User Manual

of

Mid Day Meal Scheme

District Level User..

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1. User Management :

1.1 User Creation

The User can create Block and School level users. When the User clicks on **User Creation** menu, a list of users of that block is populated. The User can click on **any login Id** for editing.

Then User clicks on **User Creation** link to create new Block/School level User. After filling all the information the User clicks on **save** and a new User is created

1.2 Change Password

The User can change password using this screen after login. User enters old as well as new password & clicks on **Change** to change his password

2. Master Entry

2.1 NGO

2.1.1 NGO Entry

When User clicks on **NGO Entry** menu, a list of NGOs of that district is populated. The User can activate or Deactivate to an NGO by checking the check box and clicking on **Activate** or **Deactivate** button. User can also edit any NGO details by clicking on **Edit** link

The User can create a new NGO by clicking on "**Add New NGO**" link. A screen will open and the user fills all the information of NGO and clicks on "**Save**" button to save the data.

2.1.2 NGO School Mapping

User------>NGO--------> **NGO School Mapping**

List of all NGOs of district will appear. As user clicks on "**NGO Name**" link a screen will open to map schools with NGO as shown in figure.

When User selects block name & clicks on **Search,** list of school name appears. User selects check boxes of school name to which he/she want to map with that NGO, Effective From date, Effective to date & clicks on **Save.**

2.1.3   Edit NGO School Mapping

User------>NGO--------> **Edit NGO School Mapping**

List of all NGOs of district will appear. As user clicks on "**NGO Name**" link a screen will open to edit **NGO School Mapping** as shown in figure.

The User removes mapping of schools by checking on one or more checkboxes and Clicking **"Remove Mapping"** button

2.2 Lifting Agency Master

2.2.1 Lifting Agency Entry

User----->Lifting Agency Master--------→ Lifting Agency Entry

List of Lifting Agencies is populated. User can **Activate or Deactivate** a Lifting Agency by checking the check box and clicking on **Activate or Deactivate** button. User can also edit any Lifting Agency information by clicking on **Edit** link

The User can create a new Lifting Agency by clicking on "**Add New Agency**" link. A screen will open and the user fills all the information of Lifting Agency and clicks on "**Save Record**" button to save the data.

2.2.2   Add Lifting Agency Mapping

User----→ Lifting Agency Master -------→ Add Lifting Agency Mapping

List of all **Lifting Agencies** of its state will appear. As user clicks on "**Lifting Agency Name**" link a screen will open to map lifting agency with district as shown in figure.

As user selects financial year, Effective from date, effective to date & clicks on **Search** button, name of district will appear. User selects check box & clicks on "**Save**" button.

2.2.3 Edit Lifting Agency Mapping

User----→ Lifting Agency Master -------→ Edit Lifting agency Mapping

Name of lifting agency mapped to district will appear. As user clicks on "**Lifting agency**" link a screen will open to edit **Lifting agency mapping** as shown in figure.

The User removes mapping of lifting agency by checking checkbox and Clicking **"Remove Mapping"** button.

2.3 Panchayat Master

User---→ Panchayat Master

Following screen will appear to user.
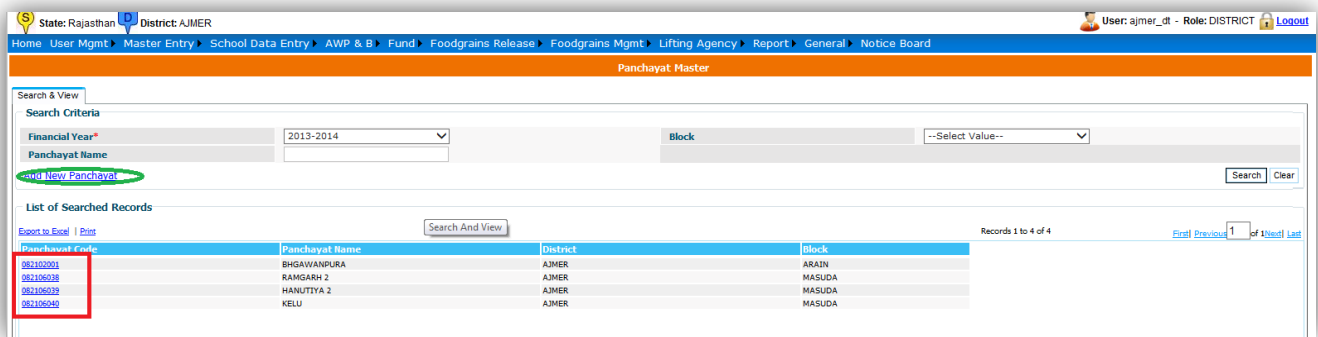
The User can edit village information on clicking "**Village Code**" link

To add a new village User clicks on "**Add new Panchayat**" link. A screen will appear as shown below. The use fills the details on clicks on "**Save Record**" button to save the new village.

2.4 Drought

2.4.1   View:

User---→Drought-----→View------→Select Financial Year, Block---→Search

List of school name of selected block which has been marked as drought affected by user will get displayed to user as shown in figure.
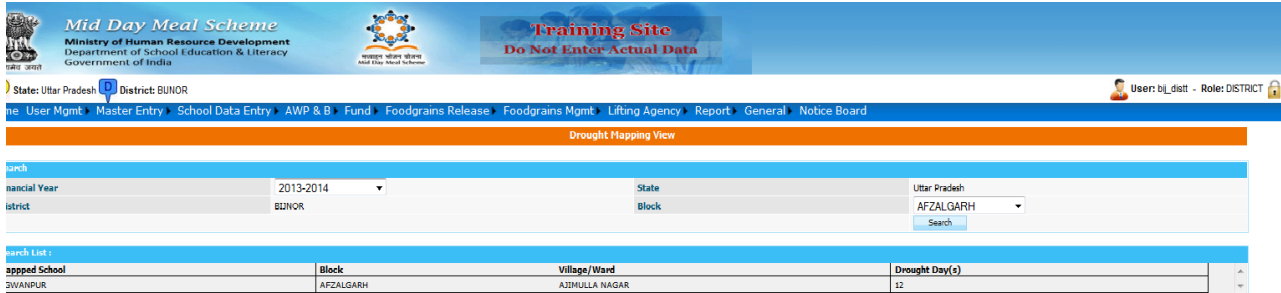
2.4.2 Mapping

User--→Drought-----→Mapping------→Select Financial Year---→Search

List of blocks as shown in figure will appear to user
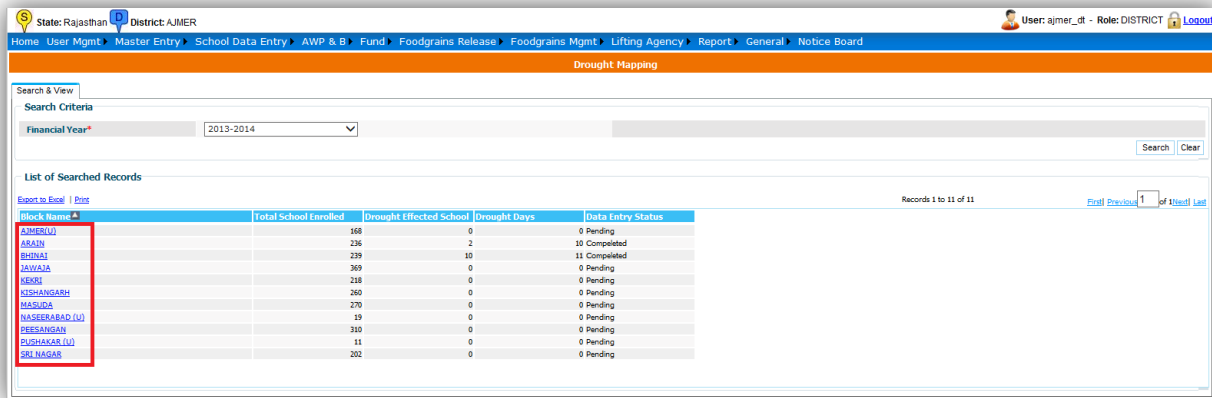
As User clicks on Block Name, list of school name will populates to his/her User selects one or more schools by checking the check boxes & enters number of Drought Days and click on **"Save"** button to save the data.

2.5 Update Schools having Null Type

User---→ Update Schools having Null Type ---→Selects block/ village-----→Search

List of schools of Null Type will appear as shown in figure

The User clicks on Update link to update the school type. A new screen will open as shown in the figure below. The User selects any School type and clicks on **save** button to save the data.

State	West Bengal
District	HAORAH
Block/Taluka/Mandal	HOWRAH MUNICIPAL CORPORATION
Village/Ward	HMC/1
Panchayat Name	WARD-01
School Name	MADRASHA GORISHIYA NEIJAEYAMI
Category	Upper Primary
Area	Urban
Type of school	Both
Managed By	--Select--
	Govt.
	Local Body
	Govt. Aided
	EGS/AIE Centres
	NCLP
	Madarsas/Maqtab

2.6 Opening Balance

User---→Opening balance---→Selects financial Year-----→Search

Following screen will appear to user

User enters the data and clicks on "**Save**" or "**Freeze**" button to save the data as **"Save as Draft"** or **"Freeze"** respectively. The User can also view details of Opening balance of blocks and schools by clicking on "**View details**" link.

2.7 School

User---→Selects block/ Village, financial Year-----→Search

A school list as shown in figure will appear to user

The User has three options here

1**. Edit Existing School:** User clicks on **"School Code"** link to edit any school detail.
2. Make School Active/Inactive: user selects school by checking the checkbox and clicks on either **Active or Inactive** button.
3. Add new School: user clicks on "**Add New School**" link to open a screen as shown below.

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User fills all the information related to schools clicks on "**Save Record**" to create a school.

2.8 Village

User--->Village

Following screen will appear to user.
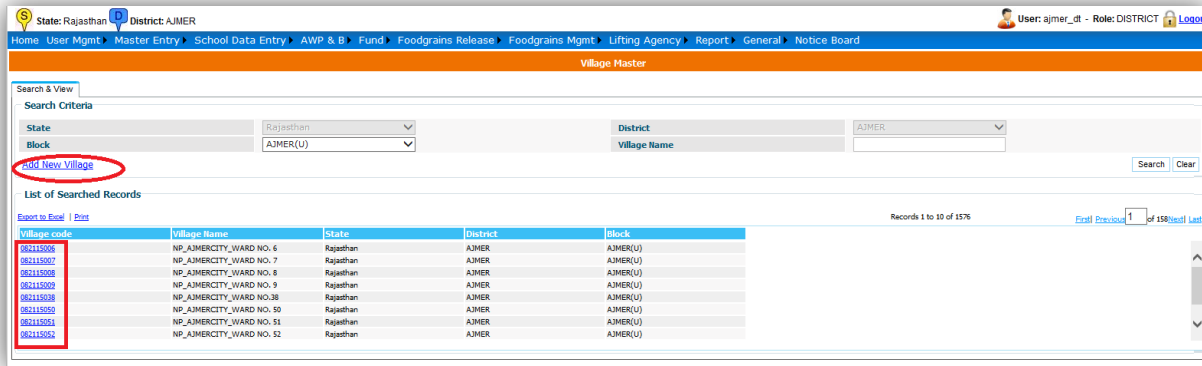
The User can edit village information on clicking "**Village Code**" link

To add a new village User clicks on "**Add new Village**" link. A screen will appear as shown below. The use fills the details on clicks on "**Save Record**" button to save the new village.


3. School Data Entry:

School data entry module of Mid Day Meal application is managing all school level entry. User fills all data related to school.

3.1. School Annual Data Entry:

For filling school annual data user login in the system

User---->School Data Entry ---> Annual Data Entry---->Selects financial year, Block/ Village --->Search

Schools of selected block/ village will be populated in search list with status either **complete or pending.**
Complete status means that data of that school has been saved.
Pending status means that data of that school has not been saved so far.
User Clicks on **Pending** link, a form which consist of following sections will appear.

1. **School Enrollment Details**
2. **School Kitchen Type Details**
3. **School Bank Account Details**

4. **Cook Cum Helper Details**
5. **Weighting and Height Measurement Machine Status.**
6. **Infrastructure Details**
7. **Teacher Details**
8. **Kitchen Utensils**
9. **Kitchen Cum Store-Physical Progress**
10. **Kitchen Cum Store Status**
11. **School Geographical Location**

School Annual Data for Financial Year - 2013-2014	Print

Instructions :
1.Keep Enrolment Register at the time of entry.
2.Keep Account Register at the time of entry.

School Details

School Code	21120501602	**School Name**	NAGESWARNATH PS
School Type	Govt.	**Category**	Primary
State	Odisha	**District**	CUTTACK
Area	Rural	**Block**	CUTTACK SADAR
Village/Ward	DAMODARPUR-II		

Enrolment Details*   [-] Collapse

	Primary		
Category	**Boys**	**Girls**	**Total**
SC	4	3	7
ST	0	0	0
OBC	0	0	0
General	9	4	13
Total	**13**	**7**	**20**

School Kitchen   [-] Collapse

Type of Kitchen	School Kitchen	
Mode of Cooking	Fire Wood	

School Bank Account Details*   [-] Collapse

Separate Bank Account for MDM Scheme	◉ Yes ○ No		
Mode of Receiving of Funds	Bank	CBS Account	◉ Yes ○ No
Bank Name	Others	Branch	Kandarpur
IFS Code	UCBAORRBKGB	Account Number	40020100000166

Cook Cum Helper Details *   [-] Collapse

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

Add New Row

Weighing and Height Measurement Machine Status				[-] Collapse
Weighing Machine available in School	○ Yes ● No		If yes, Year of Procurement	--Select-- ▼
Height Measurement Tool	● Yes ○ No		If yes, Year of Procurement	2012-2013 ▼

Infrastructure Details		[-] Collapse
Drinking Water Source	Hand Pump ▼	
Toilets	Common ▼	
Electricity	○ Yes ● No	
	Other ▼	

Teacher Details*				[-] Collapse
	Teacher Name	**Designation**	**Mobile Number**	**Email**
Remove	Pitambar Jena	Teacher ▼	+91 7873856974	
Remove	Victoria Jena	Head Master ▼	+91 9861515069	
				Add New Row

Kitchen Utensils			[-] Collapse
Utensils for Cooking/Serving	● Yes ○ No	If yes, Year of Procurement	2012-2013 ▼
Utensils for Eating	● Yes ○ No		
If Utensils for Eating 'Yes'	By Community ▼		

Kitchen Cum Store-Physical Progress		[-] Collapse
Sanctioned	● Yes ○ No	
If 'Yes'	In progress ▼	

Kitchen Cum Store Status		[-] Collapse
Kitchen Cum Store	--Select-- ▼	
School Geographical Location		[-] Collapse
School Geographical Location	Normal ▼	

Save   Close

User can take the print on clicking "**Print**".
User has to fill all required data and click on **save**. A confirmation Popup message" data saved successfully" will appear to user.
Status against that school will get convert from pending to **Complete** as shown in figure.

School Annual Data					
Search & View					
Search Criteria					
Financial Year*	2012-2013 —				Search Clear
List of Searched Records					
Export to Excel	Print			Records 1 to 1 of 1	First| Previous 1 of 1Next| Last
School Name▲	Village/Ward	School Type	Category	Status	
AKS VIDYA MANDIR	GALWADA NIRANKAL	Govt	Primary	Completed	

If user wishes to change the annual data he/ she have to click on **complete** link. Annual data of that school will get populated to user. He can make the changes in that & can save again on clicking "**Save"** button.

3.**2. School Monthly Data Entry**

For filling school Monthly data user login in the system

User---->School Data Entry ---> Monthly Data Entry---->Selects financial year, Block/ village---→Search

School Name, village name & 12 links in a row one for one month starting from April will be populated in search list. Only one month link (**Red)** will be enable. User has to make entry first of April month, May month & so on.

Status of link can be as follows.
Pending: indicates that data of that month is pending.
Save as Draft: indicates that data of that month may be modified
Freeze: indicates that data of that month has been freezed. User can only view data of that month by clicking on it.

School monthly data form consist of following details
1. **Mid day meal served**
2. **Cook cum helper payment**
3. **Cooking cost utilization**
4. **Food grains utilization**
5. **MME expenditure**
6. **Inspection Details**
7. **Untoward incidents (if any)**

If school has kitchen type centralized kitchen (NGO) or shg kitchen then user has to fill data of only following sections.
1. **Mid day meal served**
2. **MME expenditure**
3. **Inspection Details**
4. **Untoward incidents (if any)**

Other details will be filled through NGO/ SHG Entry screen.

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

Cooking Cost (In Rs.)								[-] Collapse
Primary				**Upper Primary**				
Opening Balance	Received during the Month	Expenditure during the Month	Closing Balance	Opening Balance	Received during the Month	Expenditure during the Month		Closing Balance
-7715.89	0.00	0.00	-7715.89	0.00	0.00	0.00		0.00

Whether the Sum of above Closing Balance matches with Bank Account Closing Balance.   ◉ Yes ○ No

School Expenses : Managment, Monidering and Evaluation Expenses (In Rs.)			[-] Collapse
Oening Balance	**Received during the Month**	**Expenditure during the Month**	**Closing Balance**
0.00	0.00	0.00	0.00

Details of Foodgrain (In Kilograms)								[-] Collapse
Primary					**Upper Primary**			
Food Item	Opening Balance	Received during the Month	Consumption during the Month	Closing Balance	Food Item	Opening Balance	Received during the Month	Consumption during the Month	Closing Balance
Wheat	0.00	0.00	0.00	0.00	Wheat	0.00	0.00	0.00	0.00
Rice	-499.50	0.00	0.00	-499.50	Rice	0.00	0.00	0.00	0.00

School Inspection		[-] Collapse
School Inspection	○ Yes ◉ No	
Name	**In Number**	
By Members of Task Force		
By District Officials		
By Block/Taluka Level Officials		
By SMC Members		

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

[Save as Draft] [Freeze] [Close]

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

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

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

School Monthly Data

Search & View

Search Criteria

Financial Year*	2012-2013 ▼	

[Search] [Clear]

List of Searched Records

Export to Excel | Print   Records 1 to 1 of 1   First| Previous 1 of 1Next| Last

School Name▲	Village/Ward	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
AKS VIDYA MANDIR	GALWADA NIRANKAL	Freeze	Draft	Pending	Pending	Pending	Pending	Pending	Pending	Pending	Pending	Pending	Pending

If user wishes to change the Monthly data he/ she have to click on **Draft** link. Monthly data of that school will get populated to user. He can make the changes in that & can **Freeze** on clicking "**Freeze**" button After Freezing the Monthly Data it can't be changed User can view the monthly data after clicking on **freeze** link.

Offline School Monthly Data Entry:

Offline School Monthly Entry Functionality is available for District / Block User. In this Functionality user can download Excel sheet of all Schools in a Block. After Filling the Sheet, they can upload it on Server.

Search Schools in School Monthly Data Entry Option

1. Click link "**Download Monthly Excel Data Sheet for Offline Data Entry**" on same screen to export the data to Excel file.
2. Save the file on a location and double click to open file.
3. Enable Macro in the excel as per steps mentioned below:

   a. Click "Option" button.

b. Select "Enable the content" and click "Ok".
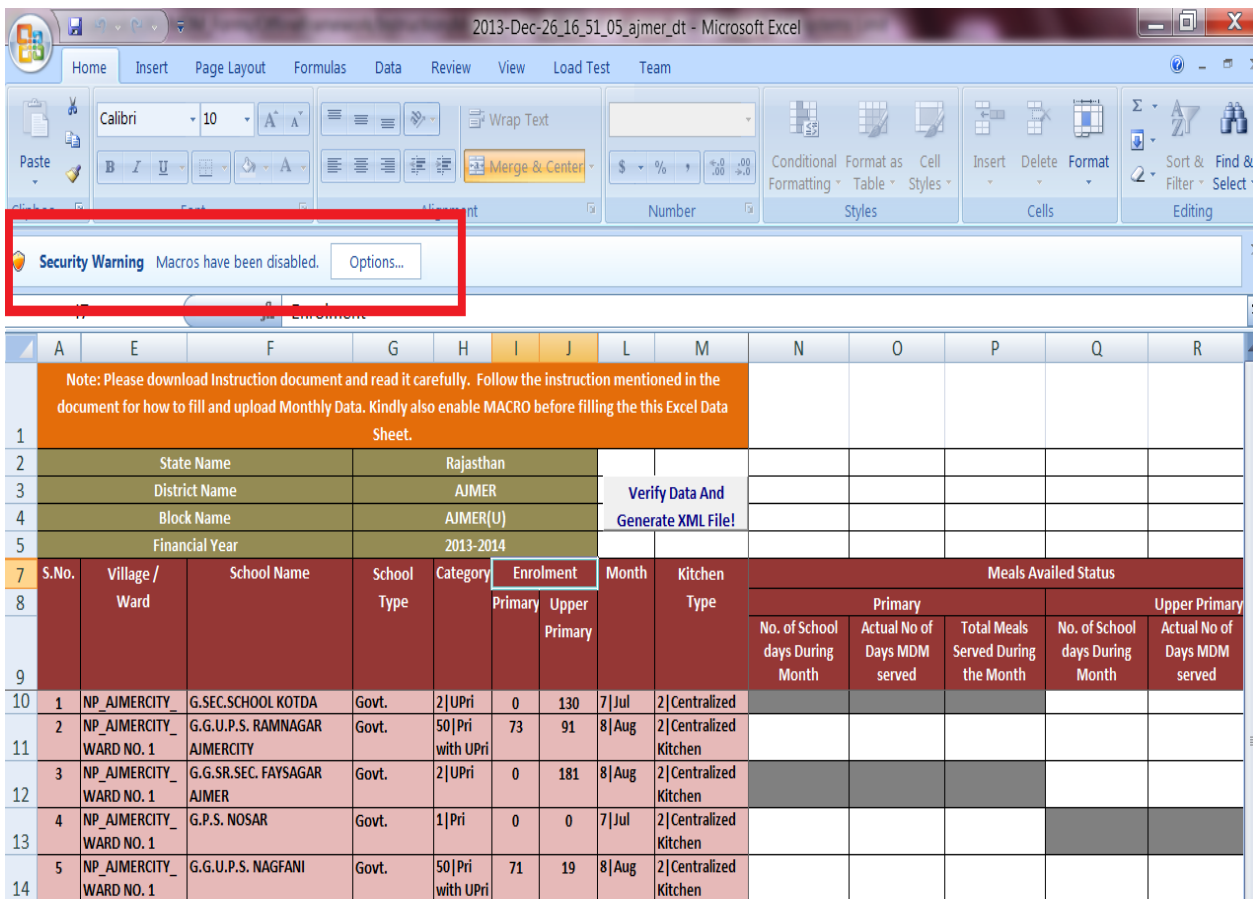
4. After data is updated, save excel sheet.
5. Click "Verify and Generate XML button" to verify the data and generate XML file
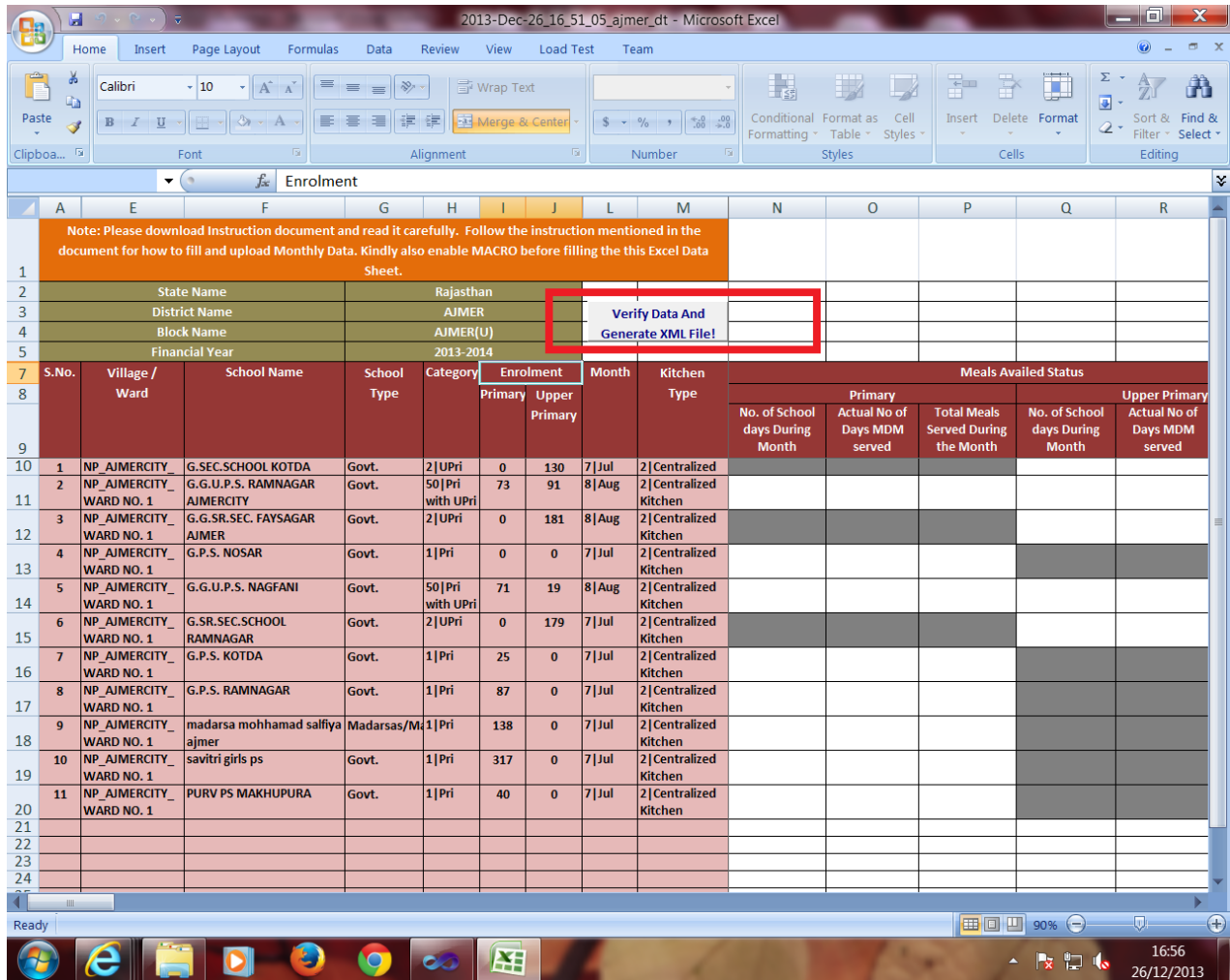
6. Please check status file at the location provided to check any error, if XML file is not generated.
7. If XML is generated, upload the file to MDM site using menu:
    School Data entry->Upload Monthly Offline Data

After Uploading Offline School Monthly Data on Server, User can check their Uploaded School Data in the **Report of Uploaded Monthly Offline Data** in the menu of **School Data Entry**. This report Indicates Valid or Invalid School Monthly Data. You have to freeze Valid School Monthly Data on Clicking of **Freeze** Button and Delete Invalid School Monthly Data on Clicking on **Delete** Button.

3.3. School Health Data Entry

For health data entry

User---->School Data Entry ---> Health Data Entry---->Selects financial year, block/ Village---→Search

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

Health entry is done at quarter level. By default first quarter will enable. If first quarter data entered and freeze then second quarter link for data entry will be available.

When User clicks on "**Pending**" link, following screen for data entry will appear to user.

School Health Data For Financial Year - 2011-2012				Print

School Details

School Code	30010204810	School Name	ACDIL ENGLISH PRIMARY SCHOOL
School Type		Category	Primary with Upper Primary
State	Goa	District	NORTH GOA
Location	Rural	Block	BARDEZ
Village/Ward	ALTO BETIM		

Number of children whose anthropometric measurements (height and weight) have been done [-] Collapse

Boys		Girls	

Number of Children stuned (height <-2-SD for age) [-] Collapse

	Primary	Upper Primary
Boys		
Girls		

Number of Children wasted (BMI <-2-SD for age) [-] Collapse

	Primary	Upper Primary
Boys		
Girls		

Number of over Nourished Children (BMI >+2SD for age) [-] Collapse

	Primary	Upper Primary
Boys		
Girls		

Anemia HB Level
>12gms -normal Between 10-11.9 mild 8.00-9.9 moderate <8 gms.-severe

Anemia HB Level (Optional) [-] Collapse

	Primary	Upper Primary
Number of Children having HB Level < 8gms		

Refractive Errors [-] Collapse

	Primary	Upper Primary
Number of Children diagnosed with refractive errors		
Number of Children provided spectacles		

Number of Children with Health Problems detected during School Health Checkup [-] Collapse

Number of Children Problems treated during School Health Checkup	
Number of Children Problems detected during School Health Checkup and were referred	

Number of Children wasted (BMI <-2-SD for age) [-] Collapse

	Primary	Upper Primary
Number of Children received weekly Iron and Folic acid tablets in the last 3 months		
Number of children received deworming tablets		

Save as Draft	Freeze	Close

Health data entry from consist of following sections of data.

1. **Number of children weight measured.**
2. **Number of children height measured.**
3. **Number of children with refractive errors**

4. **Number of children with health problems detected during School Health Checkup**
5. **Distribution of Iron & Folic Acid, Deforming, Vitamin-A supplementation**

User can print this record on click on **print** button.

After filling all required data, user can save it as **'Save as draft' or Freeze** Button. When user press **'Save as draft' or 'Freeze'** button a pop up message 'Data has been saved successfully' appears to user.
If user has save it as **'Save as draft'** he/she can modify it further but If user has save it as **'Freeze'** he/she cannot modify. User can view the data on clicking Freeze link.

3.4 NGO level Opening Balance

User---→ NGO level Opening Balance---→Select Financial Year-----Search

A list of NGO with following data entry status will populate as shown in the figure below.
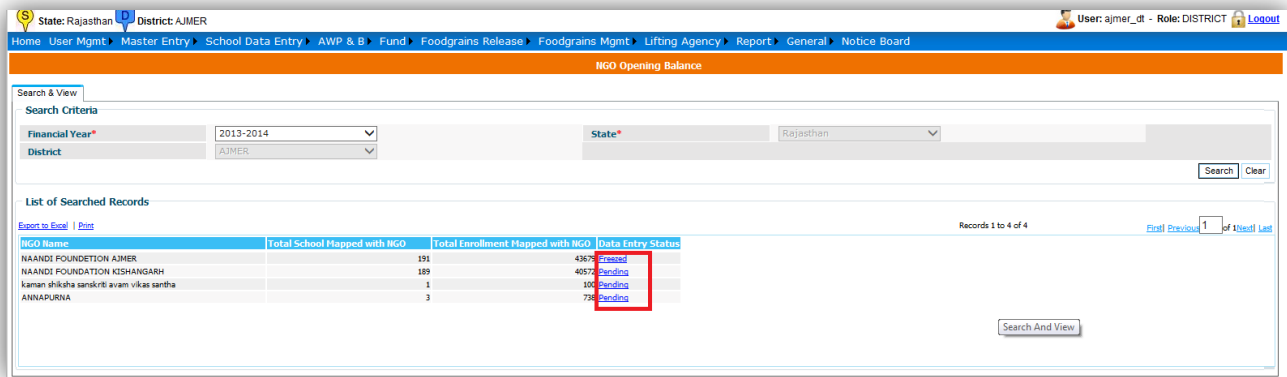
1. **Pending**: indicates that entry of opening balance is pending
2. **Draft: indicates** that entry of opening balance has been done but data can be modified.
2. **Freezed:** indicates that entry of opening balance has been done & data cannot be modified

When the user clicks on **"Pending/Save as Draft"** link a screen will appear as shown in the figure.

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

3.5 Opening Balance

User---→ Opening Balance---→Select Financial Year, block, village-----Search

A list of schools of selected village with following data entry status will populate as shown in the figure below.
1. **Pending**: indicates that entry of opening balance is pending
2. **Draft: indicates** that entry of opening balance has been done but data can be modified.
2. **Freezed:** indicates that entry of opening balance has been done & data cannot be modified

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

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

3.6 NGO Monthly

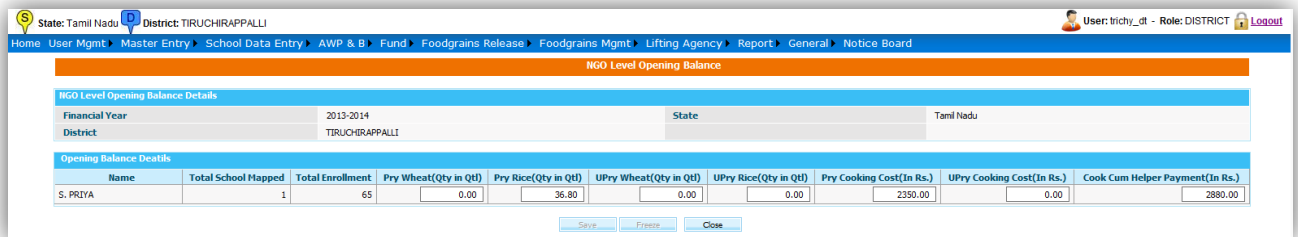**User---→ NGO Monthly---→Select Financial Year-----Search**

A list of NGO with following data entry status will populate as shown in the figure below.

1. **Pending**: indicates that entry of opening balance is pending
2. **Draft: indicates** that entry of opening balance has been done but data can be modified.
2. **Freezed:** indicates that entry of opening balance has been done & data cannot be modified

The User clicks on **"Pending/Save as Draft"** link and a screen is populated as shown in the figure
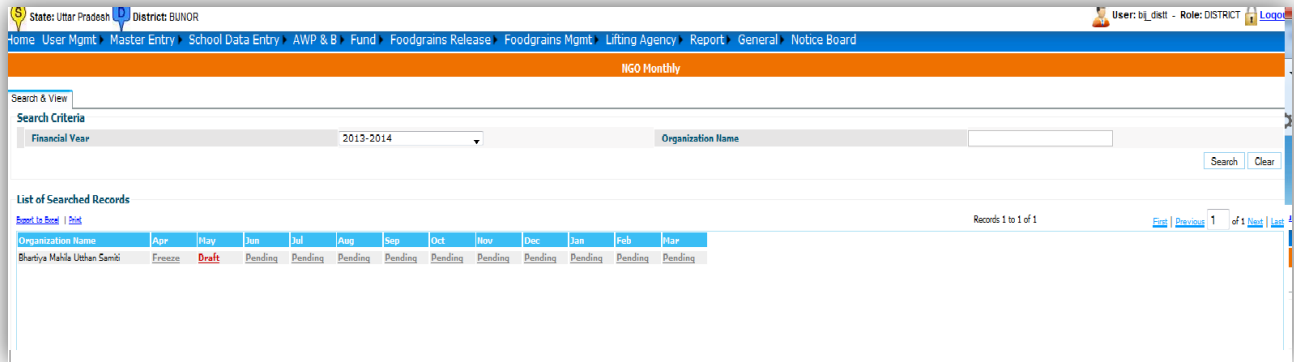

User enters the data and clicks on "**Save**" or "**Freeze**" button to save the data as **"Save as Draft"** **or "Freeze"** respectively.

4. Fund

4.1 Fund Receive

User selects financial year and clicks on **Search** a list of fund released from centre to state will appear. If status of Receive is **received** then it means this fund has been received, if status of

Receive is **yet to be received** then it means this fund has not been received. User clicks on **yet to be received** to receive this fund, and then following screen will appear.

Fund Received By District							

District Name	KARAIKAL		Release Date	09/10/2013
Financial Year	2013-2014		Receive Date(DD/MM/YYYY)*	24-03-2014

All Amount in Lacs(Rs)

	SC		ST		GEN		Total
Component	Primary	Upper Primary	Primary	Upper Prymary	Primary	Upper Primary	Total
Cooking Cost	1.47672	1.21062	0.00000	0.05995	3.90897	3.34373	9.99999

Save   Close

User click save to receive the fund.

4.2 Fund Release

User selects financial year and clicks on **Add New Release a** screen will appear. User selects component name, level Block or School and enters necessary values in different fields, clicks on **Add Row** and clicks either on **Save as Draft or Freeze** to modify it later or release it to selected Block.

If user has clicked freeze then it will redirect to his/her previous page and status of release will be **yet to be released.** User clicks **yet to be released** to release it to block or school & status will get convert in **Released.**

User selects financial year and clicks on **Search** a list of fund released from state to district will appear. User can get details of release on clicking **Complete.**

4.3   Fund Release to NGO

User selects financial year and clicks on **Add New Release a** screen will appear. User selects component name, NGO name and enters necessary values in different fields, clicks on **Add Row** and clicks either on **Save as Draft or Freeze** to modify it later or release it to selected block.

If user has clicked freeze then it will redirect to his/her previous page and status of release will be **yet to be released.** User clicks **yet to be released** to release it to NGO & status will get convert in **Released.**

User selects financial year and clicks on **Search** a list of fund released from state to district will appear. User can get details of release on clicking **Complete.**

4.4 Receive Non Recurring Fund

User selects financial year and clicks on **Search** a list of fund released from state to district will appear. If status of Receive is **received** then it means this fund has been received, if status of Receive is **yet to be received** then it means this fund has not been received. User clicks on **yet to be received** to receive this fund, and then following screen will appear.

User clicks on '**Save**' button to receive the Non Recurring Fund.

5. Food Grain Release

5.1 Food Grain Release

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.

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

Following screen will appear.

The list will show list of schools with Quantity released (if any). The Data Entry column can be show three status.

> **Pending** – Food grains data has not been entered so far.
> **Saved As Draft** --- Food grains data has been entered but the user can modify it.
> **Freeze –** Food grains has been entered but the user can not modify it.

Status column will show two statuses:

1. **Yet to be released** – Food grains has not been released to school
2. **Released** – Food grains has been released to school.

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

Foodgrains Release From District AJMER			
Foodgrains Information Detail			
Financial Year	2013-2014	**Allocation**	Allocation-I
Block	SRI NAGAR		
Released Foodgrains for (In MT) :District AJMER			
No Release Found.			
Available Foodgrains for (In MT) :District AJMER			
No Release Found.			
Planned Foodgrains for Release (In MT) :Block -SRI NAGAR (AS Per FY 2012-2013)			
Enrollment Primary	16575	**Enrollment Upper Primary**	7017
List Of Already Released Foodgrains (In MT) for :Block -SRI NAGAR			
No Release Found.			

List Of Opening Balance Foodgrains (In MT) for :Block -SRI NAGAR		
Items	Primary	Upper Primary
Wheat	0.000	0.000
Rice	0.00	0.00

Release Foodgrains (In MT) :Block -SRI NAGAR		
Category	Primary	Upper Primary
Wheat		
Rice		

Sanction No. *		Date *(DD/MM/YYYY)	27/03/2014	Authorized Signatory *	MDM Director

Note : * Fields are mandatory.

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 quantity what has been released already.

Released Food grains (in MT): This sections what quantity to be released to state.

After fill the data, user has to click on
1. **Save As Draft** (Released to be draft mode) Or
2. **Save.**

The User should enter a release Amount for primary and upper primary quantity of wheat and rice. Sanction number, date and select any authorized signatory and click on "**Freeze**" or "**Save as Draft**".

Alphabets, numbers and "-" and "/" characters are allowed in sanction number.
Date should be in DD/MM/YYYY format and cannot be future date. All dates will be in current financial Year.

If user clicks **Save as Draft**, it is will be in drafted mode. User can make changes later.
Data entry status will be changed as **Completed** status. If user wants to make changes click on **Completed** link, popup will open. User can make modification in screen as required.

If user has done all required change and wants to release to school then he has to click on **Freeze**. Data will be in completed status but link will be disabled so user can't make any changes.

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

On Clicking **To be Release** link its status will get changed to **'Released'** and it will be Available to

Districts.

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**'.

Foodgrains Release From District AJMER

Foodgrains Information Detail

Financial Year	2013-2014	**Allocation**	Allocation-I
Block	ARAIN		

Released Foodgrains for (In MT) :District AJMER

No Release Found.

Available Foodgrains for (In MT) :District AJMER

No Release Found.

Planned Foodgrains for Release (In MT) :Block -ARAIN (AS Per FY 2012-2013)

Enrollment Primary	22424	**Enrollment Upper Primary**	12459

List Of Already Released Foodgrains (In MT) for :Block -ARAIN

Foodgrains	Primary	Upper Primary	Sanction No.	Installment No.	Release Date
Wheat	15.000	20.000	454545455	1	13-01-2014
Rice	25.000	30.000	454545455	1	13-01-2014

List Of Opening Balance Foodgrains (In MT) for :Block -ARAIN

Items	Primary	Upper Primary
Wheat	2.000	4.000
Rice	6.000	8.000

Close

User has one more option in food grains manage. User can check stock position till school level.

Home User Mgmt   Master Entry   School Data Entry   AWP & B   Fund   Foodgrains Release   Foodgrains Mgmt   Lifting Agency   Report   General   Notice Board

Foodgrains Release – District to Block

Search & View

Search Criteria

Financial Year *	2013-2014	**Allocation** *	Allocation-I

Stock Position   Search

On clicking **Stock Position** link, list of Food grain stock position of blocks opens as shown in below figure.

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 clicking **Stock School** link, list of Food grain stock position of schools opens as shown in below figure.

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

5.2   Food Grain Release to NGO

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.

> **District user---→Food Grains Release -> Food grain Release to NGO ---→Select Financial Year & Allocation---→Search**

Following screen will appear.

The list will show list of schools with Quantity released (if any). The Data Entry column can be show three status.

Pending – Food grains data has not been entered so far.
Saved As Draft --- Food grains data has been entered but the user can modify it.
Freeze – Food grains has been entered but the user can not modify it.

Status column will show two statuses:

1. **Yet to be released** – Food grains has not been released to school
2. **Released** – Food grains has been released to school.

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

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

List of Already Released Food grains (in MT): This section shows quantity what has been released already.

Released Food grains (in MT): This sections what quantity to be released to state.

After fill the data, user has to click on
1. **Save As Draft** (Released to be draft mode) Or
2. **Save.**

The User should enter a release Amount for primary and upper primary quantity of wheat and rice. Sanction number, date and select any authorized signatory and click on "**Freeze**" or "**Save as Draft**".

Alphabets, numbers and "-" and "/" characters are allowed in sanction number.
Date should be in DD/MM/YYYY format and cannot be future date. All dates will be in current financial Year.

If user clicks **Save as Draft**, it is will be in drafted mode. User can make changes later.
Data entry status will be changed as **Completed** status. If user wants to make changes click on **Completed** link, popup will open. User can make modification in screen as required.

If user has done all required change and wants to release to school then he has to click on **Freeze**.
Data will be in completed status but link will be disabled so user can't make any changes.

Foodgrains Release From District- AJMER						

Foodgrains Information Detail				
Financial Year	2013-2014	**Allocation**	Allocation-I	
NGO	akshya patra			

Released Foodgrains To (In MT) :District- AJMER

No Release Found.

Available Foodgrains To (In MT) :District- AJMER

No Release Found.

Planned Foodgrains for Release (In MT) :NGO- akshya patra (AS Per FY 2012-2013)

Enrollment Primary :	0	**Enrollment Upper Primary :**	0

List Of Already Released Foodgrains (In MT) for :NGO- akshya patra

Foodgrains	**Primary**	**Upper Primary**	**Sanction No.**	**Installment No.**	**Release Date**	
Wheat	12.000	14.000	12212	2	13/01/2014	
Rice	16.000	18.000	12212	2	13/01/2014	

Close

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

On Clicking **To be Release** link its status will get changed to **'Released'** and it has been released to NGO.

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**'.

6. Food Grain Management

6.1 Indent Generation

User can view the indent created in following way.

User----> Select Financial Year---→Search
List of all indent created will appear to user. User can view the data on clicking either **Freezed or drafted** link in data entry column.

To create new indent, click on **Add new indent** link, following screen will appear.

User have to indent date, lifting agency name, enters food grains data & can submit data either in **Save As Draft or Freeze** mode clicking on **Save As Draft or Freeze** button respectively

6.2 Supply Agency Lifting Details

User can view the supply agency lifting details created in following way.

User----> Select Financial Year---→Search
List of all supply agencies lifting created will appear to user. User can view the data on clicking either **Freeze or drafted** link in data entry column.

To create new supply agency lifting detail, click on **Add new Supply agency Lifting Detail** link, following screen will appear.

User selects indent no, lifting agency name, enters Food-grains data & can submit data either in **Save As Draft or Freeze** mode clicking on **Save As Draft or Freeze** button respectively.

6.3 Supply Agency bill Generation

User can view the supply agency bills made in following way.

User----> Select Financial Year---→Search
List of all supply agencies bills made will appear to user. User can view the data on clicking either **Freeze or drafted** link in data entry column.

To create new Supply agency bill, click on **Generate Bill** link, following screen will appear.

User--→select indent no----→Detail of indent will reflect

User can generate partial payment or payments of multiple indents by selecting multiple indents or modifying the food grain amount in bill quantity column. As soon as user modifies the bill quantity payment of bill automatically changes.

User can save the bill either in **Save as Draft or Freeze** mode.

6.4 Supply Agency Bill Payments

User can view the supply agency bills Payment made in following way.

User----> Select Financial Year---→Search
List of all supply agencies Payment made will appear to user. User can view the data on clicking either **Freeze or drafted** link in data entry column.

To pay the new Supply agency bill, click on **Pay Bill** link, following screen will appear.

User-----→Select bill no on clicking **icon--→**enters bill date, mode--→**Add row**
User can make the partial payment of bill by modifying **Amount to pay** or user can make payment of multiple bills by selecting another bill.
User can save the bill payment either in **Save as Draft or Freeze** mode

7. Lifting Agency

8.1 Bill Generation

User can view the lifting agency bills made in following way.
User----> Select Financial Year--->Search
List of all supply agencies bills made will appear to user. User can view the data on clicking either
Freeze or drafted link in data entry column.

To create new lifting agency bill, click on **Generate Bill** link, following screen will appear.

User------->Select Lifting transaction no-->Detail will populate
User can generate partial payment or payments of multiple Lifting transaction no by selecting
multiple Lifting transaction no or modifying the amount in **to be paid** column. As soon as user
modifies the bill quantity payment of bill automatically changes.

User can save the bill either in **Save as Draft or Freeze** mode.

7.2 Bill Payment

User can view the lifting agency bills Payment made in following way.

User----> Select Financial Year---→Search
List of all lifting agencies Payment made will appear to user. User can view the data on clicking either **Freeze or drafted** link in data entry column.

To pay the new lifting agency bill, click on **Pay Bill** link, following screen will appear.

User-----→Select bill no on clicking **icon--→**enters bill date, mode--→**Add row**
User can make the partial payment of bill by modifying **Amount to pay** or user can make payment of multiple bills by selecting another bill.
User can save the bill payment either in **Save as Draft or Freeze** mode.