Procedure to Release Fund's to Schools Using District / Block Login

This module can be use at District / Block Level. After Login go to Enry \rightarrow Block / School Release as shown in the figure :



After Clicking, A new menu option will be activated as shown in the figure



Updating Bank Details of Schools

For Updating the Bank details, click on School Release \rightarrow Update Bank Details. The following Screen will appear



Select the Block / School Category / School Management for which you need to update the Bank Details as shown in the screenshot.

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Note* : We are using UDISE+ database to transfer the funds to the Schools. If any school was missing kindly email the notification / DCF format generated from UDISE+ to <u>prabandh.edu@gmail.com</u>

After Selecting all the parameters , the school list would be listed to update the IFSC Code, Account Number, Bank Name & Branch Name. The school was mapped with the UDISE+ , following screen will appear

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Releasing Funds to School

Click on School → School Release, following screen will appear



Select the following parameter :

- 1. Block : Select the block (if you were transferring funds at District Level)
- 2. Scheme : Elementary / Secondary
- 3. Financial Year : Select the financial year in which you were transferring the funds
- 4. **Month :** Select the month , in which you were transferring the funds to school

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Month:*	June	~						
	Recurring							

After selecting all the parameters, click on **Recurring** button to proceed, following screen will appear.



Select the following parameters :

- 1. Sub Component : Select the component of the Activity for which you need to transfer funds
- 2. Activity : Select the Activity
- 3. Sub Activity : Select the Sub Activity for which you need to release the funds
- 4. School Category : Select the Category of the School i.e. Primary, Upper Primary
- 5. **School Management :** Select the Management of the School i.e. Deptt. Of Education, Aided etc.



After selecting all the parameters , following screen will appear :

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*Note** : You can release the funds only one time in a month for each school for single activity

• Enter the Physical Number and Unit Cost per physical number in the first School (row). The amount will be callculated automatically and you will not be able to modify it. If amount was not coming correctly after auto multiplication then put the average unit cost , so that the required amount would be calculated.

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- If you need to repeat the same physical quantity and unit cost , just click the **Repeat** check box . After clicking it, the same Physical and Financial would be repeated in all the schools.
- If you need to modify any physical number or unit cost of any school , then you can just search that school with UDISE code and modify it. Following screen will appear

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- Now to Allot this amount to school, just click the Allot check box in first row.
- To **Allot** this amount in all the schools, click on **Repeat** check box given above Allot option, the all schools will be selected automatically as shown in the figure

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• If for any schools, you did not want to release the school, then just uncheck the allot option. As shown in the figure

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• Now click on **Submit button** to Save the Allotment. The funds will release to only those schools which are checked under Allot option only

• If you have checked all the details after going through the reports, then click **Lock** button to freeze the release. If you need to delete this transaction , then click on **Delete** button to delete the full transaction.

Report :

Bank Details

Select option School → Report → School Bank Details, following screen will appear



After selecting the desired parameters, the report will be generated. As shown in the figure.

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Funds Release to Schools

• Select option School → Report → School Release, following screen will appear

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After selecting the desired parameters, the report will be generated. As shown in the figure.

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Sanction Sub Comp Activity / S.No	Year:2021-2022 ponent :Free Textbooks / Sub Activity: Free Text Books / Braille school NAME	Books (Class I - II) Udise Code	Account Number	IFSC Code	Component:Elemo	Approved Unit Cost	on Financial (Rs in Lacs)			
Sanction Sub Com Activity / S.No	Year:2021-2022 ponent :Free Textbooks / Sub Activity: Free Text Books / Braille school NAME BPS UMERHAIR	Books (Class I - II) Udise Code 01031001504	Account Number 0	IFSC Code 0	Component:Element	Approved Unit Cost	on Financial (R: in Lacs) 0.1	60		
Sanction Sub Comp Activity / S.No	Year: 2021-2022 ponent : Free Textbooks / Sub Activity: Free Text Books / Braille school NAME BPS UMERHAIR PS AKHOON MOHALLA HABAK HOME HAIR	Books (Class I - II) Udise Code 01031001504 01031001827	Account Number 0	IFSC Code 0 0	Component:Elem	Approved Unit Cost 1 0.50 1 0.50	on Financial (8s in Lacs) 0.1	60		
Sanction Sub Comp Activity / S.No	Year: 2021-2022 ponent : Free Textbooks / Sub Activity: Free Text Books / Braille school name BPS UMERHAIR PS AKHOON MOHALLA HABAK HOME HAIR PS ALIM BHAT MOHALLA	Books (Class I - II) Udise Code 01031001504 01031001827 01031001824	Account Number 0 0 0	IFSC Code 0 0 0	Component:Elem	Approved Unit Cost 1 0.50 1 0.50 1 0.50	5n Financial (Rs in Lacs) 0.1 0.1	60 60		
Sanction Sub Comp Activity / S.No	Year: 2021-2022 ponent : Free Textbooks / Sub Activity: Free Text Books / Braille school name BPS UMERHAIR PS AKHOON MOHALLA HABAK HOME HAIR PS ALIM BHAT MOHALLA PS ASANPORA TAILBAL	Books (Class I - II) Udise Code 01031001504 01031001827 01031001824 01031001829	Account Number 0 0 0 0	IFSC Code 0 0 0 0 0 0 0	Component:Element	Approved Unit Cost 1 0.50 1 0.50 1 0.50 1 0.50	on Financial (R: in Lacs) 0.1 0.1 0.1 0.1	i0 i0 i0		
Sanction Sub Com Activity / S.No 1 2 3 4 5	Year: 2021-2022 ponent : Free Textbooks / Sub Activity: Free Text Books / Braille school name BPS UMERHAIR PS AKNOON MOHALLA HABAK HOME HAIR PS ALIM BHAT MOHALLA PS ASANPORA TAILBAL PS BRAND KANI	Books (Class I - II) Udise Code 01031001504 01031001827 01031001829 01031000405	Account Number 0 0 0 0 0	IFSC Code 0 0 0 0 0	Component:Element Physical	Approved Unit Cost 1 0.50 1 0.50 1 0.50 1 0.50 1 0.50 1 0.50 1 0.50	Financial (R: in Lacs) (R: in Lacs) (0.1	60 60 60		
Sanction Sub Comp Activity J S.No 1 2 3 4 5 5 6	Year: 2021-2022 porent : Free Textbooks / Sub Activity: Free Text Books / Braille School HAME BPS UMERHAIR PS AKHOON MOHALLA HABAK HOME HAIR PS ALIM BHAT MOHALLA PS ASANPORA TAILBAL PS BRAND KANI PS BRARI NAAR DARA FAQIR GUURI	Books (Class I - II) Udite Code 01031001504 01031001827 01031001824 01031001829 01031000405 01031000405	Account Number 0 0 0 0 0 0 0 0	IFSC Code 0 0 0 0 0 0 0 0 0 0 0 0 0	Component:Element Physical	Approved Unit Cost 1 0.50 1 0.50 1 0.50 1 0.50 1 0.50 1 0.50 1 0.50 1 0.50 1 0.50	Financial (R: in Lacs) 0.1 0.2 0.3 0.4 0.5 0.7 0.7 0.7 0.7 0.7 0.7 0.7 0.7 0.7 0.7 0.7 0.7	60 60 60 60 60		
Sanction Sub Comp Activity / S.No 1 2 3 4 5 6 6 7	Year: 2021-2022 porent : Free Textbooks / Sub Activity: Free Text Books / Braille School name EPS UMERHAIR PS AKNOON MOHALLA HABAK HOME HAIR PS ALIM BHAT MOHALLA PS BRAND KANI PS BRAND KANI PS BRARI NAAR DARA FAQIR GUURI PS CHAN MOHALLA HABBAK	Books (Class I - II) Udite Code 01031001504 01031001827 01031001824 01031001829 01031000405 01031000405 01031000491 01031001821	Account Number 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	IFSC Code 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Component:Element Physical 2 3 4 4 5 5 6 7 7 7 7 7 7 7 7 7 7 7 7 7	Approved Unit Cost 1 0.50 1 0.50 1 0.50 1 0.50 1 0.50 1 0.50 1 0.50 1 0.50 1 0.50 1 0.50 1 0.50	Financial (R: in Lacs) 0.1 0.2 0.3 0.4 0.5 0.7 0.7 0.7 0.7 0.7 0.7 0.7 0.7 0.7 0.7 0.7 0.7 0.7 0.7 0.7	i0 i0 i0 i0 i0 i0 i0 i0 i0 i0		

The green part shows that the school was locked for the said activity for the month, Now the District / Block cannot be modify / delete the details of such schools.