



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

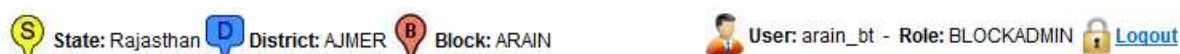
**MIS Portal  
Block Level**

**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:



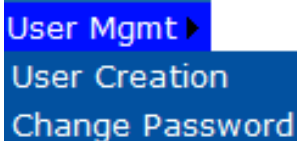
In last Screen, State Name, District Name, Block Name, User and Role belonging to that Block Login Id appears in Header of Home page as mention in below image:



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 Click 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*	
<input type="button" value="Save"/> <input type="button" value="Close"/>	

## 1.2 Change Password

If a Block user wants to change Password, click on Change Password Link under User Management Menu.

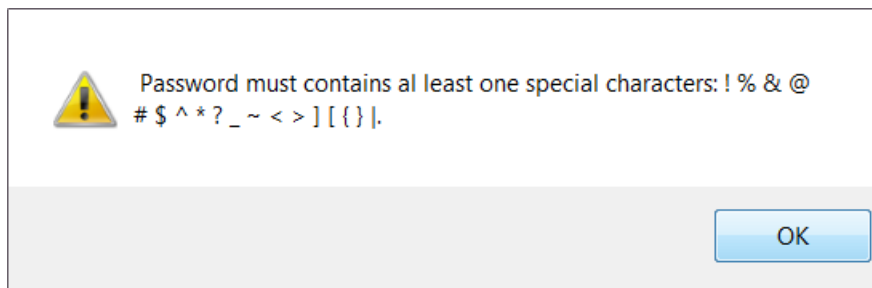
After clicking on above Link following screen appears:

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 : *	
<input type="button" value="Change"/> <input type="button" value="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.

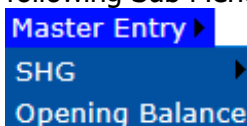
If User not enters the new Password according to mention Policies, following message will appears:



On Successfully change password, following message appears on Screen.

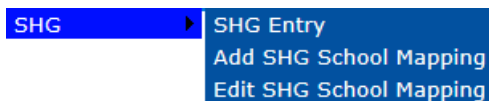
Password changed successfully !

## 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:

SHG Entry

Search & View

Search Criteria

SHG Name:  Address:  Status:

Add SHG

List of Searched Records

Edit	SHG Name	Address	Contact No.	Contact Person	Email	Mobile	Kitchen Dist. (Km's)	Status
<input type="checkbox"/>	ajmer	ajmer	8941-2231960	raj		9789432007	7.88	Deactive
<input type="checkbox"/>	Kothnargarh	Kothnargarh ajmer	0444-2288994	Kishna	kishna@gmail.com	9888058623	23.00	Active
<input type="checkbox"/>	sunner	ajmer road ajmer	812-23853845	ajmer singh	ajmer Singh@gmail.com	8956238487	23.88	Deactive

Activate Deactivate

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.

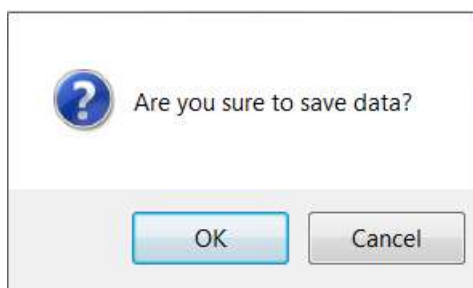
If a SHG provides meal in more than one School then enter only single SHG Master Data of that SHG and mapped all those schools with that SHG. Steps for mapping of Schools to SHG define in next section.

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

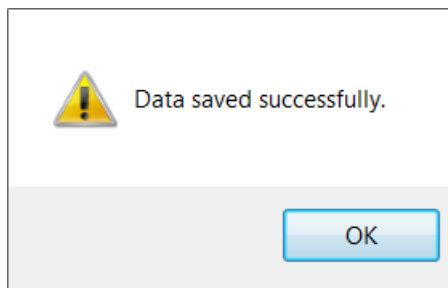
Add SHG/ Noon Meal Centre	
	<a href="#">Back</a>
SHG/Noon Meal Centre Name *	<input type="text"/>
Address*	<input type="text"/>
Contact(Area Code-Ph. No)	<input type="text"/>
Contact Person*	<input type="text"/>
Email Id	<input type="text"/>
Mobile No.*	<input type="text"/>
Radius Distance (In Km(s))*	<input type="text"/>
Registration number	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="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:

**Add SHG School Mapping**

Search & View

Search Criteria

SHG Name		Address	
Email Id		Mobile No.	

Search Clear

List of Searched Records

Records 1 to 1 of 1

SHG Name	Contact Person	Address	Email	Mobile	Contact No.	Radius Distance (Km)
Shiksha	Shiksha	Shiksha	shiksha@gmail.com	898806622	0444-228994	23

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			<input type="button" value="Search"/>

## Mapped School List

NO SCHOOL FOUND!!

## UnMapped School List

<input type="checkbox"/>	School Name	Block Name	Village Name
<input type="checkbox"/>	BAGRIYO KI DANI DEVRIYA	ARAIN	DEVRIYA
<input type="checkbox"/>	G P S Sanskrit BORADA	ARAIN	BORADA
<input type="checkbox"/>	G PRAVESHKA SANSKRIT BORADA	ARAIN	BORADA
<input type="checkbox"/>	G.G.P.S. JHIROTA	ARAIN	JHIROTA
<input type="checkbox"/>	G.G.SEC.S. SANPLA	ARAIN	SANPLA
<input type="checkbox"/>	G.G.U.P.S. BHAMOLAV	ARAIN	BHAMOLAV
<input type="checkbox"/>	G.G.U.P.S. BHOGADIT	ARAIN	BHOGADIT
<input type="checkbox"/>	G.G.U.P.S. CHAKVI	ARAIN	CHAKVI
<input type="checkbox"/>	G.G.U.P.S. DADIYA	ARAIN	DADIYA
<input type="checkbox"/>	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.

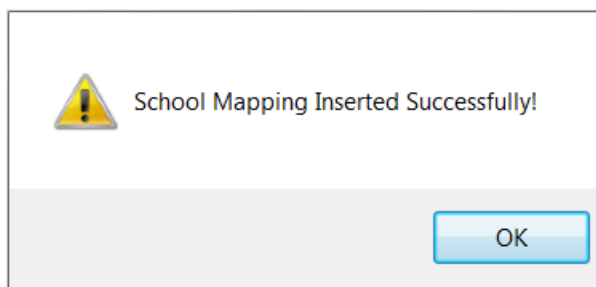
When you click on Search Button, There are two types of School lists,

- (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:

**Edit SHG School Mapping**

Search & View

Search Criteria

Financial Year: 2013-2014

SHG Name:

Address:

Search Clear

List of Searched Records

Records 1 to 1 of 1

SHG Name	Contact Person	Address	Email	Mobile	Contact No.	Radius Distance (Kms)
kishnargargh	kishna	kishnargargh ajmer	kishna@gmail.com		9966056622	0444-2208994

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.

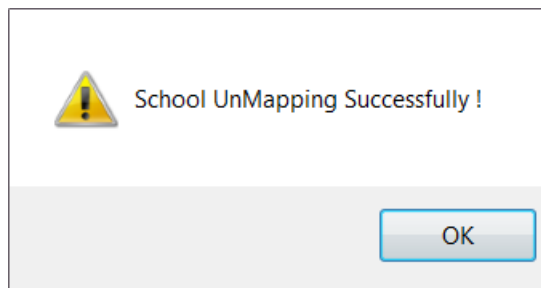
**School SHG Mapping**

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					
	School Name	Block Name	Village Name	Effective Date From	Effective Date To
<input type="checkbox"/>	BAGRIYO KI DANI DEVRIYA	ARAIN	DEVRIYA	01/04/2013	31/03/2014
<input type="checkbox"/>	G P S Sanskrit BORADA	ARAIN	BORADA	01/04/2013	31/03/2014
<input type="checkbox"/>	G PRAVESHKA 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

**Opening Balance Details for Fund and Foodgrains**

Financial Year: 2013-2014

State: Rajasthan

District: AJMER Block: AFADI

Component wise Opening Balance details at school level (For school wise details please click on View Details)

Component	Amount	Details	SPSC Amount	Details
Cook Cum Helper	0.00000		0.00000	
Cooking Cost	0.00000		0.00000	
MHE	0.00000			

All Amount in Lacs(Rs)

Enter Opening Balance as Block level

**Food Details**

Component	SC		ST		GEN		Total
	Pry	U.Pry	Pry	U.Pry	Pry	U.Pry	
Cook Cum Helper	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
Cooking Cost	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
MHE	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
<b>Total</b>	<b>0.00000</b>	<b>0.00000</b>	<b>0.00000</b>	<b>0.00000</b>	<b>0.00000</b>	<b>0.00000</b>	<b>0.00000</b>

**Foodgrain Details**

All Quantity in MTs

Food Item	Primary	Upper Primary	Total
Wheat	0.000	0.000	0.000
Rice	0.000	0.000	0.000
<b>Total</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>

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		Total
	Boys	Girls	
SC	4	3	7
ST	0	0	0
DBC	0	0	0
General	9	4	13
<b>Total</b>	<b>13</b>	<b>7</b>	<b>20</b>

## School Kitchen

[-] Collapse

Type of Kitchen	School Kitchen
Mode of Cooking	Fire Wood

## School Bank Account Details\*

[-] Collapse

Separate Bank Account for MDM Scheme	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Mode of Receiving of Funds	Bank	CBS Account	<input checked="" type="radio"/> Yes <input type="radio"/> 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
<a href="#">Remove</a>	Minati Nayak	Female	General	Yes	Bank	1000.00	

[Add New Row](#)

**Weighing and Height Measurement Machine Status**
[-] Collapse

Weighing Machine available in School
☐ Yes ☒ No
If yes, Year of Procurement: --Select--

Height Measurement Tool
☒ Yes ☐ No
If yes, Year of Procurement: 2012-2013

**Infrastructure Details**
[-] Collapse

Drinking Water Source: Hand Pump

Toilets: Common

Electricity:
☐ Yes ☒ No
Other:

**Teacher Details\***
[-] Collapse

	Teacher Name	Designation	Mobile Number	Email
<a href="#">Remove</a>	Pitambar Jena	Teacher	+91 7873856974	
<a href="#">Remove</a>	Victoria Jena	Head Master	+91 9861515069	

[Add New Row](#)

**Kitchen Utensils**
[-] Collapse

Utensils for Cooking/Serving
☒ Yes ☐ No
If yes, Year of Procurement: 2012-2013

Utensils for Eating
☒ Yes ☐ No

If Utensils for Eating 'Yes'
By Community

**Kitchen Cum Store-Physical Progress**
[-] Collapse

Sanctioned
☒ Yes ☐ No

If 'Yes'
In progress

**Kitchen Cum Store Status**
[-] Collapse

Kitchen Cum Store: --Select--

**School Geographical Location**
[-] Collapse

School Geographical Location: Normal

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				
Search & View				
Search Criteria				
Financial Year*	2012-2013			
				<a href="#">Search</a> <a href="#">Clear</a>
List of Searched Records				
Records: 1 to 1 of 1				
School Name	Village/Ward	School Type	Category	Status
AKS VIDYA MANJARI	GALWADA NERANKIL	Govt	Primary	Completed

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.

Mid Day Meal Scheme  
Ministry of Human Resource Development  
Department of School Education & Literacy  
Government of India

User: baraghi\_B - Role: SCHOOLADMIN

Home User Mgmt School Data Entry Fund Foodgrains Release General Notice Board

2013-2014

Search Clear

Records 1 to 1 of 1

Village/Ward	School Id	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
KALAPANI	201799	Pending	Pending	Pending	Pending	Pending	Pending	Pending	Pending	Pending	Pending	Pending	Pending	Pending	Pending	Pending

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

School Monthly Data for Mar 2013-2014

Instructions:

1. Keep Attendance Register and Cash Book Register at the time of entry.
2. Keep Stock Register at the time of entry.

Monthly Data of current month can be filled next month only.

School Details

School Code	21140112706	School Name	KUNDIGODA PROJECT PS
School Type	Govt.	Category	Primary
State	Odisha	District	DHENKANAL
Area	Rural	Block/Tahika/Mandal	BHUBAN
Village/Ward	Sunpratap Pur	Total Enrollment	59
Type of Kitchen	School Kitchen	NGO/SAG	

Meals Served Status

	Primary	Upper Primary
Number of School Days During Month		
Actual Number of Days Mid Day Meal Served		
Total Meals Served During the Month		

Cook Cash Helper Amount Details (In Rs.)

Opening Balance	Received during the Month	Expenditure during the Month	Closing Balance
-22000.00	0.00	2000	-24000

Name	Gender	Category	Mode Of Payment	Amount Received during the month(In Rs)
NAHITA BARK	Female	OBC	Bank	1000
RANGA MAHARANA	Female	OBC	Bank	1000

Cooking Cost (In Rs.)										[ - ] Collapse
Primary					Upper Primary					
Opening Balance	Received during the Month	Expenditure during the Month	Closing Balance		Opening Balance	Received during the Month	Expenditure during the Month	Closing Balance		
-7715.89	0.00	0.00	-7715.89		0.00	0.00	0.00	0.00	0.00	
Whether the Sum of above Closing Balance matches with Bank Account Closing Balance.										<input checked="" type="radio"/> Yes <input type="radio"/> No

School Expenses : Management, Monitoring and Evaluation Expenses : (In Rs.)				[ - ] Collapse
Closing Balance	Received during the Month	Expenditure during the Month	Closing Balance	
0.00	0.00	0.00	0.00	

Details of Foodgrains (In Kilograms)										[ - ] Collapse
Primary					Upper Primary					
Food Item	Opening Balance	Received during the Month	Consumption during the Month	Closing Balance	Food Item	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	0.00	0.00	

School Inspection		[ - ] Collapse
School Inspection	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Name	In Number	
By Members of Task Force		
By District Officials		
By Block/Taluka Level Officials		
By SMC Members		

Unlawful Incidents (If Any)		[ - ] Collapse
Number of Unlawful Incidents Occurred.		

[Save as Draft](#)
[Freeze](#)
[Close](#)

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

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

Home > User Mgmt > School Data Entry > Food > Fund >

School Monthly Data

Search & View

Search Criteria

Financial Year\*2012-2013

SearchClear

List of Searched Records

Export to ExcelPrint

Records 1 to 1 of 1

FirstPrevious1NextLast

School Name	Village/Ward	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
AKS VIDYA MANDIR	GALIVADA NRANKAL	Freeze	Draft	Pending	Pending	Pending	Pending	Pending	Pending	Pending	Pending	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:

- a. Click "Option" button.

The screenshot shows a Microsoft Excel window titled "2013-Dec-26\_16\_51\_05\_ajmer\_dit - Microsoft Excel". A security warning box is visible, stating "Security Warning: Macros have been disabled." with an "Options..." button. Below the warning, there is a data entry form with the following fields:

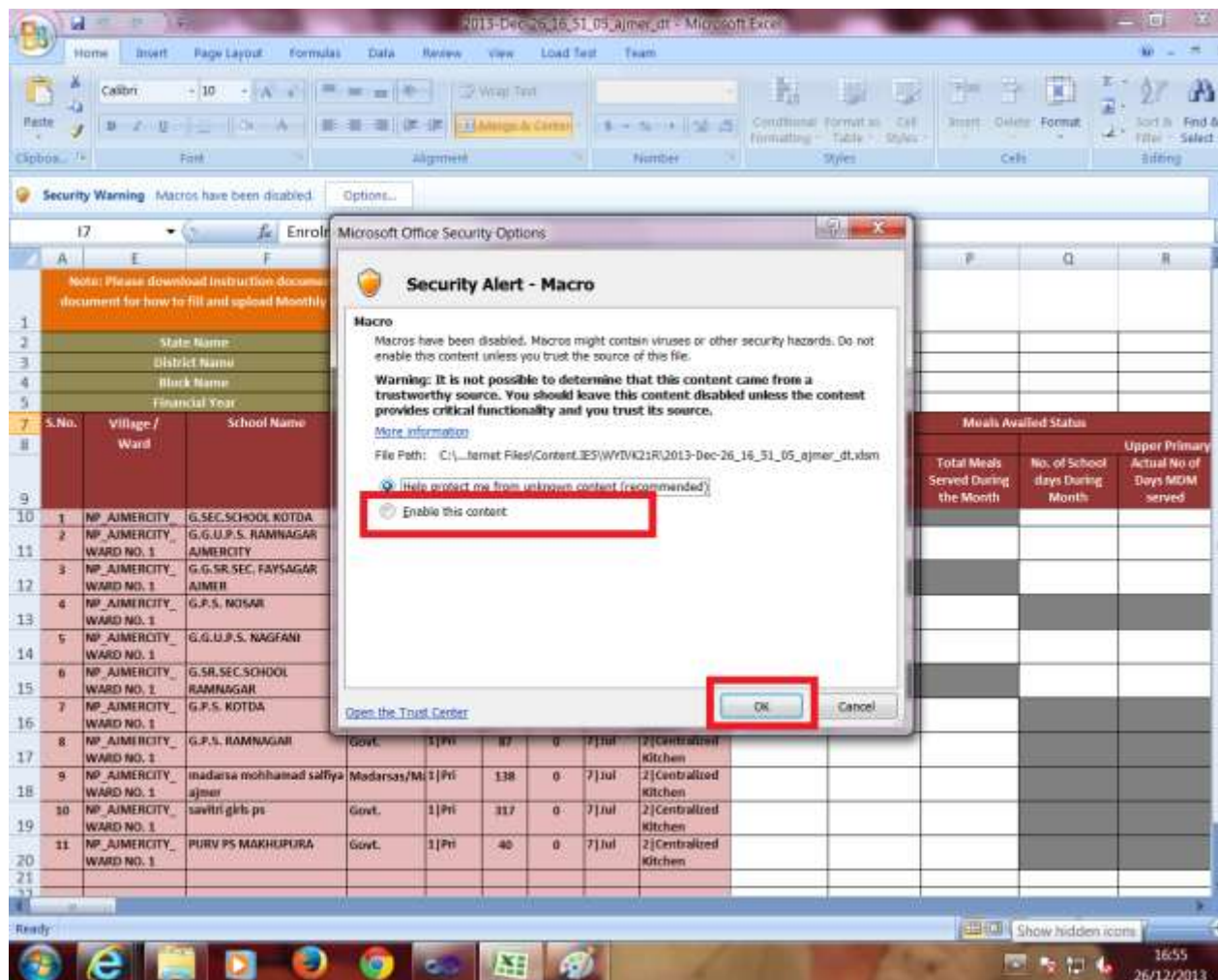
Note: Please download instruction document and read it carefully. Follow the instruction mentioned in the document for how to fill and upload Monthly Data. Kindly also enable MACRO before filling the this Excel Data Sheet.									
State Name		Rajasthan							
District Name		AJMER				Verify Data And			
Block Name		AJMER(U)				Generate XML File!			
Financial Year		2013-2014							

Below the form, there is a table with the following columns:

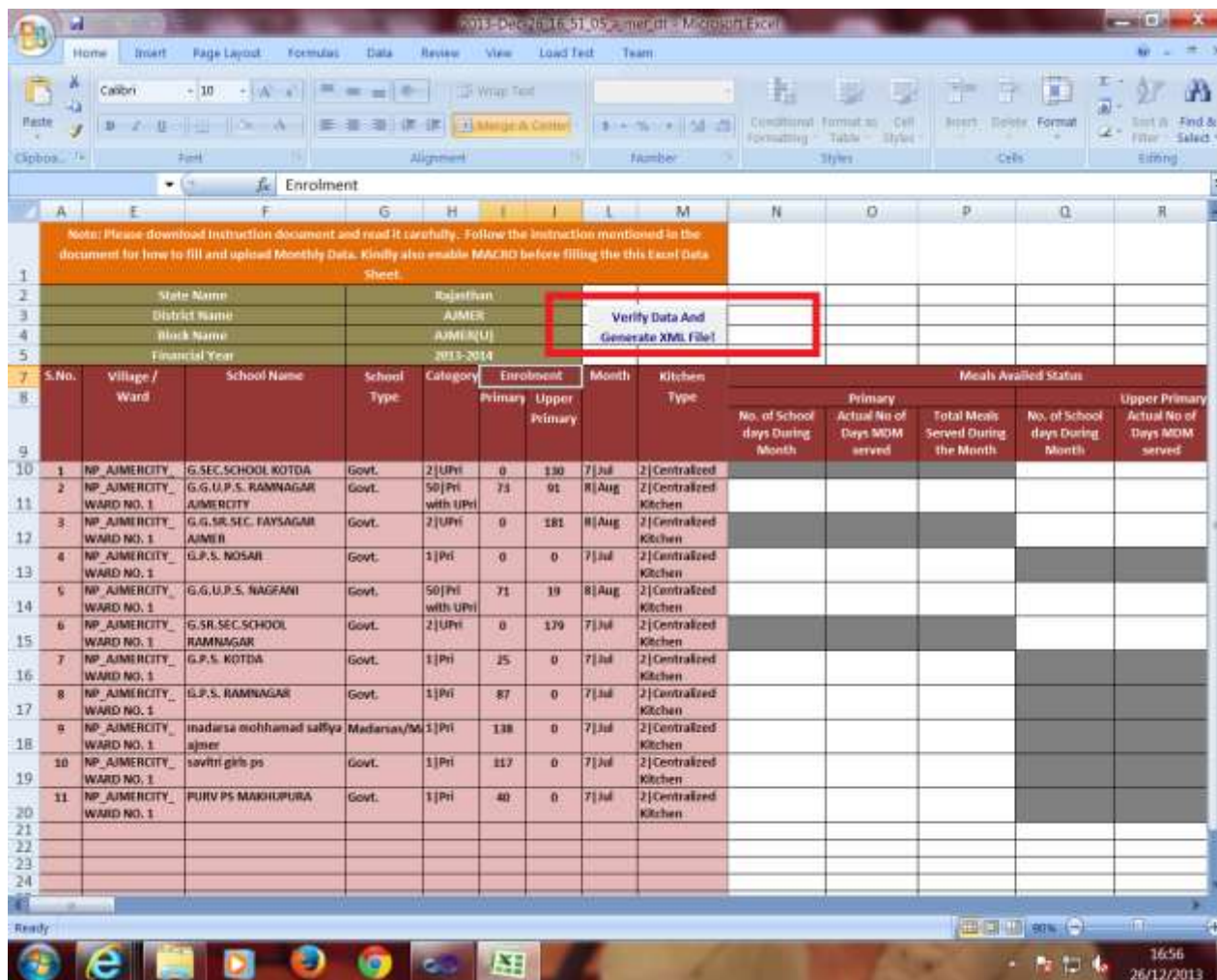
S.No.	Village / Ward	School Name	School Type	Category	Enrolment		Month	Kitchen Type	Meals Aailed Status				
					Primary	Upper Primary			Primary		Upper Primary		
									No. of School days During Month	Actual No of Days MDM served	Total Meals Served During the Month	No. of School days During Month	Actual No of Days MDM served
1	NP_AJMER CITY	G.SEC.SCHOOL KOTDA	Govt.	2 UPri	0	130	7 Jul	2 Centralized					
2	NP_AJMER CITY	G.G.U.P.S. RAMNAGAR	Govt.	50 Pri with UPri	73	91	8 Aug	2 Centralized Kitchen					
3	NP_AJMER CITY	G.G.SR.SEC. FAYSAGAR	Govt.	2 UPri	0	181	8 Aug	2 Centralized Kitchen					
4	NP_AJMER CITY	G.P.S. NOSAR	Govt.	1 Pri	0	0	7 Jul	2 Centralized Kitchen					
5	NP_AJMER CITY	G.G.U.P.S. NAGFANI	Govt.	50 Pri with UPri	71	19	8 Aug	2 Centralized Kitchen					



- 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.

Mid Day Meal Scheme  
Ministry of Human Resource Development  
Department of School Education & Literacy  
Government of India

State: Odisha District: BARGARH Block: BARGARH School: KALAPANI CHHAK P.S. User: bargarh\_bt - Role: SCHOOLADMIN

Home > User Mgmt > School Data Entry > Fund > Foodgrains Release > General > Notice Board

School Health Data

Search & View

Search Criteria

Financial Year: 2013-2014

Search Clear

List of Searched Records

Records 1 to 1 of 1

School Name	Village/Ward	School ID/Quarter I	Quarter II	Quarter III	Quarter IV
KALAPANI CHHAK P.S.	KALAPANI	1051798 Pending	Pending	Pending	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 For Financial Year - 2011-2012				Print
<b>School Details</b>				
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			
<b>Number of children whose anthropometric measurements (height and weight) have been done</b> [-] Collapse				
Boys	<input type="text"/>	Girls	<input type="text"/>	
<b>Number of Children stuned (height &lt;-2-SD for age )</b> [-] Collapse				
	Primary	Upper Primary		
Boys	<input type="text"/>	<input type="text"/>		
Girls	<input type="text"/>	<input type="text"/>		
<b>Number of Children wasted (BMI &lt;-2-SD for age )</b> [-] Collapse				
	Primary	Upper Primary		
Boys	<input type="text"/>	<input type="text"/>		
Girls	<input type="text"/>	<input type="text"/>		
<b>Number of over Nourished Children (BMI &gt;+2SD for age)</b> [-] Collapse				
	Primary	Upper Primary		
Boys	<input type="text"/>	<input type="text"/>		
Girls	<input type="text"/>	<input type="text"/>		
<b>Anemia HB Level</b>				
>12gms -normal Between 10-11.9 mild 8.00-9.9 moderate <8 gms.-severe				
<b>Anemia HB Level (Optional)</b> [-] Collapse				
	Primary	Upper Primary		
Number of Children having HB Level < 8gms	<input type="text"/>	<input type="text"/>		
<b>Refractive Errors</b> [-] Collapse				
	Primary	Upper Primary		
Number of Children diagnosed with refractive errors	<input type="text"/>	<input type="text"/>		
Number of Children provided spectacles	<input type="text"/>	<input type="text"/>		
<b>Number of Children with Health Problems detected during School Health Checkup</b> [-] Collapse				
Number of Children Problems treated during School Health Checkup	<input type="text"/>			
Number of Children Problems detected during School Health Checkup and were referred	<input type="text"/>			
<b>Number of Children wasted (BMI &lt;-2-SD for age )</b> [-] Collapse				
	Primary	Upper Primary		
Number of Children received weekly Iron and Folic acid tablets in the last 3 months	<input type="text"/>	<input type="text"/>		
Number of children received deworming tablets	<input type="text"/>	<input type="text"/>		
<input type="button" value="Save as Draft"/> <input type="button" value="Freeze"/> <input type="button" value="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.

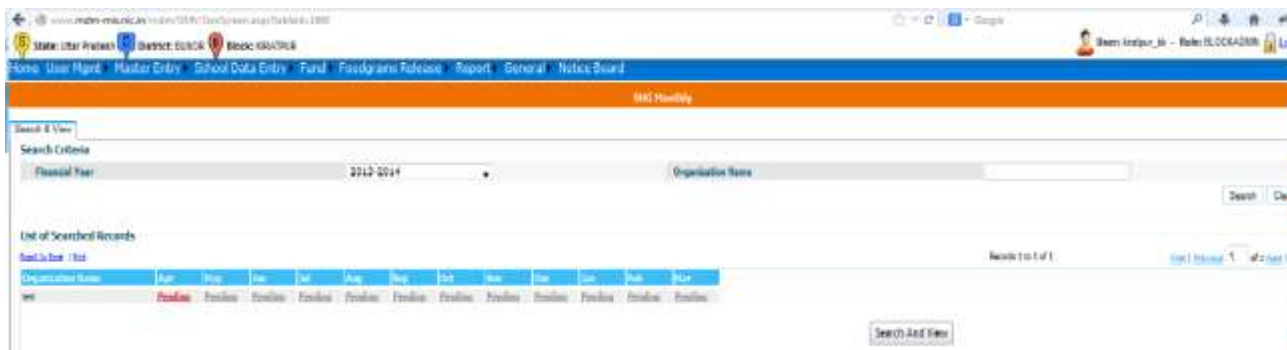
User enters the data and clicks on "**Save**" or "**Freeze**" button to save the data as "**Save as Draft**" or "**Freeze**" respectively.



### 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.

**Search Criteria**

Financial Year: 2013-2014      State: Uttar Pradesh

District: BILNCH      Block: KIRATPUR

[Search](#)

**List of Searched Records**      Records 1 to 1 of 1

SAS Name	Total School Hopper with SAS	Total Conditional Hopper with SAS	Data Entry Status
	1		<a href="#">Pending</a>

[First](#) [Previous](#) [Next](#) [Last](#)

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.

The screenshot shows the 'Fund Receive from State/District' page. Under 'Search & View', the 'Financial Year' is set to '2013-2014'. Below this, a table titled 'List Of Searched Records : All Amount in Lacs(Rs)' displays the following data:

Level	Name	SC (Pry)	SC (U.Pry)	ST (U.Pry)	Gen (Pry)	Gen (U.Pry)	Total	Review
Block	SADAR	1.00000	2.00000	2.00000	1.00000	1.00000	6.00000	17.00000 Yet to be Received
Block	SADAR	6.00000	10.00000	10.00000	4.00000	4.00000	4.00000	32.00000 Received
Block	SADAR	6.00000	10.00000	10.00000	4.00000	4.00000	4.00000	38.00000 Received
Block	SADAR	4.00000	10.00000	10.00000	4.00000	4.00000	4.00000	36.00000 Received

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



**Fund Received By Block**

Block Name: SADAR Release Date: 09/10/2013  
 Financial Year: 2013-2014 Receive Date(DD/MM/YYYY): 21/03/2014

All Amount in Lacs(Rs)

Component	SC		ST		GEN		Total
	Primary	Upper Primary	Primary	Upper Primary	Primary	Upper Primary	
Cost of Foodgrains	1.00000	2.00000	2.00000	1.00000	5.00000	6.00000	17.00000

Save Close

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 Receive from State**

Search & View

**Search Criteria**

Financial Year\* 2011-2012 Search Clear

[Export to Excel](#) | [Print](#)

**List Of Searched Records : All Amount in Lacs(Rs)**

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	46.00	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

Financial Year: 2013-2014 Component: Cooking Cost

Fund Available (Centre +State) of GHUMARVIN-II

	SC		ST		GEN		Total
	Prty	U.Prty	Prty	U.Prty	Prty	U.Prty	
Fund - Available (A)	4.40032	2.97798	0.13928	0.53696	6.98241		28.00000
Fund - Allocated (B)	0.18000	0.03002	0.20000	0.03000	0.18000	0.03002	0.40004
Fund - Balance for Allocation(A-B)	4.32032	2.94796	0.03928	0.50696	6.80241	4.91776	18.59997

Select District/Block/Village

Block: GHUMARVIN-II

Village: AMER PUR

School: GHS AMER PUR

SC (14.00 %) ST (13.00 %) GEN (73.00 %)

Prty (0.00 %)	U.Prty (14.00 %)	Prty (0.00 %)	U.Prty (13.00 %)	Prty (0.00 %)	U.Prty (73.00 %)		
0.00	0.00	0.00	0.00	0.00	0.00	Releasable	30000

Component	District	Block	School	Prty	U.Prty	Prty	U.Prty	Prty	U.Prty	Total	
Cooking Cost	N.A	GHUMARVIN-II	GHS AMER PUR	10000.00	0.00	10000.00	0.00	10000.00	0.00	30000.00	Remove
Cooking Cost	N.A	GHUMARVIN-II	GHS AMER PUR	0.00	3000.00	0.00	2000.00	0.00	3000.00	30000.00	Remove

Save as Draft Freeze Close

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

**Fund Allocation to NGO/SHG From Block SATTARI**

<b>NGO/SHG</b>	SHG	<b>Financial Year</b>	2012-2013	<b>Component*</b>	--Select--
----------------	-----	-----------------------	-----------	-------------------	------------

All Amount in Lacs(Rs)

Fund Available at SATTARI							
	SC		ST		GEN		Total
	Pry	U.Pry	Pry	U.Pry	Pry	U.Pry	
Fund – Available							
Fund – Allocated							
Fund – Balance for Allocation							

Select District/Block/School	
NGO/SHG*	--Select--

SC		ST		GEN		Total	Add Row
Pry	U.Pry	Pry	U.Pry	Pry	U.Pry		

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.

**Fund Allocation to NGO/SHG From Block SATTARI**

NGO/SHG	SHG	Component*	Cooking Cost
Financial Year	2012-2013		

All Amount in Lacs(Rs)

Fund Available at SATTARI							
	SC		ST		GEN		Total
	Pry	U.Pry	Pry	U.Pry	Pry	U.Pry	
Fund – Available	49.69000	0.00000	0.00000	0.00000	0.00000	0.00000	49.69000
Fund – Allocated	6.69000	0.00000	0.00000	0.00000	0.00000	0.00000	6.69000
Fund – Balance for Allocation	43.00000	0.00000	0.00000	0.00000	0.00000	0.00000	43.00000

Select District/Block/School	
Block*	SATTARI
NGO/SHG*	delhi help

SC		ST		GEN		Total	
Pry	U.Pry	Pry	U.Pry	Pry	U.Pry		
0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	Add Row

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.

NGO/SHG	SHG	Component*	Cooking Cost
Financial Year	2012-2013		

All Amount in Lacs(Rs)

Fund Available at SATTARI							
	SC		ST		GEN		Total
	Pry	U.Pry	Pry	U.Pry	Pry	U.Pry	
Fund – Available	49.69000	0.00000	0.00000	0.00000	0.00000	0.00000	49.69000
Fund – Allocated	7.89000	20.00000	0.00000	0.00000	0.00000	0.00000	27.89000
Fund – Balance for Allocation	41.80000	-20.00000	0.00000	0.00000	0.00000	0.00000	21.80000

Select District/Block/School	
Block*	SATTARI
NGO/SHG*	Gramdahan Pratishthan

SC		ST		GEN		Total	
Pry	U.Pry	Pry	U.Pry	Pry	U.Pry		
0.0000	20.0000	0.0000	0.0000	0.0000	0.0000	20.0000	Add Row

Component	District	Block	SHG	Pry	U.Pry	Pry	U.Pry	Pry	U.Pry	Total	
Cooking Cost		SATTARI	delhi help	1.00000	0.0000	0.0000	0.0000	0.0000	0.0000	1.00000	Remove
Cooking Cost		SATTARI	Gramdahan Pratishthan	0.0000	20.0000	0.0000	0.0000	0.0000	0.0000	20.00000	Remove

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"**

Fund Release from Block to SHG

Search & View

Search Criteria

Financial Year\* 2012-2013

Add New Release

List Of Searched Records : All Amount in Lacs(Rs)

Search Criteria for GMI

Block	Component	SC (Pry)	SC (U.Pry)	ST (Pry)	ST (U.Pry)	Gen (Pry)	Gen (U.Pry)	Total	Data Entry	Status	Released To
JATTAR2	Cooking Cost	6.67000	0.00000	0.00000	0.00000	0.00000	0.00000	6.67000	Completed	Released	delhi help.Granddarsan Pratishthan
JATTAR2	Cooking Cost	1.00000	20.00000	0.00000	0.00000	0.00000	0.00000	21.00000	Completed	Release	delhi help.Granddarsan Pratishthan
JATTAR2	Cook Cum Helper	0.00000	0.00000	0.00000	0.00000	0.90000	0.00325	0.90325	Completed	Released	delhi help.Granddarsan Pratishthan,Shree Saraswati Brahmani Mahila Mandal
JATTAR2	MME	0.00000	0.00000	1.00000	0.00000	0.00000	0.00000	1.00000	Save as draft		delhi help

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'**.

Fund Release from Block to SHG

Search & View

Search Criteria

Financial Year\* 2012-2013

Add New Release

List Of Searched Records : All Amount in Lacs(Rs)

Search And View

Block	Component	SC (Pry)	SC (U.Pry)	ST (Pry)	ST (U.Pry)	Gen (Pry)	Gen (U.Pry)	Total	Data Entry	Status	Released To
SATTAR2	Cooking Cost	6.67000	0.00000	0.00000	0.00000	0.00000	0.00000	6.67000	Completed	Released	delhi help.Granddarsan Pratishthan
SATTAR2	Cooking Cost	1.00000	20.00000	0.00000	0.00000	0.00000	0.00000	21.00000	Completed	Release	delhi help.Granddarsan Pratishthan
SATTAR2	Cook Cum Helper	0.00000	0.00000	0.00000	0.00000	0.90000	0.00325	0.90325	Completed	Released	delhi help.Granddarsan Pratishthan,Shree Saraswati Brahmani Mahila Mandal
SATTAR2	MME	0.00000	0.00000	1.00000	0.00000	0.00000	0.00000	1.00000	Save as draft		delhi help

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.

Search & View

Search Criteria

Financial Year: 2013-2014

Allocation: Allocation-1

Village: --Select Value--

Stock Position

List of Searched Records: 2013-2014 (Allocation-1)

Records: 1 to 15 of 157

School	Village	Wheat (Qty) in KGs	Wheat (L/Qty) in KGs	Rice (Qty) in KGs	Rice (L/Qty) in KGs	Data Entry	Status
ABUL RAZA PUR KHAS	UMAR	0.000	0.000	0.000	0.000	Pending	Yet to be Released
ADARSH BAHADURPUR	BAHADURPUR	0.000	0.000	0.000	0.000	Pending	Yet to be Released
AKBARABAD	AKBARABAD	0.000	0.000	0.000	0.000	Pending	Yet to be Released
AKBARABAD	AKBARABAD	0.000	0.000	0.000	0.000	Pending	Yet to be Released
ALAMPUR BANGA	CHATAR BHOOPUR KUSHAL	0.000	0.000	0.000	0.000	Pending	Yet to be Released
ANVARPUR CHATAR	ANVARPUR CHATAR	0.000	0.000	0.000	0.000	Pending	Yet to be Released
ANVARPUR CHATAR	ANVARPUR CHATAR	0.000	0.000	0.000	0.000	Pending	Yet to be Released
ASGARPUR	MCHD. ASGARPUR	0.000	0.000	0.000	0.000	Pending	Yet to be Released
AURANGZEEB PUR DULAI	ABULFAZALPUR	0.000	0.000	0.000	0.000	Pending	Yet to be Released
AURANGPUR FATTA	BHOOPUR	0.000	0.000	0.000	0.000	Pending	Yet to be Released
AURANGZEEB PUR MAHMOOD	AURANGZEEB PUR MAHMOOD	0.000	0.000	0.000	0.000	Pending	Yet to be Released
AZAMPUR SHAR MOHD.	PADLA	0.000	0.000	0.000	0.000	Pending	Yet to be Released

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.

The screenshot displays the 'Planned Food grains for Release' section of the PM POSHAN Scheme software. It features a table with columns for 'Released Quantity' and 'Upper Primary' quantity. Below the table, there are input fields for 'Sanction Number', 'Date', and 'Signature'. At the bottom, there are buttons for 'Save as Draft', 'Save', 'To be Release', and 'Completed'.

**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.

School Name	Financial Year	Allocation	Wheat Received from Block	Rice Received from Block
ARUL FADALPUR KHAS	2013-2014	Allocation-I	0.000	0.000
ADARSH BAHADARPUR	2013-2014	Allocation-I	0.000	0.000
NEERABAD	2013-2014	Allocation-I	0.000	0.000
NEERABAD	2013-2014	Allocation-I	0.000	0.000
NEERABAD	2013-2014	Allocation-I	0.000	0.000
NEERABAD	2013-2014	Allocation-I	0.000	0.000
NEERABAD	2013-2014	Allocation-I	0.000	0.000
NEERABAD	2013-2014	Allocation-I	0.000	0.000

## 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.

Sl No	Wheat (Pryjia MT)	Wheat (UPryjia MT)	Rice (Pryjia MT)	Rice (UPryjia MT)	Data Entry	Status
1	0.000	0.000	0.000	0.000	Pending	Not to be Released

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.

The screenshot displays the 'Foodgrains Allocation Detail' screen. It includes several tables and input fields:

- Foodgrains Information Detail:** Financial Year (2013-2014), Allocation (test), Allocation ID.
- Released Foodgrains To (in MT):** Table with columns for Foodgrains, Primary, and Upper Primary. Rows for Wheat and Rice show values like 11,000 and 12,000.
- Available Foodgrains To (in MT):** Table with columns for Foodgrains, Received Qty, Released Qty, Available Qty, and Upper Primary. Rows for Wheat and Rice show values like 12,000, 0,000, 12,000, 11,000, 0,000, 12,000.
- Planned Foodgrains for Release (in MT):** Table with columns for Released Primary and Released Upper Primary. Rows for Wheat and Rice show values like 0 and 0.
- List of Already Released Foodgrains (in MT):** Table with columns for Released Primary and Released Upper Primary. Rows for Wheat and Rice show values like 0 and 0.
- Release Foodgrains (in MT):** Table with columns for Foodgrains, Primary, and Upper Primary. Rows for Wheat and Rice show values like 11,000 and 12,000.

At the bottom, there are input fields for Sanction No., Date (DD/MM/YYYY), and Authorized Signatory, along with buttons for Save As Draft, Freeze, and Close.

**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**'.