

# 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

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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:



### 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:

Search & View						
Search Crit	leria					
Lorgen III				User Name		
Active/#	Active/NonActiveSelect Value-					
User Creat	ton					Search Clear
List of Sear	rched Records				Records 1 to 3 of 3	Prot   Process 1 of 1 Bed   La
	Litera 10 D	Dare Name -	Districtment	direct 14	ACCURATE ON THE	
10	aram, acheol	reading condition	Schwei	mind graiter	No	
12	atheite	44.44	School	restungtighty	Yes	

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							
<ul> <li>Login ID must con</li> </ul>	itain 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 <u>Change Password</u> 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:

arch Crib					Addres					
SHG Nam	tve :		- company		Addres					
Status			Select Value							
dd SHG									3	Search Clas
st of Sean										
							Records 1	C to C al	East   Devines 1	of 1 1000 1
or in Ecol 1		Tellis Rome D	Address	Contact No. Contact Person	Treat	Ponte		lo 3 of 3	East   Devines 1	af 1 test
or in Real				Contact Inc. Contact Person	Freed	71014de 9785452007	Kaden Dist. (Ker's) - Matan	103 of 3	East   Decision 1	of 1 test
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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 <u>Add SHG</u> Link in above screen and screen shown on next page will appear for SHG Master Entry.

Back         SHG/Noon Meal Centre          Address*          Address*          Contact(Area Code-Ph. No)          Contact Person*          Email Id          Mobile No.*          Radius Distance (In Km(s))*          Save       Clear				Add SHG/Noon Meal Centre
Name *   Address*   Contact(Area Code-Ph. No)   Contact Person*   Email Id   Mobile No.*   Radius Distance (In Km(s))*   Registration number				Back
Address*   Contact(Area Code-Ph. No)   Contact Person*   Email Id   Mobile No.*   Radius Distance (In Km(s))*   Registration number				
Contact Person*     Image: Contact Person*       Email Id     Image: Contact Person*       Mobile No.*     Image: Contact Person*       Radius Distance (In Km(s))*     Image: Contact Person*       Registration number     Image: Contact Person*	Address*			
Email Id       Mobile No.*       Radius Distance (In Km(s))*       Registration number	Contact(Area Code-Ph. No)			
Mobile No.* Radius Distance (In Km(s))* Registration number	Contact Person*			
Radius Distance (In Km(s))* Registration number	Email Id			
Registration number	Mobile No.*			
	Radius Distance (In Km(s))*			
Save Clear	Registration number			
		Save	Clear	

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:

Search Criteria	(								
SIIG Name				Address					
Emailtd				Mobile No.					
								5	earch Ox
List of Searched									
Expertance in Para						Records 1 to	161	Casi   Center 1	of 1 met
Still Name	Loutact Presson	Address	(mail)	Hiddahe .	meters No	Radius Distance(Karis)			
And the second	Lative .	Mathematique of a stream	Mahna Digmail.com	9900556622	0444 2258994	21			

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.

5HG 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

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

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:



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:

Search & View									
Search Criteria									
Financial Your	N	1013-2014							
SHG Name				Address					
								0	Search Clear
List of Searched I									
Giorent as Gueral   Escal							Records 1 to 1 of 1	Dati Entran 1	of 1 head 1 h
Sill'i Name	Kontact Person	Million	final	Probability	Contact No.	Hadian Dittan	cer(Wawing		
Manager at 1	laine	Mahrungargh spree	keine@prel.com	19665566	2 0444-2288	Section of the section of	23		

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. School SHG Mapping

state		Rajasthan		District	AJMER	AJMER		
Block		ARAIN		SHG Name	kishna	kishnargargh		
Financial Year 2013		2013-2014						
Start From 01/		01/04/2013		End To	31/03/2	31/03/2014		
Effective From 01/0		01/04/2013		Effective To	31/03/2	31/03/2014		
chool Name				Sea	rch			
lapped S	ichool List Schoo	l Name	Block Name	Village Name	Effective Date From	Effective Date T		
	BAGRIYO KI DANI DE	BAGRIYO KI DANI DEVRIYA		DEVRIYA	01/04/2013	31/03/2014		
	G P S Sanskrit BORAD	G P S Sanskrit BORADA		BORADA	01/04/2013	31/03/2014		
	G PRAVESHIKA SANSKRIT BORADA		ARAIN	BORADA	01/04/2013	31/03/2014		

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

Financial Year	2	013-2014 🕶	Seatch										
State	Ra	jaithan											
District	AJ	HER			Block	è				AFA	DV		
Component wise Opening Balanc	e details at school level (	For school wis	e details nleass	e click on V	(insu Datails)								
Component			munt			Deta	dia.			5857	Amount.		Details
Cook Cum Helper			0.	00000								0.00000	
Cooking Cost				00000								0.00000	
мие			9.	00000									
Enter Opening Balance as Bloci	k level												All Amount in Lacs(R
Fuel Details													
Component		sc		झ				GEN			Total		
	Pry		ULPIY		Pry		1.Pry		Pry		0.Pry		
Cook Cum Helper		0.00030	1.00	0.00000	0.0	1000		0 00330		0.00000		0.00000	0.0090
Cooking Cast		9.09000		0.00000	0.0	0000		0.00000		9 90030		0.00000	0.0000
INE		0 00030	- a	0.00000	0.0	1000	2	0 00000 0	1 5	0 00000		0 00000	0.0000
Total		0.00000		0.00000	0.0	0000		0.00000		0.00000		0.00000	0.0000
Fundyram Defails													
													All Quantity in MT
Food Item			Frimary				Upper Pris	nary			Total		
					1	000				0.000			0.00
Wheat.						000				0.000			0.00
What . Rice													

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	t Register	at the t	ime of	entry.	
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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-11		

Enrolment Details*			[-] Collapse
	Primary		
Category	Boys	Girls	Total
sc	4	3	7
st	0	0	0
DBC	0	0	0
General Total	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	5 <b>.</b>	CBS Account	🔹 Yes 🕘 No	
Bank Name	Others		Branch	Kandarpur	
IFS Code	UCBAORRBKGB		Account Number	40020100000166	

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

Weighing	and Height Measurement Ma							[-] Collapse
Weighing N	Machine available in School	© Ye	s 🕐 No		If yes, Year of Procurement	Select	5.	
Height Mea	asurement Tool	• Ye	s 🔍 No		If yes, Year of Procurement	2012-2013	•	
Infrastruc	ture Details							[-] Collapse
Drinking W	later Source	Hand Pu	mp					
Tollets		Common	1					
-		O Yes	* No					
Electricity		Other			) <b>*</b>			
Teacher D	etails"							[-] Collaps
	Teacher Name		Designation		Mobile Number	Email		
Remove	Pitambar Jena		Teacher		+91 7873856074			
Remove	Victoria Jena		Head Master		+91 9861515069			
								Add New Row
en 1 110							-	and the second second second second
Otchen Ut			016		If you 'Vasir of Devis compart	2012-2013	_	Add New Row.
Utensils for	r Cooking/Serving	🐮 Yes			If yes, Year of Procurement	2012-2013	•	and the second s
	r Cooking/Serving	<ul><li>Yes</li><li>Yes</li></ul>			If yes, Year of Procurement	2012-2013	_	and the second s
Utensils for Utensils for	r Cooking/Serving		⊖ No	•	If yes, Year of Procurement	2012-2013	_	and the second s
Utensils for Utensils for If Utensils f	Cooking/Serving Eating	• Yes	⊖ No	•	If yes, Year of Procurement	2012-2013	_	and the second s
Utensils for Utensils for If Utensils f	r Cooking/Serving Eating for Eating 'Yes' um Store-Physical Progress	• Yes	© No nun≹y	•]	If yes, Year of Procurement	2012-2013	_	[-] Collaps
Utensils for Utensils for If Utensils f <b>Gitchen Cu</b> Sanctioned	r Cooking/Serving Eating for Eating 'Yes' um Store-Physical Progress	Yes By Comr	<ul> <li>No</li> <li>nunity</li> <li>No</li> </ul>	•	If yes, Year of Procurement	2012-2013	_	[-] Collaps
Utensils for Utensils for If Utensils f <b>Kitchen Ot</b> Sanctioned If 'Yes'	r Cooking/Serving Eating for Eating 'Yes' um Store-Physical Progress	<ul> <li>Yes</li> <li>By Common</li> <li>Yes</li> </ul>	<ul> <li>No</li> <li>nunity</li> <li>No</li> </ul>		If yes, Year of Procurement	2012-2013	_	[-] Collaps
Utensils for Utensils for If Utensils f <b>Kitchen Ot</b> Sanctioned If 'Yes'	r Cooking/Serving Eating for Eating "Yes" um Store-Physical Progress um Store Status	<ul> <li>Yes</li> <li>By Common</li> <li>Yes</li> </ul>	🖹 No nunity D No ess		If yes, Year of Procurement	2012-2013	_	[-] Collaps
Utensils for Utensils for If Utensils f Kitchen Cu Sanctioned If 'Yes' Kitchen Cu Kitchen Cu	r Cooking/Serving Eating for Eating "Yes" um Store-Physical Progress um Store Status	<ul> <li>Yes</li> <li>By Comm</li> <li>Yes</li> <li>In program</li> </ul>	🖹 No nunity D No ess	•	If yes, Year of Procurement	2012-2013	_	[-] Collaps

Save Close

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.

School Annual Data							
Bearch & View							
Search Criteria							
Financial Year*	2012-2013						
							Search Clear
List of Searched Records							
Exert in Engl 1 Pert						Records 1 to 3 of 1	fred frances 1 of Lines Last
School Namel		Village/Ward	School Type	Calmpory.	55 alum		
AKE VEDYA MANEER		GREWACK NORANKAL	Bout	Forwy	Generated		

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--- $\rightarrow$ 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.

	III Day Meal Schen Inistry of Human Resource Develop partment of School Education & Lin wernment of India			201		
	District BARGARH 🎯 Block: BARGARH	and the second se	12202-015115V-02		🚨 User: bar	agrti_M - Role: SCHOOLADIVIN 🔒 Log
ome User Mgri	it Schoul Data Entry Fund Foo	adgrains Release	General Notice Boo	ard		
	2013-2014	•)	2			
	2013-2014	9	2			[Search] Clea
	2013-2014	•)	2		Records 1 to 1 of 1	Search   Chea

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

1. Keep Attendance Register and 2. Keep Stock Register at the tim		time of entry.					
at only series of \$100 at all a	and a start for		Pointfily Data of current	t north can be lifed next month	only,		
School Details							
School Code		21140112706		Schoul Name		KINDER	IDA PROJECT PS
School Type		Govt.		Category		Primary	
State		Odsha		District		DHENKA	ual.
Area		Runal		Block/Tahika/Handal		BHUBAN	
Vilage/Ward		Surapratap Pur		Total Enrolment		59	
Type of Kitches		School Kitchen		NGO/5HG			
Heals Availed Status							[-] Colle
A PRINCIPAL WINDOW MAINTING		2	imary	Upper Printary			
Number of School Days During	Nonth						
Actual Number of Days Mid Day	Heal Served			1			
Total Meak Served During the M	with			<u></u>			
look Cam Helper Amount De	liillii (f.n.165)						[-] Codu
Dening Balance		Received during the No	nthi	Expenditure during the	Month	Closing B	alance
22000.00		0.60		2000		-24000	
lame	Gender		Category	,	tode Of Payment		Amount Received during the month(In Rs)
WHITA BARK	Fettale		CBC	1	erk (		1000
WHELE A DAVID							

Printry						<b>Opper Pri</b>	nary					
Opening I	Ralance	Received	during the North	Expenditure during the Month	Closing Balance	Opening 1	talance.	Receives	d during the Month	Espe	nditure during the Month	Closing Balance
	7715.89		0.00	0.00	-7715.89		0.00		0.00		0.00	0.0
hether the	Sum of abo	ove Obsing	Balance matches with B	ank Account Cosing Balance.		e ves	No					
schoolEx	genses i M	anagmen	t Hooking and Cod	indion Expresses - (1n Rs.)								[·] Collaps
Oening Ba	alance			Received during the Nonth		Expenditur	e during th	he Month	<u>6</u>	Closit	ng Balance	
0.00				0.00			0.00			0.00		
Details of	Foodgrade	(In King	rams)									[-]Collaps
Primary						Upper Pri	nary					
Food Hem	Opening Balance		Received during the Month	Consumption during the Month	Closing Balance	Food Rem	Opening Balance		Received during the Month		Consumption during the Month	Closing Balance
Wheat		0.00	0.00	0.00	0.00	Wheat		0.00	0.00		0.00	0.00
Rice		-499.50	0.00	0.00	-499.50	Rice		0.00	0.00		0.05	0.00
schoolyte	spection											[-] Colleger
School Insp	pection			💭 tes 🖲 tio								
Name.				In Number								
By Membe	rs of Task Fo	TOP										
By District	officials											
By Block/T	stuka Level (	ficais										
By SNC Me	embers											
Maward	Incidents	(If Any)										[-] Collepse
0.000	( Managed 3	nodents O	coursed.									

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.

School Monthly Data           Search Kivlew           Search Criteria           Financial Year*         2012-2013           Exerch Criteria           Exerch Criteria           Exerch Criteria           Exerch Criteria           Exerch Criteria           Exerch Science           Exerch Criteria           Exerch Criteria           Exerch Science           School Hamé           Village/Ward         Apr           Exerch Science	Home User Ngmt 🕨	School Data Entry	Food I	Fund												
Search Criteria Financial Vear* 2012-2013  Exercit Disco   Print E	School Monthly Data															
Financial Wear**     2012-2013       List of Searched Records       Exercisition       Exercisition       Beconds thought       School Name       Village/Ward       Apr     May       Duil       Apr       Null       Apr       Dec       Data       Feb       Har	Search & View															
List of Searched Records           Example int         Clear           List of Searched Records         Records 1to 1 of 1           Example int         Records 1to 1 of 1           School Name         Village/Ward           Apr         Nay           Dual         Apr	Search Criteria															
List of Searched Records Learts End   Pins Records 1 to 1 of 1 Pint Previous 1 of 1Mark 1 School Name 1 Village/Ward Apr May Jun. Dui Aug Sep Oct Nov Dec Jan Feb Mar	Financial Year*		2012-	2013		•										
Econto Ecel   Pins School Name Village/Ward Apr May Jun Jul Aug Sep (Oct Nov Dec Jan Feb (Mar															9	earch Clear
School Name Village/Ward Apr May Dun Dul Aug Sep jOct Nov Dec Dan Feb Mar	List of Searched Reco	ords														
	East to Ease   Print												1	Records 1 to 1 of 1	Fett Previous	of 1 <u>Next) Last</u>
AVS VIDTA MANDER GALINADA MERANKAL Frazzz Dezt Pending	School Name	Village/Ward	Apr	May	Jun	Jul	hag	Sep	Øđ	Nov	Dec	Jan	Feb	Mar		
	ANS VEDYA MANCER	GALINADA MERANKAL	Freeze	Drat	Pending	Pending	Pending	Pending	Penting	Pending	Panding	Pendry	Pending	Pending		

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:

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4			ck Name		AIMER			- 2	erate XML File!		-		-	
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100	S.No.	Village /	School Name	School	Category	Enro	olment	Month	Kitchen			Meals Av	ailed Status	
8		Ward		Туре		Primary	y Upper Primary		Туре	No. of School days During Month	Primary Actual No of Days MDM served	Total Meals Served During the Month	No. of School days During Month	Upper Primary Actual No of Days MDM served
10	1	NP_AIMERCITY_	G.SEC.SCHOOL KOTDA	Govt.	2 UPri	0	130	7 Jul	2 Centralized					
1	2	NP_AUMERCITY_ WARD NO. 1	G.G.U.P.S. RAMNAGAR AIMERCITY	Govt.	50   Pri with UPri	73	91	8 Aug	2 Centralized Kitchen					
12	3	NP_AJMERCITY_ WARD NO. 1	G.G.SR.SEC. FAYSAGAR Aimer	Govt.	2 UPri	0	181	8 Aug	2 Centralized Kitchen					
13	4	NP_AUMERCITY_ WARD NO. 1	G.P.S. NOSAR	Govt.	1 Pri	0	0	7 Jul	2 Centralized Kitchen					
	5	NP AJMERCITY	G.G.U.P.S. NAGFANI	Govt.	50 Pri	71	19	8 Aug	2 Centralized				10	2 1

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

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			ncial Year		2013-20	-		Gene	rate XMI. File1					
	S.No.	Village/	School Name	School	Category		Naerlo	Month	-Kitchen	-		Meah Ar	alled Status	
		Ward		Type	11825	Primar	y Upper Peimary		Type	No. of School days During Month	Primary Actual No of Days MDM served	Total Mean Served During the Month	No. of School days During Month	Upper Prima Actual No of Days MDM served
	1	NP_AJMERCITY	G.SEC.SCHOOL KOTDA	Govt.	2 UPri	0	130	7124	2 Centralized				1	Constant of the local division of the local
	2	NP_AJMERCITY_ WARD NO. 1	G.G.U.P.S. RAMNAGAR AJMERCITY		50 Pri with UPri	75	91	RIAUE	Z]Centralized Kitchen					
	3	NP_AIMERCITY_ WARD NO. 1	G.G.SR.SEC. FAYSAGAR		21091	0	181	H[Aug	2)Centralized Kitchen					
	4	NP_AIMERCITY_ WARD NO. 1	G.P.S. NOSAIL	Govt.	1  Pri	0	0	311ml	2]Centralized Kitchen					
	5	NP_AJMERCITY_ WARD NO. 1	G.G.U.P.S. NAGEANI	Govt.	S0JPri with UPri	71	19	8] Aug	2 Contralized Kitchen					
	6	NP_AIMERCITY_ WARD NO. 1	G.SR.SEC.SCHOOL RAMNAGAR	317	2)UPri	0	179	7[36	2 j Centralized Kitchen	į į				
	1	NP_AIMERCITY_ WARD NO. 1	G.P.S. KOTDA	10327	1 Pri	15	0	7[34	2] Centralized Kitchen					
	8	NP_AIMERCITY_ WARD NO.1	G.P.S. RAMNAGAS	Govt.	tjpri	- \$7	0	71.34	2)Centralized Kitchen					
	*	NP_AIMERCITY_ WARD NO. 1	inadarsa mohhamad salfiya ajmer	Medianias/M	1191	130	0	71.00	2]Centralized Kitchen					
	10	NP_AIMERCITY_ WARD NO. 1	savitri girls ps		1]Pri	857	0	7[24	2)Centralized Kitchen					
	11	NP_AJMERCITY_ WARD NO. 1	PURV PS MAKHUPURA	Govt.	\$ Pri	40)	0	713ul	2]Centralized Kitchen					
						_								
	-													
1			A ii				<u>.</u>	11					11	

- 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--- $\rightarrow$ Search

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

Ministry of Hu	/ Meal Scheme man Resource Development School Education & Literacy Findia		dere .	92			
State: Odisha District: B4	RGARH 🛞 Block: BARGARH 🔕 Scho	IN THE RALAPANI CHHAK P	s			🙎 User: barage	tt - Role: SCHOOLADMN 🔒 Logo
1	lata Entry Fund Foodgrains I			d.			
School Health Data							
Search & View							
- Search Criteria							
Financial Year*	2013-2014	•					
							Search Clear
List of Searched Records							
Expect to Excel (Harr						Records 5 to 5 of 5	Frist   Premare 1   af 5 West   Last
School Name	Vslage/Want	School is	Quarter I	Quarter II	Quarter III	Quarter EV	
KALAPANE CHHAR P.S.	GALAPARI	1053798	Reeding	Pesiling	boofing	Pending	

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	a For Financial Year - 2011-2012	Pr
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		
umber of children whose an	thropometric measurements (height	and weight) have been done	[-] Collap
Boys		Girls	
lumber of Children stuned (h	neight <-2-SD for age )		[-] Collap
	Primary	Upper Primary	
Boys			
Girls			
lumber of Children wasted (E	BMI <-2-SD for age )		[-] Collap
	Primary	Upper Primary	
Boys			
Girls			
lumber of over Nourished Ch	nildren (BMI >+2SD for age)		[-] Collaps
	Primary	Upper Primary	
Boys			
Girls			
Anemia HB Level	.9 mild 8.00-9.9 moderate <8 gmssever	re .	
Anemia HB Level (Optional)		-	[-] Collaps
		Primary	Upper Primary
Number of Children having HB Le	evel < 8gms		
	-		
Refractive Errors		Deimony	[-] Collaps
Number of Children diagnosed w	with refractive errors	Primary	Opper Primary
Number of Children provided spe			
Jumber of Children with Heal	Ith Problems detected during School	Health Checkup	[-] Collaps
	eated during School Health Checkup		
	etected during School Health Checkup an	d were referred	
Number of Children Problems de			
			[] ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) (
Number of Children wasted (	(BMI <-2-SD for age )	Primary	[-] Collap Upper Primary
	eekly Iron and Folic acid tablets in the las		opper Printary
Number of Children received we			

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

					School Darming Balance			
earch 5 View								
Search Criteria								
Financial Tran*		2013-2014			Am	-Select Kalue-		
State		-Polati Falua-	+		School Name			
State District		EUROR	+		School Type	-Select Value-		
Block/Tables/Yes	what	SCRATPUR.	+		Calegory	-Select Value		
Parchaset		-Solut value-	•		Village/Ward	MEARABAD	- 14 - C	
								Search Dea
ist of Searched Re-	corda							
text is fire ( the						Repub 1	st#t	Emildenne 1. attaci
11.116	1 Euro/Kent	bind here	Second 1	School Tage	(take			
SECAMPUR SHACE	AKEARABAD	AVBARADAS	Pinaty	Lanal Body	Email			
SECLIMPUR SHADS	4/5484540	105181515	Lipper Rimany	Letter Body	Deved As Dolf:			
MAN BANK	101010	SANTA ANDARASAS	Loow Pinets Search And View	Envit Head	Securit As Don't			

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

			School Opening Ba	dances Data Entry			
Details							
Financial Year		2013-2014		State		Tami hiedu	
District		TIRUCHIRAPPALLI		filock/Talaha/Handa	4	ANDHAMALLUR	
Panchayat		ALLUR		Village/Ward		ALLUR	
School		PHARATHY PRIMARY S	CHOOL	Category		Primary	
Apr 😒							
			Data is free	speid Already			
Pry Wheat(Qfy in Nov)	Pry Bace(Qty in Kgs)	UPry Wheat(Qty in Kgs)	UPTY Rice(Qfy in Kgs)	Pry Cooking Cost (In Rs.)	UPry Cooking Cost (In Ro.)	Cook Cam Helper Psymient(In Rs.)	On Ro.3
10.00 B	10.000	a la	N. S.	Provide and a second se		3706.00	1963.00
			(Seve.) 1994	Close			

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.

• · · · · · · · · · · · · · · · · · · ·		1.0											2-0	• Ough		,a la	4 n -
State: Utar Protect					-					C.Corr. and	_				a Bern ki	ripur, bir - Role: BLC	CENDER TO L
Home User Hgrd - Hasta	rEnlis	School De	ata Enbiy	Find	Faedqua	ns Rdea	se i Nip	erti Ger	wal N	tice Beard							
A											NIGH	-W-					
Saud & Vere																	
Search Colteria																	
Financial Year					3012-3	244						Organization Name					
																	Seath De
List of Searched Recards																	
And Adventised														Report of		Engl I Indexed	t dated
Organization Laws	400	100	1.0	i i i	Also,	100	- 14				No.	- NUF					
н	Peaker	Inting	<b>Frein</b>	Emiles	friday	Inde	feeling	hising	Page 1	Profiles	Prida.	Emlin					
													Search Lad View				

- 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

NO Debala											
Hate				UBai Hia	denti.		Sink			ADATTA .	
time .				kid.			Total School			b	
and Care Related	1000										1-10-be
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						Cart					
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Total and							Sigan Primary				
Annual Summer	No.11	***	ing the Plantin	100	nation during the Health	Chesing -	throwing Splanic	Beneficial	during the Health	Expenditure during the Health	Chestran Balance
	6.81	8.00			6.00	1.01		8.85	1-10	1-00	5.0
intally of Papelgram	n (All debels in Qu	Antesh (									(-) Colla
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itat		100	8.00		8.00	100	titlesi .	8.00	6.01	0.00	4.00
test .		-1.0	1.0		1,00	122	Real	1.0	:0.01	3.00	-0,00

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.

Search Criteria								
Formal Year?	2013-2014				9.64 <sup>12</sup>	Littar Pradenh		
Detroit	EDIO	. 4			fleik:	QUATPUT		
								Seath 0
list of Searched Records								
and tables ( Red							Secto 1 to 1 of 1	Er Second ditte
EAE North	Table School Fig.	and with first	Total Sendmont Magnel with	SIG (Data Betry Bat				
			5.54	S Dala				

- **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.

	Ministry of H	y Meal Se uman Resource D of School Education of India	Pevelopment	News (H		De	Trainin Not Enter		
State: H	machal Pradesh 🛄	District: BILASPUR	H.P.) 🛞 Block: SAD	IAR			🙎 User: sadar_	bt - Role: BLOCKADMI	Log
		and the second se	ta Entry Fund		ilease Repo	rt General	Notice Board		-
						Fil	nd Receive from Stat	ba/District	
	-								
earch & View									
earch & View Search Crit Financia	teria	2013-2014	÷j						
Search Crit	teria	2013-2014	•						
Search Crit Financia	teria	Crower and							
Search Cril Financia	teria al Year* rched Records : All	Crower and			-				
Search Cril Financia List Of Sea	teria al Year* rched Records : All	Crower and	• ) SC (UJiry) Easth and	Time St (	(U.Prv) Ges	i (Piry) Ga	n ( U.Pry) Tatal	Rocker	
Search Crit Financia List Of Sea	nched Records : All	Amount in Lacs(Rs)	SC (U.Pry)		(U.Dry) Ges 1.0000	1 (Phy) Ga 1,0000	s ( U.Pry) Tetal 4.0000		
Search Cril Financia List Of Sea Cost to Doo	teria al Year* nched Records : All 1893	Amount in Lacs(Ra)	SC (U.Pry)	1000000			1000	Protect 17.0000 Vector Records 22.0000 Hostived	× .
Search Cril Financia List Of Sea Loot to Doo Revel	teria al Year* rched Records : All 1893 Clance SIGNR	Arment in Lacs(Rs)	50 (U.Bhy) (1997) 2.20000 0 10.0000	2.0099	1.00000	3.00000	6.00000	17.0000 Yet to be Received	

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

	www.mdm-mis.nic.in/m	a second s					and the second se		
me			Fun	d Receive	d By Bloc	k			Tra Do Not
State: Himaci	Block Name Financial Yea	SADAR r 2013-2			Release Da Receive Date(DD/N	(CC)-	09/10/20	122	
tice Board								in Lacs(Rs)	Fund Receiv
arch & View Search Criteria	Component	Primary	Upper Primary	Primary	ST Upper Prymary	Primary	EN Upper Primary	Total	L
Financial Yei	Cost of Foodgrains	1.00000	2.00000	2.00000	1,00000	5.00000	6.00000	17.00000	
list Of Searche				Save	Close				<u></u>

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.

Fund Rece	ive from State						
Search & Vie	w						
<b>Search</b>	Criteria						
Financial Y	/ear* 2011-201	2 💙					
							Search Clear
							Export to Excel   Print
		5:All Amount in Lacs(R					
Level	Name	SC( Pry) SC (U	Pry) ST(Pry)	ST( U.Pry)	Gen ( Pry)	Gen (U.Pry)	Total Receive
District	JABALPUR	44.00	44.00	46.00 44	.00 46.0	46.00	270.00 Received

#### 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

				Fut	d Allocation to	District/Nock/Sch	ing from the	GHIMATIN'II T				
inencial Year		2013	3-2014			G	mponent*		Cook	ing-Coat •	1	
												44 Andust in Lass (7.5)
and Acadabie (Cer	dan (Stale) et	C REPARAMENTS										
					e.		5T		6	101	Total	
				R <b>7</b>		hy.	URT	Ry		U.Ph		
und – Available () und – Allocated (3				4.40532	2.97768	0.13928		0.02900	6.98341		4.94778	28.00011
und - Advanted (s				4.31532	2.82%6	0.2000		1.53555	6.8591		4,817%	18.59987
elect (botton) (bloc	kostni -											
Rock <sup>2</sup>	GHUWA	RMNH										
Wape *	AVER P	UR										
deal"	GHS AN	ER PUR			•						inch.	im Details
												All amount in Ro.
	SC(14.00 %)			5T ( 13.00 %			GEN ( 73.0					
ry (0.02 %)	\$P(1	4.00 %0 608.00	Pry (0.00 %)	NPR .	( 12.00 %) 700.01	Pry (0.00 %)		Rry (72.00 %) 3000.00		lancia	30000	Addition
		NAME OF			and a	50		SI		SIN	10000	and fair a
and the second second	District	Block	School		Pry	ILPry	Pa	15Pty	Pry	U.Pay	Total	1
amponent.	RA (	SHAMANON O	1 (PS 44	er rur	13080.00	6.00	10005.00	0.00	10005.00	8.00	30808.08	Terrora /
	NA	DRAWRIND	1 96.4	er fur	0.00	5005-00	0.00	2050.00	6.00	3080.00	3300.01	Aaroosa
Confirming Cases Confirming Cases												
Coeking Cest												

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.

Min Dep	istry of Human	feal Sche Resource Devel of Education & I	opment					<b>aining S</b> t Enter Actu	and the second	
State: Himachal P	radesh 💽 District	BILASPUR (H.P.)	Block: G	HUMARWIN-II			S User	r: ghumanwin2_bt - R	ole: BLOCKAD	MIN 🔒 Logout
ome User Mgmt	and the second se	and the province is the second s	A contraction of the second se	Contraction of the second second		Report	General Noti	ce Board		1
							Fund Release from	n Block		
earch & View										
Search Criteria										
Financial Year*		2013-2	014	20			Depth Or	Natural INV		
Add New Release							Capitalia			
List Of Searched R	********								Watte	
GHERMARWIN-11	Component Cooking Cost	SC (D/y) SC (0 8.00000	0.0002	(Pty) 5T 6.0000	(U.P.y) Gr 0.00000	n.00000	en (U.Pry) Total 0.00002	0.00004 Completed	Iteleased	GMS BALOHT, PS
GHUMARWIN II	Cooking Cost	0.10000	0.05000	0.10000	0.02000	0.10000	0.03000	0.40000 Completed	Released	GHS AMER PUR

#### 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

			Fund Alloca	tion to NGO/	SHG From Block	SATTARI		
NGO/SHG	SH	G 💌						
Financial Year	2012	-2013			Component*		Select	•
								All Amount in Lacs
Fund Available at S	ATTARI							
			SC		ST		GEN	Total
		Pry	U.Pry	Pry	U.Pry	Pry	U.Pry	
Fund – Available								
Fund – Allocated								
Fund – Balance for Al	ocaiton							
Select District/Bloc	k/School							
NGO/SHG*	Select			-				
SC		1	ST		GEN			
Pry U.	Pry P	ry	U.Pry	Pry	U.Pry	To	tal	
								Add Row

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.

			Fi	und Allo	cation to	NGO/SH	lG Fro	om Bloc	k SATT	ARI				
NGO/5HG		SHG	•											
Financial Year		2012-2013				c	Compo	onent*			Cooking	g Cost	•	
													All Ar	nount in Lacs(Rs
Fund Available	at SATTARI													
				SC			9	ST			GI	EN	Total	l i i i
			Pry	U	.Pry	Pry		U.Pry		Pry		U.Pry		
Fund – Available			49.	69000	0.00000	0.0	0000		0.00000	(	0.00000	0.0	00000	49.6900
Fund – Allocated	l		6.	69000	0.00000	0.0	0000		0.00000	(	0.00000	0.0	00000	6.69000
Fund – Balance f	for Allocaiton		43.	00000	0.00000	0.0	0000		0.00000	(	0.00000	0.0	0000	43.0000
Select District/	Block/School													
Block*	SATTARI		-											
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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.

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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"

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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'**.

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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--- $\rightarrow$ Food Grains Release -> Food grain Release --- $\rightarrow$ Select Financial Year & Allocation--- $\rightarrow$ Search

Following screen will appear.

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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.

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

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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.

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Financial Vest <sup>a</sup>	2013-2014		Allocation*	Allocation-T		
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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.

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School Hame	Financial Year	Alication	West	lis
			Received from Eleck	Received free Block
ARLI, FAZALPLIK KIKAS	2013-3014	Alcotion I	0.380	6300
IGARSH BAHADARPUR	2013-2014	#loator-1	0.000	0.00
16181840	311-204	Receiver-II	0.000	0.00
NEARABAD	2012-2004	Alocator-D	0.000	0.00
KANPUR GANGA	2012-3094	Alcontor-1	6300	0.300
NWARPIR CHATAR	2013-3204	Abostor-II	6.000	0.000
WWARPUR CHATLIR	2013-2014	Klostion II	0.000	6.000

#### 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.

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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 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**'.