

# 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 -

# Introduction 4

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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 B. Budget (AWP & B) Approval											
	ANP & 8 Approval											
<b>Pinancial Your</b>	- 2017-2016											
Select State N	ame (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	Children (Lisper Primary)	2247540	18122194		feetings.		1817386			(18)27386			
3	Children (NCLP)	(10-1)			.1					10			
4	Ovkhon Desight (Prenary)	124528	1191/8		4094		1.0			- C			
5	Children Drought (Upper Primary)	3662	7665		26598		. ¢.			10			
Worl	ting Days							10					
N-1.	Component		PAB Approv 2015-2017 Ba Noreber	1.00	Working Days MOM Server AVIP WEIght 3 Jin Norebern	1.12.20181	Proposal for 2017-2018 [In Warehers]	Remarks by State	ITTE IN	Appreciation Appreciation (In Marchines)	Explanatory Rem by Appretrial Te		FVB Approv for 2017-201 (in Numbers
۶.,	1		1		.4		5	6		T			
1911	Working Days (Presay)		100		100		14			240			
17	Viorking Days (Upper Printary)		(1995)		100.5		18			1249			
1	Working Days (NCUF)		1		10		4.0			- (i)		1	
4	Working Days Drooght (Primary)		0.00		38		10			8/		1	
15	Working Days Draught (Upper Penn	σγ)	48		44		4					1	
Can	i Cam Helper					_							
Ber	Comportant	/	PAB Approv	at 1	A OF CORE ENJ A AMPREMENTS	aged .	Propriet for 2017-2018	Remarks by State	1	Appreted Terre	Exploratory Revi	area.	IVE Approv
no.	Lamporium		15x Warmbury	al form but	In Numbers	t and	In Newborni	reconcilianal by pages	and by	(In Merilians)	by Appreised Te	252	(in Nembers
1	2		1				1	5	- 11	1	The loader of stable dors at	C-MINING C	
	Cook Cam Halper (Primary)		01221		8028		-96209			199320	both free president over 1 Further State has not pro-	in entry	
12	Cock Curo Helper (Lipper Primary)	8	F							*.			
13	Cook Cum Halper Drought (Parsay)	Ē.											-
4	Cost Curi Halper Drought (Upper P	en e	1		18						l.		
	-												
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Post	ALCONTANTS	Cumulative	-	2.2016 (J = Mi	and the second		for 2017-2018		Recent	undefine by	a second second	TAR ALCONG	w to 2017.2
<b>M</b> (1)	Component	Approval TRE 2016-2017 (Total Bumbern)	Constructed		1	Physical		Removie by State / UT	Appen Physical	Financial (Rs. in Lace)	Explanatory Remarks by Approximat Team	Physical	
χ	2	- 1	4	(B)	6	$(\mathbf{r})$	8	9	.10	(11)	Distantial children marter	0.	- 14
	Kitchen Gum Store	28877	34803		24	1000	208.01			-	Out of state singular 10488 schools, littlear for 25077 infracts strengt sanctional for 8071 and a 4671 schools constructed through strengtons, 1214 schools		
											entities in the sup- central certification. Its frame is no pay for https: con-stores.		
INN	an Device												
		Currulative	THE PERSON	2.2018 (ht Ma	and and an	Dentered	for 2017 2018		Records	endation by	1	DAR Ass	of the 2017-2
No.	Compresent	Approval Till 2016-2017	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	In Progress	Vieni	Physical	Financial	Harrowite by State / UT	Physical	Finencial	Explanatory Remarks By Appracial Team	Physical	1 Enno
1	1	(Totel Numbers)	4	5	Proparat	In Humber	N Rs. In Local		fin Humbert 10	() (Rs. In Leta)	17	(In Manthers 13	0. (Fisin Lo 14
1	Kitchen Device (New)				1		808	77.		1.0			
2	Kitcher Device (Replacement)		1			1	4.14			Am			1
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100	ownload Supporting AWF&BE: ownload AWPSB Write-Up File	rcéi Farmats Fila											
	and the second second second second												

# 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	and the second							
5. No.	Stage	No of Children	No of Working Days	Quantity in MTe				
E	Primary (@100 gris per child per school day)	2997898	232	67231.23				
2	Upper Primary (#150 grup per child per achool day)	1504639	232	55840.74				
3	NCLP (@150 gms per child per school day)	0	0	0.00 2213.11				
4	Drought Primary (#100 pm per child per school day) Drought Lloper Primary (#150 gm/ per school day)		753643 36 379941 36					
	here a second	Non-the second se	30	2051.68				
	of Food grams, Cooking Cost, Transport Assistance, Hun, to cook com Infjøre an	d Hanagement Howtoring and Evaluation						
5.No	Component/Norm		An	iount Admissible (Rs. in lakh				
Primary				(				
1	Cost of Food grains @ 2000 00i- per MT for 47061.861 MT Wheat. @3000.0	81- per MT for 20169 369 MT rice and @ 0.00 % Tax		1646.32				
1	Unit Cooking Cost @Ro- 4.13 per day/ per Child for 2997888 Children		27766.00					
2.1	Central Share @Rs- 2.48 per day/per Child			16673.35				
1.1	Minimum Handatory State Share @Ra- 1.65 per day/ per Child			11060.15				
3	Transportation Cost @Rs- 750.00 28976981 232 1.0001 MT 1 750.00		504.2					
4	Honorarium to cook-cum-helpers							
é.T.	Central Share 74512 CCH * Rs 600.00* 10 Months			4470.72				
4.2	State Share 74512 CCH * Rs 400.00 * 10 Months		.2960					
5	MME@ 1.8% of the I) Cost of Food grains (II) Cooking Cost III) Transportation Cost IV) Honorarium to cook-cum-helpers	1		417.5				
	Total-(1+2.1+3+4.1+5)		1	23612.1				
Upper Pr	inary.			1000000				
6	Cost of Food grains @ 2000 D0: per MT for 39088.518 MT Wheat, @3000 D	0- per MT for 16752 222 MT rice and @ 0.00 % Tax		1284.34				
7	Unit Cooking Cost @Rs- 6.10 per day/ per Child for 1604619 Children			23006.39				
7,1	Central Share @Rs-3.71 per day/per Child			13811.29				
7.2	Minimum Mandatory State Share @Ro-2.47 per day/ per Child		1.0	9105.11				
8	Transportation Cost @Rs- 750 00 1904619*232 * 0001 WT *750.00		418.81					
1	Honovarium to cooli cum Helpeni							
91	Central Share 41221 CCH * Rs 600.00*10 Months			2473.26				
9.7	State Share 41221 CCH * Rs 400.00*10 Months							
10	MMEg 1.5% of the I) Cost of Food grains II) Cooking Cost iii) Transportation Cost IV) Honorarum to cook-cum-helpers			3545.54				
	Total-(6+7.1+8+9.3+10)			18311.4				
Drought	Prinary							
11	Cost of Food grains @ 2000.00- per MT for 1999.177 MT Wheat . @2000.00	F per MT for 813,933 MT role and (\$ 0.00 % Tax		62.40				

#### **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, 1<sup>st</sup> 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.

2<sup>nd</sup> 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.

			Ferd Release - Centre to 5	Rate				
earch & View								
Search Ditteria								
Persential Your*	2013-2014	<ul> <li>betallevet*</li> </ul>	Adhoc		State .	Select Velue	•	
								Search Gea
	ds : All Amount in Lacs (Rs)							
iato kai i foi	as : we wanted in cars (ks)					Records 1 to 20 of 31	Per Change	T direit
Otaer	Intelleurs	Referrer Arrowst (In Laco) Data Tetry	970a	Summer De	- Falance date			
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Janes & Galenie	Acho: Acho:	III 11230 Completed	Sector	11/12/000	0014/2001			
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		stell stored (Carry Intell	Econod	6(96(001)	600,000			
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Trputs	Albeit	1100-00000 Constituted	Bernal	incipy/a	11002073			
Marikala-h	and and	Inter-Sector Provident	Received	80.000 Breit	miller bert			

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.

				Fun	Adocation To State				
State	Lakahachengi		Financial	lear	205-204		Instaliment		Ahu
									al amount in Lensij
Immulal Year	Installe	est)-			Amount Rehmood (	intanii (			efease Date
2012-2013	Last Years	Sanctioned Amaunt			76.45801				
				- (6	Insecto Abalatas				
Component	1	SC(0.02%)		51	(96,74%)		(EN(124%)		Total
	Pry	LPvy		Pry	UPTY	Pry	UPry		
Casik Cum Helper		0.00000	8,08008				0.00000	0.00000	0.0000
Caoking Cost		8.00467	0.40532	6.9352	8 7.438	80	8.19975	0.17089	14,6850
Transportation		0.00056	0.00017	0.22%	0.245	х	0.90548	0.00557	0.4775
Cast of Pacidgrains		8.00122	0.00121	1.6996	1 1.821	18	8.03915	0.04195	3.645
ME		0.90812	8.00012	0.1587	RK.0 1	50	0.00366	0.00368	0.1390
Grand Total		0.00647	0.00692	9.0183	9.858	79	620774	0.22230	19.1128
					e per fitti Agamenti				
Component		SC ( 0.02%)		51	(9624%)		628(3.34%)		Total
	Pvy	U.Pvy		Pry	10Pm	Pry	3.Pvy		
Casil Que Helper		11.000000	0.0000	0.00000	0.000	W	8.00000	0.0000	0.0000
Canking Cost		8-00497	8.00522	6.91628	7.0	10	0.09976	1.1788	14,6850
Transportation		8.00018	0.00017	0,23467	5342	s .	1.005.0	0.0057	0.4775
Cast of Facelgreen		0.00122	8,00631	5,69%	182	η	0.02910	1905	1.655
ME		6.000x2	6,0002	0.5927	0.168	8	6.00066	0.40388	0.1355
Grand Total		0.00647	0.00912	9,0183	9.650	29	8.30774	0.22230	8118
Rease enter an amount and clok on Rec	ololiste					1		- Netalita	
Senction Bo <sup>4</sup>	N.M.		Date(00/I	#1/0003*	anan 3		Authorized Signatory		MDM Director •
kis : " felb are nandatory.				and the second second					

- > 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 - Centre to	State					
learch & Vew											
Search Criteria											
Financial Year#	2013-2014	•	Instalme	at"	First Instalment			State	-Select Value-		
											Search Cear
	ds : All Amount in Lacs (Rs)	)							Neconds 1 to 6 of 6	Ed Peop	
	ds : All Amount in Lacs (Rs)								Neconds 1 to 6 of 6	Fiel (Phevio	u 1 afterli
Boom to Brad I Prot.	ds : All Amount in Lacs (Rs)		erse Arrount (in Lass)	Deta Estry	Sata		Service Date	Reference date:	leonis 1 to 6 of 6	Ed Perio	u 1 1110
Boorta Bool   Proc Grafes				<mark>tvia (stry</mark> 79 <u>Send is Drif</u>	Siatus		Sanction Bate 15/10/204	Reference dates	Neconds I Ito G of G	Ed Pask	
Gorna God - Pite Gale Lakatalmen	lassiment		8.42		Solar		No.	Norme date:	Records 1 Ito 5 of 6	Est (Perio	 g 1 _f1 <u>bs</u> []
Boort x Bask   <u>Ann</u> Sainte Lakotadinaap Damar & Diu	instalment Fint intelnet		81.EC 1.00	78 <u>Saved As Draf</u> t	Sidos		No.	Release date	Necreta I ta 6 añ 6	Est (Pend	<u></u> 1 -f1 <u>tes</u>
<u>Goorte Grael (Proc</u> State: Lakshadiweg Denar & Du Roducheny	<mark>Distainent</mark> Fristidalmet Fristidalmet		9.40 1.11 1.11	79 <u>Sanad As Draf</u> 11 <u>Aerdres</u>	Sidos		No.	Acteurs date	Necroita la ta Suffi	Ed (Perio	
Eoort is East 1 Perc Schitz Lakstachweg Demer & Du	<mark>Distalment</mark> Firt Intalment Firt Intalment Firt Intalment			A <u>Sanci ka Dati</u> II <u>Ancias</u> II <u>Ancias</u>	Saba		No.	Actesse date	Necrotis 1 to 6 of 6	Ed Pasic	u 1 stilletii

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 - Centre to	itate					
learch & View											
Search Criteria											
Financial Year <sup>a</sup>	2013-2014		Instal	inent"	First Installment	•		State	Select Value		
											Search Clear
	rds : All Amount in Lacs (Rs)								Records 1 to 6 of 6	Ed   Rei	an a statistic
	rls : All Amount in Lacs (Rs)								Records 1 to 5 of 6	Bal Bas	au 1 dilletil
Egot to Elosi   Print	ds : All Amount in Lacs (Rs) Distationent	85	ouse Annount (in Lacs)	Data Setty	Sztas		Seactive Date	lekase date.	Records 1 to 5 of 6	Est Per	au 1 dijedi.
Boorto Bosi   Prin State		网络		<mark>tern Estry</mark>	Sizius Mateira Rak	Ĕ	Sanctine Date BIQDD4	Release date	Records 1 to 5 of 6	Fits   Presi	au 1 dittatiu
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Exon to Exol ( Part State Lakstachwago Caman & Du	Listalivert Fra Listalivert	Re	1 1	LEERO <u>Corplete</u> r		Ē	in hereite of a la	Release date	Reconde 1 to 5 of 6	Est   And	
<u>Baotro Bosi   Pire</u> <mark>State:</mark> Lakshadwep Daman & Diu Ruducheny:	<mark>bstahrert</mark> FistIntalnert FistIntalnert	Re	= 1 1	LEDIO <u>Consiend</u> LODIO <u>Pendins</u>		Ē	in hereite of a la	Release date	Records 1 to 5 of 6	Est   Per	au 1 diteriu
List Of Searched Recor East to East Date: List State Date: Diame & Dia Polichemy A.S.N. Sanda Gos	<mark>bistelinent</mark> Fistinselnent Fistinselnent Fistinselnent	<u>م</u> ع	8 1 1 1	USEBN <u>Consided</u> LODOD <u>Pendins</u> LODOD <u>Pendins</u>		Ē	in hereite of a la	Release date	Records 1 to 5 of 6	Est   Basi	a 1 dileiu

- > 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	GALE					
learch & View											
Search Criteria											
Financial Year*	2013-2014	,	Installer	ať	First Instalment			State	Select Value		
											Search Clea
List Of Searched Recor <u>Econ to Eco</u> l I <u>Prin</u>	ds : All Amount in Lacs (Rs)	5							Nectorits 1 to 6 of 6	Edd Pevio	us 1 dillet
Econt to Ecos   Print	ds : All Amount in Lacs (Rs) Instalment	8	Release Amount (in Lacs)	Data Entry	Satus		Sention Date	Récordate	Records 1 to 6 of 6	Ett Perit	u T dillet
<u>Boort to Bos</u> i   <u>Print</u>				Data Entry XMI Completed	Status Referred		Searction Date 1905/2014	Reference falte 19/0/204	Records 1 to 6 of 6	Pat Perio	us T dillet
Eost II: Eosi   Pint Statut Lakshadiweg	Intelligent		RE	NACIONAL DE LA COMPANY	C PROVIDE		Sec. 194	the second second	Resorts 1 to 6 of 6	Est Perit	u 1 dilet
Eoort is Eose   Pine Statut Lakshadineep Demen & Dis	Intelligent Fist Intelligent		8.5 03	XXXI <u>Completed</u>	C PROVIDE		Sec. 194	the second second	Records 1 to 6 of 6	Hall Parts	is 1 dilet
<u>Eoor te Eos</u>   <u>Pint</u> <mark>State:</mark> Lakshadweg Danan & Du Ruducheny	Instaktion First Instalment First Instalment	15	8.8 60 60	3380 <u>Completed</u> 1880 <u>Pending</u>	C PROVIDE		Sec. 194	the second second	Records 1 to 6 of 6	Ett. Park	u T di <u>kt</u>
Boot to Bosi   Print State	Instaliziert Fist Insalment Fist Insalment Fist Insalment		8.8 60 60 60	XBC <u>Completed</u> XBC <u>Pending</u> XBC <u>Pending</u>	C PROVIDE		Sec. 194	the second second	Records 1 to 6 of 6	Fat Pass	a dil <u>let</u>

#### **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 Cam Stare Famil B	Ann	
anich & Vary					
Search Critinia					
Financial Your*	2014-2015		State*	Delhi	
Add New					Search Des
List Of Searched Records :					
Site: A	maint Maria Cetr	i pata			

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.

		Fund Alexantee To State	
State	Dandgath	Provencial Team	2013-2014
			Al Amartiniac
In al Approval Scient	Etches Tam View Fund Shirusalile Alicent	am) Alicented Fund	Al Amart In Lee Billion Case Stary Tool (An For 146 Approve)
Too of Approved School	Utober fam Nere Ivei Dérestille Alicet 10.2400	ten) Alexand Final II Jacob	2.2.2

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.

			Kitchen Cun Store Fund Ra			
earch & View						
Search Criteria						
Financial Year*	2013-2014		State*	Chandigath		
<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				
Chandigarh	20.52000 Served As Dirat	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.

			Kitchen Cun Store Fund R	86296		
Search & View						
Search Oriteria						
Financial Vear*	2013-2014		State <sup>#</sup>	Chandigath	3.	
Add New						Seach Cear
List Of Searched Records :	4					
Boon to Boal   Print					Records 1 to 1 of 1	Ent Prevent of Lited La
State. An	noona 🛛 🕹 Deta Extry	Status				
Chandigarh	30.7800 Completed	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	256		
Search & View						
Search Criteria						
Financial Year#	2014-2015		State*	Andhra Pradesh		
Add New					Sea	rct Oe
List Of Searched Records :	5					
State Ar	cont Data Extry	Status				
	ncent Data Entry Data not found	Stairs				

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
t			
			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 Savet 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.

			Ritchen Device Fund Rei	-		
learch & View						
Search Criteria						
Financial Year*	2013-2014		State*	Gos		
Add New						Search Dear
List Of Searched Records :	1					
East to East 1 Mar					Reconflict to 1 of 1	Ant Designer T and Line 1 in
40	went Saturatey	Status				
604	64000 Completed	Rector				

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 i	Fund Aliocation (C	entre Share)						
earch & View													
Search Criteria													
Financial Year#		2013-2014	3 <b>4</b> 11			State*		A & N Islands	<b>.</b>				
												0	earch 🛛 Oea
	ands									Records 1 to 5 of 5		Ett Person 1	
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ianto Bail (Bas Generati	ords S.(Prv)	ST (10%)	51 (Fm) Luux	51 (UM) 1205	EBI (%) 1688		hr))			Recrisitations	0		
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Exoto Easi ( Pre Consecut Cooking Cast Cook Cum Helper		1.0000 1.0000	1.0000 1.0000	13896 44840	1.648 9.708	9.0394 40.23060	7.85781 61.55462			Records 1 to 5 of 5			

#### 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.

				Foodgrains Rohme -	Continue to Silication			
earch & View								
Search Oritoria								
Deserved Vese*	2013-3014				Allocation*	Alcosten-I		
Stock Position								Suech Oear
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texest to East 1 Pert							Network in 19 of 19	Bellening 1 diteri
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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			0.000
Rice			0.	.00			0.00
Release Foodgrain	- ( To MT ) (Cho	to Amunacha	l Duadach				
Catego		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 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 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**.

Wheat		Primary					Upper Prim	nary	
Vheat	Enrollment	Working Days	(	Quantity	Enrollment		Working Days		Quantity
		342	63	14940		1191		63	
ce		342	63	14940		1191		63	
ist Of Already Re	leased Foodgrains (in M	1)							
Io Release Found.									
elease Foodgrain	as (in MT)								
ategory		Primary			Upp	er Primar	Y		
'heat		100				100			
ce		100				100	]		
Sanction No. *	Swerv/123	Date *(DD/MM	/YYYY)	02/03/2012		uthorized	Signatory *	Admin	
ote : * Fields are ma	andatory.								
oodgrains Infori									
Financial Year	2013-2			Allocation			Allocation-I		
State	Arunac	hal Pradesh							
			esh (AS Po	er FY 2012-2013)					
lanned Foodgrai	ns for Release ( In MT )	:State -Arunachal Prade	esh (AS Po		Jpper Primar	y 7	5153		
lanned Foodgrai inrollment Prima	ns for Release ( In MT ) iry 218833	:State -Arunachal Prade		Enrollment		y 7	5153		
lanned Foodgrai nrollment Prima	ns for Release ( In MT ) iry 218833	:State -Arunachal Prade		Enrollment		y 7	5153		;
lanned Foodgrai nrollment Prima ist Of Already Re	ns for Release ( In MT ) iry 218833	:State -Arunachal Prade		Enrollment		y 7	5153		;
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lanned Foodgrai inrollment Prima ist Of Already Re io Release Found. ist Of Opening Ba Ite	ns for Release ( In MT ) ny 218833 cleased Foodgrains ( In	:State -Arunachal Prade MT ) for :State -Arunach	al Prades	Enrollment (			'5153 ' Primary		0.000
lanned Foodgrai nrollment Prima ist Of Already Re lo Release Found. ist Of Opening Ba Ite Wheat	ns for Release ( In MT ) ary 218833 eleased Foodgrains ( In plance Foodgrains ( In I	:State -Arunachal Prade MT ) for :State -Arunach 4T ) for :State -Arunacha	al Prades al Pradest 0,4	Enrollment (					0.000
anned Foodgrai nrollment Prima st Of Already Re o Release Found. st Of Opening Ba Ite /heat ice	ns for Release ( In MT ) ry 218833 cleased Foodgrains ( In hlance Foodgrains ( In I ms	:State -Arunachal Prade MT ) for :State -Arunach 4T ) for :State -Arunacha Primary	al Prades al Pradest 0,4	Enrollment (					0.000
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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.

						🔓 Usion cantriausiar - Rame: CENTRE 🔒 Local				
Home User Wgmt - Master S	one Jaar Wgnt & Mastar Estry & School Data Estry & AWP & 8 - Fandy and Relatan & Report & Constal & Notice Roard									
			Hendgrains Holesies - Cientre to State							
Tearon & View										
Search Criteria										
Ensembled Vese*	2013-2014		Allocations"	Allocation-1						
Stock Position						Search Ocar				

#### User click on Stock Position link then

				Foodgrains	Status For State	e(s)							
Foodgrains (in	Foodgrains (in MT)												
State Name	State Name Financial Year Allocation Wheat Rice N												
			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	Stock Dist.				
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.

			Foodg	rains Sta	tus For District(s)				
Information Detail									
State	۵۶	N Islands							
State		211 25/01/05							
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) Back Block List Financial Year Allocation Wheat **Block Name** Rice View Stock **Received from** Available Stock **Received from** Available Stock Released Released Dist. Quantity Dist. 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

							ther Detail					
erch & View	1											
Fearth Cri	erta											
Logie II	RI						Unit Baren					
Allove.	No-Active			- Select Volue+			Lock/Weleck			-Select Value-		
User Creat	-											Search Oea
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8	annual bi	12 T T T T T T T T T T T T T T T T T T T			THREELAN	WALKIDDA	CPS ANNAUG	propunty INO grad con	No	14		
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0000	entes entestanta	jizi eraken giz eraken	finitesei	famin	THESEA							

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**.

	Orath Rev Bur
.ogin 10 must contain minimum 8 charaders.	
Tear Level	Debit •
State"	Gigent •
District "	A-MADABAD .
Rue " Login M"	DISTRICT .
Login M *	deh, wes
First Name *	Gaurav
Last Name	Kashyap
Address"	NewDehi
Brat	kathypura/@grail.com
Nobile	9555167609
	-Select Arc
Chaose the block for which the data entry permission required '	GelestAl- AAC BARALA BARALA AVY
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.

	för ber
First lane "	Gaurav
Last Name	Kashyap
Address"	WestDehn, NewDehn
Enail'	lashgaua/gunal.com
Votoie	9555167809
Choose the block for which the data entry permission required	-Selet M- DE DE DELNATED DELNATED
Update Close	

If user want to activate or deactivate any user then

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iearch Crit	erta .											
Logia ID							User Barnet					
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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.