Procedure to be followed for uploading the AWPB 2023-2024 plan through PRABANDH Portal

Point to remember

Physical Progress:

- Update your Civil Work progress (School Wise) on PRABANDH portal which were approved in previous years
- The progress would be taken from PRABANDH while appraising the Non-recurring component proposed by you in the AWP&B 2023-24

Non-recurring

- Before uploading the list of schools under non-recurring activities , ensure the following :
    - Duplicate schools (Udise Codes) in the proposal itself should be deleted.
    - Schools approved in previous year under erstwhile SSA, RMSA and Teacher Education should not be repeated except Toilet , ACR and Water Facility (if required)
    - School must be Government schools
    - UDISE code must be of 11 digit and should exists in the UDISE+ database.
    - Strengthening of Schools : Propose the Schools using the holistic approach as per needs (i.e. Science Lab, Computer Room, Art Cultural, Library, ACR etc.) , so that school should be completed covered under the Scheme

E-costing

- E-costing facility for uploading budget cost-sheet was available at District as well as State login on PRABANDH portal
- It is mandatory to upload the District budget cost-sheet on PRABANDH
- The State has a facility to check the proposal of each district and guide them for modification as required.
- The State has a facility to Integrated the proposal budget sheet of all district using Merging option of PRABANDH
- State may check the Indicative Budget as and when required on real time basis using option AWPB → District Proposal → Budget Indicative Check option
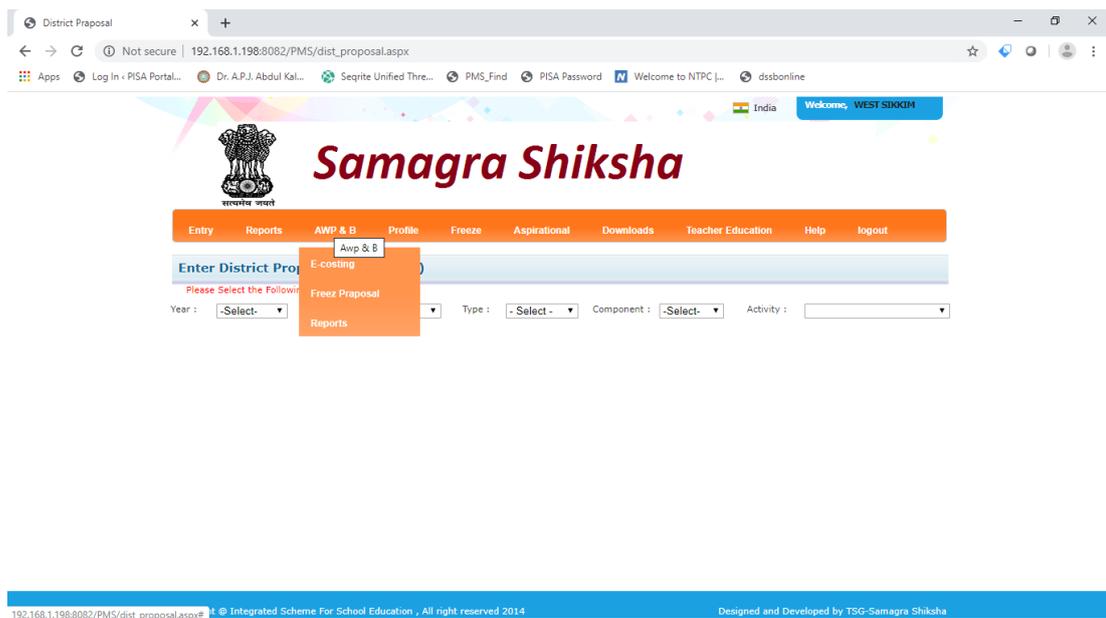
Responsibility of District User (Mandatory)

- Instruct the district to download the master list from **Reports → List of Activities → Details**
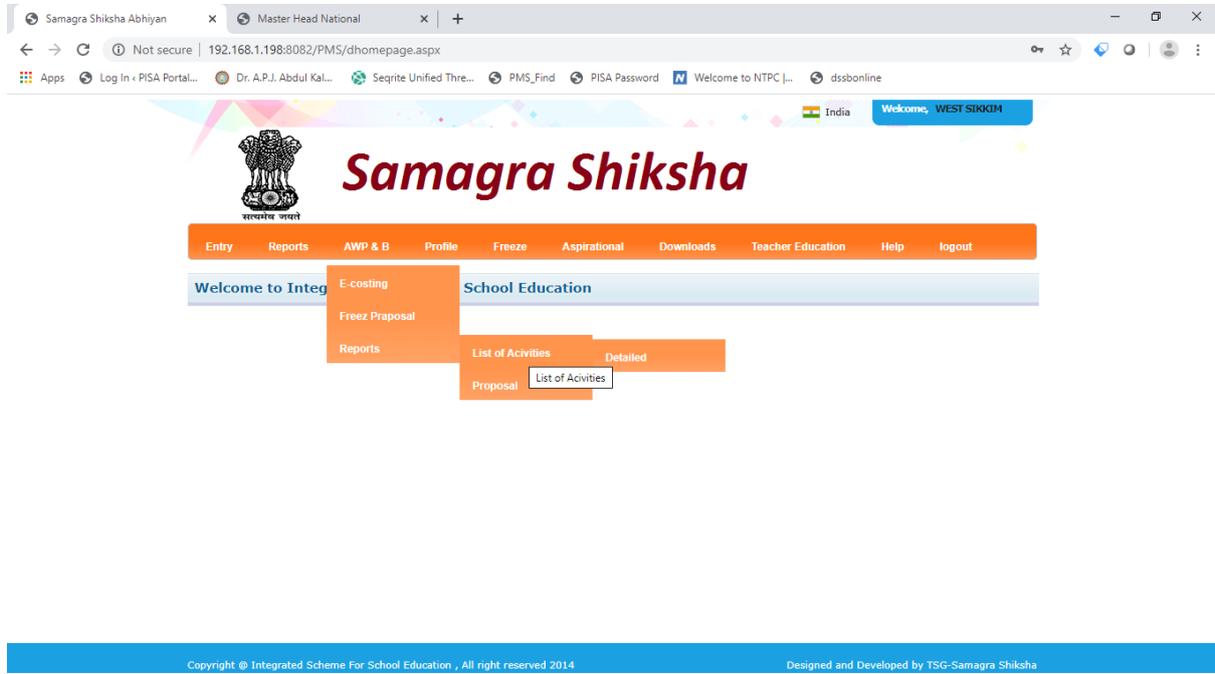
- Export the list in Excel format
- Prepare the costing sheet first in the excel file
- If any heads was missing, send the head to State official.
- To upload the prepared costing sheet use the option **AWP&B → E-costing**

- After successful uploading of cost-sheet, generate the cost-sheet using the Report →Proposal option. Check it thoroughly, if there is no changes required than use option **AWP&B → Freeze Proposal** option to freeze the plan .

State User :

- Download the master list using option **AWPB → List of Activities**
- Consolidate the list of heads received from District officials.
- Prepare the single list
- Check the list of heads received in the master list , if available or can be adjusted in the activities available in the list. Instruct the concern district to enter the budget on that particular activity.
- Try the budget to be proposed under the heads specified in the Master list.
- If required, Prepare the single list of heads in the format give below only and send it by mail on rmsa.pms@gmail.com:

Major Component	Sub Component	Activity Master
Elementary Education		
Access & Retention	**Opening of New / Upgraded Schools**	**Opening of New Schools - NR (Elementary)**
		Composite School for Elementary
		Upgradation of PS to UPS (VI – VIII)
Secondary Education		
Access & Retention	**Opening of New / Upgraded Schools**	**Opening of New / Upgraded Schools - NR (Secondary)**
		1 Section School (Class IX - X)
Teacher Education		
Teacher Education	**Strengthening of physical infrastructure& Establishment of new DIETs**	**Establishment of Special Cells in SCERT - NR**
		Science
		Mathematics

- It is mandatory to send the details of Activities to be created in these column in excel file only.

Unlocking the District Cost-Sheet (Available only at Super User Level)

- View the proposal received from the district using option **View Proposal → District Wise → Detail or Integrated**
- If you found that there was issue in the proposal than ,the State Super user had a authority to unlock the district cost-sheet using following procedure :
    - Go to freezing module using option **Entry → Freeze**
    - Click on **Unlock District → AWP&B**
    - Search the District and click the button as per situation

Modifying the District Budget (Available only at Super User Level)

- Lock the District budget having at-least one activity entered in the budget proposal using the district login.
- Lock all the district **(Mandatory)**
- You can modify the activity wise budget in 2 ways :
    - District Wise : Using option **AWPB → District Proposal → District Wise**
    - Activity Wise : Using option   **AWPB → District Proposal → Activity Wise**
    (Only modification of the budget entered by the district not additional entry will be done using this module.)
- Fill all the parameters as required

Checking Indicative Budget   (Available only at Super User Level)

- The State may check the indicative budget using option **AWPB → District Proposal→ Budget Indicative Check**
- This option will help to plan the budget proposal according to the indicative budget allotted to your State from National Level.
- The state may use this option before consolidating the District budget with the State Budget using the mapping tool

Consolidating the District Cost-Sheet (Mapping) (Available only at Super User Level)

- Lock all the District as shown above (Unlocking the District Cost-sheet) **MANDATORY**
- Before mapping , check the Consolidated report of the Budget entered by the District using option **AWP&B → View Proposal → District → Integrated**
- By clicking the any activity, you can check the proposal of the district for the activity clicked.
- Use option **AWPB → District Proposal → Map with State Plan**

Check list for final Submission to National Level

- Indicative budget should not be greater than the proposed budget
- The Proposal for 2023-2024, 2024-2025 & 2025-2026 (Perspective Plan) must be freeze at District as well as at State Level
- OOMF Outcome indicator must be modified and freeze for all three years
- All necessary document must be uploaded on portal