



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.

Business PEADire for Financial Year 2014-2015

* All Cost (in \$) & Quantity (in Grams)

* All Cost (in Rs.) & Quantity (in Grams)
Standard Food and Nutritional Intakes per Child per Day (2004)

Michigan Decision Number (in RA) 1-1 College

User Manual: PM POSHAN Scheme (Centre Level)

Kitchen Devices Norms (In Rs.)		Collapse
Centre Assistance Per School	Amount	
	3000.00	

Transport Assistance Norms (In Rs./MT)		Collapse
Transportation Cost	Rate	
State** (Special Category)	700.00	As per POS Rates in 11 Special Category States
Serms & Kachree	1430.00	
Amachal Pradesh	1380.00	
Uttarakhand	1240.00	
Sikkim	0.00	
Amachal Pradesh	0.00	
Nagaland	0.00	
Manipur	0.00	
Mizoram	0.00	
** Special Category States for Transportation Assistance		

Zone Category Details For Kitchen Cum Store Construction - Non NER (In Rs.)				Collapse
Zone Category	Unit Cost	Centre Share	State Share	
High	0.00	0.00	0.00	0.00
Saline	0.00	0.00	0.00	0.00
Normal	4500.00	3375.00		1125.00

Zone Category Details For Kitchen Cum Store Construction - NER (In Rs.)				Collapse
Zone Category	Unit Cost	Centre Share	State Share	
High	0.00	0.00	0.00	0.00
Saline	0.00	0.00	0.00	0.00
Normal	4500.00	4050.00		450.00

Cost of Foodgrains (In Rs./MT)		Collapse
Foodgrains Rate	Rate	
Wheat	4150.00	
Rice	5670.00	

PMHE Norms		Collapse
	Total % Resourcing Centre Assistance	
PMHE (at Centre level)	0.00	
PMHE (at states/UTs)	0.00	

Cook Cum Helper Payment Norms (In Rs.) *				Collapse
	Total	Centre Share	His State Share	
Cook Cum Helper (Non-NER States)	1000	750.00	250.00	
Cook Cum Helper (NER States)	1000	900.00	100.00	

Cook Cum Helper Engagement Norms *				Collapse
No. of Student		No. of Cook Cum Helper		
From 1 upto 29		1		
From 30 upto 100		1		
For every addition of upto 100 (Additional Cook Cum Helper)		1		

[Save](#) [Close](#)

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.

Search & View

Search Criteria

Financial Year: 2014-2015

[Add Norms](#) [Search](#) [Clear](#)

List Of Searched Records :2014-2015

Records 1 to 1 of 1

Status	Marks Name	Create Date	View Status
Active	Canteen	01-01-2014	View

[Freeze](#)

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.

Search & View

Search Criteria

Financial Year: 2014-2015

[Add Norms](#) [Search](#) [Clear](#)

List Of Searched Records :2014-2015

Records 1 to 1 of 1

Status	Marks Name	Create Date	View Status
Active	Canteen	01-01-2014	View

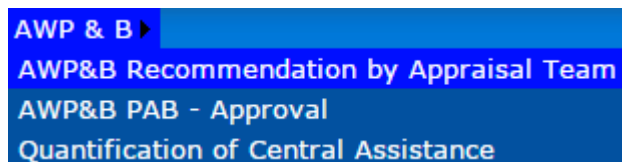
[Freeze](#)

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.

(A) Recurring

(A.1) Children

S.No.	Component	Enrolled (As on 31.03.2016) (In Numbers)	PAB Approval 2015-2017 (In Numbers)	Avg. No. Children Avoiled MOM (As per AWP&B) 31.12.2016 (In Numbers)	Proposal for 2017-2018 (In Numbers)	Remarks by State / UT	Recommendation by Appraisal Team (In Numbers)	Explanatory Remarks by Appraisal Team
1	2	3	4	5	6	7	8	9
1.1	Children (Primary)	55718	30000	2705	30000		0	
1.2	Children (Upper Primary)	43251	20000	2747	20000		0	
1.3	Children (NCLP)	0	0	0	0		0	
1.4	Children Drought (Primary)	0	0	0	0		0	
1.5	Children Drought (Upper Primary)	0	0	0	0		0	

(A.2) Working Days

S.No.	Component	PAB Approval 2015-2017 (In Numbers)	No. of Working Days on which MOM Served (As per AWP&B) 31.12.2016 (In Numbers)	Proposal for 2017-2018 (In Numbers)	Remarks by State / UT	Recommendation by Appraisal Team (In Numbers)	Explanatory Remarks by Appraisal Team
1	2	3	4	5	6	7	8
2.1	Working Days (Primary)	231	176	231		0	
2.2	Working Days (Upper Primary)	231	176	231		0	
2.3	Working Days (NCLP)	0	0	0		0	
2.4	Working Days Drought (Primary)	0	0	0		0	
2.5	Working Days Drought (Upper Primary)	0	0	0		0	

(A.3) Cook Cum Helper

S.No.	Component	PAB Approval 2015-2017 (In Numbers)	No. of CCs Engaged (As per AWP&B) 31.12.2016 (In Numbers)	Proposal for 2017-2018 (In Numbers)	Remarks by State / UT	Recommendation by Appraisal Team (In Numbers)	Explanatory Remarks by Appraisal Team
1	2	3	4	5	6	7	8
3.1	Cook Cum Helper (Primary)	435	435	435	Additional Demand for Cluster Based scheme	0	
3.2	Cook Cum Helper (Upper Primary)	331	331	340	Additional Demand for Cluster Based scheme	0	
3.3	Cook Cum Helper Drought (Primary)	0	0	0		0	
3.4	Cook Cum Helper Drought (Upper Primary)	0	0	0		0	

(B) Non Recurring

(B.1) Kitchen Cum Store

S.No.	Component	Cumulative Approval Till 2016-2017 (Total Numbers)	Till 31.12.2016 (In Numbers)			Proposal for 2017-2018		Remarks by State / UT	Recommendation by Appraisal Team		Explanatory Remarks by Appraisal Team
			Constructed	In Progress	Yet to Start	Physical (In Numbers)	Financial (Rs. In Lacs)		Physical (In Numbers)	Financial (Rs. In Lacs)	
1	2	3	4	5	6	7	8	9	10	11	12
4	Kitchen Cum Store	11	7	0	2	0	236.00	To construct 3 more kitchen cum stores at GPS-234, GPS-235, GPS-42, matter has been submitted with request, DDC for approval of funds.	0	0.00	

(B.2) Kitchen Device

S.No.	Component	Cumulative Approval Till 2016-2017 (Total Numbers)	Till 31.12.2016 (In Numbers)			Proposal for 2017-2018		Remarks by State / UT	Recommendation by Appraisal Team		Explanatory Remarks by Appraisal Team
			Procured	In Progress	Yet to Procure	Physical (In Numbers)	Financial (Rs. In Lacs)		Physical (In Numbers)	Financial (Rs. In Lacs)	
1	2	3	4	5	6	7	8	9	10	11	12
5.1	Kitchen Device (New)	95	95	0	0	0	0.00		0	0.00	
5.2	Kitchen Device (Replacement)	49	0	49	0	0	0.00		0	0.00	

[Download State Supporting AWP&B Excel Formats File](#)
[Download State AWP&B Write-Up File](#)

Approve AWP & B (Save As a Draft)

Final Approval of AWP & B (Freeze)

[View Districts Uploaded Documents](#)

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

AWP & B Approval

Financial 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.

(A) Recurring										
(A.1) Children										
S.No.	Component	Enrolled (As on 30.09.2016) (In Numbers)	PAB Approved 2016-2017 (In Numbers)	Avg. No. Children Aided MOM (As per AWP&B) (31.12.2016) (In Numbers)	Proposal for 2017-2018 (In Numbers)	Remarks by State / UT	Recommendation by Appraisal Team (In Numbers)	Explanatory Remarks by Appraisal Team	PAB Approved for 2017-2018 (In Numbers)	
1	2	3	4	5	6	7	8	9	10	
1.1	Children (Primary)	372674	276246	251723	273612		272614		0	
1.2	Children (Upper Primary)	224785	182294	145387	181738		181738		0	
1.3	Children (NCLP)	0	0	0	0		0		0	
1.4	Children Drought (Primary)	12820	12820	4494	0		0		0	
1.5	Children Drought (Upper Primary)	7665	7665	2556	0		0		0	

(A.2) Working Days										
S.No.	Component	PAB Approved 2016-2017 (In Numbers)	No. of Working Days on which MOM Surved (As per AWP&B) (31.12.2016) (In Numbers)	Proposal for 2017-2018 (In Numbers)	Remarks by State / UT	Recommendation by Appraisal Team (In Numbers)	Explanatory Remarks by Appraisal Team	PAB Approved for 2017-2018 (In Numbers)		
1	2	3	4	5	6	7	8	9		
2.1	Working Days (Primary)	176	188	240		240		0		
2.2	Working Days (Upper Primary)	176	188	240		240		0		
2.3	Working Days (NCLP)	0	0	0		0		0		
2.4	Working Days Drought (Primary)	18	14	0		0		0		
2.5	Working Days Drought (Upper Primary)	18	14	0		0		0		

(A.3) Cook Cum Helper										
S.No.	Component	PAB Approved 2016-2017 (In Numbers)	No. of COHs Engaged (As per AWP&B) (31.12.2016) (In Numbers)	Proposal for 2017-2018 (In Numbers)	Remarks by State / UT	Recommendation by Appraisal Team (In Numbers)	Explanatory Remarks by Appraisal Team	PAB Approved for 2017-2018 (In Numbers)		
1	2	3	4	5	6	7	8	9		
3.1	Cook Cum Helper (Primary)	8121	8029	8029		8121	The number of institutions and enrollment both has gone down over the years. Further state has not provided any	0		
3.2	Cook Cum Helper (Upper Primary)	0	0	0		0		0		
3.3	Cook Cum Helper Drought (Primary)	0	0	0		0		0		
3.4	Cook Cum Helper Drought (Upper Primary)	0	0	0		0		0		

(B) Non Recurring													
(B.1) Kitchen Cum Store													
S.No.	Component	Cumulative Approved Till 2016-2017 (Total Numbers)	Till 31.12.2016 (In Numbers)			Proposal for 2017-2018		Remarks by State / UT	Recommendation by Appraisal Team		Explanatory Remarks by Appraisal Team	PAB Approved for 2017-2018	
			Constructed	In Progress	Yet to Start	Physical (In Numbers)	Financial (Rs. In Lacs)		Physical (In Numbers)	Financial (Rs. In Lacs)		Physical (In Numbers)	Financial (Rs. In Lacs)
1	2	3	4	5	6	7	8	9	10	11	12	13	14
4	Kitchen Cum Store	2877	2433	6	748	1021	2868.36		0	0.00		0	0.00

(B.2) Kitchen Device													
S.No.	Component	Cumulative Approved Till 2016-2017 (Total Numbers)	Till 31.12.2016 (In Numbers)			Proposal for 2017-2018		Remarks by State / UT	Recommendation by Appraisal Team		Explanatory Remarks by Appraisal Team	PAB Approved for 2017-2018	
			Procured	In Progress	Yet to Procure	Physical (In Numbers)	Financial (Rs. In Lacs)		Physical (In Numbers)	Financial (Rs. In Lacs)		Physical (In Numbers)	Financial (Rs. In Lacs)
1	2	3	4	5	6	7	8	9	10	11	12	13	14
5.1	Kitchen Device (New)	0	0	0	0	0	0.00		0	0.00		0	0.00
5.2	Kitchen Device (Replacement)	0	0	0	0	0	0.00		0	0.00		0	0.00

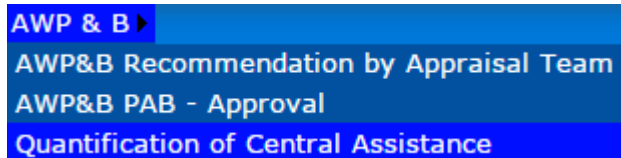
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[Approve AWP & B \(Save As a Draft\)](#)
[Final Approval of AWP & B \(Freeze\)](#)

[View Districts Uploaded Documents](#)

2.3 Quantification of Central Assistance

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



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

A. Food grains				
S. No.	Stage	No of Children	No of Working Days	Quantity in MTs
1	Primary (@100 gms per child per school day)	2897898	232	67231.23
2	Upper Primary (@150 gms per child per school day)	1804619	232	55846.36
3	NCLP (@150 gms per child per school day)	0	0	0.00
4	Drought Primary (@100 gms per child per school day)	753642	36	2713.11
5	Drought Upper Primary (@150 gms per child per school day)	379041	36	2051.68
B. Cost of Food grains, Cooking Cost, Transport Assistance, Rent, to cook cum helpers and Management Monitoring and Evaluation				
S.No	Component/Norm	Amount 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			1546.32
2	Unit Cooking Cost @Rs- 4.13 per day/ per Child for 2897898 Children			27766.80
2.1	Central Share @Rs- 2.48 per day/ per Child			18673.35
2.2	Minimum Mandatory State Share @Rs- 1.65 per day/ per Child			13083.18
3	Transportation Cost @Rs- 750.00 2897898* 232 * .0001 MT * 750.00			504.23
4	Honorarium to cook-cum-helpers			
4.1	Central Share 74512 CCH * Rs 600.00* 10 Months			4470.72
4.2	State Share 74512 CCH * Rs 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+2.2+3+4.1+5)			23612.12
Upper Primary				
6	Cost of Food grains @ 2000.00/- per MT for 39088.518 MT Wheat, @3000.00/- per MT for 16752.222 MT rice and @ 0.00 % Tax			1284.34
7	Unit Cooking Cost @Rs- 6.18 per day/ per Child for 1804619 Children			23066.39
7.1	Central Share @Rs- 3.71 per day/ per Child			13811.28
7.2	Minimum Mandatory State Share @Rs- 2.47 per day/ per Child			9305.11
8	Transportation Cost @Rs- 750.00 1804619* 232 * .0001 MT * 750.00			418.81
9	Honorarium to cook-cum-helpers			
9.1	Central Share 41221 CCH * Rs 600.00* 10 Months			2473.26
9.2	State Share 41221 CCH * Rs 400.00* 10 Months			1848.84
10	MME@ 1.8% of the i) Cost of Food grains ii) Cooking Cost iii) Transportation Cost iv) Honorarium to cook-cum-helpers			323.78
	Total-(6+7.1+7.2+8+9.1+10)			18311.47
Drought Primary				
11	Cost of Food grains @ 2000.00/- per MT for 1899.177 MT Wheat, @3000.00/- per MT for 813.933 MT rice 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:-

- 2.3.1.1.1.1 Cost of Food Grains
- 2.3.1.1.1.2 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:

- 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.

User Manual: PM POSHAN Scheme (Centre Level)



[Home](#) [User Mgmt](#) [Master Entry](#) [School Data Entry](#) [AMP & B](#) [Fund](#) [Foodgrains Release](#) [Report](#) [General](#) [Notice Board](#)

Fund Release - Center to State

Search & View

Search Criteria

Financial Year: 2013-2014

Installation: Adhoc

Status: --Select Value--

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

[Back to List](#)
Records 1 to 20 of 31
Page 1 of 2

State	Installation	Release Amount (in Lacs)	Data Entry	Status	Initiation Date	Payment Date
Andhra Pradesh	Adhoc	18.1120	Completed	Received	01/11/2013	01/11/2013
Assam & Karbi	Adhoc	3276.6760	Completed	Received	22/10/2013	22/10/2013
Goa	Adhoc	1446.6860	Completed	Received	06/06/2013	06/06/2013
Gujarat	Adhoc	4877.9670	Completed	Received	23/10/2013	23/10/2013
Haryana	Adhoc	125.4200	Completed	Received	01/10/2013	01/10/2013
Uttar Pradesh	Adhoc	2027.9420	Completed	Received	20/09/2013	20/09/2013
Karnataka	Adhoc	2473.9460	Completed	Received	20/09/2013	20/09/2013
Madhya Pradesh	Adhoc	6.0000	Completed	Received	26/09/2013	26/09/2013
Manipur	Adhoc	2188.0000	Completed	Received	09/09/2013	09/09/2013
Uttar Pradesh	Adhoc	22761.8100	Completed	Received	09/09/2013	09/09/2013
Odisha	Adhoc	304.2260	Completed	Received	04/10/2013	04/10/2013
Andhra Pradesh	Adhoc	0.0000	Completed	Received	01/10/2013	01/10/2013
Goa	Adhoc	800.0000	Completed	Received	01/10/2013	01/10/2013
Manipur	Adhoc	601.2520	Completed	Received	01/10/2013	01/10/2013
Madhya Pradesh	Adhoc	0.0000	Completed	Received	01/10/2013	01/10/2013
Tamil Nadu	Adhoc	1180.0000	Completed	Received	01/10/2013	01/10/2013
Uttar Pradesh	Adhoc	3000.0000	Completed	Received	01/10/2013	01/10/2013

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	Lakshadweep			Financial Year	2013-2014		Installment	Adhoc	
All Amount in Lacs(Rs)									
Financial Year	2012-2013			Installment	Last Years Sanctioned Amount		Amount Released (in Lacs)	76.45001	
Release Date									
Admissible Allocation									
Component	SC (0.02%)		ST (0.02%)		GN (3.24%)		Total		
	Prv	U.Prv	Prv	U.Prv	Prv	U.Prv			
Cook Cur- helper	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	
Cooking Cost	0.00467	0.00532	6.93528	7.43880	0.19975	0.17089	14.68501	0.47751	
Transportation	0.00036	0.00017	0.22467	0.24176	0.00538	0.00537	3.68500	0.33501	
Cost of Programs	0.00132	0.00131	1.89963	1.82173	0.03913	0.04196	0.33501	0.33501	
MHE	0.00032	0.00032	0.19873	0.19880	0.00386	0.00388	0.33501	0.33501	
Grand Total	0.00667	0.00692	9.01831	9.65679	0.26074	0.22238	19.11253		
As per F&S Approval									
Component	SC (0.02%)		ST (0.02%)		GN (3.24%)		Total		
	Prv	U.Prv	Prv	U.Prv	Prv	U.Prv			
Cook Cur- helper	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	
Cooking Cost	0.00467	0.00532	6.93528	7.43880	0.19975	0.17089	14.68501	0.47751	
Transportation	0.00036	0.00017	0.22467	0.24176	0.00538	0.00537	3.68500	0.33501	
Cost of Programs	0.00132	0.00131	1.89963	1.82173	0.03913	0.04196	0.33501	0.33501	
MHE	0.00032	0.00032	0.19873	0.19880	0.00386	0.00388	0.33501	0.33501	
Grand Total	0.00667	0.00692	9.01831	9.65679	0.26074	0.22238	19.11253		
Please enter an amount and click on Recalculate									
Recalculate									
Sanction No*	N/A			Date(DD/MM/YYYY)*	13/12/2013		Authorized Signatory	MDM Director	
Note : * fields are mandatory.									
<input type="button" value="Save As Draft"/> <input type="button" value="Print"/> <input type="button" value="Close"/>									

- 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

Search & View

Search Criteria

Financial Year: 2013-2014 Installment: First Installment State: --Select Value--

[Search](#) [Clear](#)

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

[Export to Excel](#) [Print](#) Records 1 to 6 of 6 [First](#) [Previous](#) 1 of 1 [Next](#) [Last](#)

State	Installment	Release Amount (in Lacs)	Data Entry	Status	Sanction Date	Release date
Lakshadweep	First Installment	80.0000	Save as Draft		19/03/2014	
Daman & Diu	First Installment	0.0000	Pending			
Puducherry	First Installment	0.0000	Pending			
A & N Islands	First Installment	0.0000	Pending			
Goa	First Installment	0.0000	Pending			
Chandigarh	First Installment	0.0000	Pending			

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 State

Search & View

Search Criteria

Financial Year: 2013-2014 Installment: First Installment State: --Select Value--

[Search](#) [Clear](#)

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

[Export to Excel](#) [Print](#) Records 1 to 6 of 6 [First](#) [Previous](#) 1 of 1 [Next](#) [Last](#)

State	Installment	Release Amount (in Lacs)	Data Entry	Status	Sanction Date	Release date
Lakshadweep	First Installment	80.0000	Completed	Set to be Release	19/03/2014	
Daman & Diu	First Installment	0.0000	Pending			
Puducherry	First Installment	0.0000	Pending			
A & N Islands	First Installment	0.0000	Pending			
Goa	First Installment	0.0000	Pending			
Chandigarh	First Installment	0.0000	Pending			

- 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 State

Search & View

Search Criteria

Financial Year* 2013-2014

Installment* First Installment

State --Select Value--

[Search](#) [Clear](#)

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

Records 1 to 6 of 6

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

State	Installment	Release Amount (in Lacs)	Data Entry	Status	Sanction Date	Release date
Lakshadweep	First Installment	88.85380	Completed	Released	19/03/2014	19/03/2014
Daman & Diu	First Installment	0.00000	Pending			
Puducherry	First Installment	0.00000	Pending			
A & N Islands	First Installment	0.00000	Pending			
Goa	First Installment	0.00000	Pending			
Chandigarh	First Installment	0.00000	Pending			

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.

User: centrouser - Role: CENTRE [Logout](#)

[Home](#) [User Mgmt](#) [Master Entry](#) [School Data Entry](#) [ANP & D](#) [Fund](#) [Foodgrains Release](#) [Report](#) [General](#) [Notice Board](#)

Kitchen Cum Store Fund Release

Search & View

Search Criteria

Financial Year* 2014-2015

State* Delhi

[Add New](#) [Search](#) [Clear](#)

List Of Searched Records :

State	Amount	Status Entry	Status
Data not found			

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.

User Manual: PM POSHAN Scheme (Centre Level)

Fund Allocation To State			
State:	Chandigarh	Financial Year:	2013-2014
All Amount in Lacs(Rs)			
No. of Approved School	Kitchen Cum Store Fund (Admissible Allocation)	Allocated Fund	Kitchen Cum Store Fund (As Per F&B Approval)
2	10.5000	10.5000	0.0000
Fund Release Date (dd/mm/yyyy)	26/10/2014	Authorized Signatory	MDM Director
Save As Draft Freeze Close			

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.

User: centreuser - Role: CENTRE [Logout](#)

Home [User Mgmt](#) [Master Entry](#) [School Data Entry](#) [AWP & B](#) [Fund](#) [Foodgrains Release](#) [Report](#) [General](#) [Notice Board](#)

Kitchen Cum Store Fund Release

Search & View

Search Criteria

Financial Year: 2013-2014 State: Chandigarh

[Add New](#) [Search](#) [Clear](#)

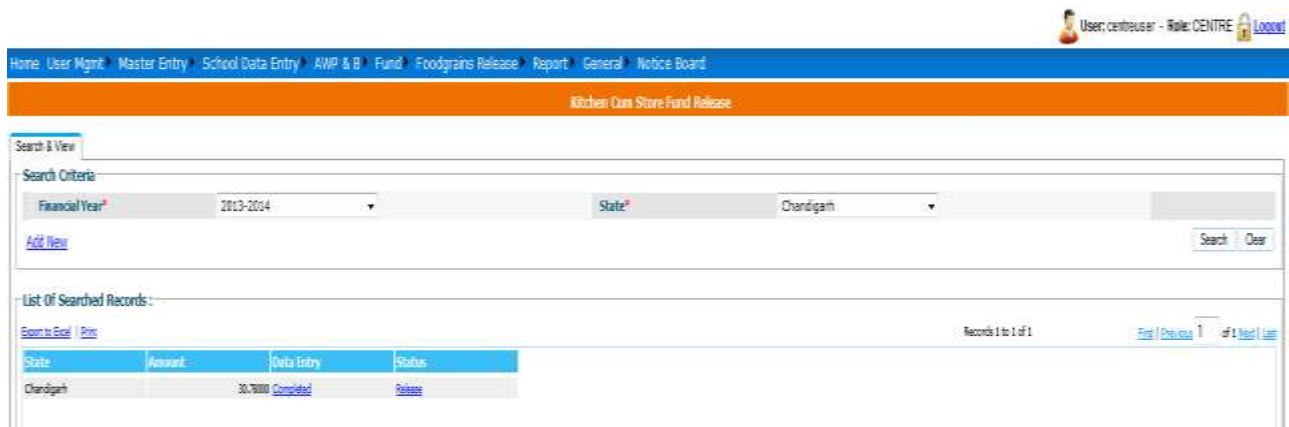
List Of Searched Records:

[Export to Excel](#) [Print](#) Records 1 to 1 of 1 [First](#) [Previous](#) [1](#) [Next](#) [Last](#)

State	Amount	Data Entry	Status
Chandigarh	10.5000	Saved As Draft	Yet to be Release

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.



The screenshot displays the 'Kitchen Cum Store Fund Release' page. At the top, there is a navigation bar with links: Home, User Mgmt, Master Entry, School Data Entry, AWP & B, Fund, Foodgrains Release, Report, General, and Notice Board. Below the navigation bar, the page title 'Kitchen Cum Store Fund Release' is visible. The main content area includes a 'Search & View' section with search criteria for 'Financial Year' (2013-2014) and 'State' (Chandigarh). Below the search criteria, there is a table titled 'List Of Searched Records' showing one record for Chandigarh with an amount of 30,70,000 and a status of 'Completed'. The 'Status' column has a 'Release' link next to it.

State	Amount	Data Entry	Status
Chandigarh	30,70,000	Completed	Release

On clicking "**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.

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.

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

The screenshot shows the 'Kitchen Device Fund Release' page. The search criteria are set to Financial Year 2013-2014 and State Goa. The search results table shows one record with an amount of 44000 and a status of 'Yet to be Release'.

State	Amount	Data Entry	Status
Goa	44000	Save as Draft	Yet to be Release

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

The screenshot shows the 'Kitchen Device Fund Release' page. The search criteria are set to Financial Year 2013-2014 and State Goa. The search results table shows one record with an amount of 64000 and a status of 'Release'.

State	Amount	Data Entry	Status
Goa	64000	Completed	Release


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.



[Home](#) [User Mgmt](#) [Master Entry](#) [School Data Entry](#) [AWP & B](#) [Fund](#) [Foodgrains Release](#) [Report](#) [General](#) [Notice Board](#)

View Fund Allocation (Centre Share)

Search & View
Search Criteria

Financial Year^{*}

2013-2014

State^{*}

A & N Islands

[Search](#)
[Clear](#)

List of Searched Records
Records 1 to 5 of 5

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

Component	SC (Prv)	SC (UPrv)	ST (Prv)	ST (UPrv)	GEN (Prv)	GEN (UPrv)
Cooking Cost	0.00000	0.00000	1.36166	3.48469	9.12594	7.85781
Cook Cum Helper	0.00000	0.00000	4.48948	9.77038	40.23060	61.55462
Transportation	0.00000	0.00000	0.89488	2.20373	8.01942	13.88877
Cost of Foodgrains	0.00000	0.00000	6.70130	16.60140	60.40070	104.55807
MHE	0.00000	0.00000	0.26248	0.60259	2.36194	3.79638

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.

State	Wheat (Physical MT)	Rice (Physical MT)	Total Physical MT	Data Entry	Status
A & N Islands	0.000	0.000	0.000	Pending	Yet to be Released
Andhra Pradesh	0.000	0.000	0.000.000	Completed	Released
Arunachal Pradesh	0.000	0.000	0.000	Pending	Yet to be Released
Assam	0.000	0.000	400.000	Completed	Released
Bihar	0.000	0.000	20000.000	Completed	Released
Chandigarh	0.000	0.000	0.000	Completed	Released
Chhattisgarh	0.000	0.000	12000.000	Completed	To be Released
D & N Haveli	0.000	0.000	25.000	Completed	Released
Jammu & Kashmir	0.000	0.000	0.000	Pending	Yet to be Released
Orissa	0.000	0.000	0.000	Pending	Yet to be Released
Uttar Pradesh	0.000	0.000	100.000	Completed	Released

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 Release From Centre

Foodgrains Information Detail			
Financial Year	2013-2014	Allocation	Allocation-I
State	Arunachal Pradesh		

Planned Foodgrains for Release (In MT) :State -Arunachal Pradesh (AS Per FY 2012-2013)			
Enrollment Primary	218833	Enrollment Upper Primary	75153

List Of Already Released Foodgrains (In MT) for :State -Arunachal Pradesh	
No Release Found.	

List Of Opening Balance Foodgrains (In MT) for :State -Arunachal Pradesh			
Items	Primary	Upper Primary	
Wheat	0.000		0.000
Rice	0.00		0.00

Release Foodgrains (In MT) :State -Arunachal Pradesh			
Category	Primary	Upper Primary	
Wheat	0.000	0.000	
Rice	320.000	530.000	

Sanction No. *	852963	Date *(DD/MM/YYYY)	26/03/2014	Authorized Signatory *	MDM Director
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Note : * Fields are mandatory.

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**.

Planned Foodgrains for Release (in MT)							
Foodgrains	Primary			Upper Primary			
	Enrollment	Working Days	Quantity	Enrollment	Working Days	Quantity	
Wheat	342	63	14940	1191	63	14	
Rice	342	63	14940	1191	63	14	

List Of Already Released Foodgrains (in MT)	
No Release Found.	

Release Foodgrains (in MT)			
Category	Primary		Upper Primary
Wheat	<input type="text" value="100"/>		<input type="text" value="100"/>
Rice	<input type="text" value="100"/>		<input type="text" value="100"/>

Sanction No. *	<input type="text" value="SWRVR123"/>	Date *(DD/MM/YYYY)	<input type="text" value="02/03/2012"/>	Authorized Signatory *	<input type="text" value="Admin"/>
----------------	---------------------------------------	--------------------	---	------------------------	------------------------------------

Note : * Fields are mandatory.

Foodgrains Release From Centre			
Foodgrains Information Detail			
Financial Year	2013-2014	Allocation	Allocation-1
State	Arunachal Pradesh		
Planned Foodgrains for Release (In MT) :State -Arunachal Pradesh (AS Per FY 2012-2013)			
Enrollment Primary	218833	Enrollment Upper Primary	75153
List Of Already Released Foodgrains (In MT) for :State -Arunachal Pradesh			
No Release Found.			
List Of Opening Balance Foodgrains (In MT) for :State -Arunachal Pradesh			
Items	Primary	Upper Primary	
Wheat	0.000	0.000	
Rice	0.00	0.00	
Release Foodgrains (In MT) :State -Arunachal Pradesh			
Category	Primary	Upper Primary	
Wheat	0.00	0.00	
Rice	320.00	530.00	
Sanction No. *	<input type="text" value="852963"/>	Date *(DD/MM/YYYY)	<input type="text" value="26/03/2014"/>
Authorized Signatory *	<input type="text" value="MDM Director"/>		

Note : * Fields are mandatory.

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.

User click on Stock Position link then

Foodgrains Status For State(s)									
Foodgrains (in MT)									Back
State Name	Financial Year	Allocation	Wheat			Rice			View Stock
			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.

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

User Manual: PM POSHAN Scheme (Centre Level)

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

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

Foodgrains (in MT)									Back
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			

Foodgrains (in KGs)					Back
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

The screenshot shows the 'User Detail' screen of the PM POSHAN Scheme application. At the top, there is a navigation bar with links: Home, User Mgmt, Master Entry, School Data Entry, AWP & B, Fund, Foodgrain Release, Report, General, and Notice Board. Below this is a sub-header 'User Detail'. The main area contains a 'Search & View' section with search criteria for Login ID, User Name, Active/Non-Active status, and Lock/Unlock status. Below the search criteria is a 'List of Searched Records' table. The table has columns for Login ID, User Name, User Level, State, District, Block, School, Email ID, Lock Status, and Active Status. The table displays 10 records of users, including their login IDs, names, levels (School, Block, District), and contact information. At the bottom of the table, there are buttons for 'Activate', 'Deactivate', and 'Unlock'.

Login ID	User Name	User Level	State	District	Block	School	Email ID	Lock Status	Active Status
admin@school	admin@school	School	Andhra Pradesh	KABERGAON	BARMOUDA	20702 - MURTI ANANDAPUR	admin@school.com	No	Yes
admin@school	admin@school	School	Kerala	THIRUVAR	VARADACHERRY	AMRUTHA THOCHU TALU	admin@school.com	No	Yes
admin@school	admin@school	School	Kerala	WYKAND	SULTANA SATTARY	AMRUTHA SOKALAYAGAR	admin@school.com	No	Yes
admin@school	admin@school	Block	Tamil Nadu	CHIDAMBARAM	AMRUTHA		admin@school.com	No	Yes
admin@school	admin@school	Block	Tamil Nadu	CHIDAMBARAM	AMRUTHA		admin@school.com	No	Yes
admin@school	admin@school	School	Kerala	THIRUVAR	VARADACHERRY	AMRUTHA SOKALAYAGAR	admin@school.com	No	Yes
admin@school	admin@school	School	Kerala	THIRUVAR	VARADACHERRY	AMRUTHA SOKALAYAGAR	admin@school.com	No	Yes
admin@school	admin@school	School	Andhra Pradesh	KABERGAON	BARMOUDA	20702 - MURTI ANANDAPUR	admin@school.com	No	Yes
admin@school	admin@school	School	Andhra Pradesh	KABERGAON	BARMOUDA	20702 - MURTI ANANDAPUR	admin@school.com	No	Yes
admin@school	admin@school	School	Andhra Pradesh	KABERGAON	BARMOUDA	20702 - MURTI ANANDAPUR	admin@school.com	No	Yes

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**.

User Manual: PM POSHAN Scheme (Centre Level)

• Login ID must contain minimum 8 characters

User Level: District
State: Gujarat
District: AHMADABAD
Role: DISTRICT
Login Id: delhi_west
First Name: Gaurav
Last Name: Kashyap
Address: New Delhi
Email: kashyagaurav@gmail.com
Mobile: 9555167809

Choose the block for which the data entry permission required:
--Select All--
BMC
BARDOLA
BARDOLA
BARDOLA
BARDOLA

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 will 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.

First Name: Gaurav
Last Name: Kashyap
Address: West Delhi, New Delhi
Email: kashyagaurav@gmail.com
Mobile: 9555167809

Choose the block for which the data entry permission required:
--Select All--
DOE
DOENODED
DOENODED
DOENODED
DOENODED

Update Close

If user want to activate or deactivate any user then

User Detail

Search & View

Search Criteria

Login ID: User Name:

Active/Non Active: Lock/Unlock:

[User Creation](#)

List of Searched Records

[Back to List](#) [Print](#) Records: 1 to 10 of 10/101

<input type="checkbox"/>	Login ID	User Name	User Level	Gender	District	Block	School	Email ID	Lock Status	Action Status
<input type="checkbox"/>	00471300	Sita John	School	Female	KOTTAYAM	THIRAKUD	ST JOHN OF GOD SPECIAL SCHOOL	sjpjohn@gmail.com	No	Yes
<input type="checkbox"/>	00000000	KARUNAKARAN	School	Male	ALAPPUZA	THIRAKUD	HSS KANDAMANGALAM	hsskandam@gmail.com	No	Yes
<input type="checkbox"/>	00000000	Saravna Verghese	School	Female	KOTTAYAM	THIRAKUD	GOVT LPS VELLUR	gloverellur@gmail.com	No	Yes
<input type="checkbox"/>	00000000	LAKSHMINARAYAN Bhatt	School	Male	KASARAGOD	KASARAGOD	APPS KASARAGOD	apkskasaragod@gmail.com	No	Yes
<input type="checkbox"/>	00000000	WV Vandana	School	Female	ERANER	KOLATH	G.U.P.S. NADAYA	beekcheyat@gmail.com	No	Yes
<input type="checkbox"/>	00000000	Shagunika paji	School	Male	MAHARASHTRA	THANE	Z.P.SCHOOL, KANDHAT	kanandhata@gmail.com	No	Yes
<input type="checkbox"/>	00000000	Ar. Venkatesh V. Venkatesh	School	Male	ANDHRA PRADESH	KARIMNAGAR	200002 - HPS (IC) VIKRAMNAGAR (K)	venkateshvenkatesh@gmail.com	No	Yes
<input type="checkbox"/>	00000000	Damen MDH	Director	Damen & Du	DAKSH			edevd@gmail.com	No	Yes
<input type="checkbox"/>	00000000	Du MDH	Director	Damen & Du	DU			mdh_du@yahoo.com	No	Yes

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 at least one upper case letters : (A-Z)

Password must contains at least one lower case letters : (a-z)

Password must contains at least one number : (0-9)

Password must contains at least one special characters: ! % & @ # \$ ^ * ? _ ~ < > [{ } |

Fields with * are mandatory

Old Password : *

New Password : *

Re-enter New Password : *

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