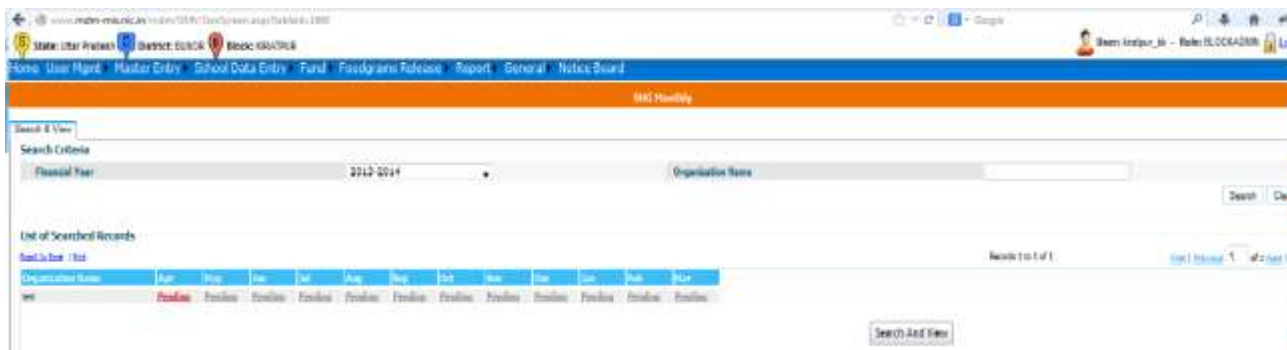
1**. Pending**: indicates that entry of opening balance is pending
2. Draft: indicates that entry of opening balance has been done but data can be modified.
2. Freeze: indicates that entry of opening balance has been done & data cannot be modified

 The User clicks on **"Pending/Save as Draft"** link and a screen is populated as shown in the figure

User enters the data and clicks on "**Save**" or "**Freeze**" button to save the data as **"Save as Draft" or "Freeze"** respectively.

3.6   SHG Level Opening balance

User---→ SHG level Opening Balance---→Select Financial Year-----Search

A list of SHGs with following data entry status will populate as shown in the figure below.

1. **Pending**: indicates that entry of opening balance is pending
2. **Draft: indicates** that entry of opening balance has been done but data can be modified.
2. **Freeze:** indicates that entry of opening balance has been done & data cannot be modified

When the user clicks on **"Pending/Save as Draft"** link a screen will appear as shown in the figure. User enters the data and clicks on "**Save**" or "**Freeze**" button to save the data as **"Save as Draft" or "Freeze"** respectively.

3. Fund Management

Block level user can receive and release Fund (Reoccurring).There are two sub menus of Fund for the user. They are

1. Receive Fund
2. Release fund

3.1 Fund Receive

The Block User logs in to receive fund and selects **Fund Management-->Fund Receive.--→Select Financial Year------→Search**

A list will appear with details as shown in below figure.

User clicks on "**Receive**" and a page will open as shown in below figure

The User enters Receive Date and Clicks on "**Save**". On successful receive a successful message will be displayed. On click on OK the list will be refreshed. The Receive column
  will display **"Received"** now.

3.2 Fund Release

The Block User logs in and selects **Fund Management-->Fund Release--→Select financial year ---→Add new Release"below** page will be open to user

As user choose component, fund available, fund allocated and balance fund left for allocation for that component at block level will be displayed. User selects any school from list to release fund, enters amount which he/ she want to release & clicks on '**Add row'** button

   The User can add as much school as he/she wishes. With addition of each block/school the Fund allocated amount and Balance amount is adjusted.
   The user can also remove school from the list. The allocated amount and balance amount is adjusted.

   The user can click on **"Save as Draft" or "Save"** button to save data in **Save as Draft or freeze** mode respectively.
   List gets Refreshed "Data Entry" is now **Completed.** User clicks on '**Yet to be release'** link to release fund to schools finally.

3.3 Fund Release to SHG:

The Block user logs in and selects **Fund Management----->Fund Release to SHG--→ Select financial year ---→Add new Release**

Following page will open to user

The User will choose one component (Cooking Cost, Cook cum Helper, MME) Fund available, Fund allocated and balance fund left for allocation for that component at Block level will be displayed.

Next user will select name of SHG to which he /she wish to allocate fund, will put data in relevant fields & will click on **Add row** button. If user wishes to give fund to another SHG user has to select another SHG from the list & will has to click on **Add Row** Button. User can add as many different SHG as he/she wishes

With addition of each SHG the Fund allocated amount and Balance amount is adjusted. The user can also **remove** SHG from the list. The allocated amount and balance amount is adjusted.

The user can click on **"Save as Draft" or "Freeze"** button to save data in **Save as Draft or freeze** mode respectively.
The list get refreshed and Data Entry column will display "Save as Draft"

The user clicks on "Save as Draft" and can Remove /Add new SHG to the list and clicks on "Freeze". The fund is now ready for release. The "Data Entry" is now completed and "Status" is '**Yet to be Release**'.

The user clicks on **Release** and then fund will be released to SHG.

4. Food Grain Release

4.1 Food Grain Release

To release food grain to school

      Block user---→Food Grains Release -> Food grain Release ---→Select Financial Year & Allocation---→Search

Following screen will appear.

The list will show list of schools with Quantity released (if any). The Data Entry column can be show three status.

    Pending – Food grains data has not been entered so far.
    Saved As Draft --- Food grains data has been entered but the user can modify it.
    Freeze – Food grains has been entered but the user can not modify it.

Status column will show two statuses:

1. **Yet to be released** – Food grains has not been released to school
2. **Released** – Food grains has been released to school.

When user clicks on "**Pending",** Food grains Allocation Screens opens.

Planned Food grains for Release (in MT): This section shows quantity to be released as per plan.

List of Already Released Food grains (in MT): This section shows quantity what has been released already.

Released Food grains (in MT): This sections what quantity to be released to state.

After fill the data, user has to click on

1. **Save As Draft** (Released to be draft mode) Or
2. **Save.**

The User should enter a release Amount for primary and upper primary quantity of wheat and rice. Sanction number, date and select any authorized signatory and click on "**Freeze**" or "**Save as Draft**".

Alphabets, numbers and "-" and "/" characters are allowed in sanction number.
Date should be in DD/MM/YYYY format and cannot be future date. All dates will be in current financial Year.

If user clicks **Save as Draft**, it is will be in drafted mode. User can make changes later.
Data entry status will be changed as **Completed** status. If user wants to make changes click on **Completed** link, popup will open. User can make modification in screen as required.

If user has done all required change and wants to release to school then he has to click on **Freeze**. Data will be in completed status but link will be disabled so user can't make any changes.

Status will be "**To be Release**" and now this link will get enable.

On Clicking **To be Release** link its status will get changed to **'Released'** and it will be Available to schools.

If there is any quantity is to be pending for release for state 'Data Entry' status will now be as mark as '**Pending**' otherwise it shows '**Completed**'.

User has one more option in food grains manage. User can check stock position of school level.

As user click on **Stock Position** link, school list having quantity of food grain received from block to schools will open as shown in figure.

6.2   Food Grain Release to SHG

To release food grain to SHG

   Block user---→Food Grains Release -> Food grain Release to SHG ---→Select Financial Year & Allocation---→Search

Following screen will appear.

The list will show list of schools with Quantity released (if any). The Data Entry column can be show three status.

  Pending – Food grains data has not been entered so far.
  Saved As Draft --- Food grains data has been entered but the user can modify it.
  Freeze – Food grains has been entered but the user can not modify it.

Status column will show two statuses:

1. **Yet to be released** – Food grains has not been released to school
2. **Released** – Food grains has been released to school.

When user clicks on "**Pending",** Food grains Allocation Screens opens.

Planned Food grains for Release (in MT): This section shows quantity to be released as per plan.

List of Already Released Food grains (in MT): This section shows quantity what has been released already.

Released Food grains (in MT): This sections what quantity to be released to state.

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If user clicks **Save as Draft**, it is will be in drafted mode. User can make changes later.
Data entry status will be changed as **Completed** status. If user wants to make changes click on **Completed** link, popup will open. User can make modification in screen as required.

If user has done all required change and wants to release to school then he has to click on **Freeze**.
Data will be in completed status but link will be disabled so user can't make any changes.

Status will be "**To be Release**" and now this link will get enable.

On Clicking **To be Release** link its status will get changed to **'Released'** and it has been released to SHG.

If there is any quantity is to be pending for release for state 'Data Entry' status will now be as mark as '**Pending**' otherwise it shows '**Completed**'.