

Manual for Checking Discrepancies & Duplicates under
Non-recurring Activities in the Proposal

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Identifying the duplicate schools in the proposal

1. Open the excel file provided by the State / UTs in Microsoft Excel
2. Ensure that the Name of the school should be in “English only”

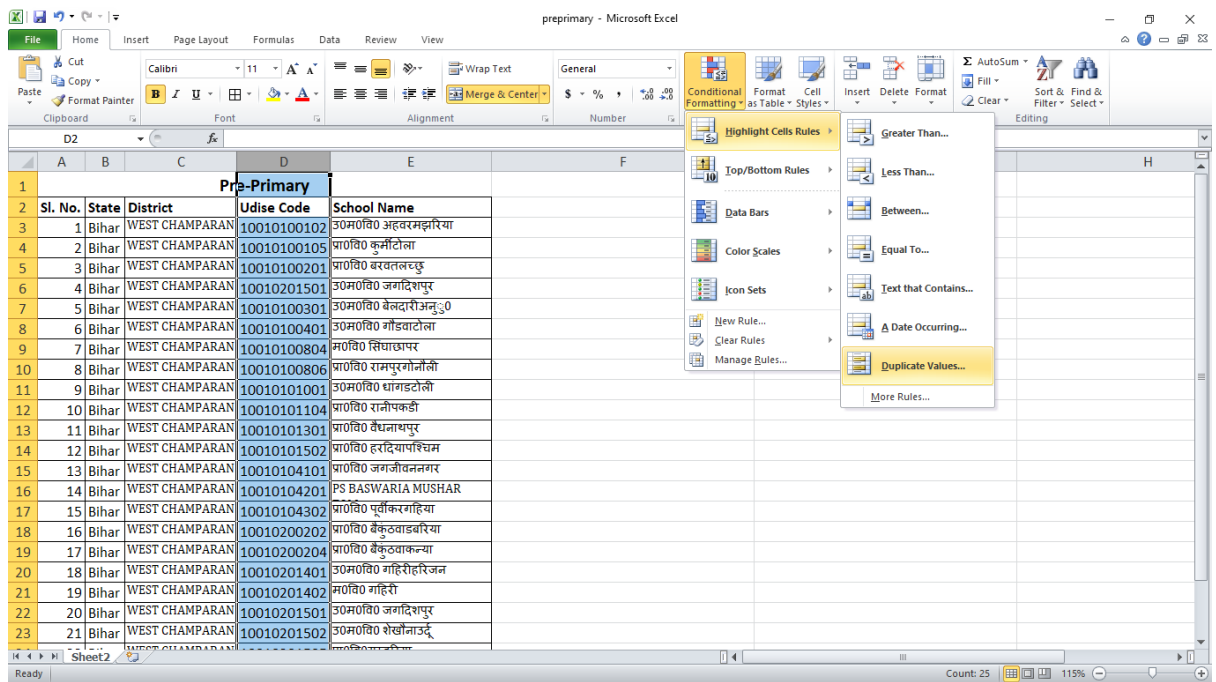
As shown in the figure below :

Sl. No.	State	District	Udise Code	School Name
1	Bihar	WEST CHAMPARAN	10010100102	30मॉडि0 अहवरमझरिया
2	Bihar	WEST CHAMPARAN	10010100105	मॉडि0 कुर्नीटोला
3	Bihar	WEST CHAMPARAN	10010100201	मॉडि0 बरवतलचछु
4	Bihar	WEST CHAMPARAN	10010201501	30मॉडि0 जगदिशपुर
5	Bihar	WEST CHAMPARAN	10010100301	30मॉडि0 बैलदारीअनुु0
6	Bihar	WEST CHAMPARAN	10010100401	30मॉडि0 गौडवाटोला
7	Bihar	WEST CHAMPARAN	10010100804	मॉडि0 सिवाछपर
8	Bihar	WEST CHAMPARAN	10010100806	मॉडि0 रामपुरगौली
9	Bihar	WEST CHAMPARAN	10010101001	30मॉडि0 धांगडोली
10	Bihar	WEST CHAMPARAN	10010101104	मॉडि0 रानीपकडी
11	Bihar	WEST CHAMPARAN	10010101301	मॉडि0 वैधनाथपुर
12	Bihar	WEST CHAMPARAN	10010101502	मॉडि0 हरदियापश्चिम
13	Bihar	WEST CHAMPARAN	10010104101	मॉडि0 जगजीवननगर
14	Bihar	WEST CHAMPARAN	10010104201	PS BASWARIA MUSHAR
15	Bihar	WEST CHAMPARAN	10010104302	मॉडि0 पूर्वीकरगहिया
16	Bihar	WEST CHAMPARAN	10010200202	मॉडि0 बैकुण्ठाडवरिया
17	Bihar	WEST CHAMPARAN	10010200204	मॉडि0 बैकुण्ठाकन्या
18	Bihar	WEST CHAMPARAN	10010201401	30मॉडि0 गहिरौहरजन
19	Bihar	WEST CHAMPARAN	10010201402	मॉडि0 गहिरौ
20	Bihar	WEST CHAMPARAN	10010201501	30मॉडि0 जगदिशपुर
21	Bihar	WEST CHAMPARAN	10010201502	30मॉडि0 शेखीनाउद

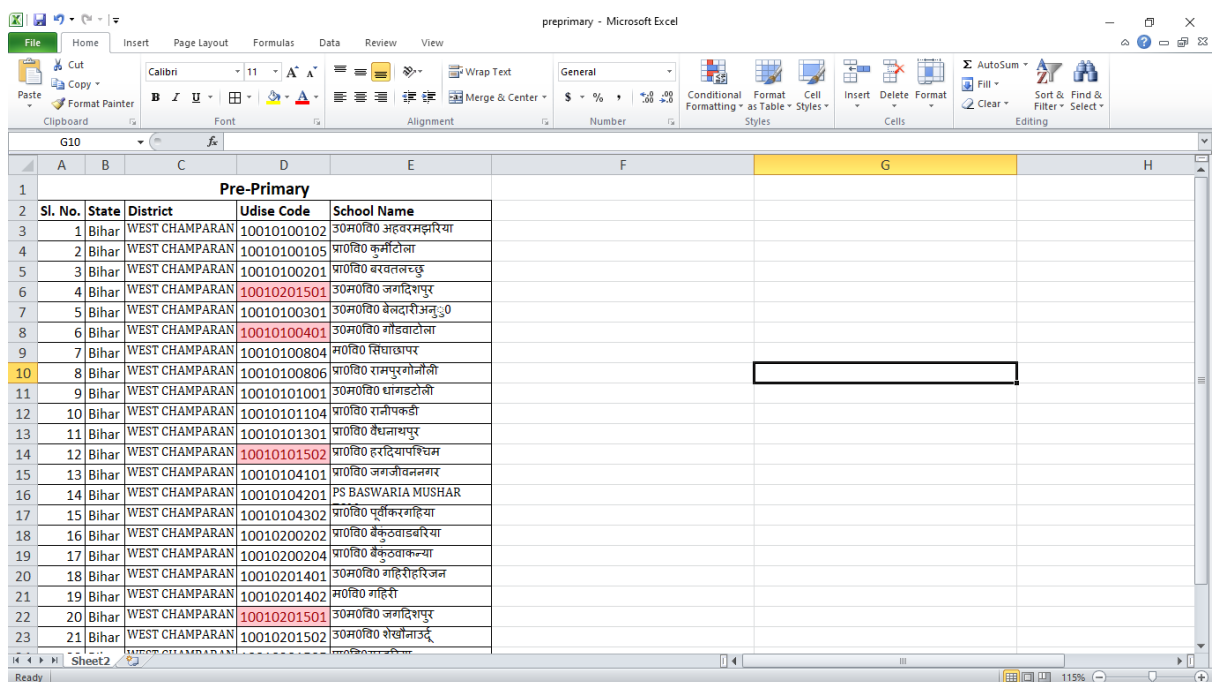
To identify the duplicate schools , click on Column Number of the UDISE Code (Mandatory) as shown below :

Sl. No.	State	District	Udise Code	School Name
1	Bihar	WEST CHAMPARAN	10010100102	30मॉडि0 अहवरमझरिया
2	Bihar	WEST CHAMPARAN	10010100105	मॉडि0 कुर्नीटोला
3	Bihar	WEST CHAMPARAN	10010100201	मॉडि0 बरवतलचछु
4	Bihar	WEST CHAMPARAN	10010201501	30मॉडि0 जगदिशपुर
5	Bihar	WEST CHAMPARAN	10010100301	30मॉडि0 बैलदारीअनुु0
6	Bihar	WEST CHAMPARAN	10010100401	30मॉडि0 गौडवाटोला
7	Bihar	WEST CHAMPARAN	10010100804	मॉडि0 सिवाछपर
8	Bihar	WEST CHAMPARAN	10010100806	मॉडि0 रामपुरगौली
9	Bihar	WEST CHAMPARAN	10010101001	30मॉडि0 धांगडोली
10	Bihar	WEST CHAMPARAN	10010101104	मॉडि0 रानीपकडी
11	Bihar	WEST CHAMPARAN	10010101301	मॉडि0 वैधनाथपुर
12	Bihar	WEST CHAMPARAN	10010101502	मॉडि0 हरदियापश्चिम
13	Bihar	WEST CHAMPARAN	10010104101	मॉडि0 जगजीवननगर
14	Bihar	WEST CHAMPARAN	10010104201	PS BASWARIA MUSHAR
15	Bihar	WEST CHAMPARAN	10010104302	मॉडि0 पूर्वीकरगहिया
16	Bihar	WEST CHAMPARAN	10010200202	मॉडि0 बैकुण्ठाडवरिया
17	Bihar	WEST CHAMPARAN	10010200204	मॉडि0 बैकुण्ठाकन्या
18	Bihar	WEST CHAMPARAN	10010201401	30मॉडि0 गहिरौहरजन
19	Bihar	WEST CHAMPARAN	10010201402	मॉडि0 गहिरौ
20	Bihar	WEST CHAMPARAN	10010201501	30मॉडि0 जगदिशपुर
21	Bihar	WEST CHAMPARAN	10010201502	30मॉडि0 शेखीनाउद

Click on **Conditional Formatting** → **Highlighted Cell Rules** → **Duplicate Values**. As shown in the figure



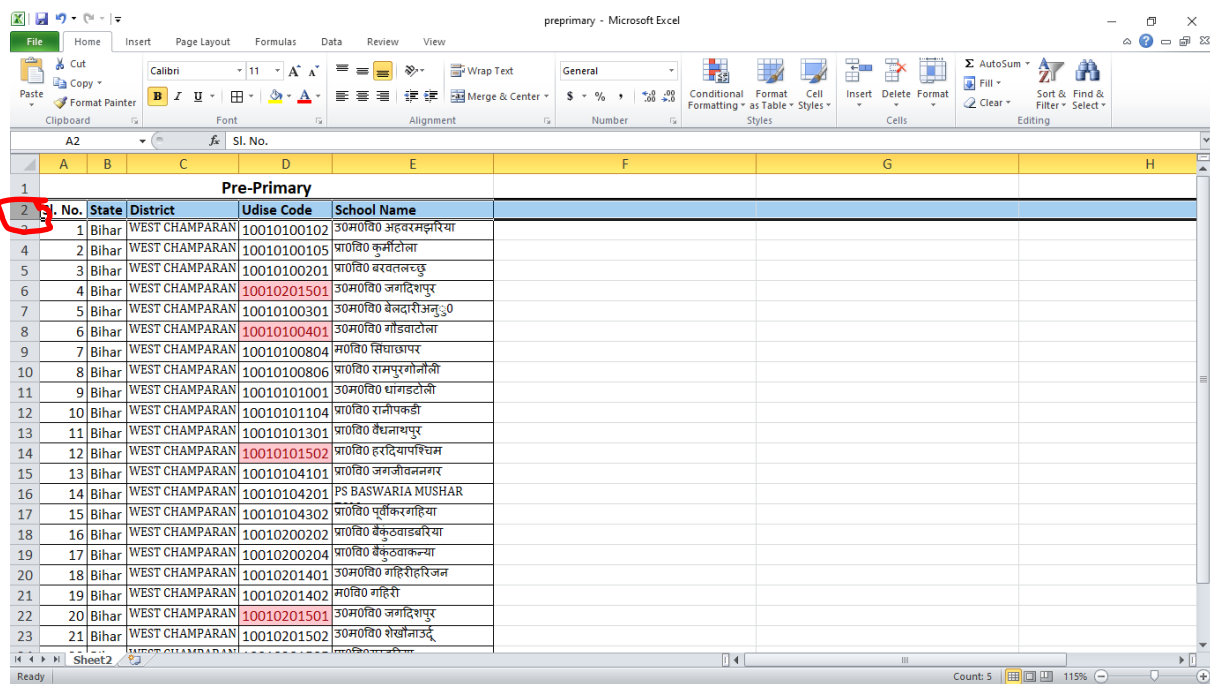
After clicking, the rows will be highlighted by “PINK” color automatically if schools were found duplicate. As shown in the figure :



To remove the duplicate values from the proposal, follow the following procedure :

To remove the duplicate schools one-by- one

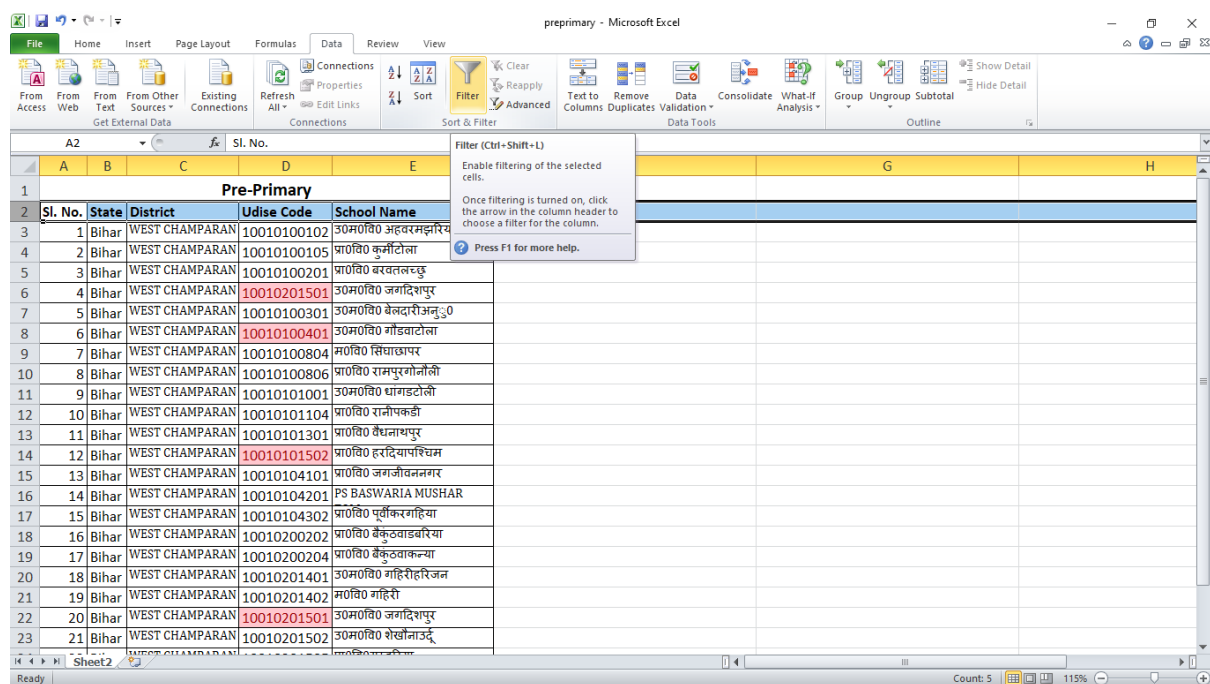
- Click on Column Heading row (i.e. Header Row as shown in the figure)



preprimary - Microsoft Excel

Sl. No.	State	District	Udise Code	School Name
1	Bihar	WEST CHAMPARAN	10010100102	उमेश्वर अहममझरिया
2	Bihar	WEST CHAMPARAN	10010100105	प्राविठ कुर्मीटोला
3	Bihar	WEST CHAMPARAN	10010100201	प्राविठ बरतलचकु
4	Bihar	WEST CHAMPARAN	10010201501	उमेश्वर जगदिशपुर
5	Bihar	WEST CHAMPARAN	10010100301	उमेश्वर बेलदारीअनु
6	Bihar	WEST CHAMPARAN	10010100401	उमेश्वर गौडवाटोला
7	Bihar	WEST CHAMPARAN	10010100804	मणेश्वर सिताछपर
8	Bihar	WEST CHAMPARAN	10010100806	प्राविठ रामपुरगौली
9	Bihar	WEST CHAMPARAN	10010101001	उमेश्वर धांगडोली
10	Bihar	WEST CHAMPARAN	10010101104	प्राविठ रानीपकडी
11	Bihar	WEST CHAMPARAN	10010101301	प्राविठ वैधनाथपुर
12	Bihar	WEST CHAMPARAN	10010101502	प्राविठ हरदियापश्चिम
13	Bihar	WEST CHAMPARAN	10010104101	प्राविठ जगजीवननगर
14	Bihar	WEST CHAMPARAN	10010104201	PS BASWARIA MUSHAR
15	Bihar	WEST CHAMPARAN	10010104302	प्राविठ पूर्वीकरगहिया
16	Bihar	WEST CHAMPARAN	10010200202	प्राविठ बैकुण्ठवाडबरिया
17	Bihar	WEST CHAMPARAN	10010200204	प्राविठ बैकुण्ठवाकन्या
18	Bihar	WEST CHAMPARAN	10010201401	उमेश्वर गहिरौहरजन
19	Bihar	WEST CHAMPARAN	10010201402	मणेश्वर गहिरौ
20	Bihar	WEST CHAMPARAN	10010201501	उमेश्वर जगदिशपुर
21	Bihar	WEST CHAMPARAN	10010201502	उमेश्वर शेखीनाउद

- Click on **Data** → **Filter** option, as shown in the figure



preprimary - Microsoft Excel

Sl. No.	State	District	Udise Code	School Name
1	Bihar	WEST CHAMPARAN	10010100102	उमेश्वर अहममझरिया
2	Bihar	WEST CHAMPARAN	10010100105	प्राविठ कुर्मीटोला
3	Bihar	WEST CHAMPARAN	10010100201	प्राविठ बरतलचकु
4	Bihar	WEST CHAMPARAN	10010201501	उमेश्वर जगदिशपुर
5	Bihar	WEST CHAMPARAN	10010100301	उमेश्वर बेलदारीअनु
6	Bihar	WEST CHAMPARAN	10010100401	उमेश्वर गौडवाटोला
7	Bihar	WEST CHAMPARAN	10010100804	मणेश्वर सिताछपर
8	Bihar	WEST CHAMPARAN	10010100806	प्राविठ रामपुरगौली
9	Bihar	WEST CHAMPARAN	10010101001	उमेश्वर धांगडोली
10	Bihar	WEST CHAMPARAN	10010101104	प्राविठ रानीपकडी
11	Bihar	WEST CHAMPARAN	10010101301	प्राविठ वैधनाथपुर
12	Bihar	WEST CHAMPARAN	10010101502	प्राविठ हरदियापश्चिम
13	Bihar	WEST CHAMPARAN	10010104101	प्राविठ जगजीवननगर
14	Bihar	WEST CHAMPARAN	10010104201	PS BASWARIA MUSHAR
15	Bihar	WEST CHAMPARAN	10010104302	प्राविठ पूर्वीकरगहिया
16	Bihar	WEST CHAMPARAN	10010200202	प्राविठ बैकुण्ठवाडबरिया
17	Bihar	WEST CHAMPARAN	10010200204	प्राविठ बैकुण्ठवाकन्या
18	Bihar	WEST CHAMPARAN	10010201401	उमेश्वर गहिरौहरजन
19	Bihar	WEST CHAMPARAN	10010201402	मणेश्वर गहिरौ
20	Bihar	WEST CHAMPARAN	10010201501	उमेश्वर जगदिशपुर
21	Bihar	WEST CHAMPARAN	10010201502	उमेश्वर शेखीनाउद

- The drop-down will appear in each of the column header, as shown in the figure :

Sl. N	Star	District	Udise Code	School Name
1				
2	1	Bihar	10010100102	30म0वि0 अहममझरिया
3	2	Bihar	10010100105	प्रावि0 कुर्मोला
4	3	Bihar	10010100201	प्रावि0 बरतलचपु
5	4	Bihar	10010100201	30म0वि0 जगदिशपुर
6	5	Bihar	10010100301	30म0वि0 बैलदरीअनु0
7	6	Bihar	10010100401	30म0वि0 गौडवाटोला
8	7	Bihar	10010100804	म0वि0 सिवाछपर
9	8	Bihar	10010100806	प्रावि0 रामपुरगौली
10	9	Bihar	10010101001	30म0वि0 धांगडोली
11	10	Bihar	10010101104	प्रावि0 रानीपकडी
12	11	Bihar	10010101301	प्रावि0 वैधनाथपुर
13	12	Bihar	10010101502	प्रावि0 हरदियापछिम
14	13	Bihar	10010104101	प्रावि0 जगजीवननगर
15	14	Bihar	10010104201	PS BASWARIA MUSHAR
16	15	Bihar	10010104302	प्रावि0 पूर्वीकरगहिया
17	16	Bihar	10010200202	प्रावि0 बैकुण्ठाडवरिया
18	17	Bihar	10010200204	प्रावि0 बैकुण्ठाकन्या
19	18	Bihar	10010201401	30म0वि0 गहिरीहरिजन
20	19	Bihar	10010201402	म0वि0 गहिरी
21	20	Bihar	10010201501	30म0वि0 जगदिशपुर
22	21	Bihar	10010201502	30म0वि0 शेखानाउर्द
23				

- Click on Udise Code Label as shown in the figure, and choose **Filter By Color** option and again choose the “Pink Color”

Sl. N	Star	District	Udise Code	School Name
1				
2	1	Bihar	10010100102	30म0वि0 अहममझरिया
3	2	Bihar	10010100105	प्रावि0 कुर्मोला
4	3	Bihar	10010100201	प्रावि0 बरतलचपु
5	4	Bihar	10010100201	30म0वि0 जगदिशपुर
6	5	Bihar	10010100301	30म0वि0 बैलदरीअनु0
7	6	Bihar	10010100401	30म0वि0 गौडवाटोला
8	7	Bihar	10010100804	म0वि0 सिवाछपर
9	8	Bihar	10010100806	प्रावि0 रामपुरगौली
10	9	Bihar	10010101001	30म0वि0 धांगडोली
11	10	Bihar	10010101104	प्रावि0 रानीपकडी
12	11	Bihar	10010101301	प्रावि0 वैधनाथपुर
13	12	Bihar	10010101502	प्रावि0 हरदियापछिम
14	13	Bihar	10010104101	प्रावि0 जगजीवननगर
15	14	Bihar	10010104201	PS BASWARIA MUSHAR
16	15	Bihar	10010104302	प्रावि0 पूर्वीकरगहिया
17	16	Bihar	10010200202	प्रावि0 बैकुण्ठाडवरिया
18	17	Bihar	10010200204	प्रावि0 बैकुण्ठाकन्या
19	18	Bihar	10010201401	30म0वि0 गहिरीहरिजन
20	19	Bihar	10010201402	म0वि0 गहिरी
21	20	Bihar	10010201501	30म0वि0 जगदिशपुर
22	21	Bihar	10010201502	30म0वि0 शेखानाउर्द
23				

- After choosing the “Pink Color” , following screen will appear :

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File

Home

Insert

Page Layout

Formulas

Data

Review

View

From Access

From Web

From Text

From Other Sources

Get External Data

Existing Connections

Refresh All

Properties

Edit Links

Connections

Sort

Filter

Clear

Reapply

Advanced

Text to Columns

Remove Duplicates

Data Validation

Consolidate

What-If Analysis

Group

Ungroup

Subtotal

Show Detail

Hide Detail

Outline

G29

You can see the duplicate schools in a pink color. Now Delete the one school. Once you deleted , the pink color will be disappear from another school with same UDISE code and it becomes “White” . As shown in the screen below

Sl. N	Sta	District	Udise Code	School Name
7	6	Bihar	WEST CHAMPARAN	10010100401
13	12	Bihar	WEST CHAMPARAN	10010101502
21	20	Bihar	WEST CHAMPARAN	10010201501
24	23	Bihar	WEST CHAMPARAN	10010100401
25	24	Bihar	WEST CHAMPARAN	10010101502

To remove the duplicate schools from Entire Proposal

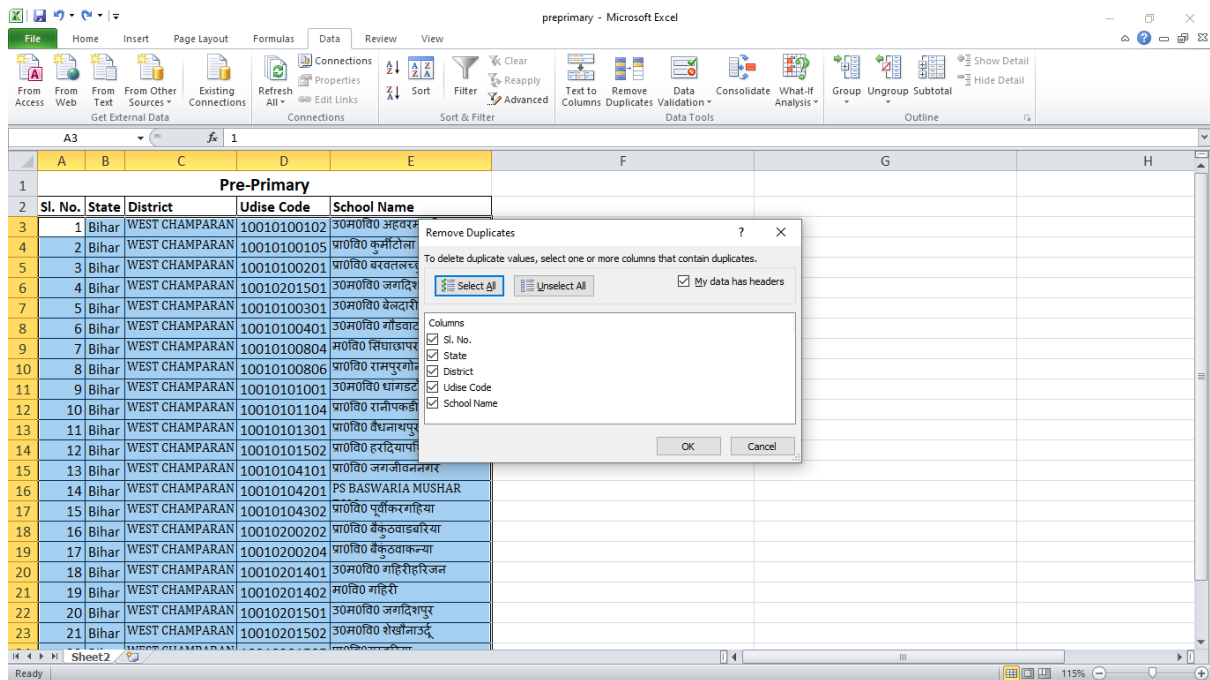
- Open the Excel file in Microsoft Excel, as shown in the screen

Sl. No.	State	District	Udise Code	School Name
1	Bihar	WEST CHAMPARAN	10010100102	उमंगविठ अहममझरिया
2	Bihar	WEST CHAMPARAN	10010100105	प्राविठ कुमौटोला
3	Bihar	WEST CHAMPARAN	10010100201	प्राविठ बरखतलचकु
4	Bihar	WEST CHAMPARAN	10010201501	उमंगविठ जगदिशपुर
5	Bihar	WEST CHAMPARAN	10010100301	उमंगविठ बैलदारीअनुु0
6	Bihar	WEST CHAMPARAN	10010100401	उमंगविठ गौडवाटोला
7	Bihar	WEST CHAMPARAN	10010100804	मंगविठ सिघाछापर
8	Bihar	WEST CHAMPARAN	10010100806	प्राविठ रामपुरगोनौली
9	Bihar	WEST CHAMPARAN	10010101001	उमंगविठ धांगडटोली
10	Bihar	WEST CHAMPARAN	10010101104	प्राविठ रानीपकडी
11	Bihar	WEST CHAMPARAN	10010101301	प्राविठ वैधनाथपुर
12	Bihar	WEST CHAMPARAN	10010101502	प्राविठ हरदियापश्चिम
13	Bihar	WEST CHAMPARAN	10010104101	प्राविठ जगजीवननगर
14	Bihar	WEST CHAMPARAN	10010104201	PS BASWARIA MUSHAR
15	Bihar	WEST CHAMPARAN	10010104302	प्राविठ पूर्वाकरगहिया
16	Bihar	WEST CHAMPARAN	10010200202	प्राविठ बैकुण्ठाडबरिया
17	Bihar	WEST CHAMPARAN	10010200204	प्राविठ बैकुण्ठाकन्या
18	Bihar	WEST CHAMPARAN	10010201401	उमंगविठ गहिरीहरिजन
19	Bihar	WEST CHAMPARAN	10010201402	मंगविठ गहिरी
20	Bihar	WEST CHAMPARAN	10010201501	उमंगविठ जगदिशपुर
21	Bihar	WEST CHAMPARAN	10010201502	उमंगविठ शेखीनाउर्द

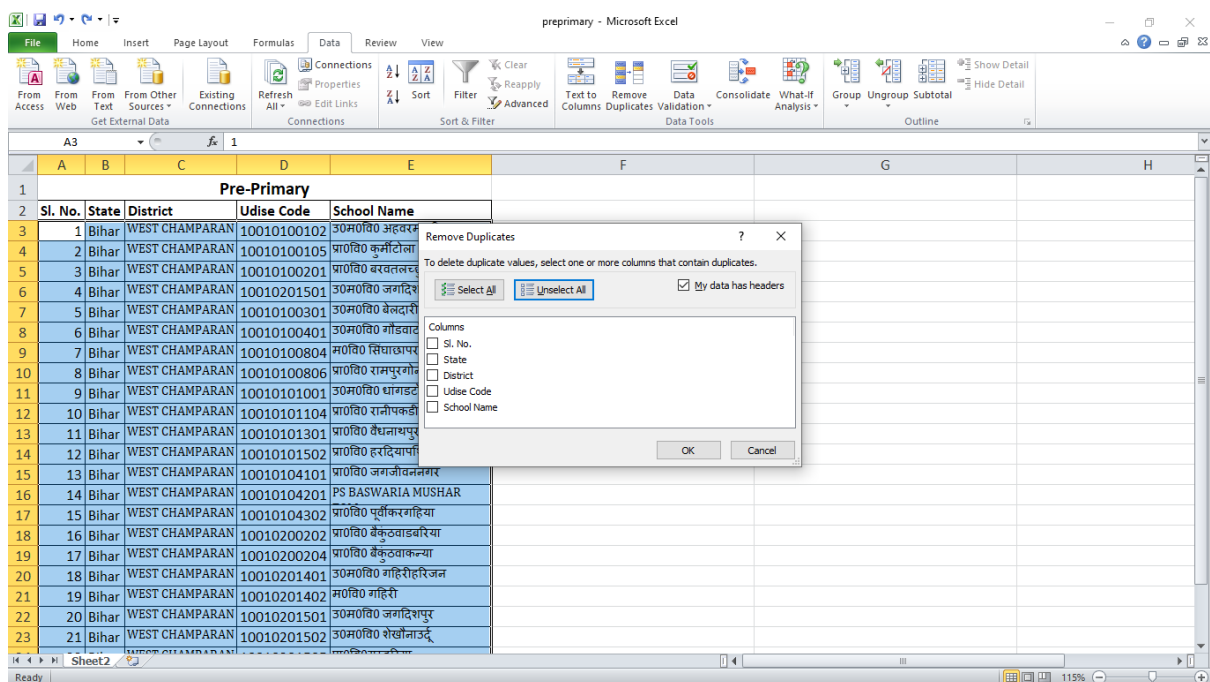
Click the option Data → Remove Duplicate , as shown in the screen below :

Sl. No.	State	District	Udise Code	School Name
1	Bihar	WEST CHAMPARAN	10010100102	उमंगविठ अहममझरिया
2	Bihar	WEST CHAMPARAN	10010100105	प्राविठ कुमौटोला
3	Bihar	WEST CHAMPARAN	10010100201	प्राविठ बरखतलचकु
4	Bihar	WEST CHAMPARAN	10010201501	उमंगविठ जगदिशपुर
5	Bihar	WEST CHAMPARAN	10010100301	उमंगविठ बैलदारीअनुु0
6	Bihar	WEST CHAMPARAN	10010100401	उमंगविठ गौडवाटोला
7	Bihar	WEST CHAMPARAN	10010100804	मंगविठ सिघाछापर
8	Bihar	WEST CHAMPARAN	10010100806	प्राविठ रामपुरगोनौली
9	Bihar	WEST CHAMPARAN	10010101001	उमंगविठ धांगडटोली
10	Bihar	WEST CHAMPARAN	10010101104	प्राविठ रानीपकडी
11	Bihar	WEST CHAMPARAN	10010101301	प्राविठ वैधनाथपुर
12	Bihar	WEST CHAMPARAN	10010101502	प्राविठ हरदियापश्चिम
13	Bihar	WEST CHAMPARAN	10010104101	प्राविठ जगजीवननगर
14	Bihar	WEST CHAMPARAN	10010104201	PS BASWARIA MUSHAR
15	Bihar	WEST CHAMPARAN	10010104302	प्राविठ पूर्वाकरगहिया
16	Bihar	WEST CHAMPARAN	10010200202	प्राविठ बैकुण्ठाडबरिया
17	Bihar	WEST CHAMPARAN	10010200204	प्राविठ बैकुण्ठाकन्या
18	Bihar	WEST CHAMPARAN	10010201401	उमंगविठ गहिरीहरिजन
19	Bihar	WEST CHAMPARAN	10010201402	मंगविठ गहिरी
20	Bihar	WEST CHAMPARAN	10010201501	उमंगविठ जगदिशपुर
21	Bihar	WEST CHAMPARAN	10010201502	उमंगविठ शेखीनाउर्द

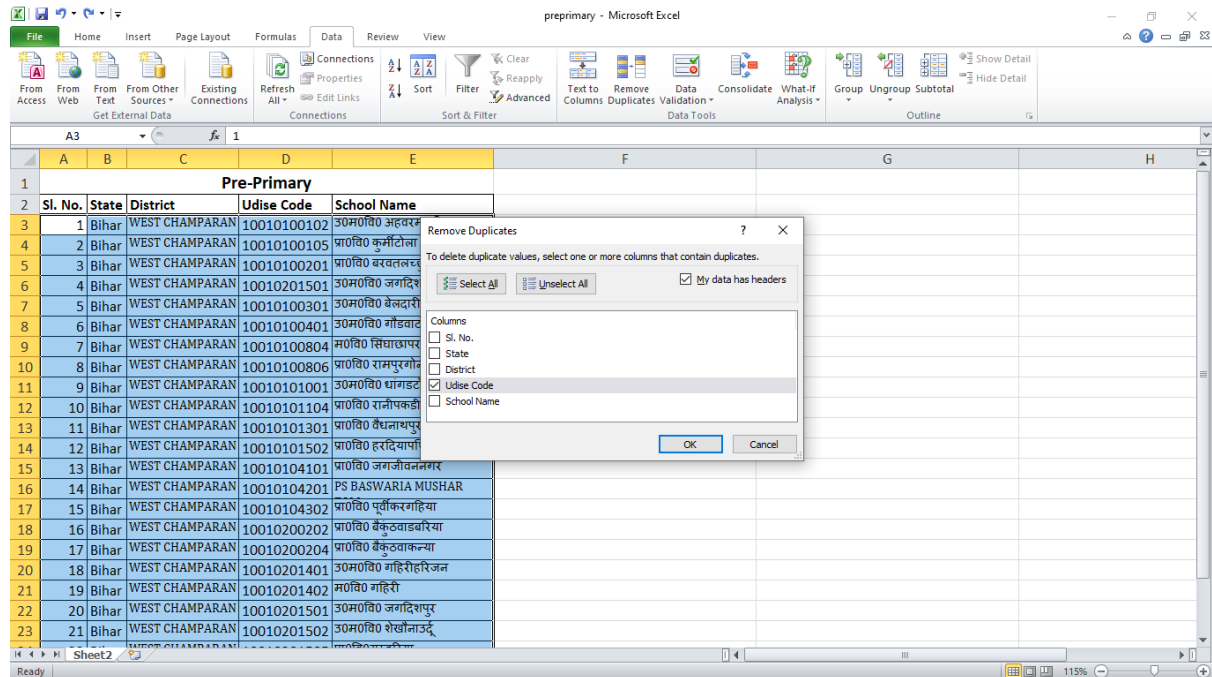
After clicking , the following screen will appear



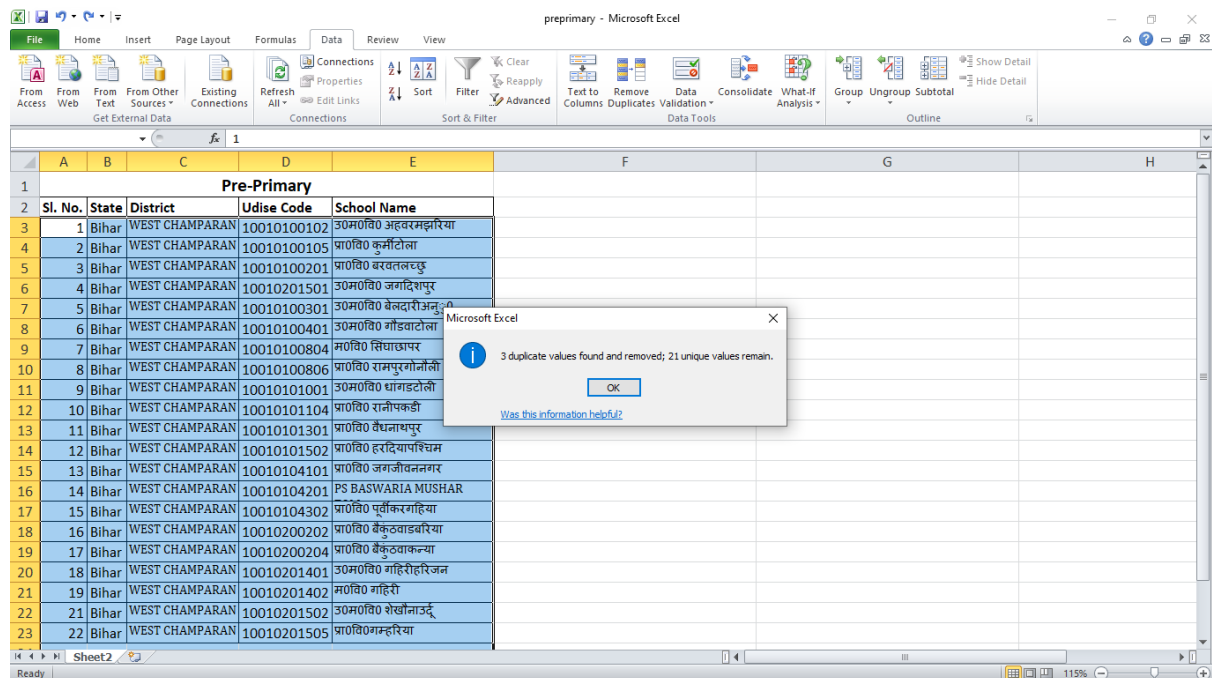
We will see that all columns in the pop-up window was checked with tick mark. Now click on **Un-select All** to uncheck all the boxes. As shown in the figure :



We will see that all columns in the pop-up window was un-checked . Now click on **Check Box of Column UDISE Code**. As shown in the figure :



Now click on “OK” button to remove all duplicate records, following screen will appear :



It will show you the message on pop-up that how many records have been deleted.

Identifying the schools having UDISE Code, less than 11 digit in the proposal

1. Open the excel file provided by the State / UTs in Microsoft Excel
2. Ensure that the Name of the school should be in “English only”

As shown in the figure below :

Sl. No.	State	District	Udise Code	School Name
1	Bihar	WEST CHAMPARAN	1001010102	उमेश्वर अहिरमझरिया
2	Bihar	WEST CHAMPARAN	110100105	प्राणेश कुर्मीटोला
3	Bihar	WEST CHAMPARAN	10010100201	प्राणेश बरवलचंद्र
4	Bihar	WEST CHAMPARAN	10010201501	उमेश्वर जगदीशपुर
5	Bihar	WEST CHAMPARAN	10010100301	उमेश्वर बैलदारीअनु
6	Bihar	WEST CHAMPARAN	10010100401	उमेश्वर गौडवाटोला
7	Bihar	WEST CHAMPARAN	1001000804	मणेश सिंघाछपर
8	Bihar	WEST CHAMPARAN	10010100806	प्राणेश रामपुरगोनौली
9	Bihar	WEST CHAMPARAN	10010101001	उमेश्वर धांगडोली
10	Bihar	WEST CHAMPARAN	10010101104	प्राणेश रानीपकडी
11	Bihar	WEST CHAMPARAN	10010101301	प्राणेश वैधनाथपुर
12	Bihar	WEST CHAMPARAN	10010101502	प्राणेश हरदियापचिम
13	Bihar	WEST CHAMPARAN	10010104101	प्राणेश जगजीवननगर
14	Bihar	WEST CHAMPARAN	10010104201	PS BASWARIA MUSHAR
15	Bihar	WEST CHAMPARAN	10010104302	प्राणेश पूर्वीकरगहिया
16	Bihar	WEST CHAMPARAN	10010200202	प्राणेश बैकुण्ठवाडबरिया
17	Bihar	WEST CHAMPARAN	10010200204	प्राणेश बैकुण्ठवाकन्या
18	Bihar	WEST CHAMPARAN	10010201401	उमेश्वर गहिरिहरजन
19	Bihar	WEST CHAMPARAN	10010201402	मणेश गहिरौ
20	Bihar	WEST CHAMPARAN	1001001502	उमेश्वर शेखीनाउर्द
21	Bihar	WEST CHAMPARAN	10010201505	प्राणेशमहुरिया

Now in the new column, Enter the “Count Digit” as a label heading and enter the following formula **=len(trim(d3))** as shown in the figure :

Sl. No.	State	District	Udise Code	School Name	Count Digit
1	Bihar	WEST CHAMPARAN	1001010102	उमेश्वर अहिरमझरिया	=len(trim(D3))
2	Bihar	WEST CHAMPARAN	110100105	प्राणेश कुर्मीटोला	
3	Bihar	WEST CHAMPARAN	10010100201	प्राणेश बरवलचंद्र	
4	Bihar	WEST CHAMPARAN	10010201501	उमेश्वर जगदीशपुर	
5	Bihar	WEST CHAMPARAN	10010100301	उमेश्वर बैलदारीअनु	
6	Bihar	WEST CHAMPARAN	10010100401	उमेश्वर गौडवाटोला	
7	Bihar	WEST CHAMPARAN	1001000804	मणेश सिंघाछपर	
8	Bihar	WEST CHAMPARAN	10010100806	प्राणेश रामपुरगोनौली	
9	Bihar	WEST CHAMPARAN	10010101001	उमेश्वर धांगडोली	
10	Bihar	WEST CHAMPARAN	10010101104	प्राणेश रानीपकडी	
11	Bihar	WEST CHAMPARAN	10010101301	प्राणेश वैधनाथपुर	
12	Bihar	WEST CHAMPARAN	10010101502	प्राणेश हरदियापचिम	
13	Bihar	WEST CHAMPARAN	10010104101	प्राणेश जगजीवननगर	
14	Bihar	WEST CHAMPARAN	10010104201	PS BASWARIA MUSHAR	
15	Bihar	WEST CHAMPARAN	10010104302	प्राणेश पूर्वीकरगहिया	
16	Bihar	WEST CHAMPARAN	10010200202	प्राणेश बैकुण्ठवाडबरिया	
17	Bihar	WEST CHAMPARAN	10010200204	प्राणेश बैकुण्ठवाकन्या	
18	Bihar	WEST CHAMPARAN	10010201401	उमेश्वर गहिरिहरजन	
19	Bihar	WEST CHAMPARAN	10010201402	मणेश गहिरौ	
20	Bihar	WEST CHAMPARAN	1001001502	उमेश्वर शेखीनाउर्द	
21	Bihar	WEST CHAMPARAN	10010201505	प्राणेशमहुरिया	

After Pressing enter button , following screen will appear :

Sl. No.	State	District	Udise Code	School Name	Count Digit
1	Bihar	WEST CHAMPARAN	1001010102	उमठवि० अहवरमझरिया	10
2	Bihar	WEST CHAMPARAN	110100105	प्रा०वि० कुर्मीटोला	
3	Bihar	WEST CHAMPARAN	10010100201	प्रा०वि० बरवतलच्छु	
4	Bihar	WEST CHAMPARAN	10010201501	उमठवि० जगदशपुर	
5	Bihar	WEST CHAMPARAN	10010100301	उमठवि० बेलदारीअनु०	
6	Bihar	WEST CHAMPARAN	10010100401	उमठवि० गौडवाटोला	
7	Bihar	WEST CHAMPARAN	1001000804	मठवि० सिंघाछापर	
8	Bihar	WEST CHAMPARAN	10010100806	प्रा०वि० रामपुरगोनीली	
9	Bihar	WEST CHAMPARAN	10010101001	उमठवि० धांगडटोला	
10	Bihar	WEST CHAMPARAN	10010101104	प्रा०वि० रानीपकडी	
11	Bihar	WEST CHAMPARAN	10010101301	प्रा०वि० वैधनाथपुर	
12	Bihar	WEST CHAMPARAN	10010101502	प्रा०वि० हरदियापश्चिम	
13	Bihar	WEST CHAMPARAN	10010104101	प्रा०वि० जगजीवननगर	
14	Bihar	WEST CHAMPARAN	10010104201	PS BASWARIA MUSHAR	
15	Bihar	WEST CHAMPARAN	10010104302	प्रा०वि० पूर्वीकरगहिया	
16	Bihar	WEST CHAMPARAN	10010200202	प्रा०वि० बैकुण्ठवाडबरिया	
17	Bihar	WEST CHAMPARAN	10010200204	प्रा०वि० बैकुण्ठवाकन्या	
18	Bihar	WEST CHAMPARAN	10010201401	उमठवि० गहिरौहरिजन	
19	Bihar	WEST CHAMPARAN	10010201402	मठवि० गहिरौ	
20	Bihar	WEST CHAMPARAN	1001001502	उमठवि० शेखीनाउर्दू	
21	Bihar	WEST CHAMPARAN	10010201505	प्रा०वि० गम्हरिया	

The number of character of UDISE code will be counted and displayed in the new column as shown above. Copy the Same formula in other rows also by using **CTRL + C** and **CTRL + V** option as shown in the figure below :

Sl. No.	State	District	Udise Code	School Name	Count Digit
1	Bihar	WEST CHAMPARAN	1001010102	उमठवि० अहवरमझरिया	10
2	Bihar	WEST CHAMPARAN	110100105	प्रा०वि० कुर्मीटोला	9
3	Bihar	WEST CHAMPARAN	10010100201	प्रा०वि० बरवतलच्छु	11
4	Bihar	WEST CHAMPARAN	10010201501	उमठवि० जगदशपुर	11
5	Bihar	WEST CHAMPARAN	10010100301	उमठवि० बेलदारीअनु०	11
6	Bihar	WEST CHAMPARAN	10010100401	उमठवि० गौडवाटोला	11
7	Bihar	WEST CHAMPARAN	1001000804	मठवि० सिंघाछापर	10
8	Bihar	WEST CHAMPARAN	10010100806	प्रा०वि० रामपुरगोनीली	11
9	Bihar	WEST CHAMPARAN	10010101001	उमठवि० धांगडटोला	11
10	Bihar	WEST CHAMPARAN	10010101104	प्रा०वि० रानीपकडी	11
11	Bihar	WEST CHAMPARAN	10010101301	प्रा०वि० वैधनाथपुर	11
12	Bihar	WEST CHAMPARAN	10010101502	प्रा०वि० हरदियापश्चिम	11
13	Bihar	WEST CHAMPARAN	10010104101	प्रा०वि० जगजीवननगर	11
14	Bihar	WEST CHAMPARAN	10010104201	PS BASWARIA MUSHAR	11
15	Bihar	WEST CHAMPARAN	10010104302	प्रा०वि० पूर्वीकरगहिया	11
16	Bihar	WEST CHAMPARAN	10010200202	प्रा०वि० बैकुण्ठवाडबरिया	11
17	Bihar	WEST CHAMPARAN	10010200204	प्रा०वि० बैकुण्ठवाकन्या	11
18	Bihar	WEST CHAMPARAN	10010201401	उमठवि० गहिरौहरिजन	11
19	Bihar	WEST CHAMPARAN	10010201402	मठवि० गहिरौ	11
20	Bihar	WEST CHAMPARAN	1001001502	उमठवि० शेखीनाउर्दू	10
21	Bihar	WEST CHAMPARAN	10010201505	प्रा०वि० गम्हरिया	11

You can clearly see the school having less than 11 digit.

Now to filter the Schools having less than 11 digit , follow the following procedure

Click on Column Heading row (i.e. Header Row as shown in the figure)

Sl. No.	State	District	Udiste Code	School Name	Count Digit
1	Bihar	WEST CHAMPARAN	1001010102	उमठि0 अहवरमझरिया	10
2	Bihar	WEST CHAMPARAN	110100105	प्राठि0 कुमीटोला	9
3	Bihar	WEST CHAMPARAN	10010100201	प्राठि0 बरवतलछु	11
4	Bihar	WEST CHAMPARAN	10010201501	उमठि0 जगदिशपुर	11
5	Bihar	WEST CHAMPARAN	10010100301	उमठि0 बेल्दारीअनु0	11
6	Bihar	WEST CHAMPARAN	10010100401	उमठि0 गडवाटोला	11
7	Bihar	WEST CHAMPARAN	1001000804	मठि0 सिघाछपर	10
8	Bihar	WEST CHAMPARAN	10010100806	प्राठि0 रामपुरगोनीली	11
9	Bihar	WEST CHAMPARAN	10010101001	उमठि0 धांगडोली	11
10	Bihar	WEST CHAMPARAN	10010101104	प्राठि0 रानीपकडी	11
11	Bihar	WEST CHAMPARAN	10010101301	प्राठि0 वैधनाथपुर	11
12	Bihar	WEST CHAMPARAN	10010101502	प्राठि0 हरदियापश्चिम	11
13	Bihar	WEST CHAMPARAN	10010104101	प्राठि0 जगजीवननगर	11
14	Bihar	WEST CHAMPARAN	10010104201	PS BASWARIA MUSHAR	11
15	Bihar	WEST CHAMPARAN	10010104302	प्राठि0 पूर्वीकरगहिया	11
16	Bihar	WEST CHAMPARAN	10010200202	प्राठि0 बैकुण्ठाडबरिया	11
17	Bihar	WEST CHAMPARAN	10010200204	प्राठि0 बैकुण्ठाकन्या	11
18	Bihar	WEST CHAMPARAN	10010201401	उमठि0 गहिरीहरिजन	11
19	Bihar	WEST CHAMPARAN	10010201402	मठि0 गहिरी	11
20	Bihar	WEST CHAMPARAN	1001001502	उमठि0 शेखीनाउद्	10
21	Bihar	WEST CHAMPARAN	10010201505	प्राठि0 गम्हरिया	11

Click on **Data** → **Filter** option , following screen will appear

Sl. No.	State	District	Udiste Code	School Name	Count Digit
1	Bihar	WEST CHAMPARAN	1001010102	उमठि0 अहवरमझरिया	10
2	Bihar	WEST CHAMPARAN	110100105	प्राठि0 कुमीटोला	9
3	Bihar	WEST CHAMPARAN	10010100201	प्राठि0 बरवतलछु	11
4	Bihar	WEST CHAMPARAN	10010201501	उमठि0 जगदिशपुर	11
5	Bihar	WEST CHAMPARAN	10010100301	उमठि0 बेल्दारीअनु0	11
6	Bihar	WEST CHAMPARAN	10010100401	उमठि0 गडवाटोला	11
7	Bihar	WEST CHAMPARAN	1001000804	मठि0 सिघाछपर	10
8	Bihar	WEST CHAMPARAN	10010100806	प्राठि0 रामपुरगोनीली	11
9	Bihar	WEST CHAMPARAN	10010101001	उमठि0 धांगडोली	11
10	Bihar	WEST CHAMPARAN	10010101104	प्राठि0 रानीपकडी	11
11	Bihar	WEST CHAMPARAN	10010101301	प्राठि0 वैधनाथपुर	11
12	Bihar	WEST CHAMPARAN	10010101502	प्राठि0 हरदियापश्चिम	11
13	Bihar	WEST CHAMPARAN	10010104101	प्राठि0 जगजीवननगर	11
14	Bihar	WEST CHAMPARAN	10010104201	PS BASWARIA MUSHAR	11
15	Bihar	WEST CHAMPARAN	10010104302	प्राठि0 पूर्वीकरगहिया	11
16	Bihar	WEST CHAMPARAN	10010200202	प्राठि0 बैकुण्ठाडबरिया	11
17	Bihar	WEST CHAMPARAN	10010200204	प्राठि0 बैकुण्ठाकन्या	11
18	Bihar	WEST CHAMPARAN	10010201401	उमठि0 गहिरीहरिजन	11
19	Bihar	WEST CHAMPARAN	10010201402	मठि0 गहिरी	11
20	Bihar	WEST CHAMPARAN	1001001502	उमठि0 शेखीनाउद्	10
21	Bihar	WEST CHAMPARAN	10010201505	प्राठि0 गम्हरिया	11

Click on “Count Digit” column, the following screen will appear :

The screenshot shows the Microsoft Excel interface with the 'Filter' dropdown menu open for the 'Count Digit' column. The menu options are: 'Sort Smallest to Largest', 'Sort Largest to Smallest', 'Sort by Color', 'Clear Filter From "Count Digit"', 'Filter by Color', and 'Number Filters'. The 'Number Filters' option is selected, and a sub-menu is visible showing checkboxes for '9', '10', and '11'. The '11' checkbox is checked.

Sl. N	State	District	Udise Code	School Name	Count Digit
1	Bihar	WEST CHAMPARAN	1001010102	उमठि0 अहवरमझरिया	
2	Bihar	WEST CHAMPARAN	110100105	प्रावि0 कुर्मीटोला	
3	Bihar	WEST CHAMPARAN	10010100201	प्रावि0 बरवलतच्छु	
4	Bihar	WEST CHAMPARAN	10010201501	उमठि0 जगदिसपुर	
5	Bihar	WEST CHAMPARAN	10010100301	उमठि0 बेलदारीअनु0	
6	Bihar	WEST CHAMPARAN	10010100401	उमठि0 गौडवाटोला	
7	Bihar	WEST CHAMPARAN	1001000804	मठि0 सिघाछापर	
8	Bihar	WEST CHAMPARAN	10010100806	प्रावि0 रामपुरगोनौली	
9	Bihar	WEST CHAMPARAN	10010101001	उमठि0 धागडटोली	
10	Bihar	WEST CHAMPARAN	10010101104	प्रावि0 रानीपकडी	
11	Bihar	WEST CHAMPARAN	10010101301	प्रावि0 वैधनाथपुर	
12	Bihar	WEST CHAMPARAN	10010101502	प्रावि0 हरदियापश्चिम	
13	Bihar	WEST CHAMPARAN	10010104101	प्रावि0 जगजीवननगर	
14	Bihar	WEST CHAMPARAN	10010104201	PS BASWARIA MUSHAR	
15	Bihar	WEST CHAMPARAN	10010104302	प्रावि0 पूर्वीकरगहिया	
16	Bihar	WEST CHAMPARAN	10010200202	प्रावि0 बैकुण्ठाडबरिया	
17	Bihar	WEST CHAMPARAN	10010200204	प्रावि0 बैकुण्ठाकन्या	
18	Bihar	WEST CHAMPARAN	10010201401	उमठि0 गहिरौहरिजन	
19	Bihar	WEST CHAMPARAN	10010201402	मठि0 गहिरौ	
20	Bihar	WEST CHAMPARAN	1001001502	उमठि0 शेखानाउर्दू	
21	Bihar	WEST CHAMPARAN	10010201505	प्रावि0 गम्हरिया	

In the drop down list, uncheck the digit 11, as this length is correct . as shown in the figure

The screenshot shows the Microsoft Excel interface with the 'Filter' dropdown menu open for the 'Count Digit' column. The menu options are: 'Sort Smallest to Largest', 'Sort Largest to Smallest', 'Sort by Color', 'Clear Filter From "Count Digit"', 'Filter by Color', and 'Number Filters'. The 'Number Filters' option is selected, and a sub-menu is visible showing checkboxes for '9', '10', and '11'. The '11' checkbox is unchecked.

Sl. N	State	District	Udise Code	School Name	Count Digit
1	Bihar	WEST CHAMPARAN	1001010102	उमठि0 अहवरमझरिया	
2	Bihar	WEST CHAMPARAN	110100105	प्रावि0 कुर्मीटोला	
3	Bihar	WEST CHAMPARAN	10010100201	प्रावि0 बरवलतच्छु	
4	Bihar	WEST CHAMPARAN	10010201501	उमठि0 जगदिसपुर	
5	Bihar	WEST CHAMPARAN	10010100301	उमठि0 बेलदारीअनु0	
6	Bihar	WEST CHAMPARAN	10010100401	उमठि0 गौडवाटोला	
7	Bihar	WEST CHAMPARAN	1001000804	मठि0 सिघाछापर	
8	Bihar	WEST CHAMPARAN	10010100806	प्रावि0 रामपुरगोनौली	
9	Bihar	WEST CHAMPARAN	10010101001	उमठि0 धागडटोली	
10	Bihar	WEST CHAMPARAN	10010101104	प्रावि0 रानीपकडी	
11	Bihar	WEST CHAMPARAN	10010101301	प्रावि0 वैधनाथपुर	
12	Bihar	WEST CHAMPARAN	10010101502	प्रावि0 हरदियापश्चिम	
13	Bihar	WEST CHAMPARAN	10010104101	प्रावि0 जगजीवननगर	
14	Bihar	WEST CHAMPARAN	10010104201	PS BASWARIA MUSHAR	
15	Bihar	WEST CHAMPARAN	10010104302	प्रावि0 पूर्वीकरगहिया	
16	Bihar	WEST CHAMPARAN	10010200202	प्रावि0 बैकुण्ठाडबरिया	
17	Bihar	WEST CHAMPARAN	10010200204	प्रावि0 बैकुण्ठाकन्या	
18	Bihar	WEST CHAMPARAN	10010201401	उमठि0 गहिरौहरिजन	
19	Bihar	WEST CHAMPARAN	10010201402	मठि0 गहिरौ	
20	Bihar	WEST CHAMPARAN	1001001502	उमठि0 शेखानाउर्दू	
21	Bihar	WEST CHAMPARAN	10010201505	प्रावि0 गम्हरिया	

After clicking the “OK” button , the following screen will appear :

Sl. N	State	District	Udise Code	School Name	Count Digit
1	Bihar	WEST CHAMPARAN	1001010102	30म0वि0 अहवरमझरिया	10
2	Bihar	WEST CHAMPARAN	110100105	प्राणवि0 कुर्मटोला	9
7	Bihar	WEST CHAMPARAN	1001000804	मणवि0 सिंघाछपर	10
21	Bihar	WEST CHAMPARAN	1001001502	30म0वि0 शेखीनाउद	10

We can see clearly, the Schools are filtered out whose length is less than 11 digit. Delete these schools from the proposal. These schools cannot be appraised as UDISE code was not correct.

Removing the Schools from the proposal which was already covered in previous year under School Education

- To identify the schools in the proposal, you required the Approved list of previous years in Excel format.
- Either you can download the concern component from PMS portal using your username and password or you can request the PMS UNIT on email rmsa.pms@gmail.com to provide you (only for appraisal team)
- Open the Proposal file in Microsoft Excel, as shown in the figure :

Sl. No.	State	District	UDISE Code	School Name
1	Bihar	WEST CHAMPARAN	10010100102	उमंगविठ अहिरमझरिया
2	Bihar	WEST CHAMPARAN	10010100105	प्राविठ कुमीटोला
3	Bihar	WEST CHAMPARAN	10010100201	प्राविठ बरवलचरु
4	Bihar	WEST CHAMPARAN	10010201501	उमंगविठ जगदिसपुर
5	Bihar	WEST CHAMPARAN	10010100301	उमंगविठ बैलदारीअनु
6	Bihar	WEST CHAMPARAN	10010100401	उमंगविठ गौडवाटोला
7	Bihar	WEST CHAMPARAN	10010100804	मंगविठ सिपाछपर
8	Bihar	WEST CHAMPARAN	10010100806	प्राविठ रामपुरगोली
9	Bihar	WEST CHAMPARAN	10010101001	उमंगविठ धांगडटोला
10	Bihar	WEST CHAMPARAN	10010101104	प्राविठ रानीपकडी
11	Bihar	WEST CHAMPARAN	10010101301	प्राविठ पैधनाथपुर
12	Bihar	WEST CHAMPARAN	10010101502	प्राविठ हरदियापचिम
13	Bihar	WEST CHAMPARAN	10010104101	प्राविठ जगजीवननगर
14	Bihar	WEST CHAMPARAN	10010104201	PS BASWARIA MUSHAR
15	Bihar	WEST CHAMPARAN	10010104302	प्राविठ पूर्वीकरगहिया
16	Bihar	WEST CHAMPARAN	10010200202	प्राविठ बैकुण्ठवाडरिया
17	Bihar	WEST CHAMPARAN	10010200204	प्राविठ बैकुण्ठवाकन्या
18	Bihar	WEST CHAMPARAN	10010201401	उमंगविठ गहिरिहरिजन
19	Bihar	WEST CHAMPARAN	10010201402	मंगविठ गहिरा
20	Bihar	WEST CHAMPARAN	10010201502	उमंगविठ शेखीनाउडी
21	Bihar	WEST CHAMPARAN	10010201505	प्राविठगम्हरिया

- Open the Approved list (downloaded from PMS) file in Microsoft Excel and copy only the UDISE code from the approved list. As shown below

stcd	dstcd	acyear	distname	schname	udise cd	amt	nos	new sd	h
10	1001	2019-2020	WEST CHAMPARAN	उमंगविठ अहिरमझरिया	10010100102	30000	1	1	11
10	1001	2019-2020	WEST CHAMPARAN	प्राविठ कुमीटोला	10010100105	30000	1	1	11
10	1001	2019-2020	WEST CHAMPARAN	प्राविठ बरवलचरु	10010100201	30000	1	1	11
10	1001	2019-2020	WEST CHAMPARAN	उमंगविठ जगदिसपुर	100102001501	30000	1	1	11
10	1001	2019-2020	WEST CHAMPARAN	उमंगविठ बैलदारीअनु	10010100301	30000	1	1	11
10	1001	2019-2020	WEST CHAMPARAN	मंगविठ सिपाछपर	10010100804	30000	1	1	11
10	1001	2019-2020	WEST CHAMPARAN	प्राविठ रामपुरगोली	10010100806	30000	1	1	11
10	1001	2019-2020	WEST CHAMPARAN	उमंगविठ धांगडटोला	10010101001	30000	1	1	11
10	1001	2019-2020	WEST CHAMPARAN	प्राविठ रानीपकडी	10010101104	30000	1	1	11
10	1001	2019-2020	WEST CHAMPARAN	प्राविठ पैधनाथपुर	10010101301	30000	1	1	11
10	1001	2019-2020	WEST CHAMPARAN	प्राविठ हरदियापचिम	10010101502	30000	1	1	11
10	1001	2019-2020	WEST CHAMPARAN	प्राविठ जगजीवननगर	10010104101	30000	1	1	11
10	1001	2019-2020	WEST CHAMPARAN	PS BASWARIA MUSHAR TOLI	10010104201	30000	1	1	11
10	1001	2019-2020	WEST CHAMPARAN	प्राविठ पूर्वीकरगहिया	10010104302	30000	1	1	11
10	1001	2019-2020	WEST CHAMPARAN	प्राविठ बैकुण्ठवाडरिया	10010200202	30000	1	1	11
10	1001	2019-2020	WEST CHAMPARAN	प्राविठ बैकुण्ठवाकन्या	10010200204	30000	1	1	11
10	1001	2019-2020	WEST CHAMPARAN	उमंगविठ गहिरिहरिजन	10010201401	30000	1	1	11
10	1001	2019-2020	WEST CHAMPARAN	मंगविठ गहिरा	10010201402	30000	1	1	11
10	1001	2019-2020	WEST CHAMPARAN	उमंगविठ जगदिसपुर	10010201501	30000	1	1	11
10	1001	2019-2020	WEST CHAMPARAN	उमंगविठ शेखीनाउडी	10010201502	30000	1	1	11
10	1001	2019-2020	WEST CHAMPARAN	प्राविठगम्हरिया	10010201505	30000	1	1	11
10	1001	2019-2020	WEST CHAMPARAN	मंगविठ मंगलपुर	10010202002	30000	1	1	11
10	1001	2019-2020	WEST CHAMPARAN	प्राविठ भानुपुरजगदिसपुर	10010202003	30000	1	1	11
10	1001	2019-2020	WEST CHAMPARAN	मंगविठ मंगलपुरकेला	10010202101	30000	1	1	11
10	1001	2019-2020	WEST CHAMPARAN	मंगविठ मंगलपुरकेला	10010202202	30000	1	1	11
10	1001	2019-2020	WEST CHAMPARAN	उमंगविठ शेखीनाउडीकेला	10010202402	30000	1	1	11

- Go to the Proposal excel sheet , and paste the UDISE code at the end of the row under column **“UDISE Code”** as shown in the figure :

Sl. No.	State	District	Udise Code	School Name
10	Bihar	WEST CHAMPARAN	10010101104	प्राथमिक रानीपकडी
11	Bihar	WEST CHAMPARAN	10010101301	प्राथमिक वैद्यनाथपुर
12	Bihar	WEST CHAMPARAN	10010101502	प्राथमिक हरदियापश्चिम
13	Bihar	WEST CHAMPARAN	10010104101	प्राथमिक जगजीवननगर
14	Bihar	WEST CHAMPARAN	10010104201	PS BASWARIA MUSHAR
15	Bihar	WEST CHAMPARAN	10010104302	प्राथमिक पूर्वीकरगहिया
16	Bihar	WEST CHAMPARAN	10010200202	प्राथमिक बैकुण्ठवाडरिया
17	Bihar	WEST CHAMPARAN	10010200204	प्राथमिक बैकुण्ठवाकन्या
18	Bihar	WEST CHAMPARAN	10010201401	उमठप्राथमिक गहिरौहरिजन
19	Bihar	WEST CHAMPARAN	10010201402	मठप्राथमिक गहिरौ
21	Bihar	WEST CHAMPARAN	10010201502	उमठप्राथमिक शेखीनाउर्दू
22	Bihar	WEST CHAMPARAN	10010201505	प्राथमिक गम्हरिया
			10010100102	
			10010100105	
			10010100201	
			10010100301	
			10010100401	
			10010100804	
			10010100806	
			10010101001	

- Now identify the duplicates by using option **Conditional Formatting → Highlighted Cell Rules → Duplicate Values**. As shown in the figure :

Sl. No.	State	District	Udise Code	School Name
13	Bihar	WEST CHAMPARAN	10010104101	प्राथमिक जगजीवननगर
14	Bihar	WEST CHAMPARAN	10010104201	PS BASWARIA MUSHAR
15	Bihar	WEST CHAMPARAN	10010104302	प्राथमिक पूर्वीकरगहिया
16	Bihar	WEST CHAMPARAN	10010200202	प्राथमिक बैकुण्ठवाडरिया
17	Bihar	WEST CHAMPARAN	10010200204	प्राथमिक बैकुण्ठवाकन्या
18	Bihar	WEST CHAMPARAN	10010201401	उमठप्राथमिक गहिरौहरिजन
19	Bihar	WEST CHAMPARAN	10010201402	मठप्राथमिक गहिरौ
21	Bihar	WEST CHAMPARAN	10010201502	उमठप्राथमिक शेखीनाउर्दू
22	Bihar	WEST CHAMPARAN	10010201505	प्राथमिक गम्हरिया
			10010100102	
			10010100105	
			10010100201	
			10010100301	
			10010100401	
			10010100804	
			10010100806	
			10010101001	
			10010101104	
			10010101301	
			10010101502	

After choosing the option , following screen will appear :

Sl. No.	State	District	Udise Code	School Name
7	Bihar	WEST CHAMPARAN	10010100804	मण्डि सिपाछपर
8	Bihar	WEST CHAMPARAN	10010100806	प्रावि रामपुरगौली
9	Bihar	WEST CHAMPARAN	10010101001	उमण्डि धांगडौली
10	Bihar	WEST CHAMPARAN	10010101104	प्रावि रानीपकडी
11	Bihar	WEST CHAMPARAN	10010101301	प्रावि धननाथपुर
12	Bihar	WEST CHAMPARAN	10010101502	प्रावि हरदियापश्चिम
13	Bihar	WEST CHAMPARAN	10010104101	प्रावि जगजीवननगर
14	Bihar	WEST CHAMPARAN	10010104201	PS BASWARIA MUSHAR
15	Bihar	WEST CHAMPARAN	10010104302	प्रावि पूर्वीकरगहिया
16	Bihar	WEST CHAMPARAN	10010200202	प्रावि बैकुण्ठवाडरिया
17	Bihar	WEST CHAMPARAN	10010200204	प्रावि बैकुण्ठवाडरिया
18	Bihar	WEST CHAMPARAN	10010201401	उमण्डि गहिरौहरिजन
19	Bihar	WEST CHAMPARAN	10010201402	मण्डि गहिरौ
21	Bihar	WEST CHAMPARAN	10010201502	उमण्डि शेखीनाउर्द
22	Bihar	WEST CHAMPARAN	10010201505	प्रावि गम्हरिया
25			10010100102	
26			10010100105	
27			10010100201	
28			10010100301	
29			10010100401	

We can clearly see the list of duplicate schools which were already covered in previous year under School Education.

Now filter out these highlighted schools as already shown in the first session of this manual and delete it before appraising the proposed list.