

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

MIS Portal Centre Level

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

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Introduction

1.1 Audience

This document is meant for all centre level users of MDM application.

1.2 Purpose of this document

This document attempts to describe the MDM application flow.

1. User Manual Template prescribed as per NIC Quality Standards.

1.3 Definitions/Glossary

This section gives a glossary of terms used in the rest of the document.

| Term | Description |
|------|-----------------|
| MDM | Mid Day Meal |
| SC | Scheduled Caste |
| ST | Scheduled Tribe |
| GEN | General |

Centre (MoE) Level User

These are some Centre (MHRD) level functionalities.

- 1. Norms Management
- 2. AWP&B Approval
- 3. Fund Management
- 4. Food Grains Management
- 5. User Management

1. Norms Management :

Norms are base of MDM application. User has to fill a centre level norm which applies across India. Based on norms defined by centre, AWP&B generation takes place.

Four type of functionality is available for user

1.1 Add Norms :

When norms are not filled for selected financial year, user has to click **Add Norms** link. User will enter all details in norms screen and click on save.

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On clicking, **Save** Button list of norms details will get reflected, Status will be Edit.

1.2. Edit Norms:

If norms status is **Edit**, user can modify the norms details. On click on **Edit** link all details will be filled, user can make changes and save.

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1.3. View/Print Norms :

User can view or print norms details through View/Print link. When user clicks on **print** button, then user can get a print of the norms details.

1.4. Freeze Norms :

User can freeze norms by **freeze** button. After freezing, user can not make any modification in norms details. Only view/print option available after freezing.

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After freezing the norm user can not edit norms details. Edit link will be disable. User can only view/print the norms.

2. AWP&B

2.1 AWP&B Recommendation by Appraisal Team

Select AWP & B Recommendation by Appraisal Team sub menu under AWP & B Menu as mention below:



After click on above link, following screen appears



Select state name from not submitted state name combo list. After selecting state name entry screen display AWP&B Proposal submitted by State:

Appraisal Team enter recommendation against state proposal with remark on each component. After entering recommendation data, user can save data in draft or freeze mode. When state plan freeze by recommendation team, this recommendation send to PAB Team. Team can also download State AWP&B Supporting Excel formats and Write-up file and District Plan uploaded by State.

User Manual: PM POSHAN Scheme (Centre Level)

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2.2 AWP&B PAB Approval

Select AWP & B PAB Approval sub menu under AWP & B Menu as mention below:

AWP & B AWP&B Recommendation by Appraisal Team AWP&B PAB - Approval Quantification of Central Assistance

After click on above link, following screen appears

| Annual Work Plan & Budget (AWP & B) Approval | | | | | | | | | | |
|---|---------------------|--|--|---------------------|--|--|--|--|--|--|
| AMP & B Approval | | | | | | | | | | |
| Pleancial Year - 2017-2018 | | | | | | | | | | |
| Select State Name (AWP & B Plan not Approved State) | - Select State Name | | State Name (AWP & B Plan Approved State) | - Select State Name | | | | | | |
| | | | | | | | | | | |

Select state name from Plan not approve combo list. After selecting state name entry screen display AWP&B recommended by Appraisal Team:

PAB Team enter final approval against state proposal or Appraisal Team on each component. After entering data by PAB Team, user can save data in draft or freeze mode.

PAB Team can also download State AWP&B Supporting Excel formats and Write-up file and District Plan uploaded by State.

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2.3 Quantification of Central Assistance

Select Quantification of Central Assistance sub menu under AWP & B Menu as mention below:

AWP & B AWP&B Recommendation by Appraisal Team AWP&B PAB - Approval Quantification of Central Assistance

Centre can check Quantification of Central Assistance in different component of State.

| A Food | oruins. | | | | | |
|----------|---|---|--------------------|--------------------------------|--|--|
| 5. No. | Stage | No of Chidren | No of Working Days | Quantity is MTs. | | |
| t. | Primary (@100 gris per child per school day) | 2897898 | 232 | 67231.23 | | |
| 2 | Upper Primary (@150 gnu per child per achold day) | 1604639 | 232 | 55840.74 | | |
| 3 | NCLP (@150 gms per child per school day) | 0 | 0 | 0.00 | | |
| 4 | Drought Primary (@100 pms per child per school day) | 753643 | 36 | 2715.11 | | |
| 5 | Drought Upper Primary (§150 gms per child per school day) | 379041 | 36 | 2051.68 | | |
| R. Cost | of Food grams, Cooking Cost, Transport Assistance, Hun, to cook cam helpers and | Planagement Ploentoring and Evaluation | | | | |
| SNo | Component/Norm | | A | nount Admissible (Rs. in lakh) | | |
| Primary | | | | | | |
| 1 | Cost of Food grains @ 2000 00+ per MT for 47061.861 MT Wheat . @3000.00/ | per MT for 20169 369 MT rice and @ 0.00 % Tax | 1 | 1646.32 | | |
| 3 | Unit Cooking Cost @Ro- 4.13 per day/ per Child for 2997888 Children | | 27766.00 | | | |
| 21 | Central Share @Ra- 2.48 per day/ per Citild | | | 16673.35 | | |
| 2.2 | Hereman Mendetory State Shore (IRa-1.65 per day) per Child | | 1.1.2 | 11093.15 | | |
| 3 | Transportation Cost @Rs-750.00 2997996* 232 * 0001 MT * 750.00 | | | 504.23 | | |
| 4 | Honorarium to cook-cum-helpers | | | | | |
| 4.T | Central Share 74512 CCH * Rs 600.00* 10 Months | | | 4479.7 | | |
| 4,2 | State Share 74512 CCH * Ra 400.00 * 10 Months | | | 2980.48 | | |
| 5 | MME@ 1.8% of the I) Cost of Food grains II) Cooking Cost III) Transportation Cost IV) Honorarium to cook-cum-helpers | | | 417.50 | | |
| | Total-(1+2.1+3+4.1+5) | | | 23612.12 | | |
| Upper Pr | imary. | | | 41030000 | | |
| 8 | Cost of Food grains @ 2000.00% per MT for 39088.518 MT Wheat, @3000.00% | per MT for 16752 222 MT nos and @ 0.00 % Tax | | 1284.34 | | |
| 7 | Unit Cooking Cost @Rs- 6.18 per day/ per Child for 1804619 Children | | | 23006.39 | | |
| 7.1 | Central Share @Rs-3.71 per day/ per Child | | | 13811.29 | | |
| 7.2 | Minimum Mandatory State Share &Rs-2,47 per day/ per Child | | 2.15 | 916.11 | | |
| 8 | Transportation Cost @Rs- 750 00 1904619*232 * 0001 WT *750.00 | | | 418.81 | | |
| 2 | Honorarium to cooli-cum-helpers | | | | | |
| 81 | Central Share 41221 CCH * Rs 600.00*10 Months | | 2473.26 | | | |
| 9.7 | State Share 41221 CDH * Rs 400.00*10 Months | | | 1545.04 | | |
| 10 | MME@ 1.5% of the I) Cost of Food grains (ii) Cooking Cost (ii) Transportation Cost (V) Honorarium to cook-cum-helpers | | | 323.78 | | |
| | Total-(6+7.1+8+9.1+10) | | | 18311.47 | | |
| Drought | Primary | | | | | |
| 11 | Cost of Flood grains @ 2000 DD+ per MT for 1999 177 MT Wheat , @0000.00+ | per NT for 813,933 MT role and gt 0.00 % Tax | 1 | 62.40 | | |
| 1000 | The second | and the second development of the magnetic second se | | 2122.22 | | |

3. Fund Management

MDM Fund module is all about managing fund. User allocate fund to state government for MDM Scheme. The fund is categorized into three categories SC, ST and GEN and further into two types Primary and Upper Primary. There are basically five components for which the fund is to be released. The components are as follows:-

2.3.1.1.1 Cost of Food Grains Cook Cum Helper

> 2.3.1.1.1.3 Transportation 2.3.1.1.1.4 Cooking Cost 2.3.1.1.1.5 MME

The fund is released in following steps:

2.3.1.1.1.2

- Centre user releases fund to State in three installments Ad-hoc, 1st and 2nd.
- The Ad-hoc installment is by default 25% of last financial year's total released fund.
- The 1st installment is 60% of current financial year's approved **AWP&B** in which Ad-hoc amount will be reduced.

2nd installment is the balance of current financial year's approved amount.

There are two other components

- 1. Kitchen Cum store
- 2. Kitchen Device

These two components are categorized as non recurring fund. Non recurring fund are released once in a financial year.

Users have four options in fund management

- 1. Fund Release
- 2. Kitchen Cum Store Fund Release
- 3. Kitchen Device Fund Release
- 4. View Planned Fund Detail

3.1. Fund Release

For releasing fund the centre level user logs in and selects

Fund Management --> Fund Release---→Selects Financial Year and Installment--→Search

Following screen will appear.

| | | | | Find Helease - Centre Lo | Rate . | | | | |
|-------------------------|---------------------------|-------|----------------------------------|---|--------|--------------------|---------------|-------------------------|------------------|
| earch & View | | | | | | | | | |
| Search Criteria | | | | | | | | | |
| Personal Verset | 2013-2014 | - | Not discuss? | Libre | - 21 | | Made | Aslant Usha | |
| | | | | Partes | | | | | 10000 |
| | | | | | | | | | Search On |
| List Of Searched Record | h : All Amount in Lacs (R | ů. | | | | | | | |
| iana kai itu | | * | | | | | | Responds 1 for 20 of 34 | teritens 1 ditet |
| Close | Installeure | arie: | or Account (In Land) Data Colley | Spins . | | Sum of Son Date | e poleenson | | |
| Git/reduce: | Adhox | | 18 11280 Company | Instead | | 11/12/0001 | 1211/2011 | | |
| James & Galenie | Adhus | | 2070, 97040 Conservat | build | | 22(10)2013 | 22/10/3810 | | |
| Hinghal Paded | Albai | | stellation (Carolina) | factored | | 0000001 | 403(311) | | |
| Purat | After | | REFELSENCE Company | Internel | | 23/10/2015 | 2210303 | | |
| Oundpet. | Agine | | 125,40000 Controled | Renned | | 8135300 | 100000 | | |
| Itanifed | Adhes | | 2527 94250 Constant | fame | | 25/09/3041 | 2000/0002 | | |
| Aryana - | Afric | | SETLINES CONDICIN | bonnel | | 30,99(3)(3) | 2019/2013 | | |
| Delte | Adhei | | 8.0000 [2000.8 | | | | | | |
| hadrer . | Advec | | H1H, 19000 Constraint | Anneed | | 35/25/2022 | 10(19(101)) | | |
| Utar Pradait | kitoz | | 12/01.42500 Controled | Round | | 19(19)203 | 39(09/2011 | | |
| Sikin | Advac | | 394.2010 Concerned | Exempt | | 64103007 | 1410201 | | |
| Arianachai Praefaelt | After | | Sidood Chrolica | | | | | | |
| Septent. | Afre | | 800-0000 Consistent | Basing | | (10)079 | 0001000 | | |
| Renput | Adhox | | 601.25230 Completed | Donted | | 0,10,000 | 0110/2011 | | |
| fare | Aghos | | BLOODD Particula | | | | | | |
| Tiputs | Albeit | | 1100-00000 Constrained | Bennet | | 87(10)001 | 11002473 | | |
| | 12.471 | | Tanki Santa In | and the second se | | and and the set of | an interiment | | |

The list will show list of states with amount released. The Data Entry column can show three statuses.

Pending – Fund is yet to be released.

Saved As Draft --- Data is saved but the user can modify it.

Completed – Fund is released to State

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

| | | | | Fund | Allocation To State | | | | |
|---------------------------------------|--------------|---------------------|-----------|------------|---------------------|--------|----------------------|---------|-----------------|
| State | Lakahachengi | | Financial | ear | 202-204 | | Installment | | Adva: |
| | | | | | | | | | Al Amount in La |
| Financial Year | Installe | est. | | | Amount Released (in | tacil. | | | efease Date |
| 312-313 | Last Years | Sanctioned Array mt | | | 76.4500 | | | | |
| | | | | - (10 | reache Abeliates | | | | |
| Component | | 90(482%) | | 51 (| 96,74%) | | GEN (124%) | | Total |
| | Pry | LIPHY | | Pry | U.Pry | Pry | U.Pry | | |
| Eask Curr Helper | | 0.0000 | 0.0000 | 0.0000 | 0.00005 | 1.0 | 0.00000 | 0.00000 | a |
| Caoking Cost | | 8.09467 | 0.40532 | 6.93528 | 7.4388 | (). | 8.19975 | 0.17089 | 24/ |
| Transportation | | 0.00056 | 0.00017 | 0.22467 | 0.24176 | | 0.00548 | 0.00557 | a. |
| Cast of Pandgreem | | 8.00132 | 0.00121 | 1.69963 | 1.8217 | 1 | 8.03915 | 0.04195 | 3 |
| ME | | 0.90812 | 8.00012 | 1.15873 | 2886.0 | 6 | 0.00366 | 0.00368 | 6. |
| Grand Total | | 0.00647 | 8.00692 | 5.01828 | 9.85079 | | 6.20774 | 0.22230 | 15.3 |
| | | | | | per FWI Appennel | | | | |
| Component | | SC(0.02%) | | ST | 96,74%) | | 628 (3.34%) | | Total |
| | Pvy | U.Pvy | | Pry | Why. | Pry | S.Pty | | |
| Cook Cure Helper | | 11.000m | 0.0000 | 0.0000 | 0.00000 | | 8.0008 | 0.0000 | a |
| Canking Cost | | 8-00H97 | 8.00E23 | 6.91528 | 7.4.00 | | 0.09978 | 1.1788 | 14/ |
| Traveportation | | 8.00018 | 0.00017 | 0,23467 | 8,34176 | M I | IL.COTTAN | 0.02577 | Q. |
| Cast of Passigners | | 0.0012 | 0.00031 | 1,69963 | 18277 | | 0.090 | 1908 | 1 |
| ме | | 6.00012 | 6.80012 | 0.59679 | 0.19888 | | 6.000## | 0.00388 | 0. |
| Grand Total | | 0.00647 | 0.00612 | 9.01811 | 9.45407 | li - | 8.20774 | 0.22210 | 19.1 |
| Please enter an ansumt and clok on Ra | calculate | | | | | | | heato | - |
| Senction No ⁴ | xal | | Date(00/I | 84/YYYYY)* | nam 🗄 | | Authorized Signatory | | MDM Director + |
| tere : " felts are purchatory. | | | | | | | | | |

- > The User can enter a sanction Number, date and select any authorized Signatory and click on "Save" 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.
- > User can decrease the amount but not increase it.
- > After filling Sanction number and date when the User clicks on "Save As draft".
- > A pop up screen appear for Data Saved as Draft Successfully.
- > The list will also be updated. Data entry status will show "Save as Draft". As Shown below

| | | | | Fund Release - Cer | be to State | | | | | |
|------------------------------------|------------------|------------|--------------------------------|--------------------|-------------|---------------|-----------------|---------------------|---------------|-------------------|
| Search & View | | | | | | | | | | |
| Search Criteria | | | | | | | | | | |
| Financial Year* | 2013-2014 | | Instalment" | First Instalment | • | | State | -Select Value- | • | |
| | | | | | | | | | | Search Gear |
| <u>Boorte Bool Prop</u> State | listeret | Referse Am | event (in Lacs) - (itela fator | / 5 9 | 15 | Sanction Date | Reference diste | Records 1 to 6 of 6 | <u>8</u> # 8# | ing 1 of the list |
| State | ürstehren: | Referes Am | east (in Lacs) — Dela Estry | (16 | 8 | Sanction Date | Release date | | | |
| lakhadreş | First instalment | | 80.80278 <u>Seried As Dr</u> | ŧ. | | 19/10/2014 | | | | |
| Daman & Du | First Instalment | | A.IIIII <u>Perdira</u> | | | | | | | |
| Rubberry | First Instalment | | Alian <u>Perder</u> | | | | | | | |
| A % W Listends | First Instalment | | 0.0000 <u>Perding</u> | | | | | | | |
| 6ta | First instalment | | A.IIII <u>Perdes</u> | | | | | | | |
| 2017 | | | | | | | | | | |

When User clicks on "**Save as Draft**" the saved draft will open for Edit. The User can make any changes in amount, change sanction No or date and can save it.

When User clicks on "**Save**" The Data Entry status is completed and "**Release**" will appear in Status column against this record. No modification can be done after fund is saved.

| | | | | | Fund Release | Cantre to Sta | 69. 1 | | | | | | |
|--|---|----------|---|---|------------------|----------------------------|----------|---------------------------|------------------|----------------------|----------|--------------|----------------|
| earch & View | | | | | | | | | | | | | |
| Search Criteria | | | | | | | | | | | | | |
| Financial Year ^a | 2013-2014 | | Instalina | ent [#] | First Installine | ert | • | | State | Select Value | | | |
| | | | | | | | | | | | | Search | ch Cear |
| List Of Searched Reco | rds : All Amount in Lacs (Rs)- | | | | | | | | | Records 1 to 5 of 6 | Feel Pe | eize 1 | dist |
| List Of Searched Reco | rds : Al Annount in Lacs (Rs)- | | | | | | | | | Records 1 to 5 of 6 | Balles | 1 | dt let 10 |
| List Of Searched Reco ExercisEcel (Pro State | rds : All Amount in Lacs (Rs)- Instalment | | kese Anvent (m.(acs) | Detailsing | | Szias | | Sending Tells | lokase date | Records 1 to 5 of 6 | Es B | 1 | di teri la |
| List Of Searched Reco East to East 1 Proc State Lakshedwep | nds : All Amount in Lacs (Rs) <mark>Instainent</mark> Fistinsainent | 4 | ikase Hervant (in Lacc) | Data Leby 20 <u>Corpleted</u> | | Shites Set bibe Release | | Sendire Feiz 1907/004 | Referaise finite | Records 1 to 5 of 6 | 55 8 | esu 1 | di teri la |
| List Of Searched Reco Exerce East Sector Listeneep Caran E.Du | rds : All Amount in Lacs (Rs) <mark>Justalment</mark> Fist Indaheet Fist Indaheet | 8 | iesee Annount (in Lacs) REE : 100 | Testa Estary 20 <u>Caroletes</u> 20 <u>Partico</u> | | Status Math Se Release | | Seaching Cale 1965/204 | tekase date | Records 1 to 5 of 6 | 83 20 | 1 | d'i Her i L |
| List Of Searched Recor Exerce End Prot Seate Lakshahwap Daran IL Du Ruducheny | rds : All Amount in Lacs (Rs) <mark>Justilinent</mark> Fristindahent Fristindahent Fristindahent | ja. | ieusę Annount (in Lacs) Aliss LOO LOO | Data Caby 20 <u>Carolete</u> 20 <u>Perdin</u> 20 <u>Perdin</u> | | Status Set b Se Raisse | | Sendine Vele 1905/304 | Ankose date | Records 1 to 5 of 6 | Ess Br | <u>1</u> | dtietil |
| List Of Searched Recor Exerce End Prot Seate Lakshahwap Daran IL Du Puducheny A Si N Slands | nds : All Amount in Lacs (Rs) Instantation First Indukent First Indukent First Indukent First Indukent First Indukent | A | <mark>lese; Annonit (in Lacs)</mark> filis LOO LOO LOO | Data Baby 280 <u>Canalest</u> 280 <u>Pandina</u> 200 <u>Pandina</u> 200 <u>Pandina</u> 200 <u>Pandina</u> | | Status Netu ta Robus | | Sendine Tote BIO(204 | Reference date | Records 1 to 5 of 6 | Belle | ette 1 | dî t i |
| List Of Searched Reco Exercis Exel (Prot State Lakehadweep Caran & Diu Padichemy A & In Sainda Goa | nds : All Amount in Lacs (Rs) Instalment First Instalment First Instalment First Instalment First Instalment First Instalment | ja, | <mark>lose, Annoint (h: Lacs)</mark> BLES LOO LOO LOO LOO LOO | Casta Entry 20 <u>Caraleted</u> 20 <u>Pendina</u> 20 <u>Pendina</u> 20 <u>Pendina</u> 20 <u>Pendina</u> 20 <u>Pendina</u> | | Status Net to Te Refere | | Sendine Tede 1963/204 | Azirase date | Recorder 1 to 5 of 6 | Est l An | 1 | át <u>let)</u> |

- > The user then Click on Release and then fund is released to State. A confirmation Message will appear before releasing fund.
- > On click on OK the fund will be released.
- > The fund is released to State by Centre. The Data entry Status is now "Completed" and Status is "Released".

| | | | Fund Release - Centre to S | tale | | | | | |
|--|---|---|----------------------------|------|-----------------------------|------------------------------|---------------------|--------|---------------------------|
| Search & View | | | | | | | | | |
| Search Criteria | | | | | | | | | |
| Financial Year* | 2013-2014 | Instalment* | First Instalment | | | State | Select Value | | |
| | | | | | | | | | Search Clear |
| -List Of Searched Recor Forma First Prin | ds : All Amount in Lacs (Rs)- | | | | | | Barrock I In Euflé | 24154 | an 1 dittach |
| List Of Searched Recon | ds : All Amount in Lacs (Rs)- | | | | and the party of the second | | Records 1 to 6 of 6 | | ins 1 dilet |
| List Of Searched Recor <u>Econol Bos</u> <u>Fin</u> State | ds : All Annount in Lacs (Rs)- Instaktion | Release Amount (in Lace) Data Entry | Status | | Searction Date | Rekese dele | Records 1 to 6 of 6 | Ballin | ing T di <u>llet l</u> |
| List Of Searched Recor <u>Boot to Bos</u> <u>Prin</u> State Lakshadwaq | ds : All Amount in Lacs (Rs) - Instalment First Insalment | Reference Associate (in Lacc) Data Entry R. EXM. Converse | Solts Taxad | | Seaction Date 1910/2014 | Referentate 1916/004 | Records 1 to 6 of 6 | Balla | ins 1 dilet |
| List Of Searched Recor <u>Econt to Ecol</u> I <u>Pint</u> State Lakstadwep Denen & Du | is : All Amount in Lacs (Rs) Instalation Finit Insulment Finit Insulment | Science Amount (in Lacs) Data Entry R 4538 Convents COMO Perding | Status Telesond | | Séaction Date 1902/2014 | Referende ter Tel Galant | Records 1 to 6 of 6 | Balla | nta 1 d'illet 1 |
| List Of Searched Recor Exert to Bear Part State Lakebackeep Denen & Du Puduckeery | ds : All Amount in Lacs (Rs) | Reference Annount (in Lacs) Data Entry R. 6538 <u>Converted</u> C. 0000 <u>Pending</u> C. 0000 <u>Pending</u> | Status Telesand | | Senction Date 1905/204 | Reference date: 18/10/004 | Records 1 to 6 of 6 | Fiz M | nns T d'i <u>ller i</u> |
| List Of Searched Recor Econt to Econ Status Lakstacheep Damen & Diu Puduchemy A & N stands | ds : All Annount in Lacs (Rs) | Reference Annount (in Lacs) Data Entry R. 6338 Converted 6.0000 Pending 6.0000 Pending 6.0000 Pending | Status Telesced | | Senction Date Billipitud | Release date 1910/004 | Records 1 to 6 of 6 | Balla | az 1 dijat ji |
| List Of Searched Recor Econt to Gee Print Strike Lakstacheep Denen & Diu Publichemy A & A Valanda Gee | is : All Amount in Lacs (Rs) | Reference Annount (in Lacc) Data Entry R. 6338 Converted 6.0000 Pending 6.0000 Pending 6.0000 Pending 6.0000 Pending | Status Telesced | | Sauction Twite Info@2004 | Rebase date Ishigizit | Records 1 to 6 of 6 | Rat M | ans 1 dineri |

3.2. Kitchen cum Store Fund Release

To get status of release of kitchen cum store fund

Centre user---→Fund--> Kitchen cum store Fund Release--→Search.

A list of fund release in Kitchen cum store head will appear as shown below.

| | | | Ritchen Com Stare Famil B | Ann | |
|----------------------------|----------------|--------|---------------------------|-------|------------|
| apich & View | | | | | |
| Search Critionia | | | | | |
| Financial Year* | 2014-2015 | | State* | Delhi | |
| Add New | | | | | Search Ges |
| List Of Searched Records : | | | | | |
| Edu A | inief) planter | i Satu | | | |

If the status of Status column is **Yet to Release** that means fund has not been released so far. If the status of Status column is **Release** that means fund has been released.

To release new Installment of kitchen cum store user clicks on **Add new** link, following screen will appear.

| 2015.2004 | | | | |
|--|----|--------------|------------------------------------|-----------------------|
| all with the second sec | | financial 3 | Dandgath | de |
| Al Amount in | | | | |
| Bilden Con Store Tool (As for FAI Agenned) | E. | incettion () | Etches Tare Vers Ford (Advession A | In al Approval School |
| | | | st. 34000 | |
| 4,0000 | | | | |

System will show kitchen cum store fund amount as per plan. User can change the amount which he wants to release to state. User has to select date and authorized signatory and can click on "**Save**" or "**Save as Draft**"

Save As Draft: This option will save the record in draft mode. The user can make any change later. The user can modify released amount, lease date or Authorized Signatory. Save as Draft records cannot be released directly. A message will appear on successful save

Freeze: This option will save the record and is ready for release. Further modification is not allowed once record saved. A message will appear on successful save. After Save the status will change the status column and the record is ready for release.

On click on **Save as Draft** or **Freeze** button this confirmation message will come.

If user clicks on **Save as Draft** button then search result will be display like this.

| | | | Ritchen Cun Store Fund Re | | | |
|---------------------------|--------------------------|-------------------|---------------------------|------------|---------------------|--------------------|
| earch & View | | | | | | |
| Search Criteria | | | | | | |
| Financial Year* | 2013-2014 | | State* | Chandigath | 2 | |
| <u>Add New</u> | | | | | | Search 🕴 Oer |
| ist Of Searched Records : | | | | | | |
| ponta Basi Pint | | | | | Records 1 to 1 of 1 | Ed Parces 1 dilled |
| iate da | ant Data Biby | Satus | | | | |
| Chandigath | 20.52000 Served As Dirah | Yet to be Roleane | | | | |

Data entry status is **Saved as Draft** and user can click to change any details.

If user clicks on **Freeze** button then Data entry status will be **completed**. Now user can release this amount.

| | | | Ritchen Cun Store Fund R | acce | | |
|-----------------------------|-------------------|--------|--------------------------|------------|---------------------|---------------------|
| Search & View | | | | | | |
| Search Oriteria | | | | | | |
| Financial Vear ^a | 2013-2014 | • | State* | Chandigath | 37 | |
| Add New | | | | | | Seach Cear |
| List Of Searched Records : | 4 | | | | | |
| Boont to Book Print | | | | | Records 1 to 1 of 1 | Ed Prices 1 dilet u |
| Sate At | nouni Deta Entry | Status | | | | |
| Chandiganh | 30.7800 Consisted | Relate | | | | |

On clicking " $\ensuremath{\textbf{Release}}''$ fund is finally released to State. A message will be shown on a pop up window.

3.3. Kitchen Device Fund Release:

To get status of release of Kitchen Device Fund

Centre user---→Fund--> Kitchen Device Fund Release--→Search.

A list of fund release in Kitchen Device head will appear as shown below.

| | | | Kitchen Device Fund Rek | 359 · | | |
|----------------------------|------------------|-------|-------------------------|----------------|--------|----|
| earch & View | | | | | | |
| Search Criteria | | | | | | |
| Financial Year# | 2014-2015 | | State* | Andhra Pradesh | | |
| Add New | | | | | Search | Oe |
| List Of Searched Records : | ÷ | | | | | |
| Sute a | ncent Data Entry | Spins | | | | |

If the status of Status column is **Yet to Release** that means fund has not been released so far. If the status of Status column is **Release** that means fund has been released.

To release new Installment of kitchen device user clicks on **Add new** link, following screen will appear.

| | Fund Allocation To S | State (Kitchen Device) | |
|--------------------------------|--|------------------------|--------------------------------------|
| | | | |
| State | Goa | Financial Year | 2013-2014 |
| | | | |
| | | | All Amount in Lacs(Rs) |
| | | | |
| No. of Approved School | Kitchen Device (Admissible Allocation) | Allocated Fund | Kitchen Device (As Per PAB Approval) |
| 44 | 0. | 95000 2.20000 | 2.20000 |
| | | | |
| Fund Release Date (dd/mm/yyyy) | 26/03/2014 | Authorized Signatory | MDM Director 👻 |
| | | | |
| | Save As Draft | Freeze Close | |

System will show device fund amount as per plan. User can change the amount which he wants to release to state. User has to select date and authorized signatory and can click on "**Save**" or "**Freeze**"

Save as Draft: - This option will save the record in draft mode. The user can make any change later. The user can modify released amount, lease date or Authorized Signatory. Save as Draft records cannot be released directly.

A message will appear on successful save

Freeze: This option will save the record and is ready for release. Further modification is not allowed once record saved. A message will appear on successful save. After Save the status will change the status column and the record is ready for release.

On clicking **Freeze** or **Save** button, confirmation message will appear to user.

If users click on Save as Draft button then search result will be display like this

| | | | Kitchen Device Fund Rele | 256 | | |
|---------------------------|---------------------|------------------|--------------------------|-----|---------------------|--------------------------|
| aarch & View | | | | | | |
| Search Criteria | | | | | | |
| Financial Year# | 2013-2014 | | State* | Goa | | |
| Add New | | | | | | Search Ce |
| ist Of Searched Records : | | | | | | |
| ant to East Pist | | | | | Records 1 to 1 of 1 | Ent Previous 1 of 1 Sect |
| State Ar | xeet Data Estry | Status | | | | |
| Gca | 44000 Sever As Drat | Yet to be Robuse | | | | |

If user clicks on **Freeze** button then Data entry status will be **completed**. Now user can release this amount.

| | | | Kitchen Device Fund Rei | - | | |
|-----------------------------|-----------------|--------|-------------------------|-----|----------------------|-----------------------------|
| Search & View | | | | | | |
| Search Criteria | | | | | | |
| financial Tear* | 2013-2014 | | State* | Gos | | |
| Add New | | | | | | Search Dear |
| List Of Searched Records :- | 1 | | | | | |
| Earn Eal Nr | | | | | Reconflict to 1 of 1 | Ant Designer T of Chert Lin |
| Alater Ala | went Saturatey | States | | | | |
| God | 64000 Completed | Retar | | | | |

On click on "**Release**" The fund is finally released to State. A message will be shown on a pop up window. Now kitchen device fund available to state for receive.

3.4. View Planned Fund Detail

To get Requirement of Fund Details as per plan of a state in a financial year

Centre user ---→ Fund --> View Planned Fund Detail --→Select financial year & state--→ Search

A list of different component of fund category wise will appear as shown below.

| View Fund Allocation (Centre Share) | | | | | | | | | | |
|--|---|--|--|---|---|--------------------------------------|---------------|-----|------------|--|
| arch & View | | | | | | | | | | |
| Search Criteria | | | | | | | | | | |
| Financial Year# | 2013-2014 | | | | State* | | A & N Islands | | | |
| | | | | | | | | | | Common 1 |
| ist of Searched Record | k | | | | | | | Rec | eb tu Sofs | Seach Fini (Payore 1 d 1 |
| ist of Searched Record anto Ecci (Pro angover) | s. s.m/s.w | n) Silhni | ST (UP) |) (2010)47 |) (21) | | | Rec | etridi | Search Ent (Parkor 1 d 1 |
| ist of Searched Record cortio Engl (Pris Concovert Cooking Cast | is (st.(hr) tumu | n) S(M i | ST (UN) LXXX |) E31(%) 1668 |) (281 (104y) 51234 | Tatana | | Rec | di bidi | Bet Parker 1 dt |
| ist of Searched Record <u>sort of Enel</u> Tooking Cast Looking Cast Look Cum Helper | 50.0%) 50.000 1.0000 0.0000 | n) (31) mi Loool Loool | 51 (UA) 1.315 4.634 |) EB (%y 3.669 5.708 |) 638 (1077) 912394 4023967 | 7.85781 61.5562 | | Rec | mi ta Safi | Ent Parker 1 d1 |
| list of Searched Record conto Ensi Pins Cooking Cast Cook Cum Helper Transportation | 5.0%) 5.00% 1.0000 1.0000 1.0000 | v) ST(Pri) 1000 1000 1000 | 51(Um 1365 4694 Uma | 2010 3.669 9.708 22079 |) 2011 (ULTry) 9.0394 40.2060 8.01902 | 7.85781 61.55452 12.88577 | | Rec | ₩1±5d5 | internet and the second |
| List of Searched Record Econo End Pro Contracted Cook Cum Helper Temportation Cod of Foodgrains | 50.9%) 50.000 L0000 L0000 L0000 L0000 | v) ST(Pry) 1.000 1.000 1.000 1.000 | 51 (US) 1385 4694 USB 5100 | 2010 3.649 9.708 2003 8.500 |) 2010/77) 9.0394 40.2366 8.0202 6.4973 | 18571 615742 198977 1943807 | | Rec | ₩1b3d3 | Het I Parvan 1 |

4. Food Grains Management

MDM food grains management module is all about managing food grain. Centre (MHRD) user's releases food grain to state government for MDM Scheme. The food grain is released in two components Wheat and Rice.

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

Following screen will appear.

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| Financial Year* | 2013-3014 | | | | Allocation* | Allocation-1 | | |
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The list will show list of states with Quantity released (if any). The Data Entry column can be show three status.

Pending – Food grains is yet to be released to state.
Saved As Draft --- Food grains Data is saved but the user can modify it.
Freezed – Food grains had released to state level.

Status column will show two statuses:

- 1. Yet to be Released Food grains not released to state
- 2. Released Food grains released to state.

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

| | | | Foodgrains Re | lease From Centre | 2 | | |
|------------------------|--------------------------|----------------|------------------------------|-------------------|-------------------|---------------|------|
| Foodgrains Inform | ation Detail | | | | | | |
| Financial Year | | 2013-2014 | | Allocation | | Allocation-I | |
| State | | Arunachal Pra | adesh | | | | |
| | | | | | | | |
| Planned Foodgrain | s for Release (| In MT) :Stat | e -Arunachal Pradesh (AS Pe | r FY 2012-2013) | | | |
| Enrollment Primar | у | 218833 | | Enrollment Up | per Primary 75 | 153 | |
| List Of Already Rel | eased Foodara | ins (In MT) | for State - Arunachal Prades | b | | | |
| No Release Found. | cuscuroougru | | | • | | | × |
| | | | | | | | ~ |
| | | | | | | | |
| List Of Opening Ba | ance Foodgrai | 15 (In MT) f | or :State -Arunachal Pradesh | | | | |
| Iter | ns | | Primary | | Upper | Primary | |
| Wheat | | | 0.0 | 00 | 0 | | |
| Rice | | | 0. | .00 | | | 0.00 |
| Delence Feedernie | - (To MT) (Cho | to Amunacha | l Duadach | | | | |
| Catego | s (III rii) ista rv | te -Arunacha | Primary | | | Upper Primary | |
| Wheat | | | 0.000 | | | 0.000 | |
| Rice | | | 320.000 | | | 530.000 | |
| | | | | I | | | |
| Sanction No. * | 852963 | | Date *(DD/MM/YYYY) | 26/03/2014 | Authorized Signat | MDM Director | r 🔻 |
| Note : * Fields are ma | ndatory. | | | | | | |
| | | | Save As Draft | Freeze Class | | | |

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 what quantity already released.

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 state then he has to click on **Freeze**.

| oougrams | | | Primary | | | Upper Prima | ry | |
|--|-------------------|---|---|---|-------------------------------|--|-------|----------|
| | Enrollment | | Working Days | Quantity | Enrollment | Working Days | | Quantity |
| /heat | | 342 | 6 | 3 14940 | 1191 | | 63 | |
| ce | | 342 | 6 | 3 14940 | 1191 | | 63 | |
| ist Of Already Re | leased Foodgrains | s (in MT) | | | | | | |
| lo Release Found. | | | | | | | | |
| elease Foodgrair | as (in MT) | 144 | | | | | | |
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| oodgrains Inforr | mation Detail | | Foodgrains | Release From Cen | tre | | | |
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Data will be in completed status but link will be disabled so user can't make any changes.

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

On Clicking **Yet to be Release** link its status will get changed to **'Released'** and it will be Available to state to release.

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 till school level.

| Starth Dear |
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| |

User click on Stock Position link then

| | Foodgrains Status For State(s) | | | | | | | | | | |
|----------------------|--------------------------------|--------------|-------------------------|----------------------|-----------------------------|-------------------------|----------------------|-----------------------------|--------------------|--|--|
| | | | | | | | | | | | |
| Foodgrains (in MT) | | | | | | | | | | | |
| State Name | Financial Year | Allocation | | Wheat Rice | | | | | | | |
| | | | Received from Centre | Released to Dist. | Available Stock Quantity | Received from Centre | Released to Dist. | Available Stock Quantity | | | |
| A & N Islands | 2013-2014 | Allocation-I | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | Stock Dist. | | |
| Andhra Pradesh | 2013-2014 | Allocation-I | 0.000 | 0.000 | 0.000 | 19000.000 | 17186.664 | 1813.336 | Stock Dist. | | |
| Arunachal Pradesh | 2013-2014 | Allocation-I | 0.000 | 0.000 | 0.000 | 850.000 | 0.000 | 850.000 | <u>Stock Dist.</u> | | |
| Assam | 2013-2014 | Allocation-I | 0.000 | 0.000 | 0.000 | 800.000 | 150.000 | 650.000 | Stock Dist. | | |
| Bihar | 2013-2014 | Allocation-I | 0.000 | 0.000 | 0.000 | 800000.000 | 2300.000 | 797700.000 | Stock Dist. | | |
| Chandigarh | 2013-2014 | Allocation-I | 160.000 | 18.000 | 142.000 | 70.000 | 7.000 | 63.000 | Stock Dist. | | |
| Chhatisgarh | 2013-2014 | Allocation-I | 0.000 | 0.000 | 0.000 | 33522.000 | 0.000 | 33522.000 | Stock Dist. | | |
| D & N Haveli | 2013-2014 | Allocation-I | 0.000 | 0.000 | 0.000 | 50.000 | 0.000 | 50.000 | Stock Dist. | | |
| Daman & Diu | 2013-2014 | Allocation-I | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | Stock Dist. | | |
| Delhi | 2013-2014 | Allocation-I | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | Stock Dist. | | |

It will show state stock position according to Allocation.

On click on link **"Stock Dist"** it opens stock position for District. It Shows the list of wheat & Rice to be Released to District and from District to Block.

| Foodgrains Status For District(s) | | | | | | | | | |
|-----------------------------------|----------------|--------------|------------------------|----------|-----------------------------|------------------------|----------|-----------------------------|-------------|
| Information Detail | | | | | | | | | |
| State | A | & N Islands | | | | | | | |
| | | | | | | | | | |
| Foodgrains (in MT) | | | | | | | | | Back |
| District Name | Financial Year | Allocation | | Wheat | | | Rice | | View Stock |
| | | | Received from State | Released | Available Stock Quantity | Received from State | Released | Available Stock Quantity | |
| MIDDLE AND NORTH ANDAMANS | 2013-2014 | Allocation-I | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | Stock Block |
| NICOBARS | 2013-2014 | Allocation-I | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | Stock Block |
| SOUTH ANDAMANS | 2013-2014 | Allocation-I | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | Stock Block |

On click on link **"Stock Block"** it opens stock position for Block It Shows the list of wheat & Rice to be Released to Block and from Block to School

Foodgrains Status For Block(s)/NGO(s)

| Information Detail | |
|--------------------|---------------------------|
| State | A & N Islands |
| District | MIDDLE AND NORTH ANDAMANS |

| Foodgrains (in MT) | | | | | | | | | |
|--------------------|----------------|--------------|------------------------|----------|-----------------------------|------------------------|----------|-----------------------------|--------------|
| | | | | | | | | | |
| Block List | | | | | | | | | |
| Block Name | Financial Year | Allocation | | Wheat | : | | Rice | | View Stock |
| | | | Received from Dist. | Released | Available Stock Quantity | Received from Dist. | Released | Available Stock Quantity | |
| BRC-DIGLIPUR | 2013-2014 | Allocation-I | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | Stock School |
| BRC-MAYABUNDER | 2013-2014 | Allocation-I | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | Stock School |
| BRC-RANGAT | 2013-2014 | Allocation-I | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | Stock School |
| | | | | | | | | | |
| NGo List | | | | | | | | | |

No Release Found.

On click on link **"Stock School"** it opens stock position for School It Shows the list of wheat & Rice to be Released from Block to School.

Foodgrains Status For School(s)

| Information Detail | |
|--------------------|---------------------------|
| State | A & N Islands |
| District | MIDDLE AND NORTH ANDAMANS |
| Block | BRC- DIGLIPUR |

Back

Foodgrains (in KGs)

| School List | | | | | | | | | |
|-------------------------|----------------|--------------|---------------------|---------------------|--|--|--|--|--|
| School Name | Financial Year | Allocation | Wheat | Rice | | | | | |
| | | | Received from Block | Received from Block | | | | | |
| (PS) VKV ZILLA PARISHAD | 2013-2014 | Allocation-I | 0.000 | 0.000 | | | | | |
| GMS GANESH NAGAR | 2013-2014 | Allocation-I | 0.000 | 0.000 | | | | | |
| GMS HATHI LEVEL | 2013-2014 | Allocation-I | 0.000 | 0.000 | | | | | |
| GMS KHUDIRAMPUR | 2013-2014 | Allocation-I | 0.000 | 0.000 | | | | | |
| GMS MADHUPUR-1 | 2013-2014 | Allocation-I | 0.000 | 0.000 | | | | | |
| GMS NABAGRAM | 2013-2014 | Allocation-I | 0.000 | 0.000 | | | | | |
| GMS SHANTI NAGAR | 2013-2014 | Allocation-I | 0.000 | 0.000 | | | | | |
| GMS SHYAM NAGAR | 2013-2014 | Allocation-I | 0.000 | 0.000 | | | | | |
| GMS SITA NAGAR | 2013-2014 | Allocation-I | 0.000 | 0.000 | | | | | |
| GMSSS SITA NAGAR | 2013-2014 | Allocation-I | 0.000 | 0.000 | | | | | |
| GPS ARIEL BAY | 2013-2014 | Allocation-I | 0.000 | 0.000 | | | | | |
| GPS BAHADUR TIKRY | 2013-2014 | Allocation-I | 0.000 | 0.000 | | | | | |
| GPS BANDHANALA | 2013-2014 | Allocation-I | 0.000 | 0.000 | | | | | |
| | | | | | | | | | |

5. User Management:

User have two functionalities in user management

- 1. Create User
- 2. Change Password

Centre level user can create state/district/block /school level user.

5.1. Create User

User have to go User Management -> User Creation On click on User Creation menu this screen will come

| | | | | | | | then the tail. | | | | | |
|----------------------------|---------------------|---------------------|-----------|-----------------|--------------|----------------|--|---------------------------|---------------|----------------------------|-------|-------------------|
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| User Creat | #5 | | | | | | | | | | | Search Dea |
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| 100 | ROMAN IT | PRANT LOWISIAN | Settoor | Author Product | EXEMPLE OF | HINALDEVPOOR | JILLIN - HE-SH AMARAM | reunalate-purtipation | No. | 141 | | |

User have three option on screen.

- 1. Add User
- 2. Activate
- 3. Deactivate

If user wants to create new user then he has to click on **User Creation**.

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|---|------------------------|
| .ogin 10 must contain minimum 8 charaders. | |
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| ka ' | DISTRICT . |
| Login M * | dehi_west |
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| Last Name | Kashyap |
| Address" | NewDehi |
| Brat | kethypurs/@yrsi.com |
| Noble | 9555167839 |
| | - Sett Mr. |
| Choose the block for which the data entry permission required ' | AAC BARKEA AAAAA |
| Save Close | |

User has to select user Level (State/District/Block/School), Role (stateAdmin/DistrictAdmin/BlockAdmin/SchoolAdmin).

If user select State level - he has to select state name from list

If user select District level - he has to select state and district name from list

If user select Block level - he has to select state, district and block name from list

If user select School level - he has to select state, district, block and school name from list

User has to fill all required details like login id, first name, address and email. After entering all details click on Save.

On save new user will be created on password wil sent on given email id.

If user want to edit any user then click on user name , new screen will be open with all details of user. User can make changes and click on update to save the details.

| | File live | |
|---|--|--|
| | | |
| First liame * | Gaurav | |
| Last liame | Katiyap | |
| Address' | West Delhi, Nev Delhi | |
| Enal | kashgaura/@gmail.com | |
| Nobie | 9555167809 | |
| Choose the block for which the data entry permission required | - Section - Sect | |
| Update Close | | |

If user want to activate or deactivate any user then

| | | | | | | | Her Detail | | | | | |
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User has to click on check box for which user he want to deactivate. If user is already deactivated then user has to click on activate button

5.2. Change Password

To change his/her password

User Management → Change Password

On click on change password following screen will appear

| 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 |
| |

User has to enter old password, new password. On click on **Change** button password will change and new password will be send as email.