

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

MIS Portal School Level

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

School Level User

These are some School level functionalities.

- 1. School Data Entry
 - 1. Annual Data Entry
 - 2. Monthly Data Entry
 - 3. Health Data Entry
- 2. Fund Management
 - 1. Fund Receive Details
- 3. Food Grains Management
 - 1. Food Grain Receive Details
- 4. User Management
 - 1. Change Password

1. 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.

1.1. School Annual Data Entry:

For filling school annual data user login in the system

User---->School Data Entry ---> Annual Data Entry---->Selects financial year ---→Search

School 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

Add New Row

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

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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
DBC	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 Name	Gender	Category	Line	Mode of Payment	Month	Remarks
Remove	Minati Nayak	Female •	General +	Yes *	Bank •	1000.00	

Weighing and Height Measurement I	Machine Status						[-] Collaps
Weighing Machine available in School	© Y1	es 💌 No		If yes, Year of Procurement	-Select	5 *	
Height Measurement Tool	≡ γ.	as 🔍 No		If yes, Year of Procurement	2012-2013	•	
Infrastructure Details							[-] Collaps
Drinking Water Source	Hand P	ump					
Tollets	Commo	29		•			
Electricity	Ves Other	* No		•			
Feacher Details*							[-] Collaps
Teacher Name		Designation		Mobile Number	Email		
Remove Pitambar Jena		Teacher	10	+91 7873856974			
Remove Victoria Jena		Head Master		+91 9861515069			
Itchen Utensils		0.00		If yes Near of Diversement	2012-2013		[-] Collap
Utensils for Cooking/Serving	🖲 Yes	O No		If yes, Year of Procurement	2012-2013		
Utensils for Eating	(#) Yes	I No					
If Utensils for Eating 'Yes'	By Com	munity					
Gitchen Cum Store-Physical Progress	•						[-] Collaps
Sanctioned	• Yes	No					
lf 'Yes'	In prog	ress	•				
Otchen Cum Store Status							[-] Collaps
Allehon Dan Shoo	Select	θ.					
sucien cum store							
School Geographical Location							[-] Collaps

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							
Exertin Engl 1 Pert						Records 1 to 5 of 1	tred frances 1 of thest last
School Name		Village/Ward	School Type	Kategory	bitation.		
AKE VEDYA MANEER		GALWAGA NIRANKAL	Gout	Primary	Gargisted		

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.

1.2. School Monthly Data Entry

For filling school Monthly data user login in the system

User---->School Data Entry ---> Monthly Data Entry---->Selects financial year---→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.

	Mid Day Meal Scheme Ministry of Human Resource Development Department of School Education & Literacy Government at India		227		
State Ode	ha District BARGARH 👰 Block: BARGARH 🧐 Schor Munt – School Oste Entry – Fund – Fondureins R	e KALAPANI CHHAK P.S Messe I. General I. Notice Br	ard	🚨 User: baraj	nt_bi - Role: SCHOOLADWN 🔒 Lopou
	2013-2014 •]				
-					Search (Clear
Viliage/Wor KALAFANE	nt Schoold Aur May Day Dat 1 20178 Notes Create Create	NAD DATE DET NOV.	Des. Lat Solt: Par Textile Texture Postag	Records 1 to 1 of 1	ford i franca 1 🖉 i bas i jas

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

2. Keep Stock Register at the time of entry.			Hela That's of Alexand State	th can be like to	and months and i				
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School Cade	21140112	206		School Nam			KINDER	IDA PROJECT PS	
School Type	Govt			Category			Primary		
State	Odsha			District			DHENKA	URL.	
Area	Rank			Block/Table	ka/Handal		BHUBAN		
Village/Ward	Surapratap	Pur		Total Enrole	ment		59		
Type of Kitches	School XI	tohen		MG0/5HG					
Heals Availed Status									[-] 60bs
		Primary		Uppe	ir Printary				
Number of School Days During North									
Actual Number of Days Mid Day Heal Served				E					
Total Meak Served During the Month				1					
Cook Cien Helper Amount Detalls (In Rs.)									1-1 Color
Dening Balance	Received do	uring the Month		Expenditure	during the Mon	th	Closing B	alance	
-22000.00	(0.60		2000			-24000		
Name 0	lender		Category		Mode	Of Payment		Amount Received du Rs]	ring the month(Ia
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RANGA MAHARANA F	enale		08C		Sank			1000	
									14066
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Cooling Cost (In Rs.) Primary Opening Balance Received during the No	nth Expenditure 0.00 s with Bank Account Cor Received dia 0 by the Consum Honth	during the Month angle Gence.	Closing Balance 7715.89 Closing Balance 0.00 499.50	Opper Primar Opening Bak * Yes O N Expenditure d 0.0 Upper Primar Food 0 Been 1 Wheat Rice	ry ancz Receive 1000 furing the Mont 10 0 pry Opening Balance 0.00 0.00	A during the Month 0.00 A Received during the Nonth 0.00 0	Expenditure 0.00 Consing Ball 0.00	re during the Month 00 00 000 0.00	Closing Balance () () Colleg Balance 0.00 () Colleg Balance
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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.

iome User Ngmt 🖡	School Data Entry 🕨	Food	Fund	×										
School Monthly Data														
Search & View														
Search Criteria														
Financial Year*		2012	-2013		÷									
														Search Cl
List of Searched Recor	ds													
Equat to Eace Print													Records 1 to 1 of 1	End Previous 1 of 1Next
School Name	Village/Ward	Apr	May	Jun	Jul	Aag	S∈p	Øđ	Nov	Dec	Jan	Feb	Mar	
	SALWADA MRANKAI	Enaute	Draft	Pending	Pending	Pending	Perding	Pending	Pending	Pending	Pending	Pending	Penling	

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.

1.3. School Health Data Entry

For health data entry

User---->School Data Entry ---> Health Data Entry---->Selects financial year---→Search

A list as shown in following figure will appear.

User Manual: PM POSHAN Scheme

Mid Day Ministry of Hu Department o Government	y Meal Scheme man Resource Development School Education & Literacy Findia	Mage And And	2			
S State: Oriesta D District: BA	RGARH 🖲 Block BARGARH 🕱 School	KALAPANI CHHAK P.S.			🙎 User: barag	h_tr - Role: SCHOOLADMN 🔒 Loga
Iome User Mgmt School [Jata Entry + Fund + Foodgrains Re	sease General Notice Bo	sd			
School Health Data						
Search & View						
Search Criteria						
Financial Vear*	2013-2014	•]				
						Search Clear
List of Searched Records						
Espect to Excel (Many					Records 5 to 1 of 5	First Premas 1 of 5 West Law
School Name	VBogr/Want	School kt/Quarter 1	Quarter II	Quarter III	Quarter IV	
and a substance of a state of a		1053782 Beading	Pendine	Pending	Pendine	

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

School Health Data For Financial Year - 2011-2012								
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 anthropon	netric measurements (height and weight	t) 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								

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

User Manual: PM POSHAN Scheme

Number of over Nourished Children (B	MI >+2SD for age)				[-] Collapse
	Primary	Upper Primary			
Boys					
Girls					
Anemia HB Level >12gms -normal Between 10-11.9 mild 8.0	00-9.9 moderate <8 gmssevere				
Anemia HB Level (Optional)					[-] Collapse
		Prima	ry	Upper Primary	
Number of Children having HB Level < 8g	ms				
Refractive Errors					[-] Collapse
		Prima	ry	Upper Primary	
Number of Children diagnosed with refrac	tive errors				
Number of Children provided spectacles					
Number of Children with Health Probl	ems detected during School Health Che	:kup			[-] Collapse
Number of Children Problems treated dur	ing School Health Checkup				
Number of Children Problems detected de	uring School Health Checkup and were referr	ed			
					TION I

Number of Children wasted (BMI <-2-SD for age)						[-] Collapse
			Р	rimary	Upper Primary	
Number of Children received weekly Iron and Folic acid tablet						
Number of children received deworming tablets						
	Save as Draft	Freeze	Close			

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.

2. Fund Management

To view the fund released to school

User-→Fund ->Fund Receive Details--→Select Financial year----→Search

A screen like this will open to user which shows fund release under different heads to school.

Fund Released To School								
Search & View								
- Search Criteria								
Financial Year* 2011-2012	*							
								Search Clear
								Export to Excel Print
- List Of Searched Records :203	11-2012 All Amount in	n Lacs(Rs))
School	Component	SC (Pry)	SC(U.Pry)	ST (Pry)	ST (U.Pry)	Gen (Pry)	Gen (U.Pry)	Total
BEOHARI CHOWK BARELA NAGAR	Transportation	10.0	0 20.00	22.00	20.00	22.00	22.00	116.00
						List	of Searched Decor	d
						Lise	or bearchea Record	<u> </u>

3. Food Management:-

To view the food grain allocated to school

User-→Food Grain Release ->Food grain Receive details--→Select Financial year----→Search A screen like this will open to user which shows food grain allocated to school.

Ministry Departm Governm	Day Meal Solice) of Human Resource Develo ment of School Education & Li ment of India	ne de la composition de la com		22	4	
State: Odisha 🛄 Dis	orice: BARGARIH 🛞 Block: BARGAR	H S School: KALAPANI CHH	WK P.S.		🙎 User: barapt	LU - Role: SCHOOLAOVIN 🔒 Lagan
Home User Mgmt Sc	chool Data Entry Fund Fo	odgrains Release 👘 Gene	ral Notice Board			
Fondgrains for School						
Seath& Vev						
Search Criteria						
Financial Year ^a	2013-2014		Quarter*	Allocation-1		
						Search Clear
-List of Searched Record	15					
Dearto Free Pret					Records 1 to 1 of 1	East & Essenant 1 of 1 head Last
Provent and a second se	Wheat (Prylin M)	Wheel (U.Pryle Hi	Max (Prylin MT	Tites (U.Peyjia MT	1.1	
		A DESIGNATION OF THE OWNER OWNER OF THE OWNER OWNER OF THE OWNER OWNE	a Annana	8 200403		

4. User Management:-

School level user only can change his password. User----->User Mgmt------->Change password Following screen will appear to user.

	Mid Day Meal Scheme Ministry of Human Resource Development Department of School Education & Literacy Government of India	Hunge when share	
Home User	Mgmt School Data Entry Fund Foodgrains Rel	ease · General · Notice Boa	rd
CHHAK P.S.	Password length must be minimu Password must contains al least Password must contains al least Password must contains al least Password must contains al least	Change Password im 8 characters: one upper case letters : (A-Z) one lower case letters : (a-z) one number : (0-9) one special characters: 1 % & @ # \$ Fields with * are mendatory	^··?_~<>][{}]
	C Ni Re-enter N	Did Password : * ew Password : * ew Password : * Change Ext	

After filling Old Password and new password as per instruction Click on **"Change"** Pop up will apper with message 'Your password has been changed' Else user can exit by **"Exit"** Button