Guidelines for online activities in Banglar Shiksha Portal
with regard to
Supply Chain Management System fordistribution of school uniforms

Contents

General guidelines for all stakeholders:

Please open BanglarShiksha Portal using the URL: https://banglarshiksha.gov.in.

Click on the 'Uniform SCMS' menu available at the top panel. Login facility for all stakeholders will be available therein. Concerned stakeholder needs to click on the respective tab to proceed for login page.

Supply Chain Management for
School Uniform Preparation & Distribution

| Monitoring Stakeholders	Functional Stakeholders
HCM	MSME/Tantuja
HMIC-SE	P&RD/SRLM
Chief Secretary	UDMA/SUDA
ACS P&RD	TETSD/Utkarsh Bangla
Principal Secretary -TETSD	DEO
Principal Secretary - SED	DMMU
Principal Secretary -MSME	DI-S
Principal Secretary -UDMA	DI-P
SPD	BMMU/BDO
CSE	CMMU/SDO
DPMU/Utkarsh Bangla	SI
WBSRLM	HOI
WBURLM	
DM	
DPSC	

Then following screen would appear to login with valid credentials of the respective user into BanglarShiksha Portal. Enter valid User Name, Password, Captcha and then click on 'Sign In' button. After sign in, concerned stakeholder needs to change the default password for the first time with a new one.
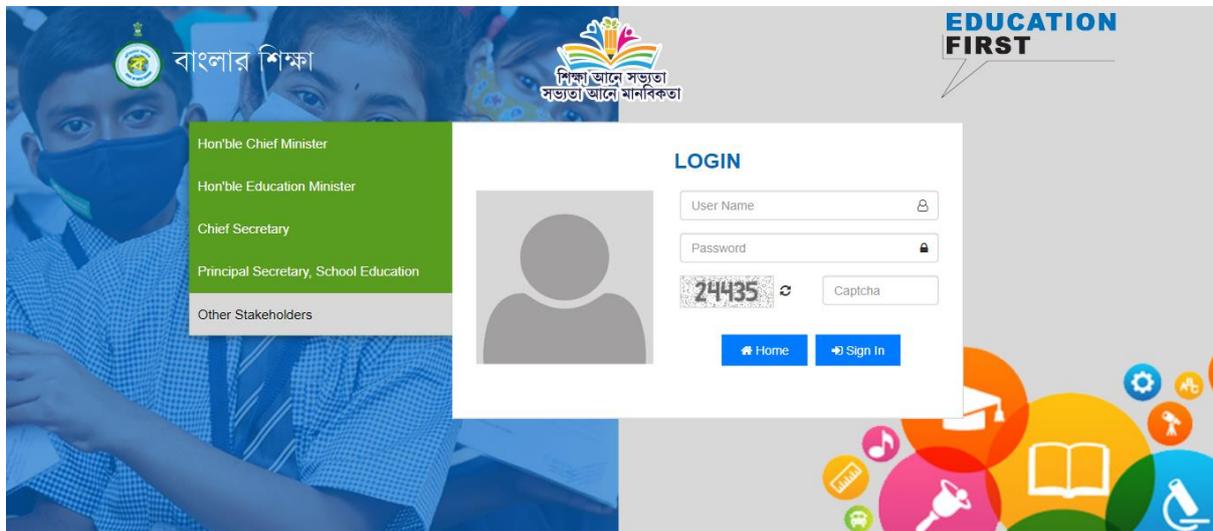
DMMU Login:

After login, following type of dashboard screen would appear in DMMU login. Every kind of KPI would be available therein. For more information, click on the 'More Information' link available below the concerned KPI.
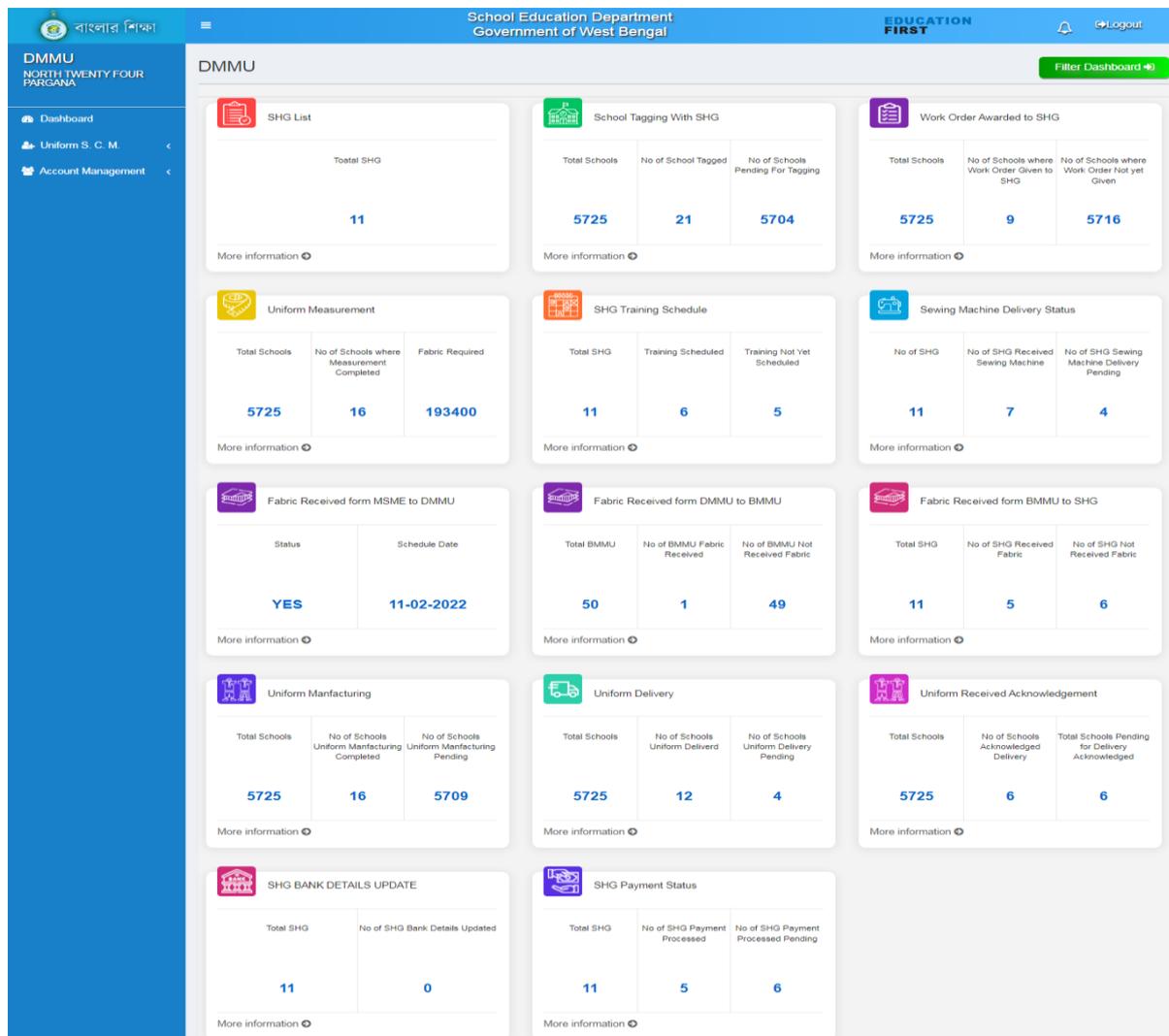

For viewing the SHG list, click on 'More Information' link available below 'SHG List' KPI. Like the following screen, a pop-up dialog box would appear, wherein input needs to be submitted to see the level wise details.
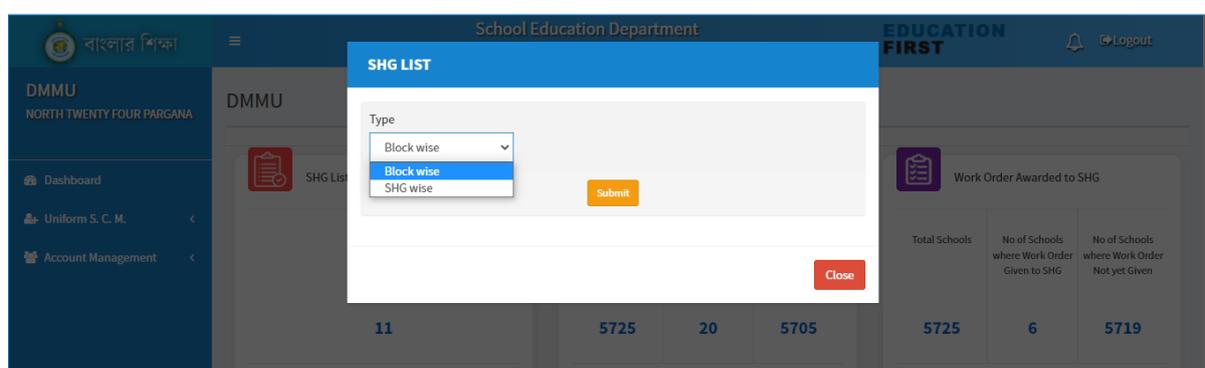

If it is selected as 'Block wise' and submitted, following type of screen would appear wherein Block wise no. of SHGs would be available.
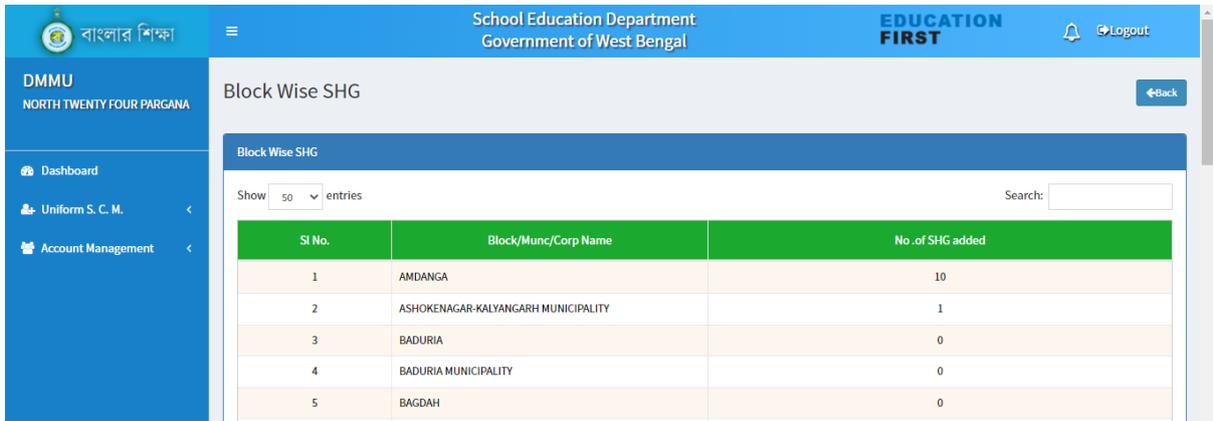
DMMU is responsible to add SHGs within the district jurisdiction and therefore, to do the same, click on 'More Information' link available below 'SHG List' KPI. Like the following screen, a pop-up dialog box would appear. Select 'SHG wise' in the dropdown list and then click on 'Submit'.
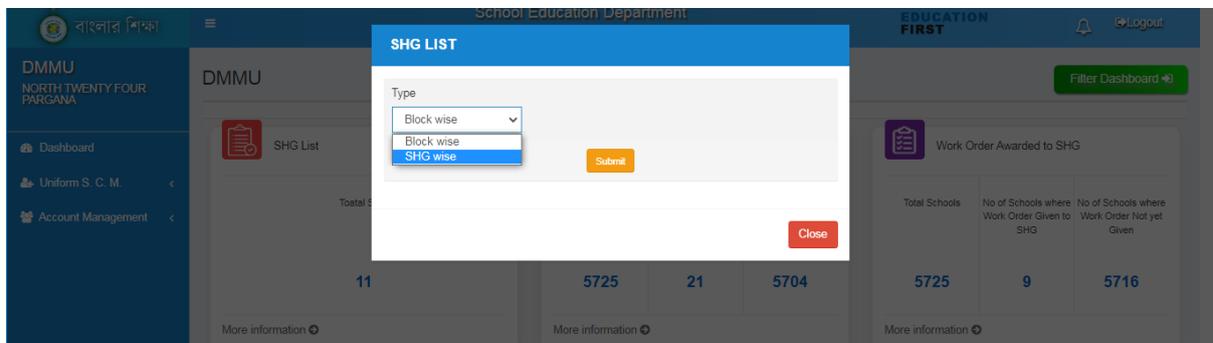
A blank form would appear in the screen which needs to be furnished in order to add any SHG within the district. All previously added SHGs would also be available in a table below the blank form.
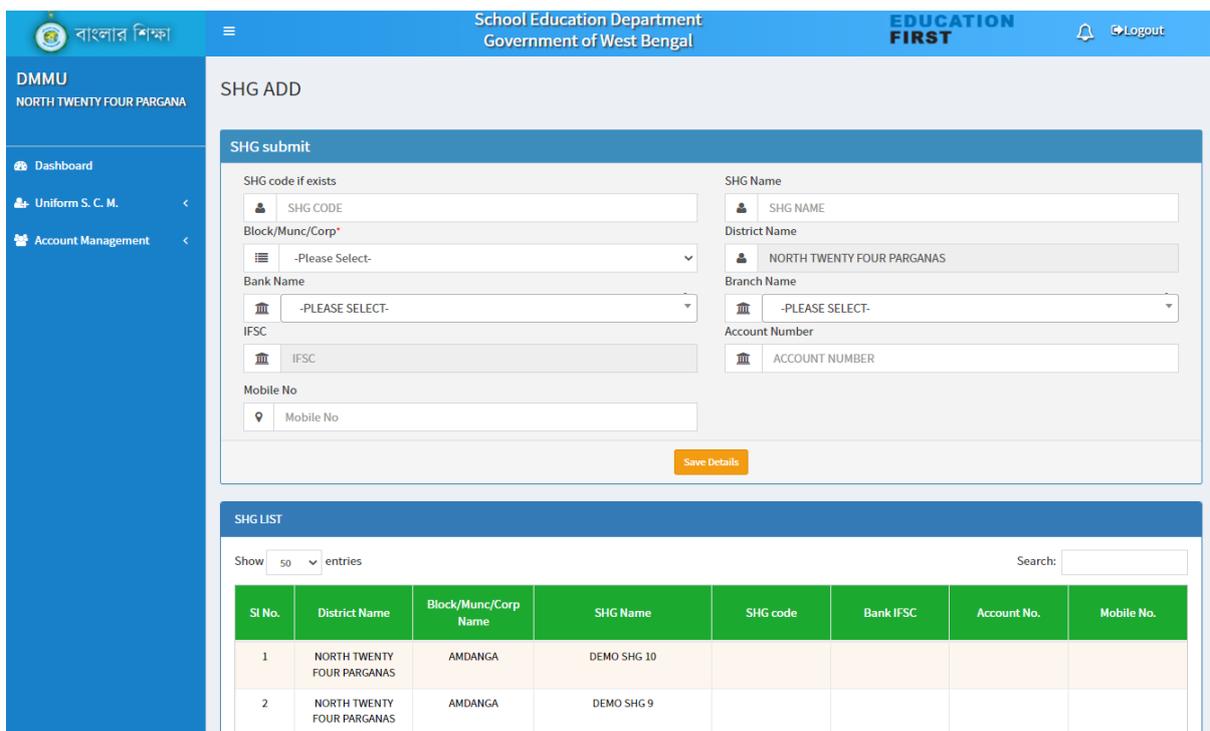
DMMU can see the training schedule for SHGs Block wise / SHG wise. In order to see the same as Block wise, click on the 'More Information' link available below 'SHG Training Schedule' KPI, select 'Block wise' option from the drop down list. Following type of screen would appear in this regard.
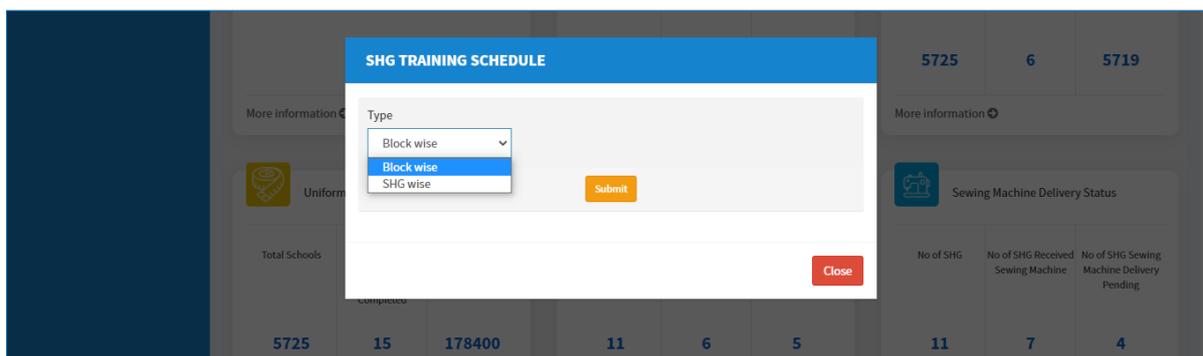
After selecting the option as 'Block wise', click on 'Submit' button. Following type of screen would appear.

DMMU has a responsibility to give input regarding conduct of SHG training as per schedule. For this purpose, click on the 'More Information' link available below 'SHG Training Schedule' KPI, select 'SHG wise' option from the drop down list and click on 'Submit' button.
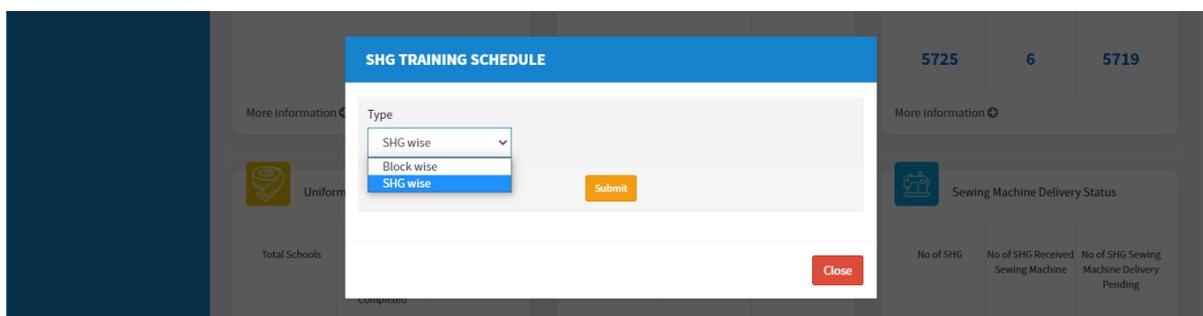
Such a screen would appear as given below wherein DMMU needs to select 'Yes/No' from the dropdown list in the extreme right column: 'Training Schedule (Yes/No)' in order to project the current status of training as per schedule. By default, the status would be 'No' in respect of the SHGs along with the tagged schools which have been duly enlisted in the system and for which training schedule has been updated by DPMU. If the training is completed in respect of the concerned SHG, select 'Yes' and then click on 'Submit' button available at the extreme bottom of the page. After submission in this regard, no change would be possible. After giving input in this regard that would also be visible in the Block wise details.

DMMU has a key role in delivery of the sewing machines to the SHGs. In order to do the same, click on 'More Information' link available below 'Sewing Machine Delivery Status' KPI. Then select 'SHG wise' option in the dropdown list and then click on 'Submit' button.

Following type of screen would appear in this regard wherein DMMU needs to update the details regarding delivery of sewing machines to the SHGs. All added SHGs would be available in the table against tagged schools and by default, the status of requirement of sewing machine would be 'No'. If the concerned SHG has the requirement of sewing machine, that needs to be updated as 'Yes'and thereafter, if sewing machine is delivered to that SHG, select the delivery status as 'Yes' and update the delivery date in the respective column as shown in the following picture and then click on 'Submit' button available at the extreme bottom of the page. After submission of data in this regard, no change would be possible.

SHG wise Sewing machine distribution

Sl No	Block/Munc/Corp. Name	SHG Name	School Name	Sewing machine required (Yes/No)	Sewing machine delivered (Yes/No)	Delivery Date
1	AMDANGA	XYZ SHG		YES	YES	01-02-2022
2	AMDANGA	TEST DEMO SHG 15	ADHATA DAKSHINPALLY F P SCHOOLHOOL	YES	YES	05-02-2022
3	AMDANGA	TEST SHG 007	ADHATA DAKSHINPALLY F P SCHOOLHOOL, ADHATA HIGH SCHOOL(H.S)	YES	NO	
4	BARANAGAR MUNICIPALITY	ABC SHG		NO		
5	AMDANGA	DEMO SHG 10	ADHATA DAKSHINPALLY F P SCHOOLHOOL, ADHATA HIGH SCHOOL(H.S)	YES	YES	15-02-2022
6	AMDANGA	DEMO SHG 9	ADHATA HIGH SCHOOL(H.S), BERABERIA F P SCHOOL, BHAGABATI SMRITI VIDYAMANDIR HIGH SCHOOL(H.S.), BIJOYPUR F P SCHOOL	NO		
7	AMDANGA	DEMO SHG 8	ADHATA HIGH SCHOOL(H.S), ANOKHA KUNDAPARA F P SCHOOL, BERABERIA BHAGIRATH ADARSHA VIDYALAYA (H.S), BERABERIA DIBYA SUNDARI F P	YES	NO	
8	AMDANGA	DEMO SHG 7	ADHATA DAKSHINPALLY F P SCHOOLHOOL	NO		
9	ASHOKENAGAR-KALYANGARH MUNICIPALITY	DEMO SHG 6		NO		
10	AMDANGA	DEMO SHG 5	BAIKUNTHAPUR GSFP SCHOOL, BAIKUNTHAPUR SATISH SMRITI VIDYAMANDIR (H.S), BARGACHIA F P SCHOOL, BELU F P SCHOOL	NO		
11	AMDANGA	DEMO SHG 4	ATGHARA F P SCHOOL, BHALUKA JUNIOR HIGH SCHOOL	NO		
12	AMDANGA	DEMO SHG 3	ANOKHA KUNDA PARA JR. HIGH SCHOOL	NO		
13	AMDANGA	DEMO SHG 2	AMDANGA F P SCHOOL, ARKHALI CSFP SCHOOL	NO		
14	AMDANGA	DEMO SHG 1	ADHATA DAKSHINPALLY F P SCHOOLHOOL, ADHATA F P SCHOOL, AMDANGA HIGH SCHOOL (H.S.), ANOKHA KUNDAPARA F P SCHOOL, BHALUKA F P SCHOOL	NO		
15	AMDANGA	DEMO SHG	ADHATA DAKSHINPALLY F P SCHOOLHOOL, ADHATA GIRLS' HIGH SCHOOL(H.S.), ADHATA HIGH SCHOOL(H.S)	NO		

Submit

DMMU also needs to update the details whether fabric has been received from MSME or not. In order to do the same, click on 'More Information' link available below 'Fabric received from MSME to DMMU' KPI. If the fabric is received by DMMU, then click on 'Acknowledge' button in respect of the concerned received quantity of fabric. After submission of data in this regard, no change would be possible.

Fabrict Supply Schedule & Delivery Acknowledgement

Total Fabric required (in Meter)	
Volume of fabric to be delivered (in Meter)	50000

* *Acknowledgement* **can not be changed after submission. Please verify the details before submission.**

District Name	Delivery Schedule Date	Volumn of fabric supplied (in Meter)	Acknowledge
BANKURA	26-02-2022	10000	Acknowledged on 25-02-2022
BANKURA	25-02-2022	5000	Acknowledge

After receiving fabric from MSME, DMMU has the responsibility for delivery of fabric to each BMMU. In order to do the same, click on 'More Information' link available below 'Fabric received from

DMMU to BMMU' KPI. Total Block wise required fabric would be populated therein. DMMU needs to update the volume of fabric to be supplied, date of delivery and fabric supplied quantity in respect of each BMMU. Following type of screen would appear in this regard. In order to update details, click on 'Add' button in the 'Action' column.


Total fabric to be delivered needs to be submitted once and thereafter, date of delivery and fabric supplied quantity may be added multiple times by clicking 'Add more' button' provided that total supplied fabric quantity would not be more than the total fabric to be delivered. Following type of screen would appear in this regard.

In order to update delivery schedule for multiple times, schedule delivery date, schedule delivery date and the supplied fabric quantity may be updated in respect of concerned BMMU. Then click on 'Submit' button available at the bottom of the page. DMMU may follow the same process for each BMMU.

DMMU can also view the dashboard of Block/School by clicking on 'Filter Dashboard' button available at the top right of the web page of its dashboard and then selecting & submitting respective option from the dropdown list.
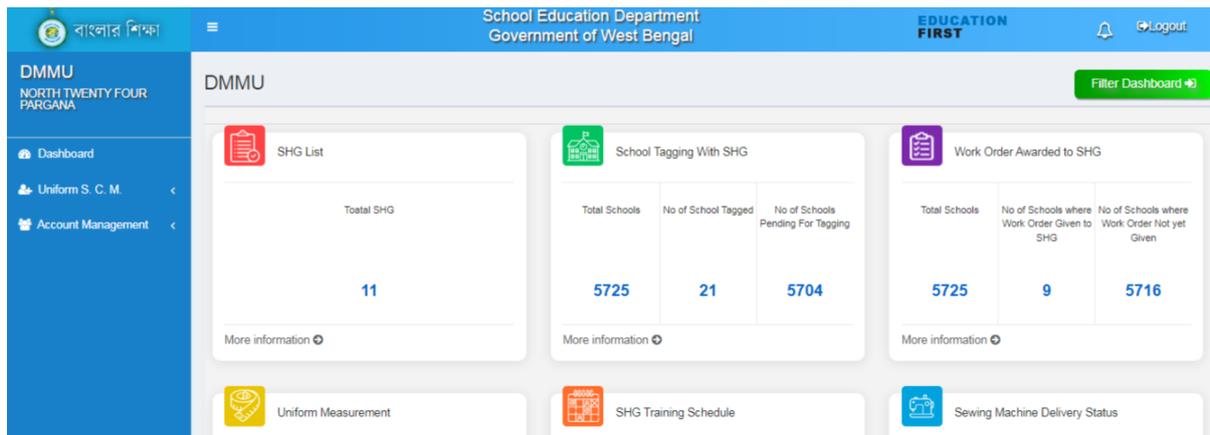
For other related information DMMU can only view the detail information by clicking on 'More Information' link of the respective KPI.

BMMU Login:

After login with valid login credentials and changing the default password with a new one, BMMU would be able to see the dashboard like the following screen.

BMMU has the responsibility to tag the SHG with concerned school within the Block. In order to do the same, click on 'More Information' link available below 'School Tagging with SHG' KPI. A screen would appear like the following. Then, select the school and concerned SHG to be tagged with the same school from the dropdown list available in 'School Name' and 'SHG Name' section.Do the same in respect of every school within the Block and then click on 'Submit' button at the bottom of the page. Multiple SHGs may be assigned in respect of a school and any particular SHG may be assigned in respect of multiple schools. Therefore, selection of SHGs in respect of schools may be done accordingly. After submission of the data in this regard, no change would be possible.

Data of already engaged SHGs in respect of concerned schools would also be available therein the table as shown in the following image.

BMMU also needs to input data regarding whether measurement taken by SHG concerned and the required quantity (in Meter) in respect of every tagged SHGs against every school. In order to do the same, click on 'More Information' link available below 'Uniform Measurement' KPI. Then BMMU will update the schedule date of measurement to be done in respect of every SHG tagged against each school. If already measured by any SHG in respect of the any school, BMMU would update the measurement taken status in respect of that particular SHG as 'Yes' and enter the fabric quantity in the respective fields. Then click on 'Submit' button available at the bottom of the page. After submission of data in this regard, no change would be possible. BMMU may follow the same process in respect of each school.

School wise measurement status as well as quantity would be available in the table for which measurement has already been taken by the concerned SHG. Following type of screen would be visible in this regard.

BMMU also needs to update the details whether fabric has been received from DMMU or not. In order to do the same, click on 'More Information' link available below 'Fabric received from DMMU to BMMU' KPI. If the fabric is received by BMMU, then click on the 'Acknowledge' button in respect of the concerned fabric quantity. Following type of screen would be available in this regard. After submission of data in this regard, no change would be possible.

After receiving fabric from DMMU, BMMU needs to update the details of delivery schedule date and fabric supply status in respect of each SHG against the tagged schools. In order to do the same, click on 'More Information' link available below 'Fabric received from BMMU to SHG' KPI. Total SHG wise required fabric would be populated therein. BMMU needs to update the volume of fabric to be supplied, date of delivery and fabric supplied quantity in respect of each SHG. Following type of screen would appear in this regard. In order to update details, click on 'Add' button in the 'Action' column.

Total fabric to be delivered needs to be submitted once and thereafter, date of delivery and fabric supplied quantity may be added multiple times by clicking 'Add more' button' provided that total supplied fabric quantity would not be more than the total fabric to be delivered. Following type of screen would appear in this regard.

In order to update delivery schedule for multiple times, schedule delivery date, supplied fabric quantity may be updated in respect of concerned SHG. Then click on 'Submit' button available at the bottom of the page. BMMU may follow the same process for each SHG. Following type of screen would available in this regard.

BMMU has the responsibility to update step by step the details of SHG wise schedule date of manufacturing uniforms, status of manufacturing, schedule date of delivery to school, whether delivered at school or not. After the concerned SI/S or HoI receives and acknowledges the delivery of the uniforms, the status of the acknowledgement of SI/S or HoI would also accordingly be updated here. Without completing the step wise activities, BMMU can't proceed further.

In order to do the same, click on 'More Information' link available below 'Uniform Manufacturing' KPI. Step wise details need to be updated by BMMU. In every step, data need to be updated and then click on 'Submit' button available at the bottom of the page. After submission of data in this regard, no change would be possible. BMMU may follow the same process for each School.

After completion of uniforms distribution, BMMU has the role to mark whether payment process has been initiated or not in respect of the concerned SHG. Click on 'More Information' link available below 'SHG Payment Status' KPI. If payment instruction is issued by the DEO in the online system, the status would be 'Yes' and the issue date also be available therein the respective fields. By default, payment received status would be selected as 'No' in respect of each SHG against the tagged school. If the payment is received by concerned SHG, BMMU needs to update it by selecting 'Yes' from the dropdown list and click on 'Submit' button available at the bottom of the page.. Following type of screen would appear in this regard.

MSME Login:

After login with valid login credentials and changing the default password with a new one, MSME would be able to see the dashboard like the following screen.

MSME has the responsibility for delivery of fabric to each district. In order to do the same, click on 'More Information' link available below 'Fabric received from MSME to DMMU' KPI. Total district wise required fabric would be populated therein. MSME needs to update the volume of fabric to be supplied, date of delivery and fabric supplied quantity in respect of each DMMU. Following type of screen would appear in this regard. In order to update details, click on 'Add' button in the 'Action' column.

Total fabric to be delivered needs to be submitted once and thereafter, date of delivery and fabric supplied quantity may be added multiple times by clicking 'Add more' button' provided that total supplied fabric quantity would not be more than the total fabric to be delivered. Following type of screen would appear in this regard.

In order to update delivery schedule for multiple times, schedule delivery date, required fabric quantity and the supplied fabric quantity may be updated in respect of concerned DMMU. Then click on 'Submit' button available at the bottom of the page. MSME may follow the same process for each DMMU. Following type of screen would available in this regard.

MSME may also view the dashboard of District/Block/School by clicking on 'Filter Dashboard' button available at the top right of the web page and then selecting & submitting respective option from the dropdown list.

For other related information MSME can only view the detail information by clicking on 'More Information' link of the respective KPI.

SMMU Login:

After login with valid login credentials and changing the default password with a new one, SMMU would be able to see the dashboard like the following screen.

SMMU has to confirm whether fabric has been supplied from MSME to DMMU. In order to do the same, click on 'More Information' link available below 'Fabric received from MSME to DMMU' KPI. If the fabric has already been delivered from MSME to DMMU, update the fabric supply status as 'Yes' and thereafter, click on the 'Submit' button available at the bottom of the page.
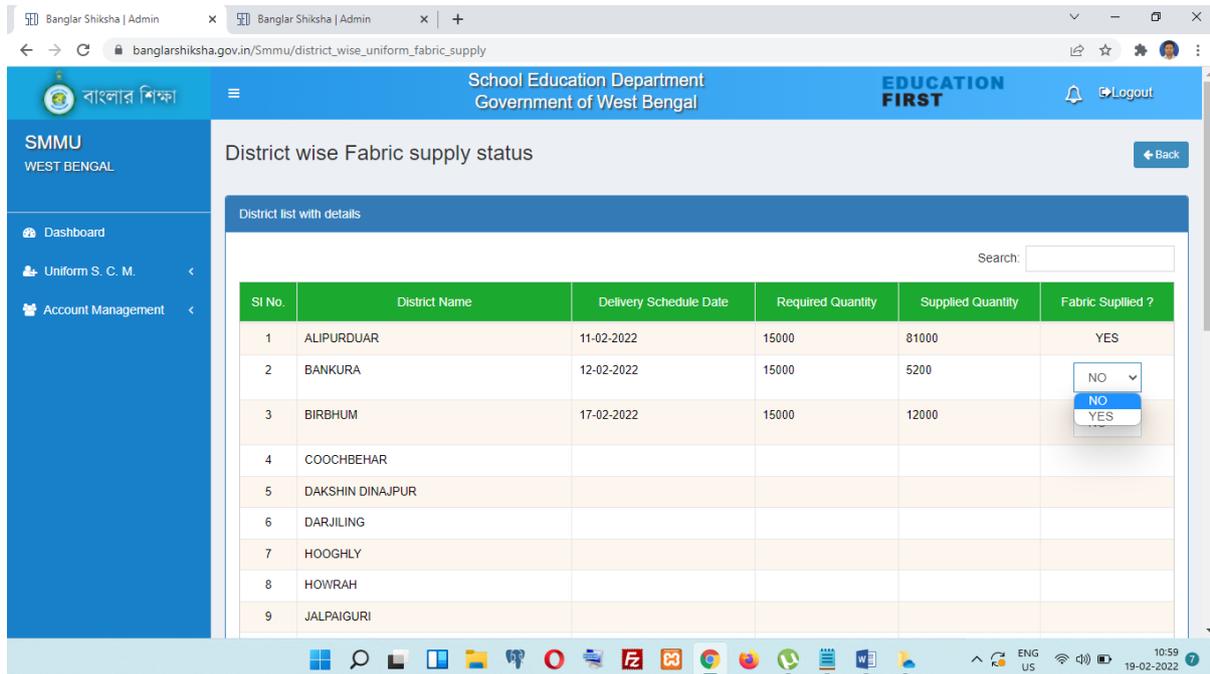
SMMU may also view the dashboard of District/Block/School by clicking on 'Filter Dashboard' button available at the top right of the web page and then selecting & submitting respective option from the dropdown list.
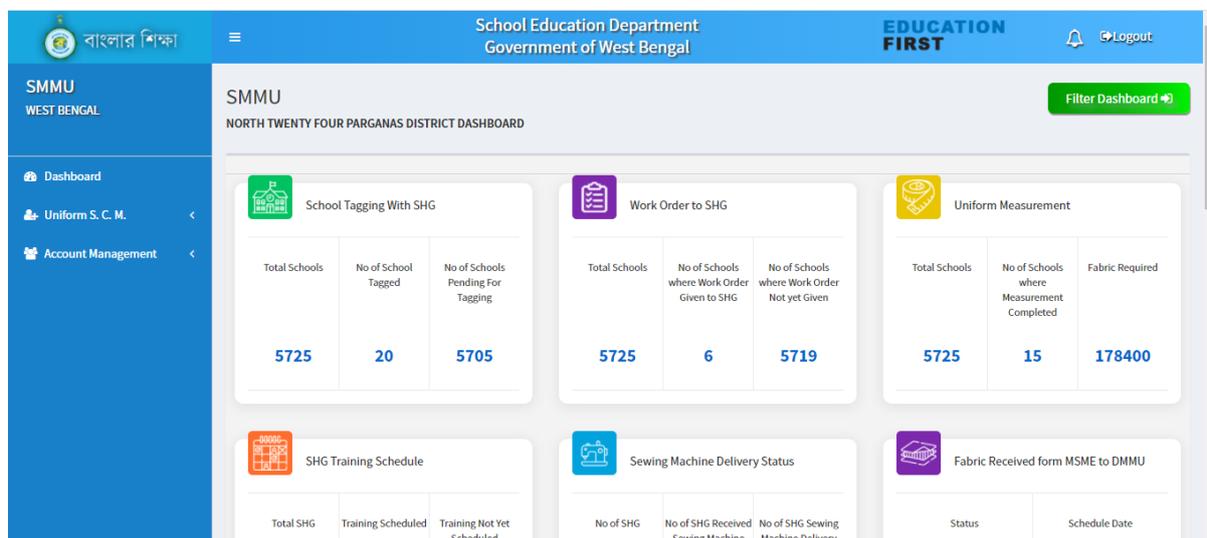
For other related information SMMU can only view the detail information by clicking on 'More Information' link of the respective KPI.

Circle level SI/S Login:

In the Circle level SI/S login, there would be 'Uniform SCMS' menu at the left menu panel clicking upon which following type of dashboard would appear.

Circle level SI/S is responsible for giving online input regarding issuance of work order from the end of each Primary School within the Circle jurisdiction. In order to do the same, click on 'More Information' link available below 'Work Order Awarded to SHG' KPI. Select school category as 'Primary' and click on 'Submit' button. Otherwise, if 'Secondary' is selected as school category, only view option would be available in respect of all Secondary Schools under the Circle jurisdiction. Following type of screen would appear in this regard.

If the work order is already issued from the HoI of the concerned Primary School to SHG, update the status as 'Yes' and thereafter, click on the 'Submit' button available at the bottom of the page.

After delivery of the uniforms by the SHG to the Primary School concerned, that needs to be acknowledged online from the end of SI/S login. To do the same, click on 'More Information' link available below 'Uniform Received Acknowledgement' KPI. Select school category as 'Primary' and click on 'Submit' button. Otherwise, if 'Secondary' is selected as school category, only view option would be available in respect of all Secondary Schools under the Circle jurisdiction. Following type of screen would appear in this regard.

Update the acknowledgement status as 'Yes' and thereafter, acknowledgement date would be automatically be generated in the respective field. Then click on the 'Submit' button available at the bottom of the page.

School HoI Login:

In the School HoI login, there would be 'Uniform SCMS' menu at the left menu panel clicking upon which following type of dashboard would appear.

HoI in respect of Upper Primary / Secondary / Higher Secondary Schools has the responsibility to issue work order in favour of concerned SHG and update the status of the same in online system. Click on 'Work Order Issued' tab. List of all tagged SHGs would be available therein. Then click on 'Submit' button in respect of the concerned SHG for which work order has been issued to update the status as 'Yes'. Following type of screen would appear in this regard.

After getting delivery of the school uniforms, concerned HoI of Upper Primary / Secondary / Higher Secondary School has the responsibility to acknowledge the same in the online system. To do the same, click on 'Uniform Received Acknowledgement' tab. List of all tagged SHGs would be available therein. Then click on 'Submit' button in respect of the concerned SHG which has already delivered uniforms to update the status as 'Yes'. Following type of screen would appear in this regard.
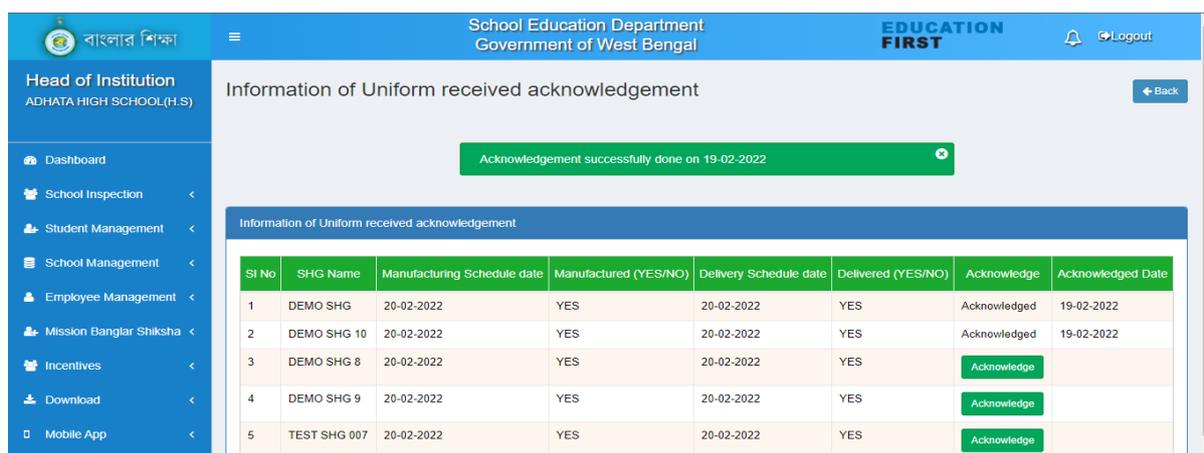
DPMU Login:

After login with valid login credentials and changing the default password with a new one, DPMU would be able to see the dashboard like the following screen.

DPMU has the responsibility to make schedule of the training programmes for the SHGs and upload the same in the system. In order to do the same, click on 'More Information' link available below 'SHG Training Schedule' KPI. Select the type as 'SHG wise' and submit the same in the pop-up dialog box as shown in the following screenshot.

Update the training date in respect of each SGH against the tagged schools within the district and click on 'Submit' button available at the bottom of the page. Whether the training programme has been conducted or not that would be reported from the end of concerned DMMU. Following type of screen would appear in DPMU login in this regard.

DPMU may also view the dashboard of District/Block/School by clicking on 'Filter Dashboard' button available at the top right of the web page and then selecting & submitting respective option from the dropdown list.

For other related information SMMU can only view the detail information by clicking on 'More Information' link of the respective KPI.

District Education Officer, SSM

In the DEO login, there would be 'Uniform SCMS' menu at the left menu panel clicking upon which following type of dashboard would appear.

DEO needs to initiate the payment instruction in respect of the concerned SHGs tagged against assigned schools. In order to do the same, click on 'More Information' link below the 'SHG Payment Status'. By default status of 'Payment Instruction Issued' would be 'No' in respect of all SHGs tagged against concerned schools. After delivery of the school uniforms to the concerned schools, payment instruction may be issued to the concerned SHGs. Then the status of the same may be updated as

'Yes' and instruction issue date may also be updated accordingly. In the last column, payment received status would be updated by concerned BMMU and that would accordingly be reflected here in this table. Following type of screen would be available in this regard.

DEO may also view the dashboard of District/Block/School by clicking on 'Filter Dashboard' button available at the top right of the web page and then selecting & submitting respective option from the dropdown list.

For other related information DEO can only view the detail information by clicking on 'More Information' link of the respective KPI.

Guidelines for Monitoring Stakeholders' Login:

There are several monitoring stakeholders with regard to uniform supply chain management system like: HCM, HMIC-SE, Chief Secretary, ACS P&RD, Principal Secretary TETSD, Principal Secretary SED, Principal Secretary MSME, Principal Secretary UDMA, SPD, CSE, DPMU/Utkarsh Bangla, WBSRLM, WBURLM, DM, DPSC. After login with valid login credentials, these stakeholders can only view the details in this regard in their respective dashboards in respect of each level as opted for. They may also view the dashboard of State/District/Block/School by clicking on 'Filter Dashboard' button available at the top right of the web page and then selecting & submitting respective option from the dropdown list. For example, details of the Chief Secretary login are given below.

Chief Secretary Login:

In the Chief Secretary login, there is 'Uniform SCM' menu at the left menu panel and clicking upon which following type of dashboard would appear.

Chief Secretary may also view the dashboard of State/District/Block/School by clicking on 'Filter Dashboard' button available at the top right of the web page and then selecting & submitting respective option from the dropdown list. Following type of dialog box would appear in the screen which needs to be furnished for getting required information.
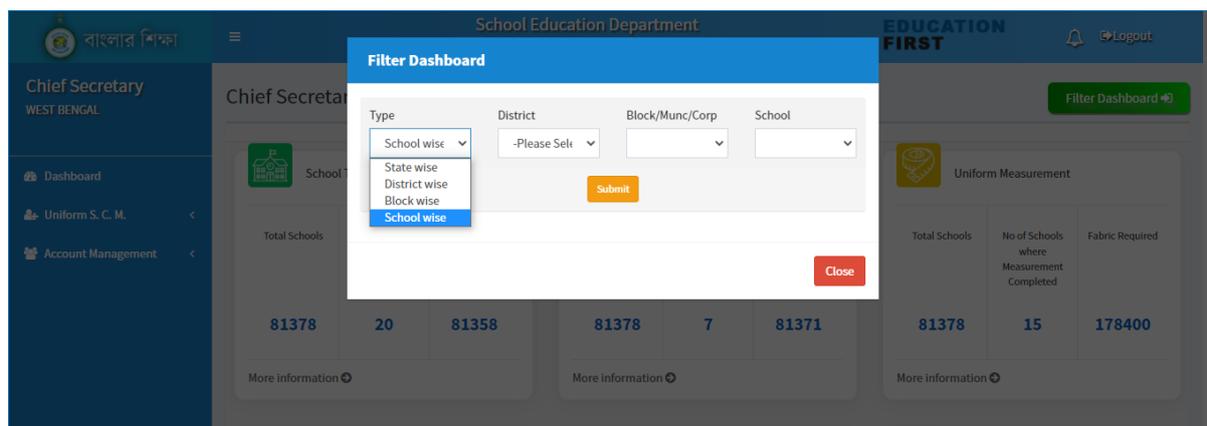
Otherwise, in order to see the details in respect of the each KPI, please click on 'More Information' link available below concerned tab and select the required level in the information type dropdown list and finally, submit the same. Following type of dialog box would appear in the screen which needs to be furnished for getting required information.
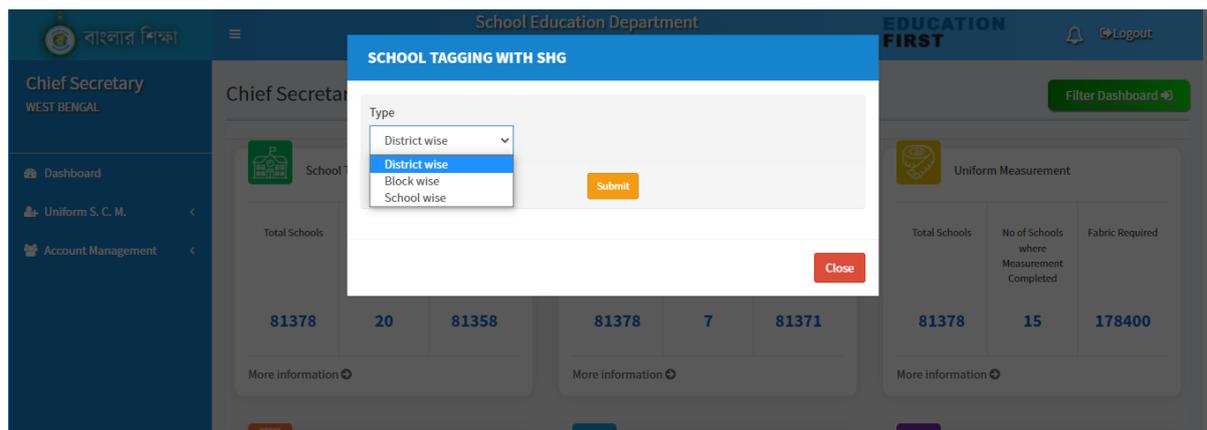
Level wise additional fields with regard to District/Block/SHG/School need to be selected for availing the detailed information in respect of any particular activity. Following type of screen would appear which need to be selected.
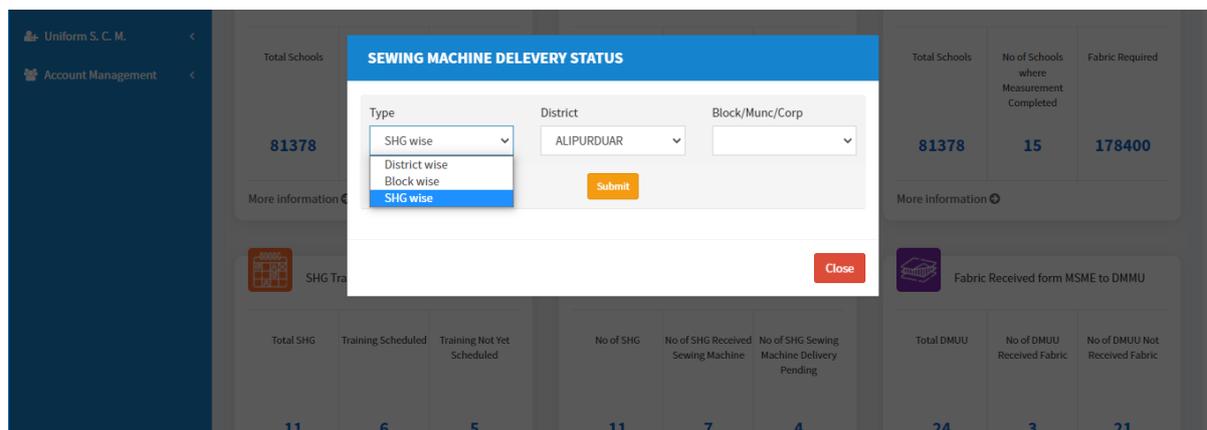
For example, if SHG wise sewing machine delivery status needs to be viewed, concerned District& Block are to be selected in this regard. Then, following type of screen would appear.

SHG WISE SEWING MACHINE DELIVEREY STATUS OF AMDANGA

SHG WISE SEWING MACHINE DELIVEREY STATUS

Excel | PDF

Search:

Sl. No	SHG NAME	DELIVEREY STATUS	DELIVERED ON
1	DEMO SHG	NO	
2	DEMO SHG 1	NO	
3	DEMO SHG 10	NO	
4	DEMO SHG 2	YES	11-02-2022
5	DEMO SHG 3	YES	11-02-2022
6	DEMO SHG 4	YES	11-02-2022
7	DEMO SHG 5	YES	09-02-2022
8	DEMO SHG 7	YES	07-02-2022