

**Manual for Checking Discrepancies & Duplicates under**

**Non-recurring Activities in the Proposal**

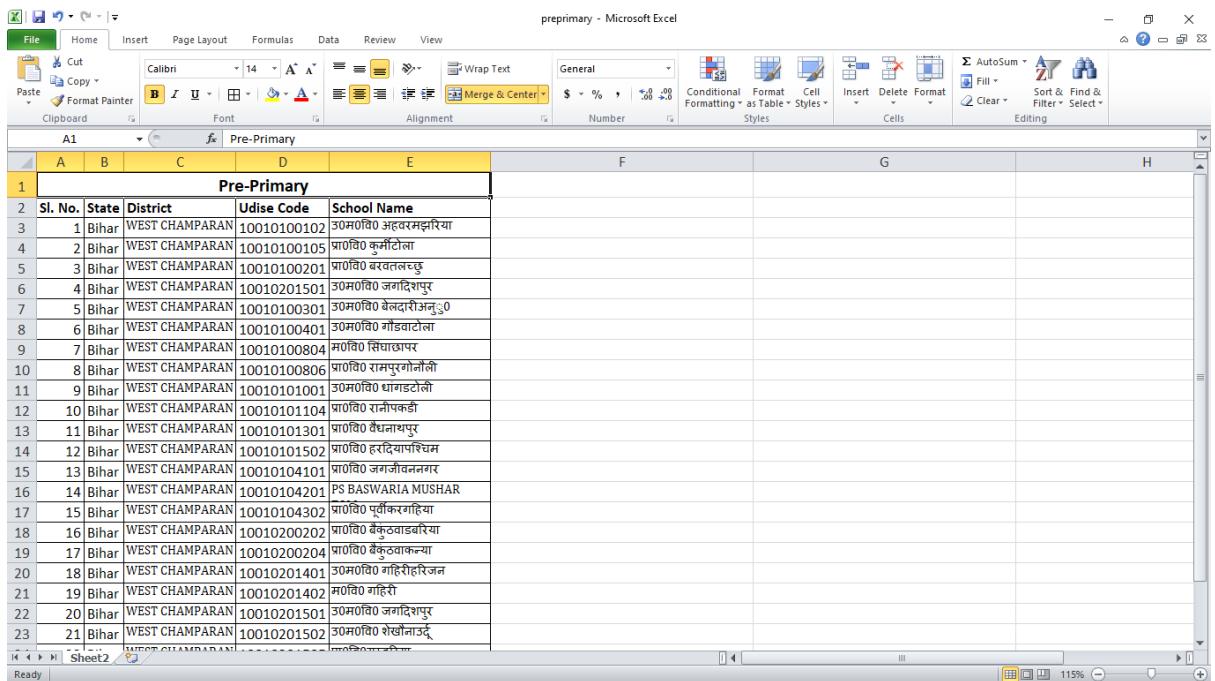
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## Identifying the duplicate schools in the proposal

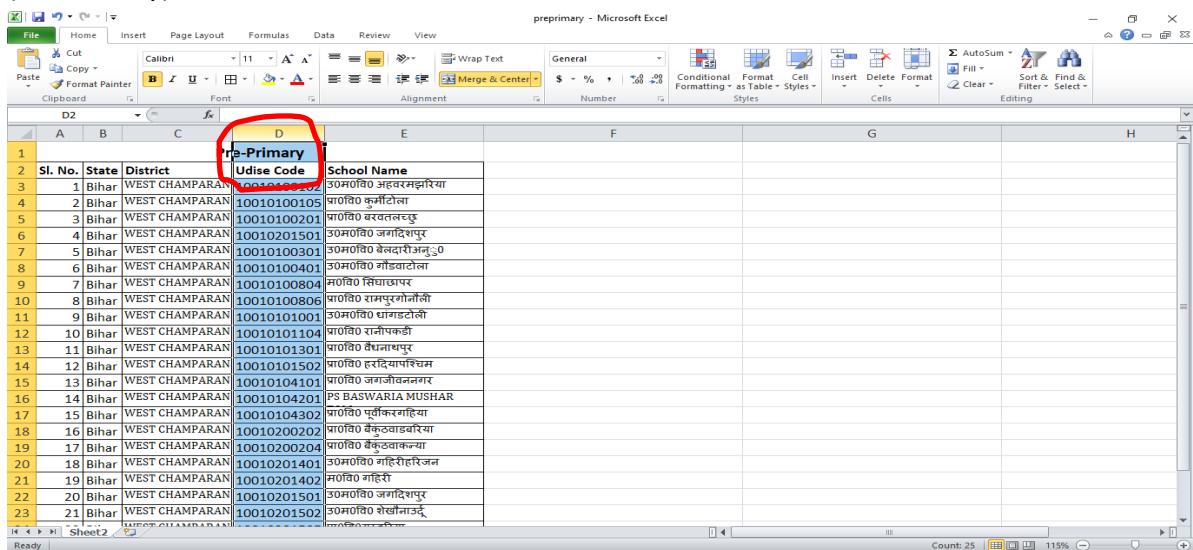
1. Open the excel file provided by the State / UTs in Microsoft Excel
2. Ensure that the Name of the school should be in “English only”

As shown in the figure below :



Pre-Primary					
1	A	B	C	D	
2	Sl. No.	State	District	UDise Code	School Name
3	1	Bihar	WEST CHAMPARAN	10010100102	30M010 अहवरमङ्गरेया
4	2	Bihar	WEST CHAMPARAN	10010100105	प्रांति कुमारीला
5	3	Bihar	WEST CHAMPARAN	10010100201	प्रांति बरवालकु
6	4	Bihar	WEST CHAMPARAN	10010201501	30M010 जगदिशपु
7	5	Bihar	WEST CHAMPARAN	10010100301	30M010 बेदरोरामनु
8	6	Bihar	WEST CHAMPARAN	10010100401	30M010 गाडिलाल
9	7	Bihar	WEST CHAMPARAN	10010100804	मांति सिघालप
10	8	Bihar	WEST CHAMPARAN	10010100806	प्रांति रामतुरामनी
11	9	Bihar	WEST CHAMPARAN	10010101001	30M010 धानदाली
12	10	Bihar	WEST CHAMPARAN	10010101104	प्रांति रामीलकड़ी
13	11	Bihar	WEST CHAMPARAN	10010101301	प्रांति वैधनाथपु
14	12	Bihar	WEST CHAMPARAN	10010101502	प्रांति हरदियापर्चम
15	13	Bihar	WEST CHAMPARAN	10010104101	प्रांति जगजीवनमर
16	14	Bihar	WEST CHAMPARAN	10010104201	PS BASWARIA MUSHAR
17	15	Bihar	WEST CHAMPARAN	10010104302	प्रांति पूर्णिमाहिया
18	16	Bihar	WEST CHAMPARAN	10010200202	प्रांति बेकलावारेया
19	17	Bihar	WEST CHAMPARAN	10010200204	प्रांति बेकलाक्या
20	18	Bihar	WEST CHAMPARAN	10010201401	30M010 गहिराहरिजन
21	19	Bihar	WEST CHAMPARAN	10010201402	मांति गाहरी
22	20	Bihar	WEST CHAMPARAN	10010201501	30M010 जगदिशपु
23	21	Bihar	WEST CHAMPARAN	10010201502	30M010 शेखालकु

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



Pre-Primary					
1	A	B	C	D	
2	Sl. No.	State	District	UDise Code	School Name
3	1	Bihar	WEST CHAMPARAN	10010100102	30M010 अहवरमङ्गरेया
4	2	Bihar	WEST CHAMPARAN	10010100105	प्रांति कुमारीला
5	3	Bihar	WEST CHAMPARAN	10010100201	प्रांति बरवालकु
6	4	Bihar	WEST CHAMPARAN	10010201501	30M010 जगदिशपु
7	5	Bihar	WEST CHAMPARAN	10010100301	30M010 बेकलावारेया
8	6	Bihar	WEST CHAMPARAN	10010100401	30M010 गाहरी
9	7	Bihar	WEST CHAMPARAN	10010100804	मांति सिघालप
10	8	Bihar	WEST CHAMPARAN	10010100806	प्रांति रामपुरामनी
11	9	Bihar	WEST CHAMPARAN	10010101001	30M010 प्रांति लोली
12	10	Bihar	WEST CHAMPARAN	10010101104	प्रांति रामीलकड़ी
13	11	Bihar	WEST CHAMPARAN	10010101301	प्रांति वैधनाथपु
14	12	Bihar	WEST CHAMPARAN	10010101502	प्रांति हरदियापर्चम
15	13	Bihar	WEST CHAMPARAN	10010104101	प्रांति जगजीवनमर
16	14	Bihar	WEST CHAMPARAN	10010104201	PS BASWARIA MUSHAR
17	15	Bihar	WEST CHAMPARAN	10010104302	प्रांति बेकलावारेया
18	16	Bihar	WEST CHAMPARAN	10010200202	प्रांति बेकलाक्या
19	17	Bihar	WEST CHAMPARAN	10010200204	प्रांति बेकलाक्या
20	18	Bihar	WEST CHAMPARAN	10010201401	30M010 गहिराहरिजन
21	19	Bihar	WEST CHAMPARAN	10010201402	मांति गाहरी
22	20	Bihar	WEST CHAMPARAN	10010201501	30M010 जगदिशपु
23	21	Bihar	WEST CHAMPARAN	10010201502	30M010 शेखालकु

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

preprimary - Microsoft Excel

Conditional Formatting Rules Manager

- Greater Than...
- Less Than...
- Between...
- Equal To...
- Text that Contains...
- New Rule...
- Clear Rules...
- Manage Rules...
- Duplicate Values... **Selected**
- More Rules...

Sheet2

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

preprimary - Microsoft Excel

Conditional Formatting Rules Manager

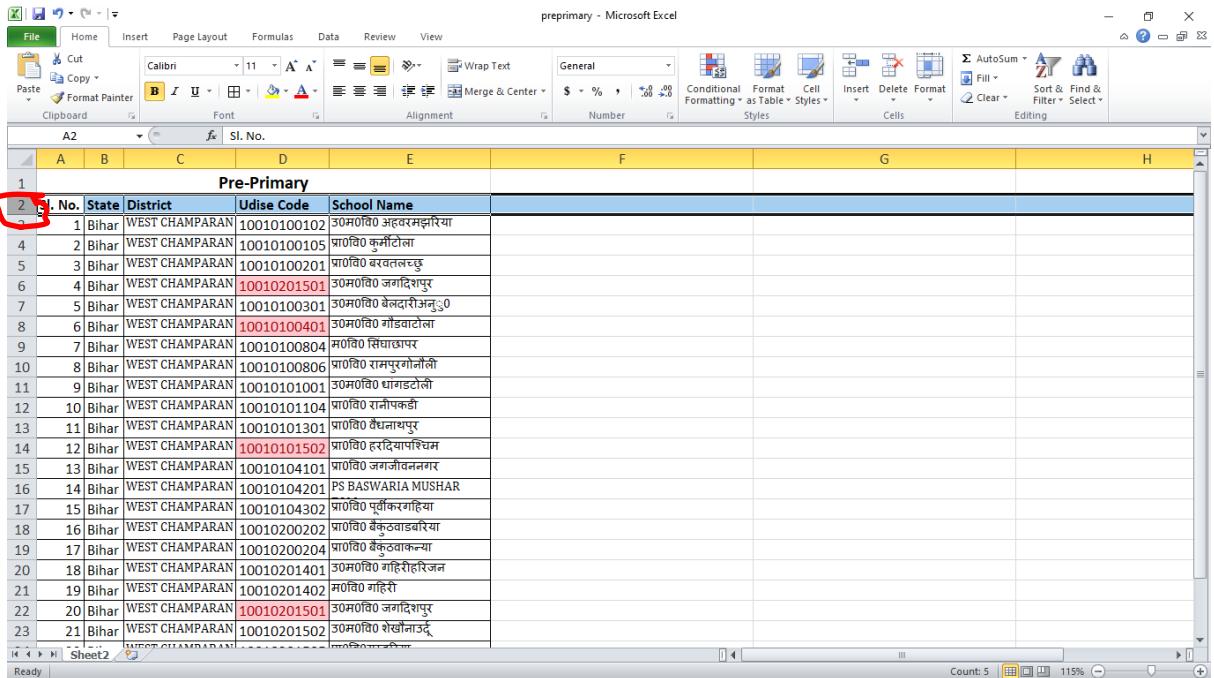
- Greater Than...
- Less Than...
- Between...
- Equal To...
- Text that Contains...
- New Rule...
- Clear Rules...
- Manage Rules...
- Duplicate Values... **Selected**
- More Rules...

Sheet2

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

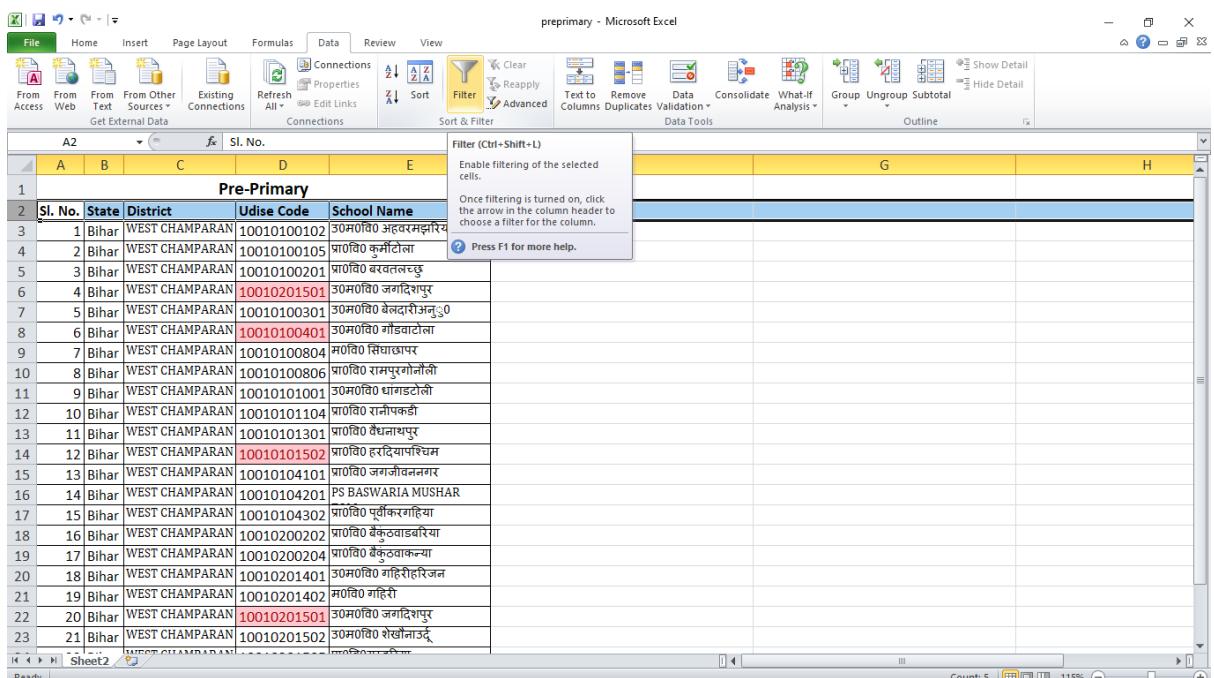
### **To remove the duplicate schools one-by- one**

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



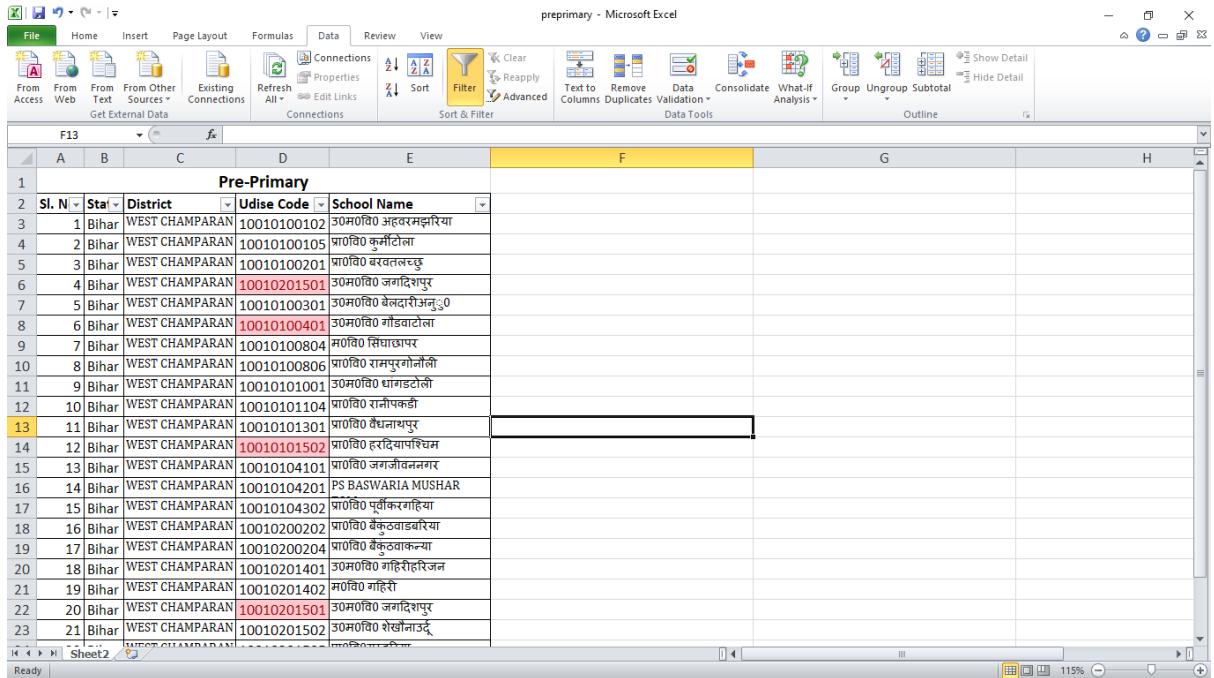
Sl. No.	State	District	Udise Code	School Name
1	Bihar	WEST CHAMPARAN	10010100102	उमाविं जहरमदरिया
2	Bihar	WEST CHAMPARAN	10010100105	प्राविं झटिला
3	Bihar	WEST CHAMPARAN	10010100201	प्राविं बरतलच्छु
4	Bihar	WEST CHAMPARAN	10010201501	उमाविं जगदिशपुर
5	Bihar	WEST CHAMPARAN	10010100301	उमाविं खेलरामन्दू
6	Bihar	WEST CHAMPARAN	10010100401	उमाविं गडियाला
7	Bihar	WEST CHAMPARAN	10010100804	माविं सिंधाधपर
8	Bihar	WEST CHAMPARAN	10010100806	प्राविं रामपुरगोली
9	Bihar	WEST CHAMPARAN	10010101001	उमाविं खाडिलो
10	Bihar	WEST CHAMPARAN	10010101104	प्राविं रानीपकड़ी
11	Bihar	WEST CHAMPARAN	10010101301	प्राविं खेलाधुर
12	Bihar	WEST CHAMPARAN	10010101502	प्राविं हरदियापरियम
13	Bihar	WEST CHAMPARAN	10010104101	प्राविं जगजीवननर
14	Bihar	WEST CHAMPARAN	10010104201	PS BASWARIA MUSHAR
15	Bihar	WEST CHAMPARAN	10010104302	प्राविं चूकगाहिया
16	Bihar	WEST CHAMPARAN	10010200202	प्राविं बुलुडवाडरिया
17	Bihar	WEST CHAMPARAN	10010200204	प्राविं बुलाकान्या
18	Bihar	WEST CHAMPARAN	10010201401	उमाविं गहरोहरिजन
19	Bihar	WEST CHAMPARAN	10010201402	प्राविं गहरी
20	Bihar	WEST CHAMPARAN	10010201501	उमाविं जगदिशपुर
21	Bihar	WEST CHAMPARAN	10010201502	उमाविं शेखानारदू

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



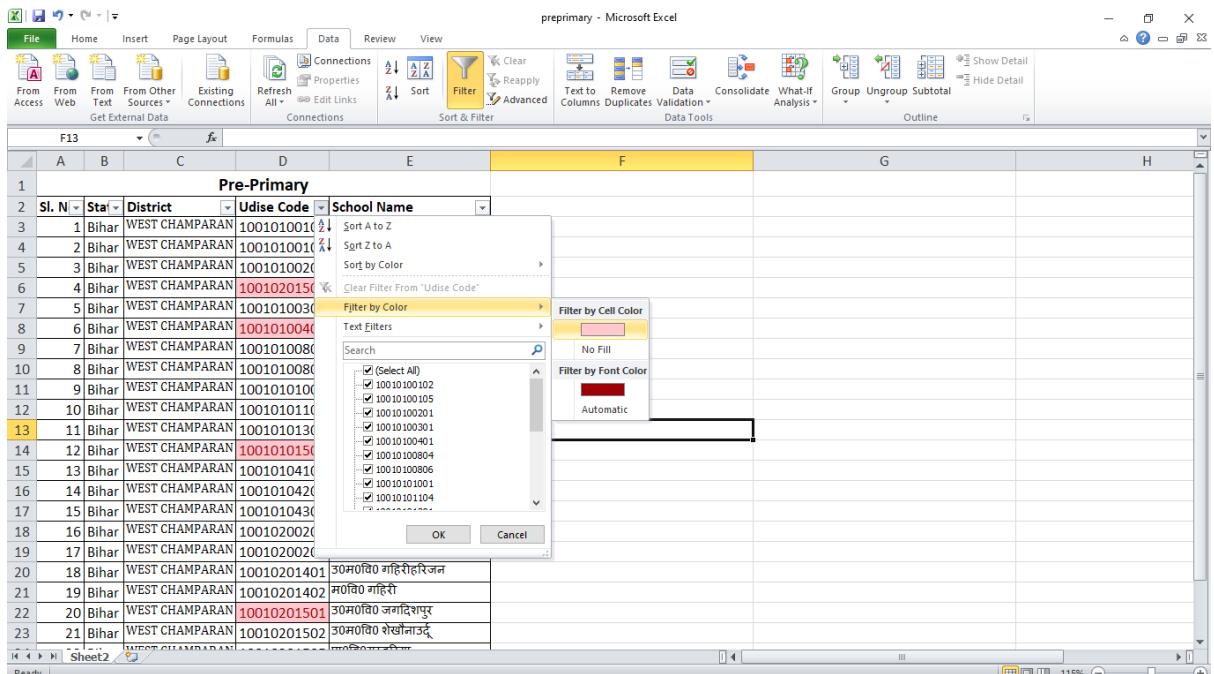
Sl. No.	State	District	Udise Code	School Name
1	Bihar	WEST CHAMPARAN	10010100102	उमाविं जहरमदरिया
2	Bihar	WEST CHAMPARAN	10010100105	प्राविं झटिला
3	Bihar	WEST CHAMPARAN	10010100201	प्राविं बरतलच्छु
4	Bihar	WEST CHAMPARAN	10010201501	उमाविं जगदिशपुर
5	Bihar	WEST CHAMPARAN	10010100301	उमाविं खेलरामन्दू
6	Bihar	WEST CHAMPARAN	10010100401	उमाविं गडियाला
7	Bihar	WEST CHAMPARAN	10010100804	माविं सिंधाधपर
8	Bihar	WEST CHAMPARAN	10010100806	प्राविं रामपुरगोली
9	Bihar	WEST CHAMPARAN	10010101001	उमाविं खाडिलो
10	Bihar	WEST CHAMPARAN	10010101104	प्राविं रानीपकड़ी
11	Bihar	WEST CHAMPARAN	10010101301	प्राविं खेलाधुर
12	Bihar	WEST CHAMPARAN	10010101502	प्राविं हरदियापरियम
13	Bihar	WEST CHAMPARAN	10010104101	प्राविं जगजीवननर
14	Bihar	WEST CHAMPARAN	10010104201	PS BASWARIA MUSHAR
15	Bihar	WEST CHAMPARAN	10010104302	प्राविं चूकगाहिया
16	Bihar	WEST CHAMPARAN	10010200202	प्राविं बुलुडवाडरिया
17	Bihar	WEST CHAMPARAN	10010200204	प्राविं बुलाकान्या
18	Bihar	WEST CHAMPARAN	10010201401	उमाविं गहरोहरिजन
19	Bihar	WEST CHAMPARAN	10010201402	प्राविं गहरी
20	Bihar	WEST CHAMPARAN	10010201501	उमाविं जगदिशपुर
21	Bihar	WEST CHAMPARAN	10010201502	उमाविं शेखानारदू

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



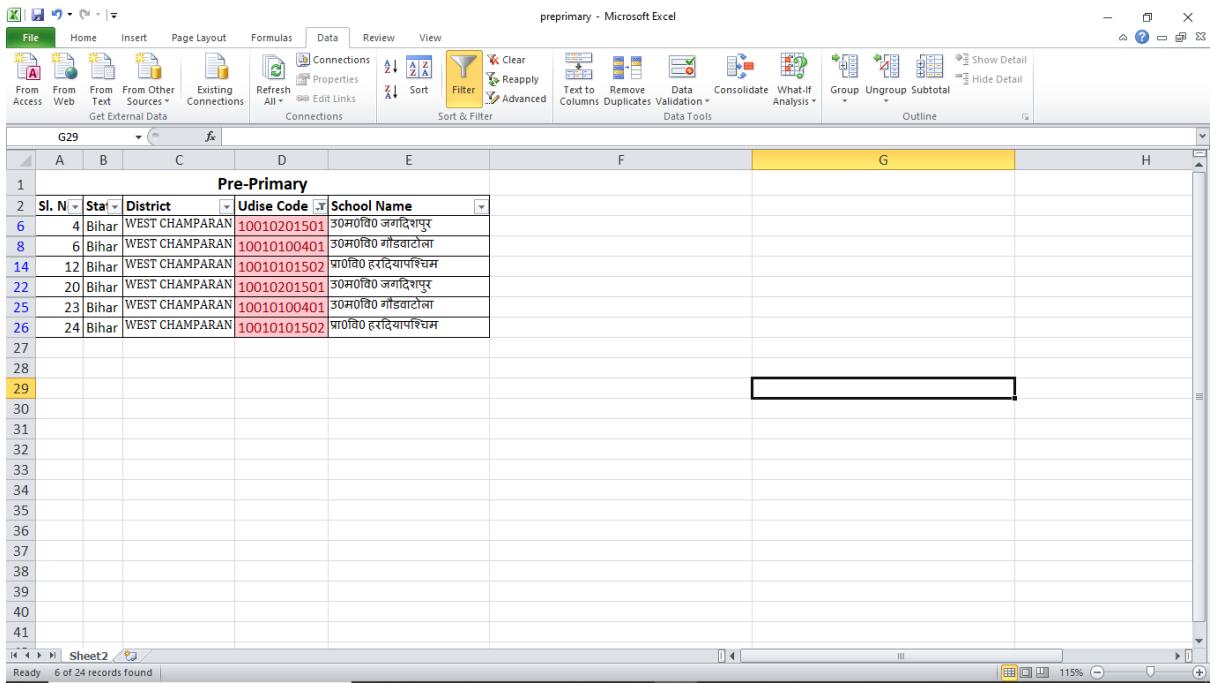
Sl. No.	State	District	Udise Code	School Name
1				<b>Pre-Primary</b>
2	1 Bihar	WEST CHAMPARAN	10010100102	उमाविं अंदरमझरिया
3	2 Bihar	WEST CHAMPARAN	10010100105	प्राविं कुमीटोला
4	3 Bihar	WEST CHAMPARAN	10010100201	प्राविं रसतलकड़
5	4 Bihar	WEST CHAMPARAN	<b>10010201501</b>	उमाविं जगदिशपुर
6	5 Bihar	WEST CHAMPARAN	10010100301	उमाविं बेलपरीअन्तु
7	6 Bihar	WEST CHAMPARAN	<b>10010100401</b>	उमाविं गोडवाटोला
8	7 Bihar	WEST CHAMPARAN	10010100804	प्राविं तिघापापर
9	8 Bihar	WEST CHAMPARAN	10010100806	प्राविं गांधुगोली
10	9 Bihar	WEST CHAMPARAN	10010101001	उमाविं धाराडोली
11	10 Bihar	WEST CHAMPARAN	10010101104	प्राविं गंगपकड़ी
12	11 Bihar	WEST CHAMPARAN	10010101301	प्राविं तेलमाथपुर
13	12 Bihar	WEST CHAMPARAN	<b>10010101502</b>	प्राविं रसतलगाविधम
14	13 Bihar	WEST CHAMPARAN	10010104101	प्राविं जगजीवनगमर
15	14 Bihar	WEST CHAMPARAN	10010104201	PS BASWARIA MUSHAR
16	15 Bihar	WEST CHAMPARAN	10010104302	प्राविं रसतलगाहिया
17	16 Bihar	WEST CHAMPARAN	10010200202	प्राविं बेलपरीअन्तु
18	17 Bihar	WEST CHAMPARAN	10010200204	प्राविं बेलपरीकन्ना
19	18 Bihar	WEST CHAMPARAN	10010201401	उमाविं गहिरीरिजन
20	19 Bihar	WEST CHAMPARAN	10010201402	प्राविं गांहरी
21	20 Bihar	WEST CHAMPARAN	<b>10010201501</b>	उमाविं जगदिशपुर
22	21 Bihar	WEST CHAMPARAN	10010201502	उमाविं शखानांडू

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



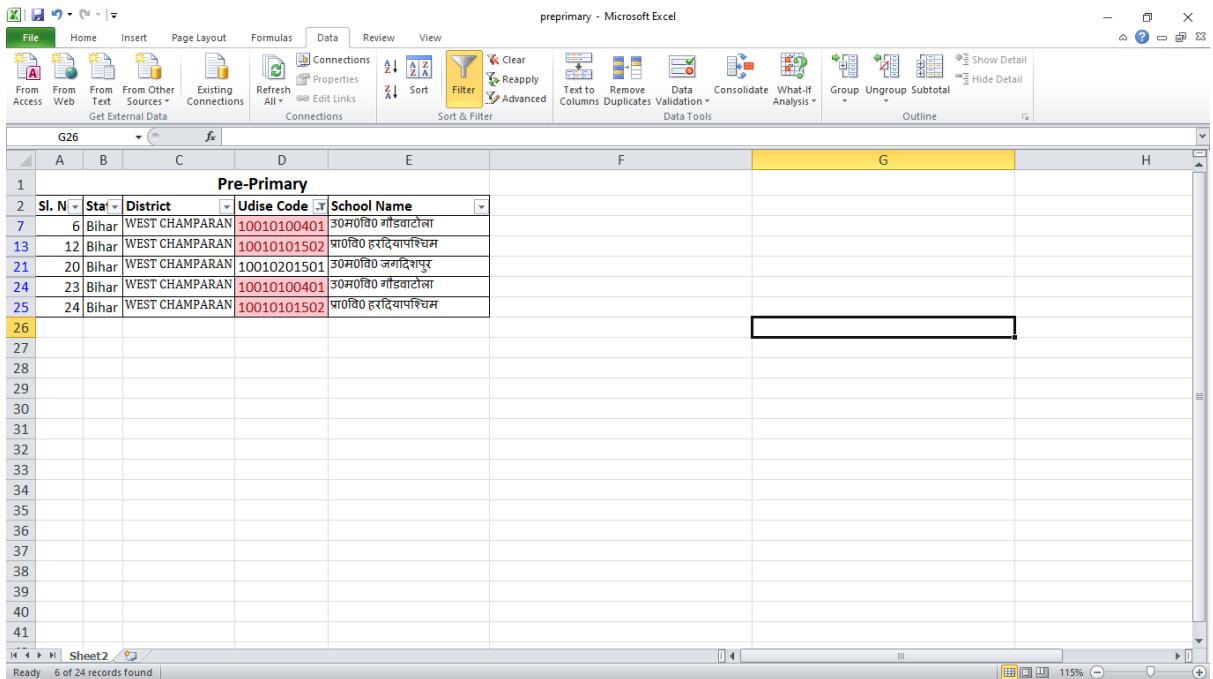
Sl. No.	State	District	Udise Code	School Name
1				<b>Pre-Primary</b>
2	1 Bihar	WEST CHAMPARAN	10010100102	उमाविं अंदरमझरिया
3	2 Bihar	WEST CHAMPARAN	10010100105	प्राविं कुमीटोला
4	3 Bihar	WEST CHAMPARAN	10010100201	प्राविं रसतलकड़
5	4 Bihar	WEST CHAMPARAN	<b>10010201501</b>	उमाविं जगदिशपुर
6	5 Bihar	WEST CHAMPARAN	10010100301	उमाविं बेलपरीअन्तु
7	6 Bihar	WEST CHAMPARAN	<b>10010100401</b>	प्राविं गंगपकड़ी
8	7 Bihar	WEST CHAMPARAN	10010100806	प्राविं तेलमाथपुर
9	8 Bihar	WEST CHAMPARAN	10010100808	प्राविं रसतलगाहिया
10	9 Bihar	WEST CHAMPARAN	10010101001	उमाविं बेलपरीअन्तु
11	10 Bihar	WEST CHAMPARAN	10010101101	प्राविं तेलमाथपुर
12	11 Bihar	WEST CHAMPARAN	10010101301	उमाविं गहिरीरिजन
13	12 Bihar	WEST CHAMPARAN	<b>10010101502</b>	प्राविं रसतलगाविधम
14	13 Bihar	WEST CHAMPARAN	10010104101	प्राविं जगजीवनगमर
15	14 Bihar	WEST CHAMPARAN	10010104201	PS BASWARIA MUSHAR
16	15 Bihar	WEST CHAMPARAN	10010104302	प्राविं रसतलगाहिया
17	16 Bihar	WEST CHAMPARAN	10010200202	प्राविं बेलपरीअन्तु
18	17 Bihar	WEST CHAMPARAN	10010200204	प्राविं बेलपरीकन्ना
19	18 Bihar	WEST CHAMPARAN	10010201401	उमाविं गहिरीरिजन
20	19 Bihar	WEST CHAMPARAN	10010201402	प्राविं गांहरी
21	20 Bihar	WEST CHAMPARAN	<b>10010201501</b>	उमाविं जगदिशपुर
22	21 Bihar	WEST CHAMPARAN	10010201502	उमाविं शखानांडू

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



Pre-Primary				
Sl. No	State	District	Udise Code	School Name
2				
4	Bihar	WEST CHAMPARAN	10010201501	उमाविं जगदिशपुर
6	Bihar	WEST CHAMPARAN	10010100401	उमाविं गौडवाटोला
8	Bihar	WEST CHAMPARAN	10010100401	पांविं हरदयापारिचम
12	Bihar	WEST CHAMPARAN	10010101502	उमाविं जगदिशपुर
20	Bihar	WEST CHAMPARAN	10010201501	उमाविं गौडवाटोला
23	Bihar	WEST CHAMPARAN	10010100401	पांविं हरदयापारिचम
24	Bihar	WEST CHAMPARAN	10010101502	पांविं हरदयापारिचम
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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



Pre-Primary				
Sl. No	State	District	Udise Code	School Name
2				
6	Bihar	WEST CHAMPARAN	10010100401	उमाविं गौडवाटोला
8	Bihar	WEST CHAMPARAN	10010101502	पांविं हरदयापारिचम
12	Bihar	WEST CHAMPARAN	10010101502	पांविं हरदयापारिचम
20	Bihar	WEST CHAMPARAN	10010201501	उमाविं जगदिशपुर
23	Bihar	WEST CHAMPARAN	10010100401	उमाविं गौडवाटोला
24	Bihar	WEST CHAMPARAN	10010101502	पांविं हरदयापारिचम
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41				

## **To remove the duplicate schools from Entire Proposal**

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

Pre-Primary									
Sl. No.	State	District	Udise Code	School Name					
1	1 Bihar	WEST CHAMPARAN	10010100102	30मात्रि अहवमझारीया					
2	2 Bihar	WEST CHAMPARAN	10010100105	पाठि कुमीटाला					
3	3 Bihar	WEST CHAMPARAN	10010100201	पाठि बरवालचु					
4	4 Bihar	WEST CHAMPARAN	10010201501	30मात्रि जगदिशपुर					
5	5 Bihar	WEST CHAMPARAN	10010100301	30मात्रि बेदारीनगर					
6	6 Bihar	WEST CHAMPARAN	10010100401	30मात्रि गोडाटाला					
7	7 Bihar	WEST CHAMPARAN	10010100804	पाठि सिंधारप					
8	8 Bihar	WEST CHAMPARAN	10010100806	पाठि रामपुरानोली					
9	9 Bihar	WEST CHAMPARAN	10010100101	30मात्रि धानगढ़ाली					
10	10 Bihar	WEST CHAMPARAN	10010101104	पाठि रानीपहड़ी					
11	11 Bihar	WEST CHAMPARAN	10010101301	पाठि वेधनाथपुर					
12	12 Bihar	WEST CHAMPARAN	10010101502	पाठि हाटीयापारिच					
13	13 Bihar	WEST CHAMPARAN	10010104101	पाठि जगतीवननगर					
14	14 Bihar	WEST CHAMPARAN	10010104201	PS BASWARIA MUSHAR					
15	15 Bihar	WEST CHAMPARAN	10010104302	पाठि पूर्विकर्माहाया					
16	16 Bihar	WEST CHAMPARAN	10010200202	पाठि बैकावाड़ारिया					
17	17 Bihar	WEST CHAMPARAN	10010200204	पाठि बैकावाक़या					
18	18 Bihar	WEST CHAMPARAN	10010201401	30मात्रि गहिराहिजन					
19	19 Bihar	WEST CHAMPARAN	10010201402	पाठि गाहरी					
20	20 Bihar	WEST CHAMPARAN	10010201501	30मात्रि जगदिशपुर					
21	21 Bihar	WEST CHAMPARAN	10010201502	30मात्रि शेखानारद					

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

preprimary - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

From Access From Web From Text From Other Sources Existing Connections Refresh All Connections

Connections Properties Refresh All Sort Filter Advanced

Sort & Filter

Text to Columns Remove Duplicates Data Validation Data Tools

Remove Duplicates

Remove Duplicates

Pre-Primary

Sl. No. State District Udiste Code School Name

1 Bihar WEST CHAMPARAN 10010100102 30मार्गि महारामझिरया

2 Bihar WEST CHAMPARAN 10010100105 30मार्गि कम्मीटोला

3 Bihar WEST CHAMPARAN 10010100201 30मार्गि बखतातचड़ु

4 Bihar WEST CHAMPARAN 10010201501 30मार्गि जगदिशपुर

5 Bihar WEST CHAMPARAN 10010100301 30मार्गि बेलरोड़ु-०

6 Bihar WEST CHAMPARAN 10010100401 30मार्गि गोडाटोला

7 Bihar WEST CHAMPARAN 10010100804 30मार्गि लिंगाधाप

8 Bihar WEST CHAMPARAN 10010100806 30मार्गि रामपुरगोली

9 Bihar WEST CHAMPARAN 10010101001 30मार्गि धानगढ़ीलो

10 Bihar WEST CHAMPARAN 10010101104 30मार्गि गोपकोड़ी

11 Bihar WEST CHAMPARAN 10010101301 30मार्गि वैद्यशपुर

12 Bihar WEST CHAMPARAN 10010101502 30मार्गि हरियापारिम

13 Bihar WEST CHAMPARAN 10010104101 30मार्गि जगनीवननगर

14 Bihar WEST CHAMPARAN 10010104201 PS BASWARIA MUSHAR

15 Bihar WEST CHAMPARAN 10010104302 30मार्गि पूर्विरगाहिया

16 Bihar WEST CHAMPARAN 10010200202 30मार्गि बैकाताड़ीरया

17 Bihar WEST CHAMPARAN 10010200204 30मार्गि बैकुंठकाड़ीया

18 Bihar WEST CHAMPARAN 10010201401 30मार्गि गहिरोड़ीरजन

19 Bihar WEST CHAMPARAN 10010201402 30मार्गि गाहिरी

20 Bihar WEST CHAMPARAN 10010201501 30मार्गि जगदिशपुर

21 Bihar WEST CHAMPARAN 10010201502 30मार्गि शेखानाड़ु

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 :

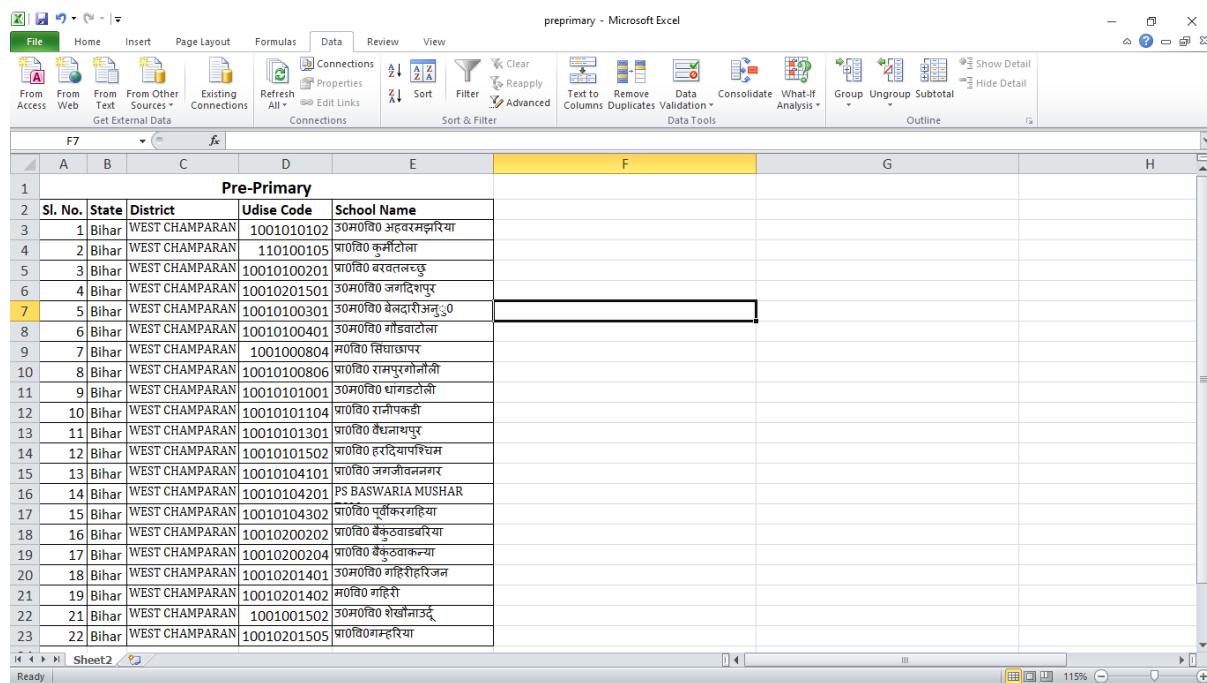
Now click on “OK” button to remove all duplicate records, following screen will appear :

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

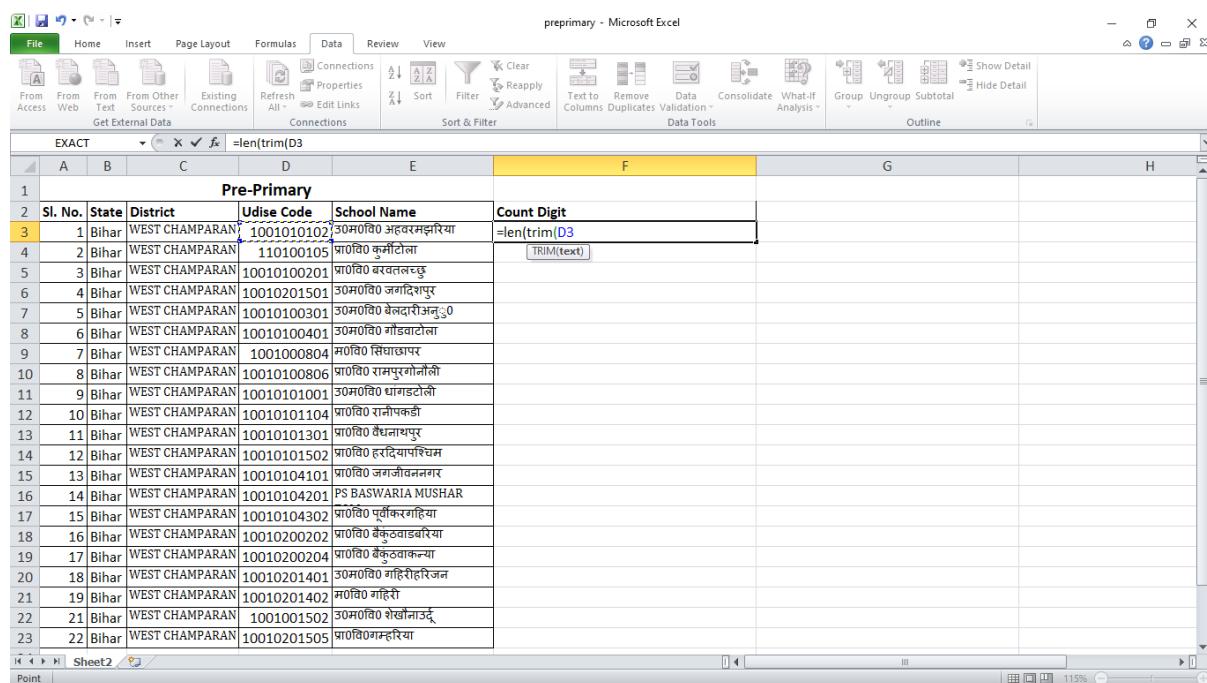
1. Open the excel file provided by the State / UTs in Microsoft Excel
2. Ensure that the Name of the school should be in “English only”

As shown in the figure below :



Pre-Primary				
Sl. No.	State	District	Udise Code	School Name
3	1 Bihar	WEST CHAMPARAN	1001010102	उमाविं अंतर्राष्ट्रीया
4	2 Bihar	WEST CHAMPARAN	110100105	प्राविं फूटोला
5	3 Bihar	WEST CHAMPARAN	10010100201	प्राविं बरयतलकड़
6	4 Bihar	WEST CHAMPARAN	10010201501	उमाविं जगदिंगपुर
7	5 Bihar	WEST CHAMPARAN	10010100301	उमाविं बंदरीअनु०
8	6 Bihar	WEST CHAMPARAN	10010100401	उमाविं गोडवालो
9	7 Bihar	WEST CHAMPARAN	1001000804	प्राविं सिंधापुर
10	8 Bihar	WEST CHAMPARAN	10010100806	प्राविं रामपुणी
11	9 Bihar	WEST CHAMPARAN	10010101001	उमाविं धानगढोली
12	10 Bihar	WEST CHAMPARAN	10010101104	प्राविं रामपुणी
13	11 Bihar	WEST CHAMPARAN	10010101301	प्राविं वैदनामपुर
14	12 Bihar	WEST CHAMPARAN	10010101502	प्राविं इरदिवापालिंगम
15	13 Bihar	WEST CHAMPARAN	10010104101	प्राविं जगजीवननगर
16	14 Bihar	WEST CHAMPARAN	10010104201	PS BASWARIA MUSHAR
17	15 Bihar	WEST CHAMPARAN	10010104302	प्राविं वृक्षगाहिया
18	16 Bihar	WEST CHAMPARAN	10010200202	प्राविं बुलडारिया
19	17 Bihar	WEST CHAMPARAN	10010200204	प्राविं बुलडाकन्या
20	18 Bihar	WEST CHAMPARAN	10010201401	उमाविं गहिरोहरिजन
21	19 Bihar	WEST CHAMPARAN	10010201402	प्राविं गाही
22	21 Bihar	WEST CHAMPARAN	1001001502	उमाविं शेखोनारु०
23	22 Bihar	WEST CHAMPARAN	10010201505	प्राविं गम्हरिया

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 :



Pre-Primary				
Sl. No.	State	District	Udise Code	School Name
3	1 Bihar	WEST CHAMPARAN	1001010102	उमाविं अंतर्राष्ट्रीया
4	2 Bihar	WEST CHAMPARAN	110100105	प्राविं फूटोला
5	3 Bihar	WEST CHAMPARAN	10010100201	प्राविं बरयतलकड़
6	4 Bihar	WEST CHAMPARAN	10010201501	उमाविं जगदिंगपुर
7	5 Bihar	WEST CHAMPARAN	10010100301	उमाविं बंदरीअनु०
8	6 Bihar	WEST CHAMPARAN	10010100401	उमाविं गोडवालो
9	7 Bihar	WEST CHAMPARAN	1001000804	प्राविं सिंधापुर
10	8 Bihar	WEST CHAMPARAN	10010100806	प्राविं रामपुणी
11	9 Bihar	WEST CHAMPARAN	10010101001	उमाविं धानगढोली
12	10 Bihar	WEST CHAMPARAN	10010101104	प्राविं रामोपुणी
13	11 Bihar	WEST CHAMPARAN	10010101301	प्राविं वैदनामपुर
14	12 Bihar	WEST CHAMPARAN	10010101502	प्राविं इरदिवापालिंगम
15	13 Bihar	WEST CHAMPARAN	10010104101	प्राविं जगजीवननगर
16	14 Bihar	WEST CHAMPARAN	10010104201	PS BASWARIA MUSHAR
17	15 Bihar	WEST CHAMPARAN	10010104302	प्राविं वृक्षगाहिया
18	16 Bihar	WEST CHAMPARAN	10010200202	प्राविं बुलडारिया
19	17 Bihar	WEST CHAMPARAN	10010200204	प्राविं बुलडाकन्या
20	18 Bihar	WEST CHAMPARAN	10010201401	उमाविं गहिरोहरिजन
21	19 Bihar	WEST CHAMPARAN	10010201402	प्राविं गाही
22	21 Bihar	WEST CHAMPARAN	1001001502	उमाविं शेखोनारु०
23	22 Bihar	WEST CHAMPARAN	10010201505	प्राविं गम्हरिया

After Pressing enter button , following screen will appear :

Pre-Primary				
Sl. No.	State	District	Udise Code	School Name
3	1 Bihar	WEST CHAMPARAN	1001010102	उमाविं० अंगरसङ्गिया
4	2 Bihar	WEST CHAMPARAN	110100105	पाठिं० कुमीटोला
5	3 Bihar	WEST CHAMPARAN	10010100201	पाठिं० बरवतलचूक
6	4 Bihar	WEST CHAMPARAN	10010201501	उमाविं० जगदिशपुर
7	5 Bihar	WEST CHAMPARAN	10010100301	उमाविं० बेलदारीअनु०
8	6 Bihar	WEST CHAMPARAN	10010100401	उमाविं० गोडवालोला
9	7 Bihar	WEST CHAMPARAN	10010000804	माठिं० सिंघाइपर
10	8 Bihar	WEST CHAMPARAN	10010100806	पाठिं० रामपुरगोली
11	9 Bihar	WEST CHAMPARAN	10010101001	उमाविं० धानगडोली
12	10 Bihar	WEST CHAMPARAN	10010101104	पाठिं० रामपकडी
13	11 Bihar	WEST CHAMPARAN	10010101301	पाठिं० वैधनाथपुर
14	12 Bihar	WEST CHAMPARAN	10010101502	पाठिं० हरदिवापालिंदम
15	13 Bihar	WEST CHAMPARAN	10010104101	पाठिं० जगजीवननगर
16	14 Bihar	WEST CHAMPARAN	10010104201	PS BASWARIA MUSHAR
17	15 Bihar	WEST CHAMPARAN	10010104302	पाठिं० पीडकगाहिया
18	16 Bihar	WEST CHAMPARAN	10010200202	पाठिं० बेलवाडापरिया
19	17 Bihar	WEST CHAMPARAN	10010200204	पाठिं० बुकुलाकन्ना
20	18 Bihar	WEST CHAMPARAN	10010201401	उमाविं० गहरीहरिजन
21	19 Bihar	WEST CHAMPARAN	10010201402	माठिं० गारी
22	21 Bihar	WEST CHAMPARAN	10010001502	उमाविं० शेखोनारदू
23	22 Bihar	WEST CHAMPARAN	10010201505	पाठिं०गम्हरिया

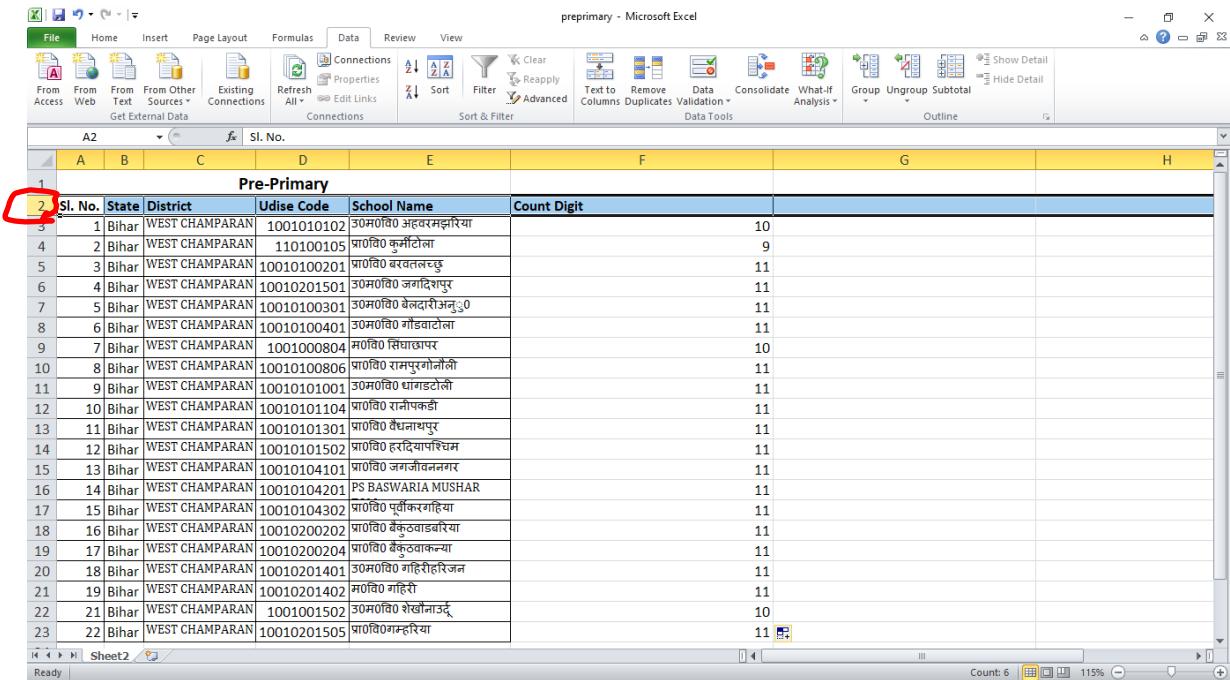
The number of character of UDISE code will be counted and displayed in the new column as shown above. Copy the Same formula in other rows also by using **CTRL + C** and **CTRL + V** option as shown in the figure below :

Pre-Primary				
Sl. No.	State	District	Udise Code	School Name
3	1 Bihar	WEST CHAMPARAN	1001010102	उमाविं० अंगरसङ्गिया
4	2 Bihar	WEST CHAMPARAN	110100105	पाठिं० कुमीटोला
5	3 Bihar	WEST CHAMPARAN	10010100201	पाठिं० बरवतलचूक
6	4 Bihar	WEST CHAMPARAN	10010201501	उमाविं० जगदिशपुर
7	5 Bihar	WEST CHAMPARAN	10010100301	उमाविं० बेलदारीअनु०
8	6 Bihar	WEST CHAMPARAN	10010100401	उमाविं० गोडवालोला
9	7 Bihar	WEST CHAMPARAN	10010000804	माठिं० सिंघाइपर
10	8 Bihar	WEST CHAMPARAN	10010100806	पाठिं० रामपुरगोली
11	9 Bihar	WEST CHAMPARAN	10010101001	उमाविं० धानगडोली
12	10 Bihar	WEST CHAMPARAN	10010101104	पाठिं० रामपकडी
13	11 Bihar	WEST CHAMPARAN	10010101301	पाठिं० वैधनाथपुर
14	12 Bihar	WEST CHAMPARAN	10010101502	पाठिं० हरदिवापालिंदम
15	13 Bihar	WEST CHAMPARAN	10010104101	पाठिं० जगजीवननगर
16	14 Bihar	WEST CHAMPARAN	10010104201	PS BASWARIA MUSHAR
17	15 Bihar	WEST CHAMPARAN	10010104302	पाठिं० पीडकगाहिया
18	16 Bihar	WEST CHAMPARAN	10010200202	पाठिं० बेलवाडापरिया
19	17 Bihar	WEST CHAMPARAN	10010200204	पाठिं० बुकुलाकन्ना
20	18 Bihar	WEST CHAMPARAN	10010201401	उमाविं० गहरीहरिजन
21	19 Bihar	WEST CHAMPARAN	10010201402	माठिं० गारी
22	21 Bihar	WEST CHAMPARAN	10010001502	उमाविं० शेखोनारदू
23	22 Bihar	WEST CHAMPARAN	10010201505	पाठिं०गम्हरिया

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

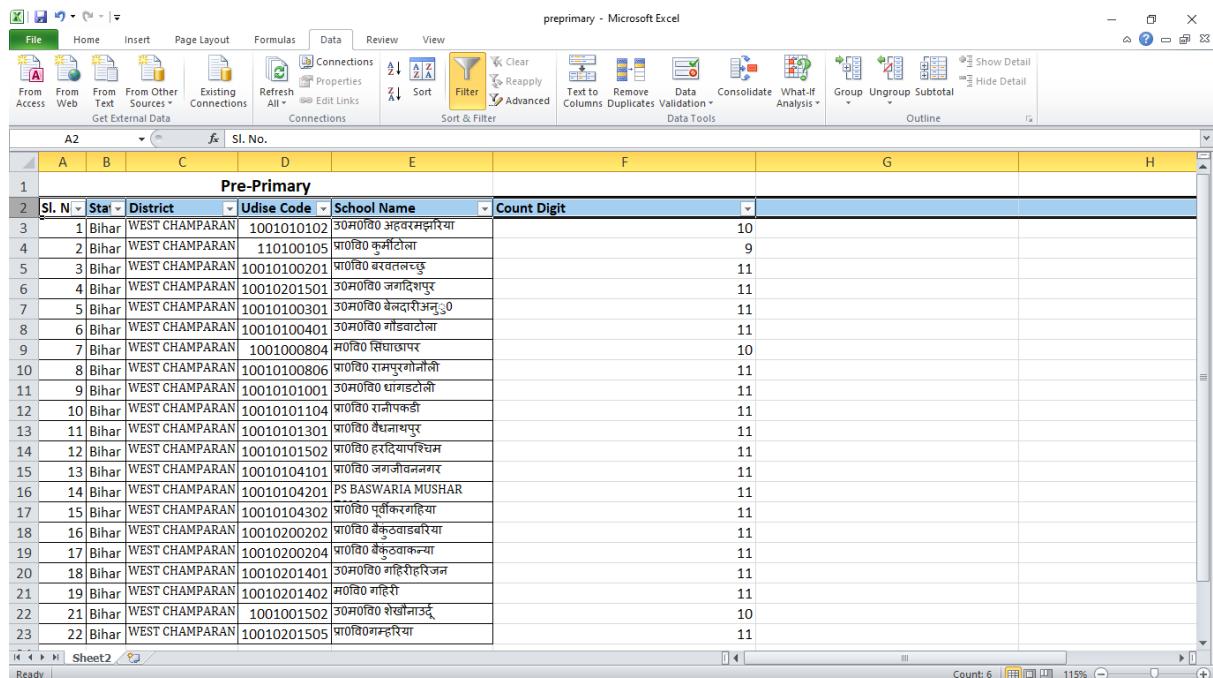
Now to filter the Schools having less than 11 digit , follow the following procedure

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



Sl. No.	State	District	Udise Code	School Name	Count Digit
1	Bihar	WEST CHAMPARAN	1001010102	उमाविंश अवधारिया	10
2	Bihar	WEST CHAMPARAN	1101001015	पांचिं कुमीटोला	9
3	Bihar	WEST CHAMPARAN	10010100201	पांचिं बरवतलचू	11
4	Bihar	WEST CHAMPARAN	10010201501	उमाविं जगदिशपुर	11
5	Bihar	WEST CHAMPARAN	10010100301	उमाविं बैलदरीअनु०	11
6	Bihar	WEST CHAMPARAN	10010100401	उमाविं गोडवाटोला	11
7	Bihar	WEST CHAMPARAN	10010000804	मांविं सिंधाराप	10
8	Bihar	WEST CHAMPARAN	10010100806	पांचिं रामपुरानीली	11
9	Bihar	WEST CHAMPARAN	10010101001	उमाविं धागडोली	11
10	Bihar	WEST CHAMPARAN	10010101104	पांचिं रामपकड़ी	11
11	Bihar	WEST CHAMPARAN	10010101301	पांचिं लैनाथपुर	11
12	Bihar	WEST CHAMPARAN	10010101502	पांचिं हरदियापरिधम	11
13	Bihar	WEST CHAMPARAN	10010104101	पांचिं जगजीवनगर	11
14	Bihar	WEST CHAMPARAN	10010104201	PS BASWARIA MUSHAR	11
15	Bihar	WEST CHAMPARAN	10010104302	पांचिं पूर्वकर्णाहिया	11
16	Bihar	WEST CHAMPARAN	10010200202	उमाविं बैलदरीअनु०	11
17	Bihar	WEST CHAMPARAN	10010200204	पांचिं बैलदरीकन्धा	11
18	Bihar	WEST CHAMPARAN	10010201401	उमाविं गहिरोहरिजन	11
19	Bihar	WEST CHAMPARAN	10010201402	मांविं गहरी	11
20	Bihar	WEST CHAMPARAN	1001001502	उमाविं शेखानाउदू	10
21	Bihar	WEST CHAMPARAN	10010201505	पांचिंगम्हरिया	11

Click on Data → Filter option , following screen will appear

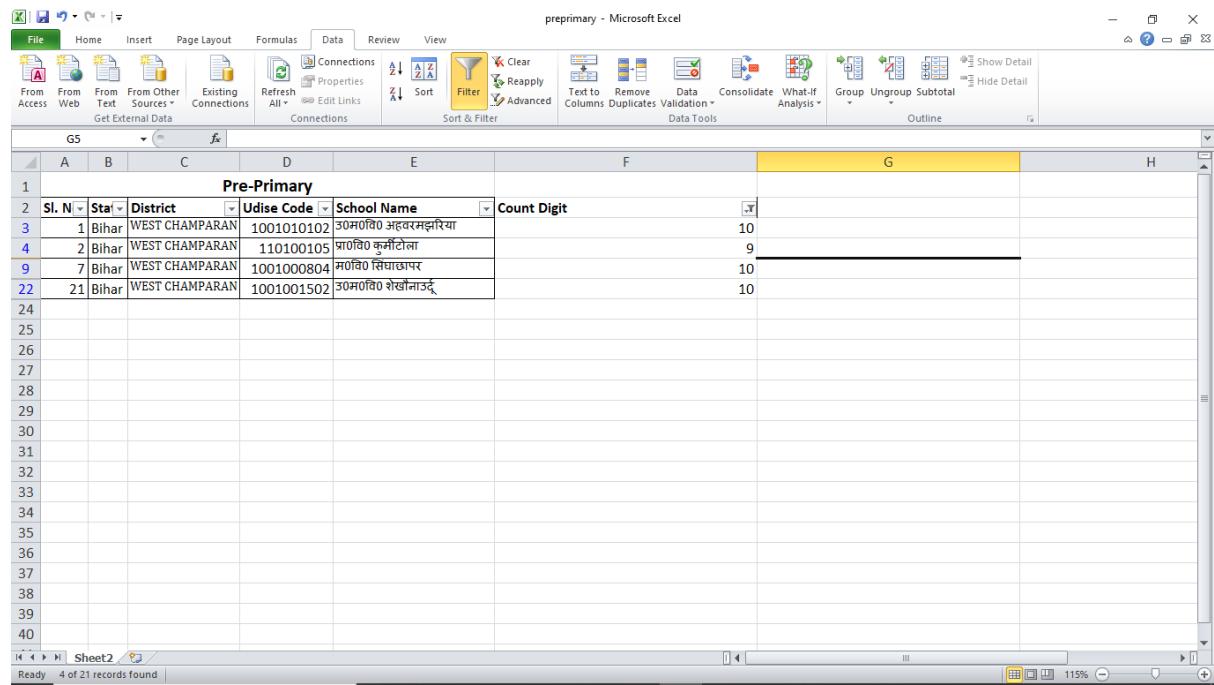


Sl. No.	State	District	Udise Code	School Name	Count Digit
1	Bihar	WEST CHAMPARAN	1001010102	उमाविंश अवधारिया	10
2	Bihar	WEST CHAMPARAN	1101001015	पांचिं कुमीटोला	9
3	Bihar	WEST CHAMPARAN	10010100201	पांचिं बरवतलचू	11
4	Bihar	WEST CHAMPARAN	10010201501	उमाविं जगदिशपुर	11
5	Bihar	WEST CHAMPARAN	10010100301	उमाविं बैलदरीअनु०	11
6	Bihar	WEST CHAMPARAN	10010100401	उमाविं गोडवाटोला	11
7	Bihar	WEST CHAMPARAN	10010000804	मांविं सिंधाराप	10
8	Bihar	WEST CHAMPARAN	10010100806	पांचिं रामपुरानीली	11
9	Bihar	WEST CHAMPARAN	10010101001	उमाविं धागडोली	11
10	Bihar	WEST CHAMPARAN	10010101104	पांचिं रामपकड़ी	11
11	Bihar	WEST CHAMPARAN	10010101301	पांचिं लैनाथपुर	11
12	Bihar	WEST CHAMPARAN	10010101502	पांचिं हरदियापरिधम	11
13	Bihar	WEST CHAMPARAN	10010104101	पांचिं जगजीवनगर	11
14	Bihar	WEST CHAMPARAN	10010104201	PS BASWARIA MUSHAR	11
15	Bihar	WEST CHAMPARAN	10010104302	पांचिं पूर्वकर्णाहिया	11
16	Bihar	WEST CHAMPARAN	10010200202	पांचिं बैलदरीअविया	11
17	Bihar	WEST CHAMPARAN	10010200204	पांचिं बैलदरीकन्धा	11
18	Bihar	WEST CHAMPARAN	10010201401	उमाविं गहिरोहरिजन	11
19	Bihar	WEST CHAMPARAN	10010201402	मांविं गहरी	11
20	Bihar	WEST CHAMPARAN	1001001502	उमाविं शेखानाउदू	10
21	Bihar	WEST CHAMPARAN	10010201505	पांचिंगम्हरिया	11

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

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

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



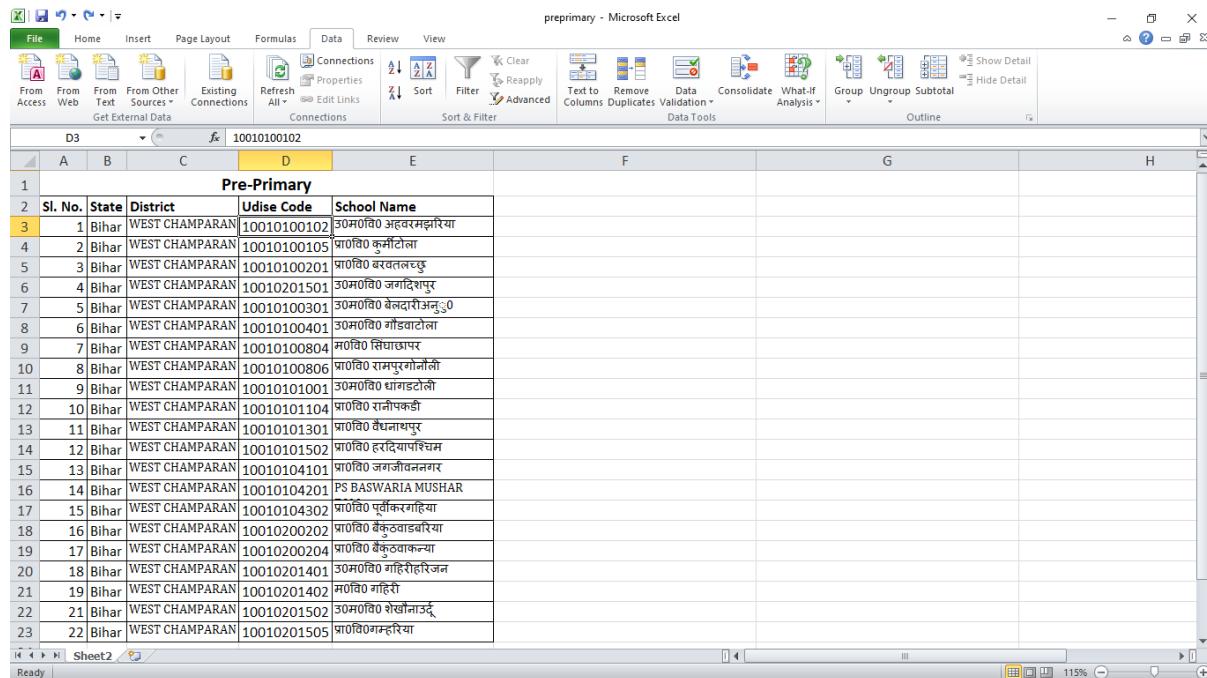
The screenshot shows a Microsoft Excel spreadsheet titled "preprimary - Microsoft Excel". The Data tab is selected, and the "Filter" button is highlighted. The spreadsheet contains a table with the following data:

	Sl. No	State	District	Udise Code	School Name	Count Digit
3	1	Bihar	WEST CHAMPARAN	1001010102	उमरावाडी अंगरसङ्करिया	10
4	2	Bihar	WEST CHAMPARAN	110100105	पालियां कुमीटोला	9
9	7	Bihar	WEST CHAMPARAN	1001000804	मर्हवी सियातपर	10
22	21	Bihar	WEST CHAMPARAN	1001001502	उमरावाडी शेखानाड़ी	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.

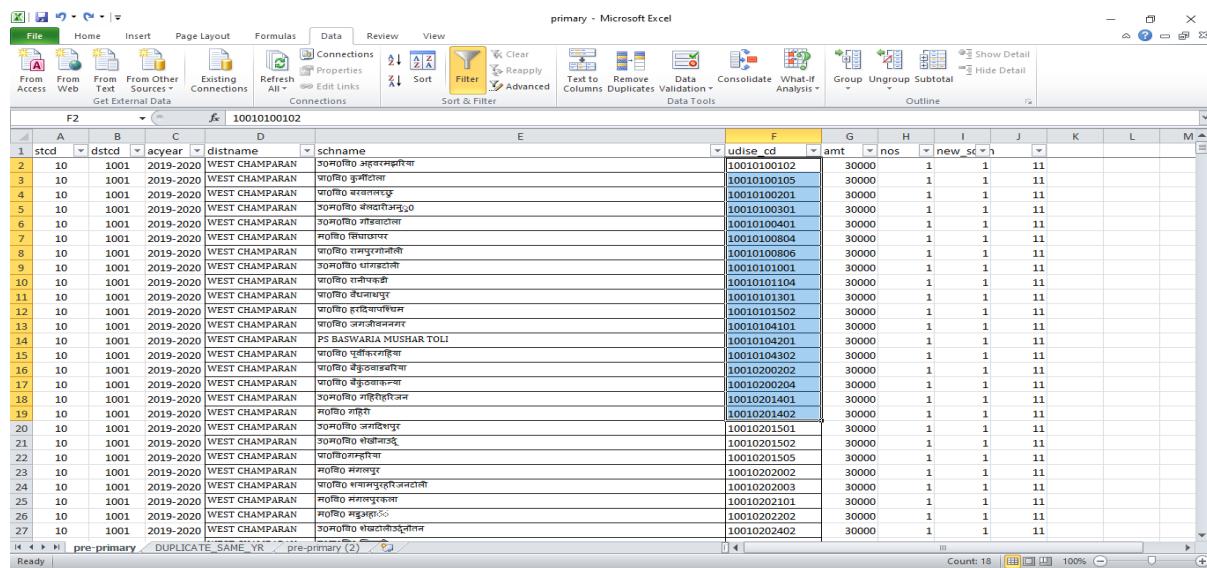
## Removing the Schools from the proposal which was already covered in previous year under School Education

- 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](mailto:rmsa.pms@gmail.com) to provide you (only for appraisal team)
- Open the Proposal file in Microsoft Excel , as shown in the figure :



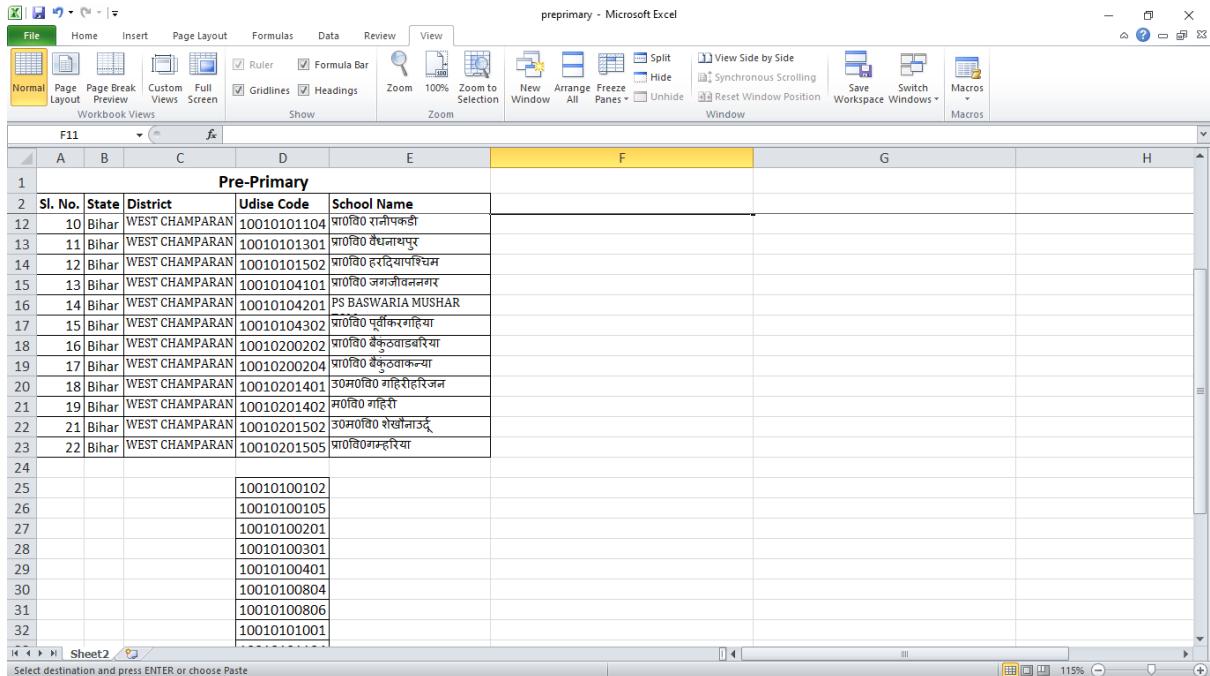
Pre-Primary				
Sl. No.	State	District	Udise Code	School Name
3	1 Bihar	WEST CHAMPARAN	10010100102	उमाविंशति 0 अहवरमझरिया
4	2 Bihar	WEST CHAMPARAN	10010100105	प्राविंशति कुमारीला
5	3 Bihar	WEST CHAMPARAN	10010100201	प्राविंशति बरवतलस्तु
6	4 Bihar	WEST CHAMPARAN	10010201501	उमाविंशति जनादेशपुर
7	5 Bihar	WEST CHAMPARAN	10010100301	उमाविंशति जंदारीआनुऽ०
8	6 Bihar	WEST CHAMPARAN	10010100401	उमाविंशति गोडावाला
9	7 Bihar	WEST CHAMPARAN	10010100804	माविंशति सिंहापालपर
10	8 Bihar	WEST CHAMPARAN	10010100806	प्राविंशति रामपुरगोली
11	9 Bihar	WEST CHAMPARAN	10010101001	उमाविंशति गांडोली
12	10 Bihar	WEST CHAMPARAN	10010101104	प्राविंशति गांधीपकड़ी
13	11 Bihar	WEST CHAMPARAN	10010101301	प्राविंशति गंगानाथपर
14	12 Bihar	WEST CHAMPARAN	10010101502	प्राविंशति हरदायापालश्चम
15	13 Bihar	WEST CHAMPARAN	10010104101	प्राविंशति जनजीवननगर
16	14 Bihar	WEST CHAMPARAN	10010104201	PS BASWARIA MUSHAR
17	15 Bihar	WEST CHAMPARAN	10010104302	प्राविंशति युविकागांधिया
18	16 Bihar	WEST CHAMPARAN	10010200202	प्राविंशति युविकागांधिया
19	17 Bihar	WEST CHAMPARAN	10010200204	प्राविंशति युविकागांधिया
20	18 Bihar	WEST CHAMPARAN	10010201401	उमाविंशति गोहीहरिजन
21	19 Bihar	WEST CHAMPARAN	10010201402	माविंशति गोही
22	21 Bihar	WEST CHAMPARAN	10010201502	उमाविंशति गंगानाथपुर
23	22 Bihar	WEST CHAMPARAN	10010201505	प्राविंशति गंगानाथपुर

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



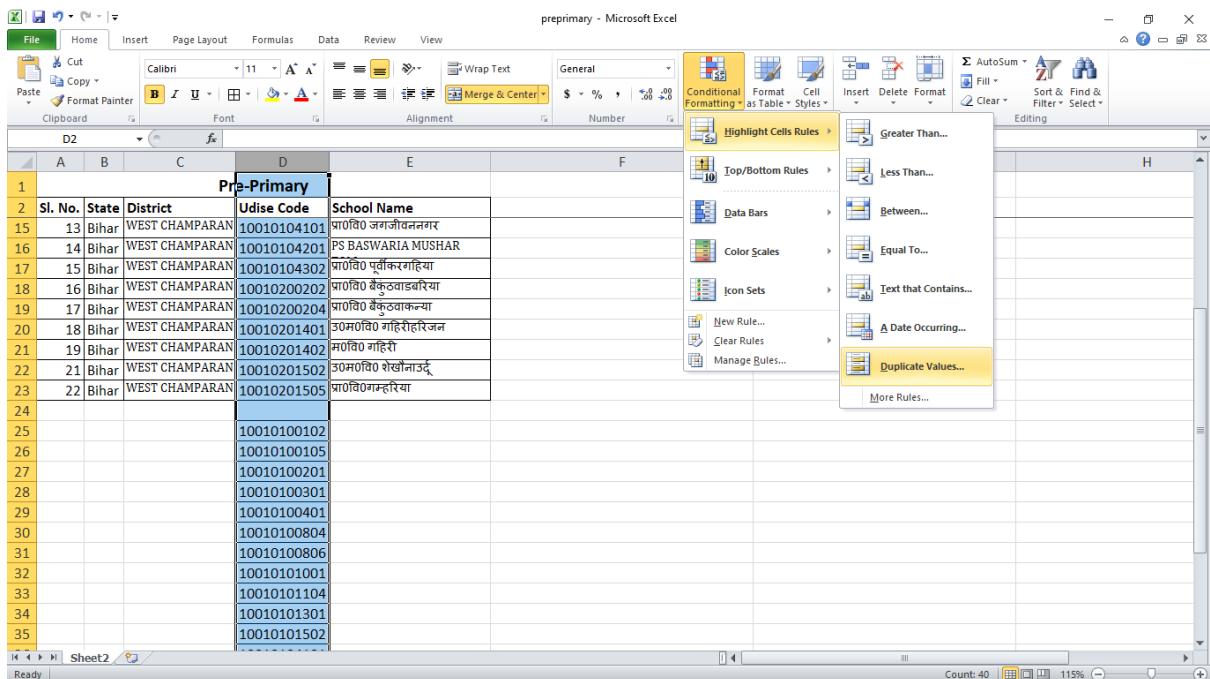
1	std	dstd	acyear	distname	schname	2	udise_cd	amt	nos	new_sd	h
2	10	1001	2019-2020	WEST CHAMPARAN	उमाविंशति असरमझरिया	10010100102	30000	1	1	11	
3	10	1001	2019-2020	WEST CHAMPARAN	प्राविंशति कुमारीला	10010100105	30000	1	1	11	
4	10	1001	2019-2020	WEST CHAMPARAN	प्राविंशति बरवतलस्तु	10010100201	30000	1	1	11	
5	10	1001	2019-2020	WEST CHAMPARAN	उमाविंशति जंदारीआनुऽ०	10010100301	30000	1	1	11	
6	10	1001	2019-2020	WEST CHAMPARAN	उमाविंशति गांधीपकड़ी	10010100401	30000	1	1	11	
7	10	1001	2019-2020	WEST CHAMPARAN	प्राविंशति गंगानाथपुर	10010100804	30000	1	1	11	
8	10	1001	2019-2020	WEST CHAMPARAN	प्राविंशति गंगानाथपुर	10010100806	30000	1	1	11	
9	10	1001	2019-2020	WEST CHAMPARAN	प्राविंशति गांधीपकड़ी	10010101001	30000	1	1	11	
10	1001	2019-2020	WEST CHAMPARAN	प्राविंशति गंगानाथपुर		10010101104	30000	1	1	11	
11	1001	2019-2020	WEST CHAMPARAN	प्राविंशति गंगानाथपुर		10010101301	30000	1	1	11	
12	1001	2019-2020	WEST CHAMPARAN	प्राविंशति हरदायापालश्चम		10010101502	30000	1	1	11	
13	1001	2019-2020	WEST CHAMPARAN	प्राविंशति जनजीवननगर		10010104101	30000	1	1	11	
14	1001	2019-2020	WEST CHAMPARAN	PS BASWARIA MUSHAR TOLI		10010104201	30000	1	1	11	
15	1001	2019-2020	WEST CHAMPARAN	प्राविंशति युविकागांधिया		10010104302	30000	1	1	11	
16	1001	2019-2020	WEST CHAMPARAN	प्राविंशति गंगानाथपुर		10010200202	30000	1	1	11	
17	1001	2019-2020	WEST CHAMPARAN	प्राविंशति गंगानाथपुर		10010200204	30000	1	1	11	
18	1001	2019-2020	WEST CHAMPARAN	उमाविंशति गोहीहरिजन		10010201401	30000	1	1	11	
19	1001	2019-2020	WEST CHAMPARAN	माविंशति गोही		10010201402	30000	1	1	11	
20	1001	2019-2020	WEST CHAMPARAN	उमाविंशति जंदारीआनुऽ०		10010201501	30000	1	1	11	
21	1001	2019-2020	WEST CHAMPARAN	उमाविंशति गंगानाथपुर		10010202101	30000	1	1	11	
22	1001	2019-2020	WEST CHAMPARAN	प्राविंशति गंगानाथपुर		10010202105	30000	1	1	11	
23	1001	2019-2020	WEST CHAMPARAN	माविंशति गंगानाथपुर		10010202002	30000	1	1	11	
24	1001	2019-2020	WEST CHAMPARAN	प्राविंशति गंगानाथपुरजनती		10010202003	30000	1	1	11	
25	1001	2019-2020	WEST CHAMPARAN	माविंशति गंगानाथपुर		10010202101	30000	1	1	11	
26	1001	2019-2020	WEST CHAMPARAN	माविंशति गंगानाथपुर		10010202202	30000	1	1	11	
27	1001	2019-2020	WEST CHAMPARAN	उमाविंशति गंगानाथपुर		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 :



Pre-Primary				
Sl. No.	State	District	Udis Code	School Name
12	10	WEST CHAMPARAN	10010101104	पाठ्यौपासनका
13	11	WEST CHAMPARAN	10010101301	पाठ्यौपासनम्
14	12	WEST CHAMPARAN	10010101502	पाठ्यौपासनम्
15	13	WEST CHAMPARAN	10010104101	पाठ्यौपासनम्
16	14	WEST CHAMPARAN	10010104201	PS BASWARIA MUSHAR
17	15	WEST CHAMPARAN	10010104302	पाठ्यौपासनम्
18	16	WEST CHAMPARAN	10010200202	पाठ्यौपासनम्
19	17	WEST CHAMPARAN	10010200204	पाठ्यौपासनम्
20	18	WEST CHAMPARAN	10010201401	उमापाठ्यौपासनम्
21	19	WEST CHAMPARAN	10010201402	माठ्यौपासनम्
22	21	WEST CHAMPARAN	10010201502	उमापाठ्यौपासनम्
23	22	WEST CHAMPARAN	10010201505	पाठ्यौपासनम्
24				
25			10010100102	
26			10010100105	
27			10010100201	
28			10010100301	
29			10010100401	
30			10010100804	
31			10010100806	
32			10010101001	

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



Pre-Primary				
Sl. No.	State	District	Udis Code	School Name
15	13	WEST CHAMPARAN	10010104101	पाठ्यौपासनम्
16	14	WEST CHAMPARAN	10010104201	PS BASWARIA MUSHAR
17	15	WEST CHAMPARAN	10010104302	पाठ्यौपासनम्
18	16	WEST CHAMPARAN	10010200202	पाठ्यौपासनम्
19	17	WEST CHAMPARAN	10010200204	पाठ्यौपासनम्
20	18	WEST CHAMPARAN	10010201401	उमापाठ्यौपासनम्
21	19	WEST CHAMPARAN	10010201402	माठ्यौपासनम्
22	21	WEST CHAMPARAN	10010201502	उमापाठ्यौपासनम्
23	22	WEST CHAMPARAN	10010201505	पाठ्यौपासनम्
24				
25			10010100102	
26			10010100105	
27			10010100201	
28			10010100301	
29			10010100401	
30			10010100804	
31			10010100806	
32			10010101001	
33			1001010104	
34			10010101301	
35			10010101502	

After choosing the option , following screen will appear :

Pre-Primary				
Sl. No.	State	District	Udise Code	School Name
9	7 Bihar	WEST CHAMPARAN	10010100804	मार्गिं सिलाहारपर
10	8 Bihar	WEST CHAMPARAN	10010100806	पार्श्विं रामपुरगोली
11	9 Bihar	WEST CHAMPARAN	10010101001	उमर्गिंधार धानडोली
12	10 Bihar	WEST CHAMPARAN	10010101014	पार्श्विं रामपक्की
13	11 Bihar	WEST CHAMPARAN	10010101301	पार्श्विं ईरनामपुर
14	12 Bihar	WEST CHAMPARAN	10010101502	पार्श्विं रसदियापारिघम
15	13 Bihar	WEST CHAMPARAN	10010104101	पार्श्विं जगजीवननगर
16	14 Bihar	WEST CHAMPARAN	10010104201	PS BASWARIA MUSHAR
17	15 Bihar	WEST CHAMPARAN	10010104302	पार्श्विं यांकरगाहिया
18	16 Bihar	WEST CHAMPARAN	10010200202	पार्श्विं कुकुराडबरिया
19	17 Bihar	WEST CHAMPARAN	10010200204	पार्श्विं कुकुराकन्धा
20	18 Bihar	WEST CHAMPARAN	10010201401	उमर्गिं बहिरोहरिजन
21	19 Bihar	WEST CHAMPARAN	10010201402	मार्गिं गांदोरी
22	21 Bihar	WEST CHAMPARAN	10010201502	उमर्गिं शखीनारदू
23	22 Bihar	WEST CHAMPARAN	10010201505	पार्श्विंगम्हरिया
24				
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.