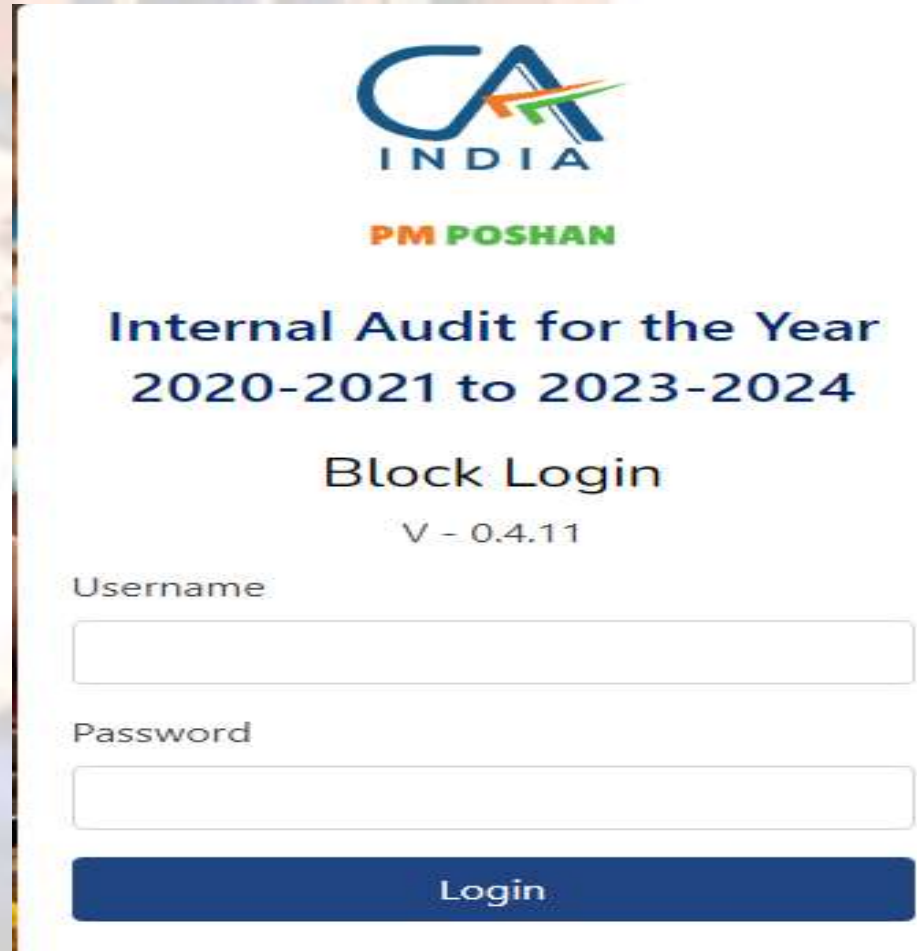


USER MANUAL

Pre-requisites: Before starting to feed the data please check the Network Connection & Internet Speed to complete the process smoothly.

1. Go to the website

[‘https://block.mahamdm2-scgsc.co.in’](https://block.mahamdm2-scgsc.co.in)



The screenshot shows the login interface for the 'Internal Audit for the Year 2020-2021 to 2023-2024' system. At the top, there is the CA India logo with a stylized 'CA' in blue and green, and 'INDIA' in blue below it. Underneath the logo is the text 'PM POSHAN' in green. The main heading reads 'Internal Audit for the Year 2020-2021 to 2023-2024' in blue, followed by 'Block Login' in a larger blue font. Below this, the version number 'V - 0.4.11' is displayed. There are two input fields: 'Username' and 'Password', both with empty text boxes. At the bottom, there is a dark blue button labeled 'Login' in white text.

2. Enter Username and Password, then click on 'Login'.



PM POSHAN

Internal Audit for the Year 2020-2021 to 2023-2024

Block Login

V - 0.4.11

Username

XXXXXXXX



Password

.....|



Login

USER MANUAL

- 3 The following screen will be displayed to you. To view the webform for 2015-16 to 2019-20, Click on the "Old Webform" option.**

Search School Support :
Year 20-21 to 23-24

All School - 285 Pending School - 285 Completed School - 0

Add Own Block School Old Webform ← FY 15-16 to 19-20 Webform

UDISE Code ENTER UDISE CODE Search

District

Block

Village

School Name

H-M Name

H-M Mobile

USER MANUAL

4. Then enter UDISE code of your school and click on 'Search' or press Enter button on your keyboards. After confirming that the displayed information is accurate, Click on the 'Proceed' button to continue.

Search School Support:
Year 20-21 to 23-24

All School - 44 Pending School - 43 Completed School - 1

Old Webform

Add Own Block School

UDISE Code

District PUNE

Block PUNE CITY

Village Pune Village

School Name Satara School

H-M Name

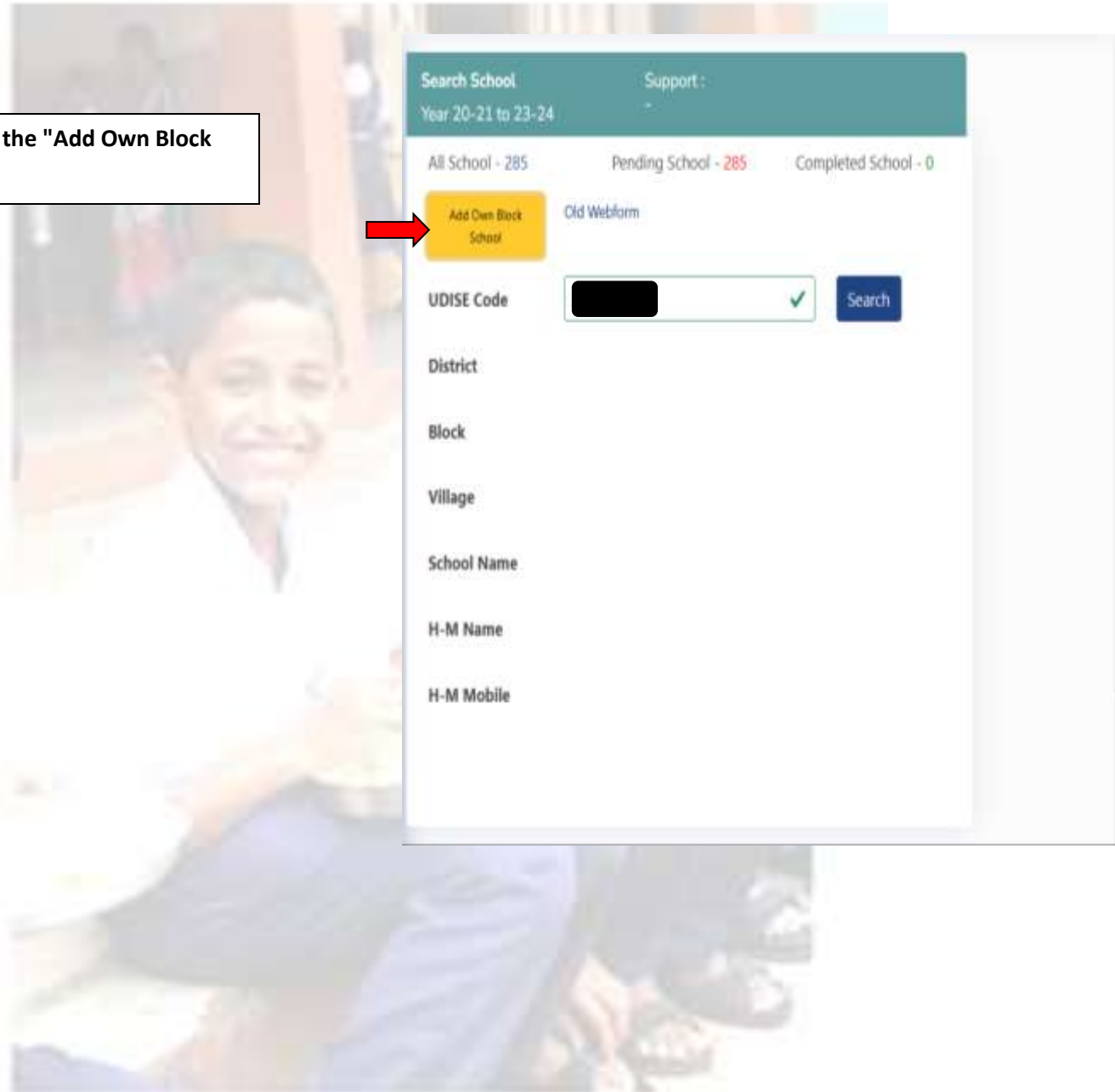
H-M Mobile

Proceed

Enter the UDISE Code here

USER MANUAL

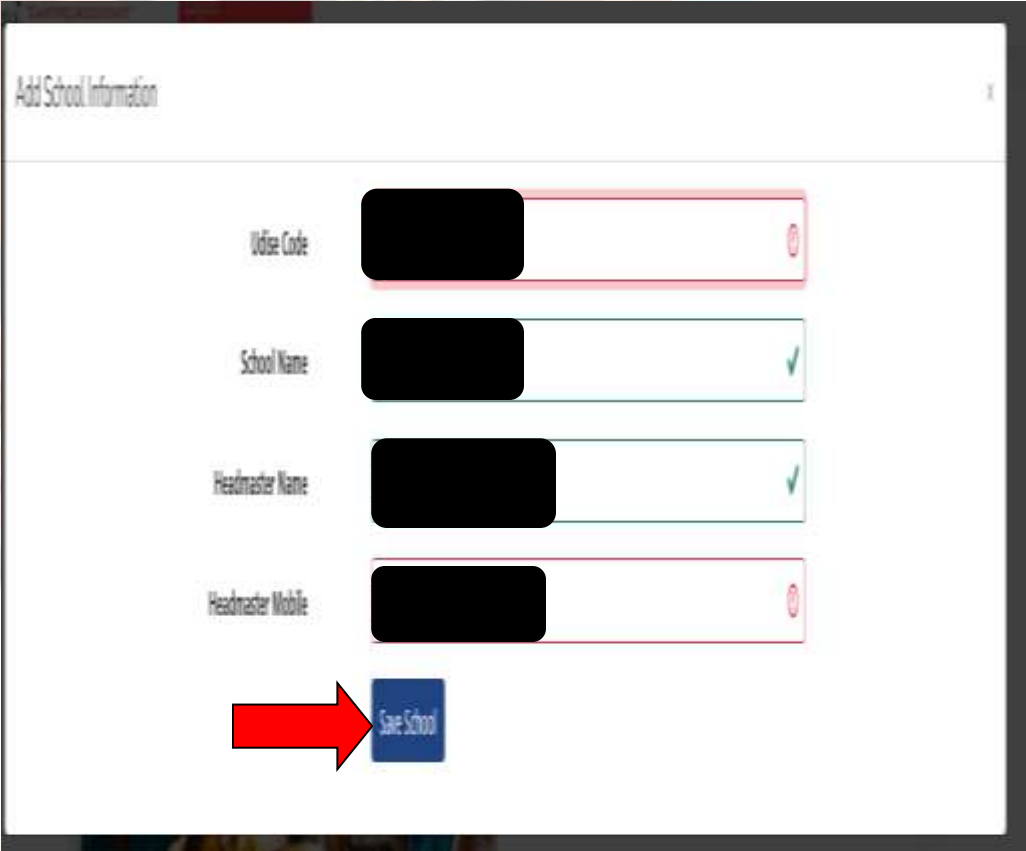
5. If the school is not found, click on the "Add Own Block School" option.



The screenshot shows a web interface for searching schools. At the top, there is a teal header with "Search School" and "Support:". Below the header, it says "Year 20-21 to 23-24". There are three status indicators: "All School - 285", "Pending School - 285", and "Completed School - 0". A red arrow points to a yellow button labeled "Add Own Block School". To its right is a link "Old Webform". Below these are several input fields: "UDISE Code" with a blacked-out value and a green checkmark, "District", "Block", "Village", "School Name", "H-M Name", and "H-M Mobile". A blue "Search" button is located to the right of the UDISE Code field.

USER MANUAL

6. When you click on the "Add Own Block School" option, the following screen will appear. Fill in the required information, including the UDISE code, school name, headmaster's name, and headmaster's mobile number. Once you've entered all the details, click on "Save School" to submit the information.



The screenshot shows a form titled "Add School Information" with the following fields:

- Udise Code: [Redacted] (Required field, indicated by a red border and a red 'X' icon)
- School Name: [Redacted] (Valid field, indicated by a green checkmark)
- Headmaster Name: [Redacted] (Valid field, indicated by a green checkmark)
- Headmaster Mobile: [Redacted] (Required field, indicated by a red border and a red 'X' icon)

A red arrow points to the "Save School" button at the bottom of the form.

USER MANUAL

- Click on the 'Proceed' button or press the Enter key on your keyboard to display the screen below. Review the prefilled information to ensure its accuracy. If the information is incorrect, you have the option to 'Delete' and make the necessary edits. You can also enter details for another account if required.

Bank Account Information (बँक खात्याकृत माहिती) (Table No. 2)

Account holder Name (खात्याचे नाव - बँक पासदुक प्रमाणे)

Account Number (पूर्व खाते क्रमांक नुसार)

(FSC Code (FSC कोड))

Bank Name (बँकेचे नाव)

Branch Name (शाखेचे नाव)

Bank Type

Bank1

Save & Proceed

बँकेचे नाव	बँक खात्याचे नाव	खाते क्रमांक	आय एफ एस सी कोड	शाखा	Bank Type	
UCD Bank	SKM SHALEY POSHAN AAHAR	07080110004777	UCBA0000708	RAVINAR PETH	Bank1	

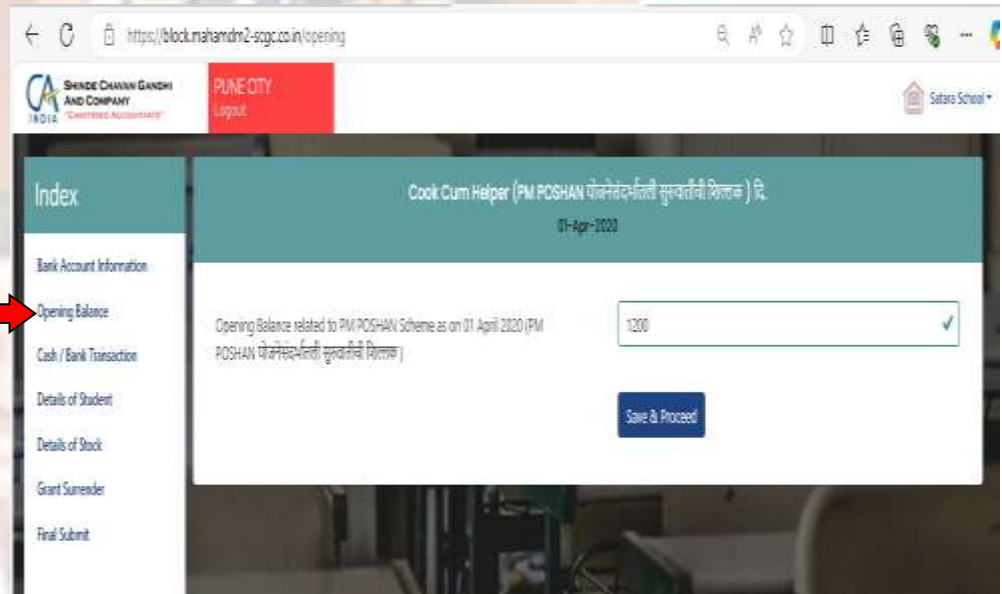
USER MANUAL

8. Enter the details in the following table. Provide the Account Name, Account Number and IFSC Code of the bank account opened specifically for Mid-Day Meal Scheme (MDM Scheme). Bank Name and Branch Name will be auto generated as per the information provided. Then, click on "Save & Proceed". Following screen will appear: -

The screenshot shows a web browser window with the URL <https://block.mahendrn2-scgc.co.in/bankinformation>. The page header includes the logo for SHINDE CHAMAN GANDHI AND COMPANY, CHARTERED ACCOUNTANTS, and PUNE CITY Logout. The main content area is titled 'Bank Account Information (बँक खातासंदर्भ माहिती) (Table No. 2)'. On the left, there is an 'Index' menu with options: Bank Account Information, Opening Balance, Cash / Bank Transaction, Details of Student, Details of Stock, Grant Surrender, and Final Submit. The main form fields are: Account holder Name (खतासले नाव - बँक धारक प्रमाण), Account Number (पूर्ण खते क्रमांक सूचयत), IFSC Code (IFSC कोड), Bank Name (बँकेचे नाव), Branch Name (शाखेचे नाव), and Bank Type. Each field has a green checkmark icon on the right. A red arrow points to a blue 'Save & Proceed' button. At the bottom, there is a table with columns: बँकेचे नाव, बँक खातासले नाव, खाते क्रमांक, आय एफ एस सी कोड, शाखा, and Bank Type.

USER MANUAL

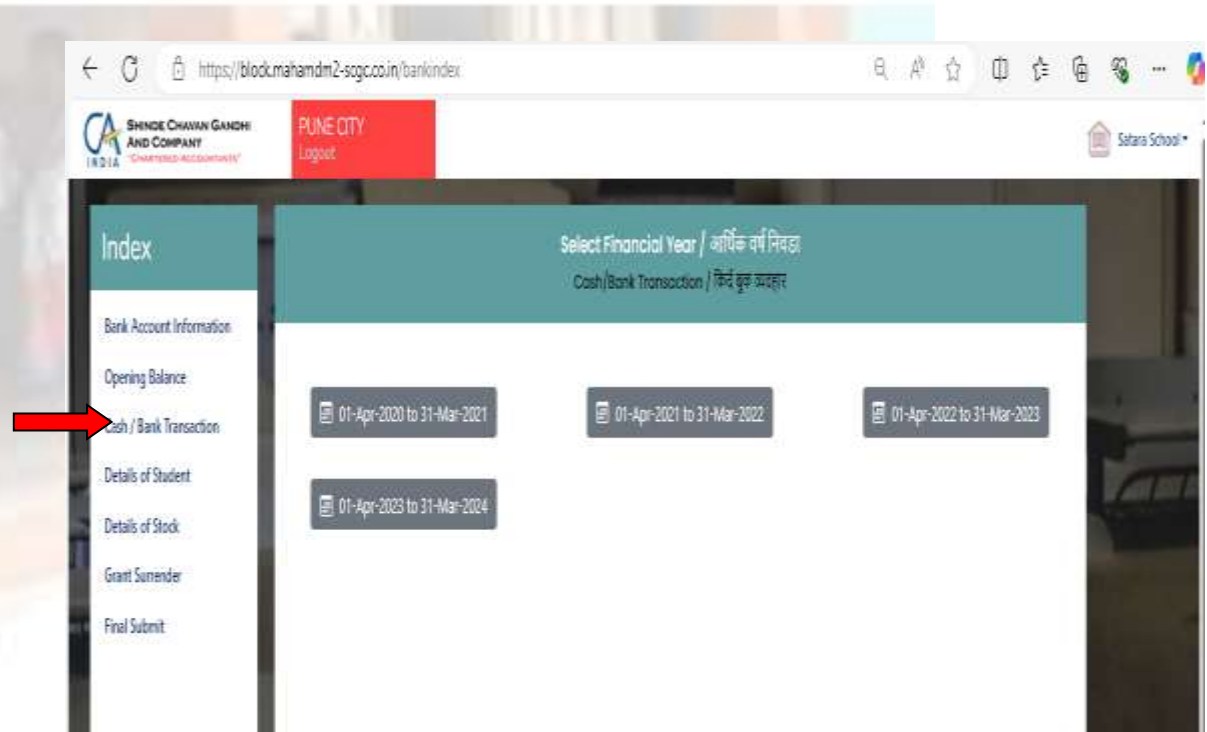
9. Enter the opening balance as on 01-04-2020 of the bank account mentioned above. Then, click “Save & Proceed”. (The balance as of 1st April 2020 will be prefilled from the last audit closing balance. However, if you wish to make any changes, you can modify it.)



The screenshot shows a web browser window with the URL <https://block.mahamdn2-ecgc.co.in/opening>. The page header includes the logo for SHREE CHAVAN GANDHI AND COMPANY INDIA, the text "PUNE CITY Layout", and a "Satara School" user profile. The main content area is titled "Cook Cum Helper (PM POSHAN पोखनेचेदरहाली सुपारीची शिल्लक) दि." with the date "01-Apr-2020". On the left, there is a vertical menu with options: "Bank Account Information", "Opening Balance", "Cash / Bank Transaction", "Details of Student", "Details of Stock", "Grant Sumender", and "Final Submit". A red arrow points to the "Opening Balance" option. The main form area displays "Opening Balance related to PM POSHAN Scheme as on 01 April 2020 (PM POSHAN पोखनेचेदरहाली सुपारीची शिल्लक)" with a text input field containing the value "1200" and a green checkmark icon. Below the input field is a blue button labeled "Save & Proceed".

USER MANUAL

10. One by one select Financial Year for which the details of Cash/Bank need to be entered. After Selecting , the following screen will appear:



USER MANUAL

11. Enter the date as per the cash book/pass book (enter the date for the selected year).

Enter Cash/Bank Transaction / किर्द बुक व्यवहार from (Table No. 3)

01-Apr-2020 to 31-Mar-2021

Enter Date / दिनांक: 01-04-2020

Transaction Type / व्यवहाराचा प्रकार: Select

Receipt/Payment for Year / रकम खर्च रकम: Select

Amount / रक्कम: [] Save

Opening Balance as on 01-Apr-2020 is Rs. 0 View All Transactions

Transaction No	Date	Type of Transaction	Payment/ receipt for the year	Debit (As per bank statement)/ Payment	Credit (As per bank statement)/ Receipt	Edit	Delete
			Total	0	0		

Closing Balance as on 31-Mar-2021 is Rs. 0

Save & Proceed

USER MANUAL

12. Select the Correct Transaction type from the drop-down list. The transaction recorded on the receipt side of the statement should be allocated to the Grant Income sub headings and similarly transactions recorded on the payment side of the statement should be allocated to Expenditure sub-headings. Examples: -

- Received Rs.3000/- for Fuel and Vegetable should be allocated to “Grant Income-Fuel and Vegetable”.
- Expensed out Rs.2500/- for food grain purchase should be allocated to: “Expenditure-Food Grain”.

Note: - Make sure the correct transaction type is selected for Income and Expenses.

Index

Bank Account Information

Opening Balance

Cash / Bank Transaction

Details of Student

Details of Stock

Grant Sender

Final Submit

Enter Cash/Bank Transaction / किरदार बुक व्यवहार from (Table No. 3)
01-Apr-2020 to 31-Mar-2021

Enter Date / दिनांक: 01-04-2020

Transaction Type / व्यवहारा प्रकार: Select

Receipt/Payment for Year / वर्षा खर्च रकम: Select

Opening Balance as on 01-Apr-2020 is ₹

Closing Balance as on 31-Mar-2021 is ₹

Transaction No	Date	Type of Transaction
R01		Grant Income - Food Grain / प्राप्त अनुदान - धान्याची मात
R02		Grant Income - Fuel and Vegetable / प्राप्त अनुदान - इंधन व भाजीपाला
R03		Grant Income - Cook Cum Helper / प्राप्त अनुदान - स्वयंपाकी तथा मदतीस मानधन
R04		Grant Income - Honorarium / प्राप्त अनुदान - शिक्षक / मुख्याध्यापक मानधन
R05		Grant Income - MME (Management, Monitoring and Evaluation) / व्यवस्थापन, समीक्षण, घटकान्वय अंमलबजावणी
R07		Grant Income - LPG Connection / प्राप्त अनुदान - गॅस जोडणी
R08		Grant Income - Utensils Purchase / प्राप्त अनुदान - भांडी खरेदी
R09		Grant Income - Supplementary Nutrition food in Draught Area / प्राप्त अनुदान - दूध पौष्टिक अहार (दुष्काळप्रान्त)
R10		Income - Interest / प्राप्त - व्याज
R11		Grant Income - Bardara/ Jute bags / प्राप्त अनुदान
E11		Expenditure - Food Grain / खर्च - धान्याची मात
E12		Expenditure - Fuel and Vegetable / खर्च - इंधन व भाजीपाला
E13		Expenditure - Cook Cum Helper / खर्च - स्वयंपाकी तथा मदतीस मानधन
E14		Expenditure - Honorarium / खर्च - शिक्षक / मुख्याध्यापक मानधन

USER MANUAL

13. Select the Receipt/Payment Year in which the transaction occurred and enter the appropriate amount. Click on “Save” Option.

Enter Cash / Bank Transaction / किरदें बुरु क्यवरर from (Table No. 3)
01-Apr-2020 to 31-Mar-2021

Enter Date / दिनांक: 01-04-2020 ✓

Transaction Type / क्यवररररर प्रकार: R02 - Grant Income - Fuel and Vegetable / रररर अरुवरर - इंधन व भरगीरररर ✓

Receipt/Payment for Year / रररर रररर रर: Select

Amount / ररररर:

Save

View All Transactions

ment/ receipt for the	Debit (As per bank statement)/ Payment	Credit (As per bank statement)/ Receipt	Edit	Delete
	0	0		
Total	0	0		

Closing Balance as on 31-Mar-2021 is Rs. 0

Save & Proceed

USER MANUAL

14. After clicking on 'Save', the entry is saved and it appears as shown below. Repeat the procedure again from Step 11 – Step 13 until all the entries has been recorded. If any entry requires any change, then click on delete button as marked with the red arrow shown below. The closing balance as appearing on the screen should match with closing balance as per Bank Book/Cash Book. After recording all the entries, click on "Save & Proceed". Repeat the same process till 2023-2024.

Note: - Keep checking the closing balance after each entry.

The screenshot shows a web application interface for recording cash/bank transactions. The interface includes a sidebar with navigation options, a main form for entering transactions, and a table of recorded transactions. A red arrow points to the 'Edit' button in the table, which is used to delete an entry.

Enter Cash/Bank Transaction / निर्द बुक/बन्कर from (Table No. 3)
01-Apr-2020 to 31-Mar-2021

Enter Date / दिनांक: 01-04-2020
Transaction Type / व्यवहारच प्रकार: Select
Receipt/Payment for Year / रकम खर्च कर: Select
Amount / रकम: [Input Field] Save

Opening Balance as on 01-Apr-2020 is Rs. 1200 View All Transactions

Transaction No	Date	Type of Transaction	Payment/ receipt for the year	Debit (As per bank statement)/ Payment	Credit (As per bank statement)/ Receipt	Edit
1	01-Apr-2020	R01 - Grant Income - Food Grain / रकम अर्पण - धान्यदी मार	2020-21		100	
2	01-Apr-2020	E11 - Expenditure - Food Grain / खर्च - धान्यदी मार	2020-21	100		
Total				100		

Closing Balance as on 31-Mar-2021 is Rs. 1200

Save & Proceed

Enter on "X" deleting the entry.

USER MANUAL

15. Enter the details of student for the respective period as mentioned on the top most column of the table. The period is highlighted in the picture below. The details of students should be taken from register maintained at school for Mid-Day Meal Scheme. Yearly data should be entered.

Fill the correct details and click on “Save & Proceed”. Repeat the same process till 2023-2024.

Take the month in which the most students benefited and use that number as the total for the whole year.

Example: -

If total no. of student in school are 25. But the total no. of students benefitted through Mid-Day Meal Scheme are 20, out of which 9 are students from Std 1st to 5th and 11 are students from 6th to 8th, then,

No. of students benefitted out of scheme (std 1st to 5th): - 9

No. of students benefitted out of scheme (std 6th to 8th): - 11.

The total number of meals served is written as the sum of the total number of meals provided throughout the whole year.

Example:-

If total no. of meals served during the year are 4580, out of which 2895 meals are served to students from std 1st to 5th and 1685 meals to students from 6th to 8th, then,

No. of meals served in whole year (std 1st to 5th): - 2895

No. of meals served in whole year (std 6th to 8th): -1685.

Field Label	Value	Status
No. of Students benefitted out of the Scheme (Standard 1st to 5th) / विद्यार्थी विवरण (1st to 5th)	09	✓
No. of Students benefitted out of the Scheme (Standard 6th to 8th) / विद्यार्थी विवरण (6th to 8th)	11	✓
No. of Students Covered under Health Checkup / अस्वस्थ विद्यार्थी विवरण (विद्यार्थी विवरण)	00	✓
Number of Absent Days in Year / विद्यार्थी विवरण (विद्यार्थी विवरण)	200	✓
Number of Meals Served for the Whole Year (Standard 1st to 5th) / विद्यार्थी विवरण (विद्यार्थी विवरण)	2895	✓
Number of Meals Served for the Whole Year (Standard 6th to 8th) / विद्यार्थी विवरण (विद्यार्थी विवरण)	1685	✓
Total of Sneh-Bhogen received during the year / विद्यार्थी विवरण (विद्यार्थी विवरण)	350	✓
Total amount of Sneh-Bhogen received during the year / विद्यार्थी विवरण (विद्यार्थी विवरण)	4520	✓

Save & Proceed

USER MANUAL

16. One by One select each financial year for which the Details of Stock of Rice need to be entered. Following screen will appear: -



USER MANUAL

17. Enter the details of Stock of Rice for the period selected. The details should be gathered from the register maintained at school for the opening stock of rice, total rice received during the year, total rice consumed during the year as per the standard norms 100gm per student for student's studying. The Excess/ (Shortage) Consumption of Rice should match with the register maintained.

Note: - Select "Yes" for Whether balances of rice and food grains at school level is considered while placing subsequent demand order. Click on "Save and Proceed". Repeat the process till 2023 – 2024. Following screen will appear: -

Index	Details of Stock of Rice / तंदुळ साठा विवरण (Table No. II)	Value	Checkmark
Bank Account Information			
Opening Balance	If Centralised Kitchen, actual weight of supplied cooked food (in KG) / केव्हाच सार्वजनिक खाणीं अंतर्गत खाणा असल्यास, पक्क्या भात अड्ड्याचे वजन kg मध्ये	0000	✓
Cash / Bank Transaction			
Details of Student	Whether Stock report is available? / साठा विवरण नोंदवले आहे कि नाही?	Yes	✓
Details of Stock	No of CCH? / खाणेवाली संख्या	21	✓
Grant Surrender			
Final Submit	Records for Consumption of Rice / तंदुळ खाई विवरण नोंदवले	Yes	✓
	Opening Stock of Rice / सुरुवातीची तंदुळ - तंदुळ	121	✓
	Rice Received during the year (Supplier) / वर्षातील पक्क्या भात तंदुळ (पुरवठादार)	145	✓
	Rice Received from other school during the year (on Credit) / इतर शाळांकूनून पक्क्या भात तंदुळ (जमनासाठीवर इतर शाळांकडून)	121	✓
	Rice consumed during the year / पक्क्या भात तंदुळ	54	✓
	Rice given to other school during the year (on Credit) / इतर शाळांकूनून पक्क्या भात तंदुळ (जमनासाठीवर इतर शाळांकडून)	54	✓
	Rice Written off during the year / खाणीक अभावी भात इतर कारणांमुळे निरिधित केलेला तंदुळ (कि वग मध्ये)	0	✓
	Closing stock of Rice / अखेरीची तंदुळ - तंदुळ	219,000	✓

USER MANUAL

18. One by one select Financial Year for which the details of Grant Surrendered need to be entered. After Selecting , the following screen will appear:



USER MANUAL

19. Enter the details in the table with respect to grant surrendered date, particulars of grant surrendered, Amount and challan number and then, Click on “Save”.

The screenshot shows a web browser window with the URL <https://block.mahamdr2-sgpc.co.in/grant-surrender>. The page header includes logos for SHRI CHAVAN GANDHI AND COMPANY, PUNE CITY, and Satara School. The main content area is titled "Grant Surrendered during the year / दाखल खती भरण (Table No. 17)" for the period "01-Apr-2022 to 31-Mar-2023".

The form contains the following fields and controls:

- Enter Date / दिनांक:** A date picker set to 01-04-2022.
- Particulars / वस्तुविवरण:** A text input field containing "RD1 - Grant Income - Food Grain / दाखल अन्वयन - अन्नधानी दाखल".
- Amount:** A text input field containing "1000".
- Challan No.:** A text input field containing "15452".
- Buttons:** "Save" (blue), "View All Transactions" (green), and "Save & Proceed" (blue).

Below the form is a table with the following structure:

No	Date	Type of Transaction (वस्तुविवरण)	Challan No	Amount	Delete
----	------	----------------------------------	------------	--------	--------

USER MANUAL

20. After completing all transactions for the grand surrendered, click on “Save and Proceed”

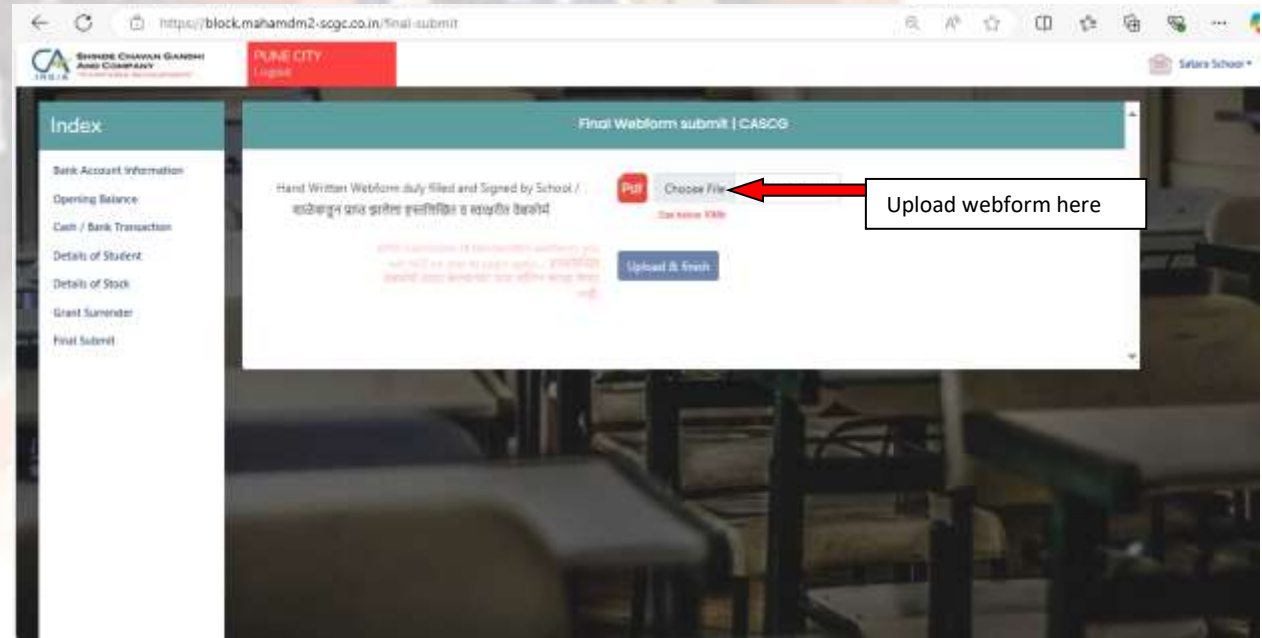
The screenshot shows a web browser window with the URL <https://blockmahamdm2-scgco.in/grant-surrender>. The page header includes the logo for SHINDE CHAWAN GANDHI AND COMPANY, CHARTERED ACCOUNTANTS, PUNE CITY, and a Logout button. The main content area is titled "Grant Surrendered during the year / खासना खाती भरण (Table No. 17)" for the period 01-Apr-2022 to 31-Mar-2023. On the left is an "Index" menu with options like Bank Account Information, Opening Balance, Cash / Bank Transaction, Details of Student, Details of Stock, Grant Surrender, and Final Submit. The main form contains input fields for "Enter Date / दिनांक" (01-04-2022), "Particulars / तपशील" (R01 - Grant Income - Food Grain / खासना अनुदान - धान्याची मात्र), and "Amount" (1000). Below these are "Challan No." (15452) and buttons for "Save" and "View All Transactions". At the bottom, a table header is visible with columns: No, Date, Type of Transaction (व्यवहाराचा प्रकार), Challan No, Amount, and Delete. A "Save & Proceed" button is highlighted with a red arrow.

No	Date	Type of Transaction (व्यवहाराचा प्रकार)	Challan No	Amount	Delete
----	------	---	------------	--------	--------



USER MANUAL

21. Upload the handwritten webform, duly filled and signed by the school, in the chosen file (less than 10 MB). Then, click on “Upload & Finish”.



Colourful Thank You Slide Design

T H A N K Y O U

