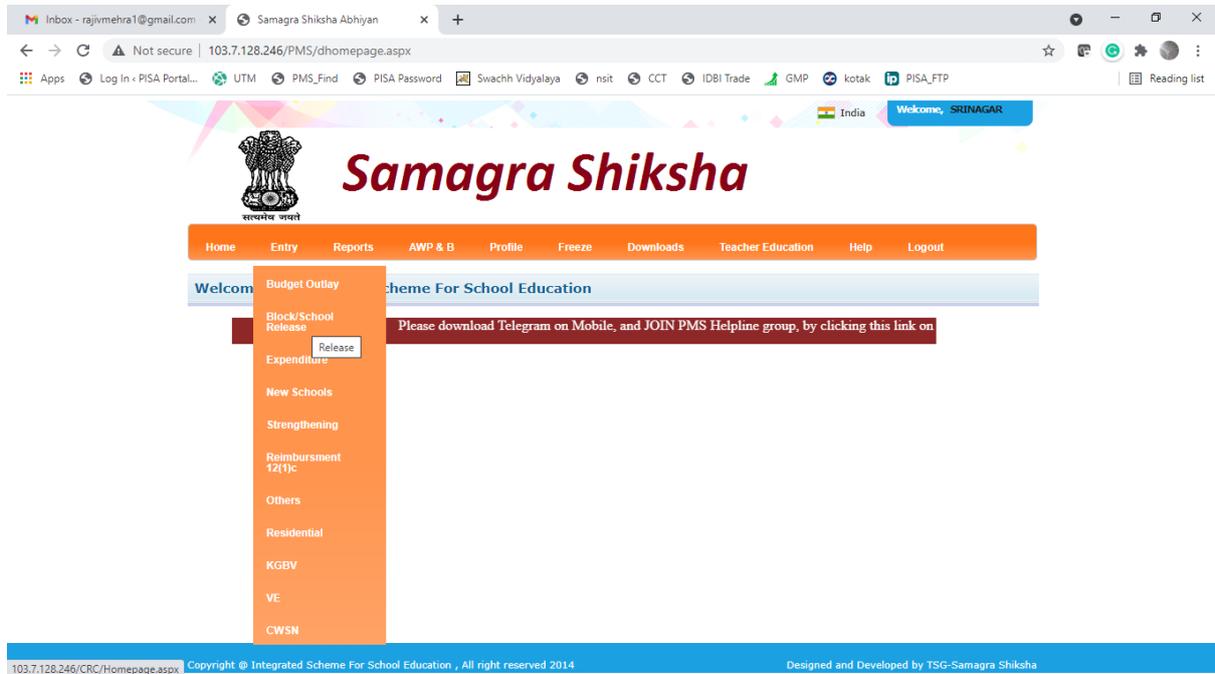
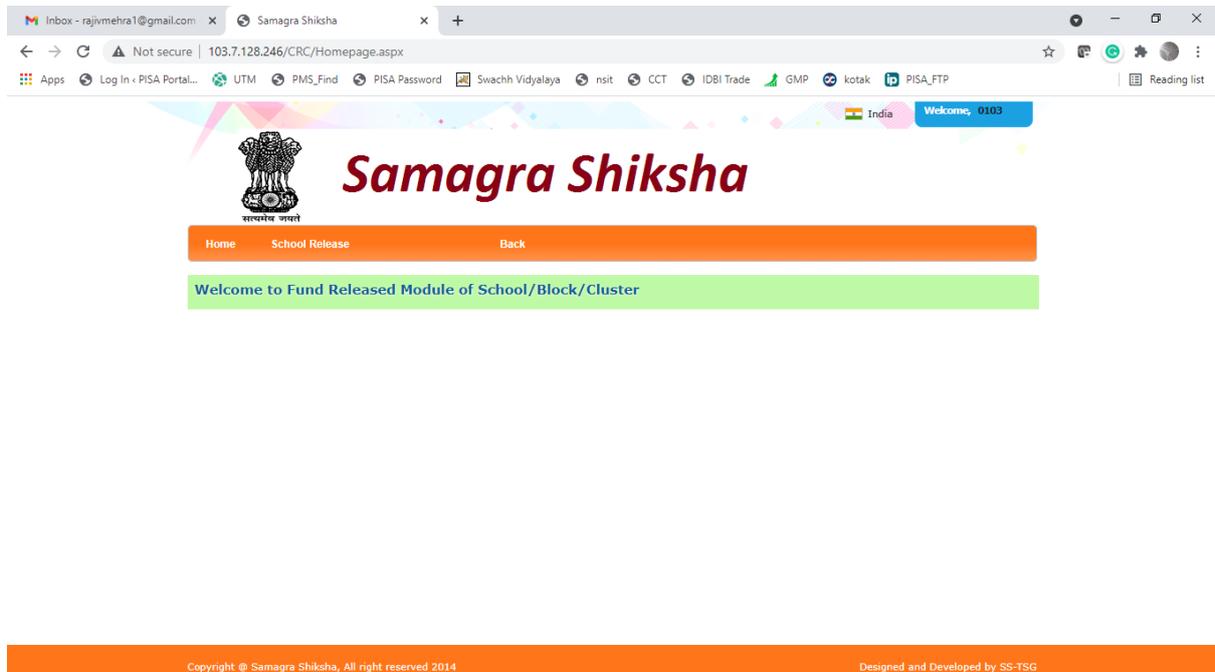


# Procedure to Release Fund's to Schools Using District / Block Login

This module can be use at District / Block Level. After Login go to Enry → 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 → Update Bank Details. The following Screen will appear

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

Sno.	Udise Code	School Name	IFSC Code.	Account No.	IFSC Code.	Account No.	IFSC Code.	Account No.
1	01030400622	PS J.V.C.	0	0	0	0	0	0
2	01030400624	PS ALANDAR COLONY	0	0	0	0	0	0
3	01030400626	PS SHAH COLONY	0	0	0	0	0	0
4	01030400708	PS MANSOOR COLONY	0	0	0	0	0	0
5	01030400709	PS HAMZA COLONY	0	0	0	0	0	0

**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 [prabandh.edu@gmail.com](mailto:prabandh.edu@gmail.com)

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

The screenshot shows the 'Samagra Shiksha' portal interface. At the top, there is a navigation bar with 'Home', 'School Release', and 'Back' buttons. Below this is a green banner that reads 'Entry module for IFSC/Account number for School'. A form below the banner allows users to select details: State (JAMMU AN), District (SRINAGAF), Block (BATMALOI), School Category (Primary), and School Management (Department). A 'Submit All' button is located below the form.

Sno.	Udise Code	School Name	IFSC Code.	Account No.	Bank Name.	Branch name.	Save
1	01030400622	PS J.V.C.	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="button" value="Save"/>
2	01030400624	PS ALAMDAR COLONY	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="button" value="Save"/>
3	01030400626	PS SHAH COLONY	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="button" value="Save"/>
4	01030400708	PS MANSOOR COLONY	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="button" value="Save"/>
5	01030400709	PS HAMZA COLONY	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="button" value="Save"/>

## Releasing Funds to School

Click on **School** → **School Release**, following screen will appear

The screenshot shows the 'Samagra Shiksha' portal interface. At the top, there is a navigation bar with 'Home', 'School Release', and 'Back' buttons. Below this is a green banner that reads 'Sub Activity Wise Release'. A form below the banner allows users to select details: State (JAMMU AND KASHMIR), District (SRINAGAR), Block (-Select-), Scheme (-Select-), Financial Year (-Select-), and Month (- Select -). A 'Recurring' button is located below the form.

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

The screenshot shows the 'Sub Activity Wise Release' page on the Samagra Shiksha portal. The page has a header with the Samagra Shiksha logo and the text 'सत्यमेव जयते'. Below the header, there are navigation links for 'Home', 'School Release', and 'Back'. The main content area is titled 'Sub Activity Wise Release' and contains a form with the following fields:

- State: JAMMU AND KASHMIR
- District: SRINAGAR
- Block: GULAB BAGH
- Scheme: Elementary
- Financial Year: 2021-2022
- Month: June

A 'Recurring' button is located below the form. The footer of the page contains the text 'Copyright © Samagra Shiksha, All right reserved 2014' and 'Designed and Developed by SS-TSG'.

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

The screenshot shows the 'Entry module for Releasing Funds to School' page on the Samagra Shiksha portal. The page has a header with the Samagra Shiksha logo and the text 'सत्यमेव जयते'. Below the header, there are navigation links for 'Home', 'School Release', and 'Back'. The main content area is titled 'Entry module for Releasing Funds to School' and contains a form with the following fields:

- Block: GULAB BA
- Month: June
- Year: 2021-2022
- Sub Component: Free Textbooks
- School Category: Academic support through BRC/URC/CRC

The 'School Category' dropdown menu is open, showing a list of categories including: Academic support through BRC/URC/CRC, Community Mobilization, Composite School Grant, Financial Support for Teachers (HMs/Teachers), Foundational Literacy and Numeracy, Free Textbooks, Free Uniforms, Funds for Quality (LEP, Innovation, Guidance etc), ICT and Digital Initiatives, Kasturba Gandhi Balika Vidyalaya (KGBVs), Library Grants, Monitoring Information System (MIS), Program Management, Provision for Children with Special Needs (CWSN), Rani Laxmibai Atma Raksha Prashikshan, Rashtriya Aavishkar Abhiyan, Special Training of Out of School Children (OoSC), Sports & Physical Education, and Support at Pre-Primary Level.

The footer of the page contains the text 'Copyright © Samagra Shiksha, All right reserved 2014' and 'Designed and Developed by SS-TSG'.

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.

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After selecting all the parameters , following screen will appear :

Sno.	Udise Code	School Name	Account No.	Previous Release	(Repeat) Physical	Unit Cost (Rs.in lakh)	Financial (Rs.in lakh)	(Repeat) Allot
1	01031000314	PS DAR MOHALLA CHATERHAMA 0	0					
2	01031000402	PS DARA FAKIR GUJRI	0					
3	01031000403	PS GANJE MOHALLA DARA FAQIR GUJRI	0					
4	01031000404	PS BRARI NAAR DARA FAQIR GUJRI	0					
5	01031000405	PS BRAND KANI	0					
6	01031000406	PS MOHALLA GUL KHAN	0					
7	01031000503	PS GASOO	0					

**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 calculated 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.

Sno.	Udise Code	School Name	Account No.	Previous Release	<input type="checkbox"/> (Repeat) Physical	Unit Cost (Rs.in lakh)	Financial (Rs.in lakh)	<input type="checkbox"/> (Repeat) Allot
1	01031000314	PS DAR MOHALLA CHATERHAMA 0	0		<input type="checkbox"/>	1	0.5	<input type="checkbox"/>
2	01031000402	PS DARA FAKIR GUJRI	0		<input type="checkbox"/>			<input type="checkbox"/>
3	01031000403	PS GANIE MOHALLA DARA FAQIR GUJRI	0		<input type="checkbox"/>			<input type="checkbox"/>
4	01031000404	PS BRARI NAAR DARA FAQIR GUJRI	0		<input type="checkbox"/>			<input type="checkbox"/>
5	01031000405	PS BRAND KANI	0		<input type="checkbox"/>			<input type="checkbox"/>
6	01031000406	PS MOHALLA GUL KHAN	0		<input type="checkbox"/>			<input type="checkbox"/>
7	01031000503	PS GASOO	0		<input type="checkbox"/>			<input type="checkbox"/>

- If you need to repeat the same physical quantity and unit cost , just click the **Repeat** check box  (Repeat) Physical . 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

Sno.	Udise Code	School Name	Account No.	Previous Release	<input checked="" type="checkbox"/> (Repeat) Physical	Unit Cost (Rs.in lakh)	Financial (Rs.in lakh)	<input type="checkbox"/> (Repeat) Allot
1	01031000314	PS DAR MOHALLA CHATERHAMA 0	0		<input checked="" type="checkbox"/>	1	0.5	<input type="checkbox"/>
2	01031000402	PS DARA FAKIR GUJRI	0		<input type="checkbox"/>	1	0.5	<input type="checkbox"/>
3	01031000403	PS GANIE MOHALLA DARA FAQIR GUJRI	0		<input type="checkbox"/>	1	0.5	<input type="checkbox"/>
4	01031000404	PS BRARI NAAR DARA FAQIR GUJRI	0		<input type="checkbox"/>	1	0.5	<input type="checkbox"/>
5	01031000405	PS BRAND KANI	0		<input type="checkbox"/>	1	0.5	<input type="checkbox"/>
6	01031000406	PS MOHALLA GUL KHAN	0		<input type="checkbox"/>	1	0.5	<input type="checkbox"/>
7	01031000503	PS GASOO	0		<input type="checkbox"/>	1	0.5	<input type="checkbox"/>

- 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

Home School Release Back

Entry module for Releasing Funds to School

Please Select the Following Details.

Block: GULAB BA Month: June Year: 2021-2022 Sub Component: Free Textbooks

Activity: Free Text Bo Sub Activity: Braille Books School Category: Primary School Management: Department

Submit Delete LOCK

Sno.	Udise Code	School Name	Account No.	Previous Release	(Rs. in Lakh)			<input checked="" type="checkbox"/> (Repeat) Allot
					<input checked="" type="checkbox"/> (Repeat) Physical	Unit Cost(Rs.in lakh)	Financial(Rs.in lakh)	
1	01031000314	PS DAR MOHALLA CHATERHAMA 0	0		<input checked="" type="checkbox"/> 1	0.5	0.5	<input checked="" type="checkbox"/>
2	01031000402	PS DARA FAKIR GUJRI	0		<input checked="" type="checkbox"/> 1	0.5	0.5	<input checked="" type="checkbox"/>
3	01031000403	PS GANIE MOHALLA DARA FAQIR GUJRI	0		<input checked="" type="checkbox"/> 1	0.5	0.5	<input checked="" type="checkbox"/>
4	01031000404	PS BRARI NAAR DARA FAQIR GUJRI	0		<input checked="" type="checkbox"/> 1	0.5	0.5	<input checked="" type="checkbox"/>
5	01031000405	PS BRAND KANI	0		<input checked="" type="checkbox"/> 1	0.5	0.5	<input checked="" type="checkbox"/>
6	01031000406	PS MOHALLA GUL KHAN	0		<input checked="" type="checkbox"/> 1	0.5	0.5	<input checked="" type="checkbox"/>
7	01031000503	PS GASOO	0		<input checked="" type="checkbox"/> 1	0.5	0.5	<input checked="" type="checkbox"/>

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

Home School Release Back

Entry module for Releasing Funds to School

Please Select the Following Details.

Block: GULAB BA Month: June Year: 2021-2022 Sub Component: Free Textbooks

Activity: Free Text Bo Sub Activity: Braille Books School Category: Primary School Management: Department

Submit Delete LOCK

Sno.	Udise Code	School Name	Account No.	Previous Release	(Rs. in Lakh)			<input type="checkbox"/> (Repeat) Allot
					<input checked="" type="checkbox"/> (Repeat) Physical	Unit Cost(Rs.in lakh)	Financial(Rs.in lakh)	
1	01031000314	PS DAR MOHALLA CHATERHAMA 0	0		<input checked="" type="checkbox"/> 1	0.5	0.5	<input type="checkbox"/>
2	01031000402	PS DARA FAKIR GUJRI	0		<input checked="" type="checkbox"/> 1	0.5	0.5	<input type="checkbox"/>
3	01031000403	PS GANIE MOHALLA DARA FAQIR GUJRI	0		<input checked="" type="checkbox"/> 1	0.5	0.5	<input checked="" type="checkbox"/>
4	01031000404	PS BRARI NAAR DARA FAQIR GUJRI	0		<input checked="" type="checkbox"/> 1	0.5	0.5	<input checked="" type="checkbox"/>
5	01031000405	PS BRAND KANI	0		<input checked="" type="checkbox"/> 1	0.5	0.5	<input checked="" type="checkbox"/>
6	01031000406	PS MOHALLA GUL KHAN	0		<input checked="" type="checkbox"/> 1	0.5	0.5	<input checked="" type="checkbox"/>
7	01031000503	PS GASOO	0		<input checked="" type="checkbox"/> 1	0.5	0.5	<input checked="" type="checkbox"/>

- 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.

Sl.No	Udise Code	SCHOOL NAME	Account Number	Ifsc Code	Branch Name	Bank Name
1	01030400124	PS MAHRAJ PORA	0	0		0
2	01030400125	PS SHEIKH DAWOOD COLONY	0	0		0
3	01030400129	PS Banpora				
4	01030400401	BPS PARIMPORA	0	0		0
5	01030400402	GPS PARIMPORA	0	0		0
6	01030400411	PS GHAT PARIM PORA	0	0		0
7	01030400412	PS DAR MOHALLA	0	0		0
8	01030400518	PS ABAN SHAH	0	0		0
9	01030400519	PS KUJAR MOHALLA KHUSHIPORA	0	0		0

## Funds Release to Schools

- Select option **School → Report → School Release**, following screen will appear

The screenshot shows the 'School Release' form in the Samagra Shiksha application. The form is orange and contains the following fields:

- Block: BATMALOO
- School Category: Primary
- Department of Education: Department of Education
- Month: June
- Financial Year: 2021-2022
- Scheme: Elementary Education
- Sub Component: Free Textbooks
- Activity: Free Text Books
- Sub Activity: <Select a Value> (dropdown menu is open showing options like Braille Books, Large Print Books, Text Books)

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

The screenshot shows the generated report for 'Samagra Shiksha Block: GULAB BAGH'. The report is titled 'Samagra Shiksha Block: GULAB BAGH' and displays the following information:

- Sanction Year: 2021-2022
- Component: Elementary Education
- Sub Component: Free Textbooks
- Activity / Sub Activity: Free Text Books / Braille Books (Class I - II)

S.No	SCHOOL NAME	Udise Code	Account Number	IFSC Code	Approved		
					Physical	Unit Cost	Financial (Rs in Lacs)
1	BPS UMERHAIR	01031001504	0	0	1	0.50	0.50
2	PS AKHOON MOHALLA HARAK HOME HAIR	01031001827	0	0	1	0.50	0.50
3	PS ALIM BHAT MOHALLA	01031001824	0	0	1	0.50	0.50
4	PS ASANPORA TAILBAL	01031001829	0	0	1	0.50	0.50
5	PS BRAND KANI	01031000405	0	0	1	0.50	0.50
6	PS BRARI NAAR DARA FAQIR GUJRI	01031000404	0	0	1	0.50	0.50
7	PS CHAN MOHALLA HABBAK	01031001821	0	0	1	0.50	0.50
8	PS CHING MOHALLA HARAK HOME HAIR	01031001826	0	0	1	0.50	0.50

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.