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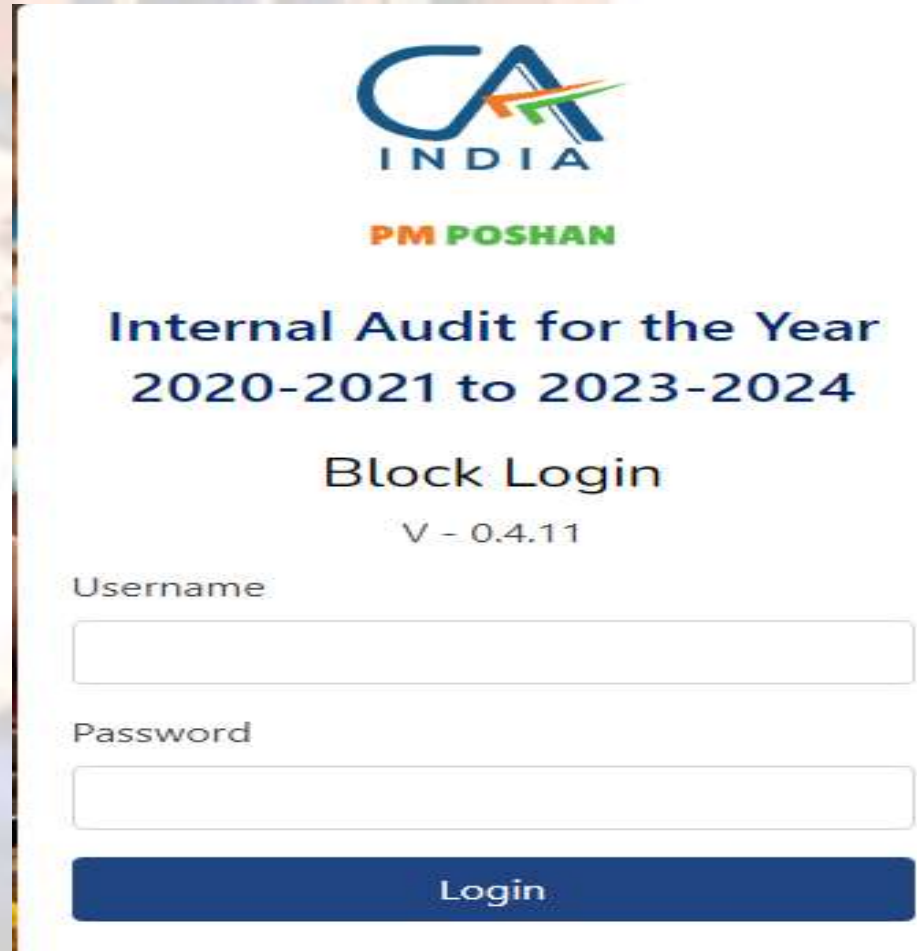
Pre-requisites: Before starting to feed the data please check the Network Connection & Internet Speed to complete the process smoothly.

1. **Go to the website '<https://block.mahamdm2-scgc.co.in>'**

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

CA INDIA

PM POSHAN

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

Block Login

V - 0.4.11

Username

XXXXXXX ✓

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
Year 20-21 to 23-24

Support :
-

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

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

Add Own Block School   Old Webform

Enter the UDISE Code here

UDISE Code   ✓   Search

District   **PUNE**

Block   **PUNE CITY**

Village   **Pune Village**

School Name   **Satara School**

H-M Name

H-M Mobile

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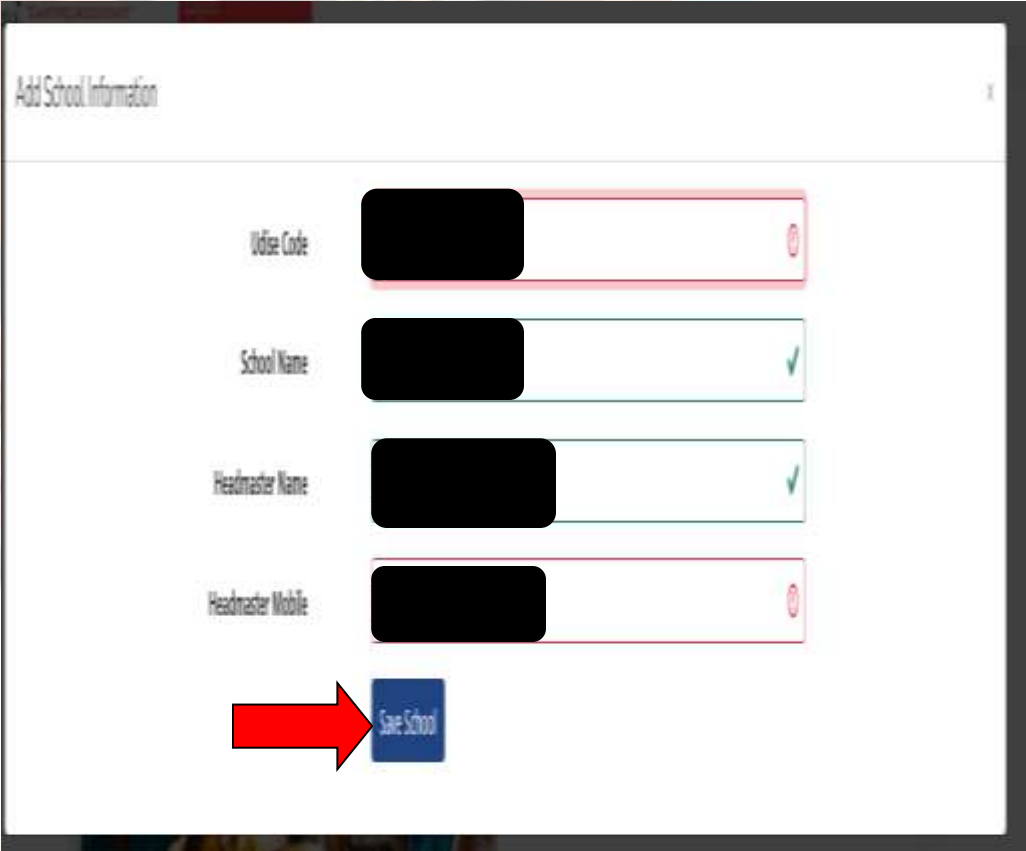
5. If the school is not found, click on the "Add Own Block School" option.

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

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

Add Own Block School   Old Webform

UDISE Code   ☑   Search

District

Block

Village

School Name

H-M Name

H-M Mobile

Add School Information   x

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.

Udise Code

School Name

Headmaster Name

Headmaster Mobile

Save School

7. 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.
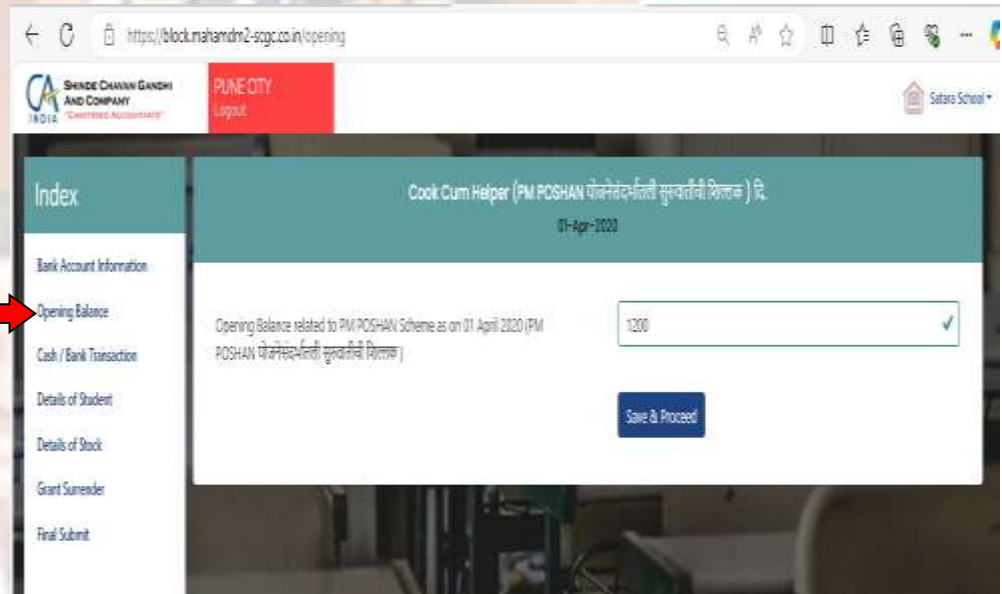
USER MANUAL

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: -
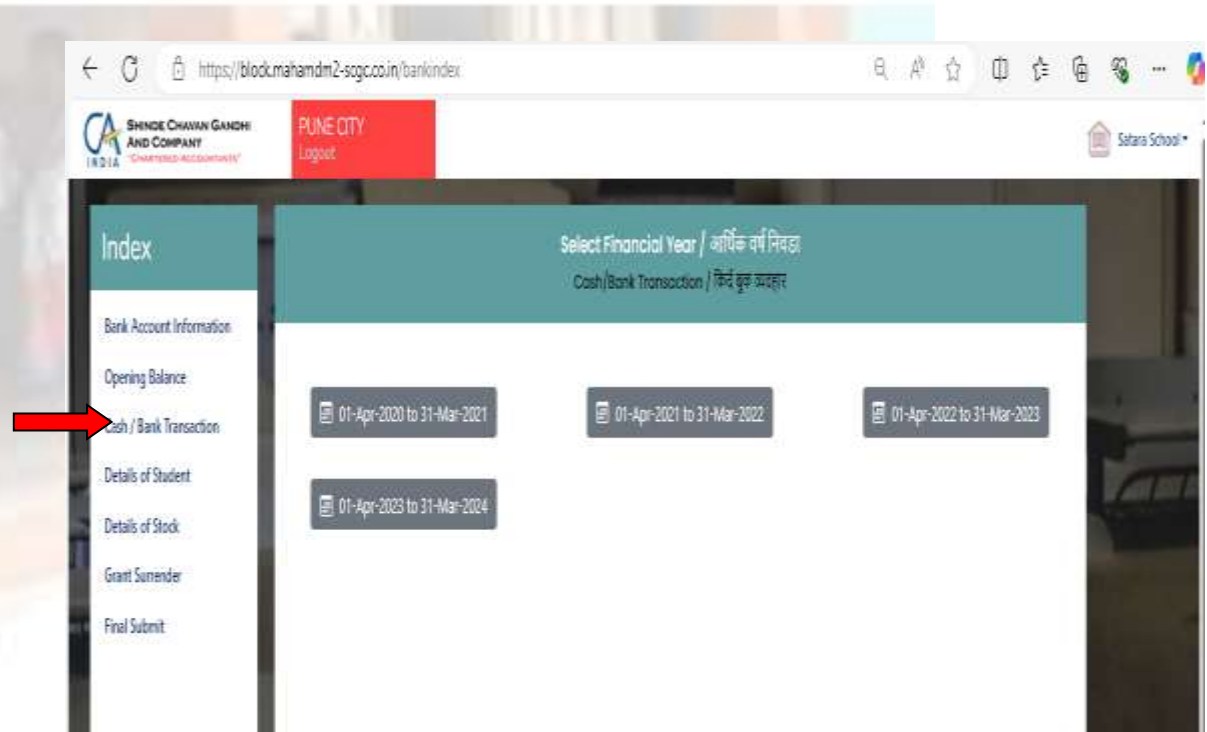
USER MANUAL

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.)**

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:

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

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.

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

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.

Enter on "X" deleting the entry.

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.

Enter the details of student as per the year mentioned.

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: -**

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: -

Enter the details of stock of rice for the mentioned period.

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".

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

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".**

Upload webform here
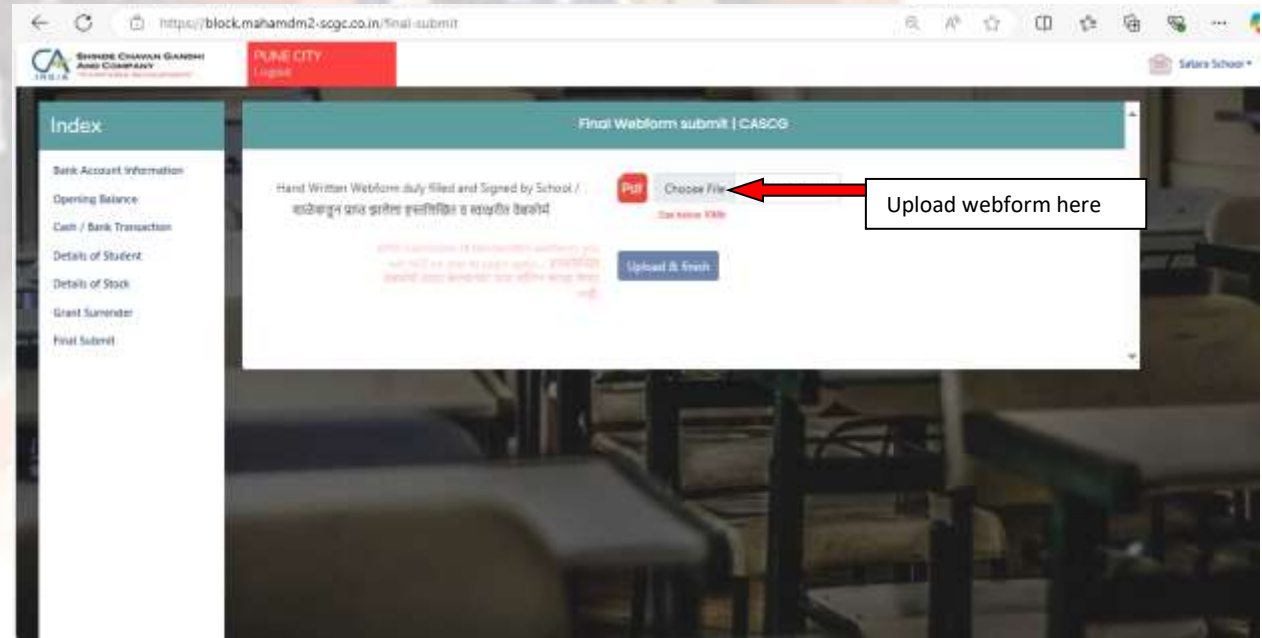
Colourful Thank You Slide Design

T H A N K Y O U