



# **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

## User Manual: PM POSHAN Scheme

### 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](#)

Category	Primary		Total
	Boys	Girls	
SC	4	3	7
ST	0	0	0
OBC	0	0	0
General	9	4	13
<b>Total</b>	<b>13</b>	<b>7</b>	<b>20</b>

#### School Kitchen

[\[-\] Collapse](#)

Type of Kitchen	School Kitchen
Mode of Cooking	Fire Wood

#### School Bank Account Details\*

[\[-\] Collapse](#)

Separate Bank Account for MDM Scheme	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Mode of Receiving of Funds	Bank	CBS Account	<input checked="" type="radio"/> Yes <input type="radio"/> 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
<a href="#">Remove</a>	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
<a href="#">Remove</a>	Pitambar Jena	Teacher	+91 7873856974	
<a href="#">Remove</a>	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				
Records: 1 to 1 of 1				
School Name	Village/Ward	School Type	Category	Status
AKS VIDYA MANJARI	GALWADA NERANKIL	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.

For filling school Monthly data user login in the system

For filling school Monthly data user login in the system

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.

**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.

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)

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## Mid Day Meal Scheme

**Ministry of Human Resource Development  
Department of School Education & Literacy  
Government of India**




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\$ State: Odisha D District: BARGARH P Block: BARGARH S School: KALAPANI CHHAU P.S.

 User: baragrhi\_01 - Role: SCHOOLADMIN  Logout

[Home](#) • [User Mgmt.](#) • [School Data Entry](#) • [Fund](#) • [Foodgrains Release](#) • [General](#) • [Notice Board](#)

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2013-2014

Village/Ward	School ID	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
KALAPANI	201798	Freeze	Freeze	Freeze	Freeze	Freeze	Freeze	Freeze	Freeze	Freeze	Freeze	Freeze	Frozen

Records 1 to 1 of 1      [First](#) | [Previous](#) | 1 | [Next](#) | [Last](#)

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

School Monthly Data for Mar 2013-2014 Print

**Instructions :**

1. Keep Attendance Register and Cash Book Register at the time of entry.
2. Keep Stock Register at the time of entry.

Monthly Data of current month can be filled next month only.

School Details					
School Code	2114012706	School Name	KUNDIGODA PROJECT PS		
School Type	Govt.	Category	Primary		
State	Odisha	District	DHENKANAL		
Area	Rural	Block/Taluka/Mandal	BHUBAN		
Village/Ward	Surpratap Pur	Total Enrolment	59		
Type of Kitchen	School Kitchen	NGO/SHG			

Meals Served Status			[-] Collapse
	Primary	Upper Primary	
Number of School Days During Month	<input type="text"/>	<input type="text"/>	
Actual Number of Days Mid Day Meal Served	<input type="text"/>	<input type="text"/>	
Total Meals Served During the Month	<input type="text"/>	<input type="text"/>	

Cook Cash Helper Amount Details (In Rs.)					[-] Collapse
Opening Balance	Received during the Month	Expenditure during the Month	Closing Balance		
-22000.00	<input type="text" value="0.00"/>	2000	-24000		
Name	Gender	Category	Mode Of Payment	Amount Received during the month(In Rs)	
NANITA BARIK	Female	OBC	Bank	<input type="text" value="1000"/>	
RANGA MAHARANA	Female	OBC	Bank	<input type="text" value="1000"/>	

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	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	-7715.89	0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	
Whether the Sum of above Closing Balance matches with Bank Account Closing Balance.									
<input checked="" type="radio"/> Yes <input type="radio"/> No									

School Expenses : Management, Monitoring and Evaluation Expenses - (In Rs.)				[-] Collapse
Opening Balance	Received during the Month	Expenditure during the Month	Closing Balance	
0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	0.00	

Details of Foodgrains (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	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	0.00	Wheat	0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	0.00	
Rice	-499.50	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	-499.50	Rice	0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	0.00	

School Inspection		[-] Collapse
School Inspection	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Name	In Number	
By Members of Task Force	<input type="text"/>	
By District Officials	<input type="text"/>	
By Block/Taluka Level Officials	<input type="text"/>	
By SMC Members	<input type="text"/>	

Unlawful Incidents (If Any)		[-] Collapse
Number of Unlawful Incidents Occurred.	<input type="text"/>	

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.

The screenshot shows the 'School Monthly Data' interface. At the top, there is a navigation bar with links: Home, User Mgmt, School Data Entry, Food, and Fund. Below this is a search section with a 'Search & View' tab. Under 'Search Criteria', there is a 'Financial Year' dropdown menu set to '2012-2013'. To the right of the dropdown are 'Search' and 'Clear' buttons. Below the search section is a 'List of Searched Records' section. It includes a table with columns for School Name, Village/Ward, and months from April to March. The first row of data shows 'AKS VIDYA MANDIR' for 'GALIYADA NERANKAL'. The status for April is 'Freeze', May is 'Draft', and the rest of the months are 'Pending'. To the right of the table, there is a pagination control showing 'Records 1 to 1 of 1' and buttons for 'First', 'Previous', '1', 'Next', and 'Last'.

School Name	Village/Ward	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
AKS VIDYA MANDIR	GALIYADA NERANKAL	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.

### 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.

Mid Day Meal Scheme  
Ministry of Human Resource Development  
Department of School Education & Literacy  
Government of India

User: baragh\_bt - Role: SCHOOLADMN

Home | User Mgmt | School Data Entry | Fund | Foodgrains Release | General | Notice Board

School Health Data

Search & View

Search Criteria

Financial Year: 2013-2014

Search Clear

List of Searched Records

School Name	Village/Ward	School ID	Quarter I	Quarter II	Quarter III	Quarter IV
KALAPANI CHHAK P.S.	KALAPANI	1053798	Pending	Pending	Pending	Pending

Health entry is done at quarter level. By default first quarter will enable. If first quarter data entered and freed 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	ACIL 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 stunted (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	<input type="text"/>	<input type="text"/>
Girls	<input type="text"/>	<input type="text"/>

**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	<input type="text"/>	<input type="text"/>

Refractive Errors [-] Collapse		
	Primary	Upper Primary
Number of Children diagnosed with refractive errors	<input type="text"/>	<input type="text"/>
Number of Children provided spectacles	<input type="text"/>	<input type="text"/>

Number of Children with Health Problems detected during School Health Checkup [-] Collapse		
Number of Children Problems treated during School Health Checkup	<input type="text"/>	
Number of Children Problems detected during School Health Checkup and were referred	<input type="text"/>	

  

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	<input type="text"/>	<input type="text"/>
Number of children received deworming tablets	<input type="text"/>	<input type="text"/>

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 :2011-2012 All Amount in 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	10.00	20.00	22.00	20.00	22.00	22.00	116.00

List of Searched Record

### 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.


**Mid Day Meal Scheme**  
Ministry of Human Resource Development  
Department of School Education & Literacy  
Government of India



State: Odisha District: BARGARH Block: BARGARH School: KALAPANI CHHAK P.S.

User: bargarh\_hl - Role: SCHOOLADMIN Login

Home User Mgmt School Data Entry Fund Foodgrains Release General Notice Board

**Foodgrains for School**

Search & View

**Search Criteria**

Financial Year\* 2013-2014 Quarter\* Allocation-1

Search Clear

**List of Searched Records**

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

Records 1 to 1 of 1

School	Wheat (Pry) In MT	Wheat (U.Pry) In MT	Rice (Pry) In MT	Rice (U.Pry) In MT
KALAPANI CHHAK P.S.	0.000000	0.000000	0.000000	0.000000

### 4. User Management:-

School level user only can change his password.

**User----->User Mgmt----->Change password**

**Following screen will appear to user.**

The screenshot shows the 'Mid Day Meal Scheme' web application interface. At the top, there is a header with the Government of India emblem, the scheme name, and the ministry details. Below this is a navigation menu with options like Home, User Mgmt, School Data Entry, Fund, Foodgrains Release, General, and Notice Board. The 'User Mgmt' option is selected. The main content area displays a 'Change Password' form. The form includes instructions on password requirements: minimum 8 characters, at least one upper case letter (A-Z), at least one lower case letter (a-z), at least one number (0-9), and at least one special character from a specified set. It also states that fields with an asterisk are mandatory. The form has three input fields: 'Old Password : \*', 'New Password : \*', and 'Re-enter New Password : \*'. At the bottom of the form are two buttons: 'Change' and 'Exit'.

Mid Day Meal Scheme  
Ministry of Human Resource Development  
Department of School Education & Literacy  
Government of India

Home User Mgmt School Data Entry Fund Foodgrains Release General Notice Board

CHHAK P.S.

**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 : \*

Change Exit

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