Project Monitoring System

User Manual Ver 1.0

RMSA-TSG
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Project Monitoring System (PMS)

Project Monitoring System is a tool to monitor the physical and financial progress under Integrated RMSA, the system will capture the activity wise monthly progress at State level. State can also view the releases issued by the GOI under different schemes.

In the PMS, the activity wise and year wise approved components i.e. RMSA, ICT, IEDSS, GH and VE under Non-recurring and Recurring heads are also available in the system.

1. Open RMSA website by typing the following web address to the Chrome Browser (for best results).

   www.rmsaindia.org

Following screen will appear:

Click on **Prog. Management**, following screen will appear
Click on States Login, following screen will appear

The screen will ask the Username and Password. The **username** is the **UDISE State Code** and **password** has already been provided to the State officials and they have also used earlier in RMSA monitoring system. After entering the password and Captcha given in green box, following screen will appear
Click on Financial Management.
By clicking the Progress option, you will see three options Expenditure, Financial Statement and Freeze options as given below
Under Progress Menu, there are two steps for submitting monthly progress i.e submitting activity wise expenditure (1st Step) and Financial Statement (2nd Step)

**Step-1: Activity wise Progress**

a. Activity Wise Progress entry for Recurring Component under different Components of Integrated RMSA

- The physical and financial progress to be entered for particular month only.
- Click on **Progress → Expenditure**, following screen will appear

- Select the financial year, and then click the **Recurring button**, following screen will appear
Select the component, month for which you want to enter the progress. Before selecting the month please ensure that progress of previous month has been frozen.

(Please note that progress for recurring activities should be entered only for the progress done within that particular month)

Choose the activity for which you want to enter the progress, following screen will appear
Choose the sub-activity / component, following screen will appear.

If the selected sub-activity was not approved under RMSA Annual Work Plan & Budget 2014-15 the message will be pop-up, as shown in the figure.
Select the sub-activity which have been approved under the RMSA AWP&B 2014-15, If activity is approved then the physical & financial approvals can be seen under budget approved (Entry Screen) as shown in the figure
In the above example, under Annual Grants → School Grants, grant for 4640 schools has been approved with 2320 lacs. The PMS system will allow you to enter the progress within this limit only.

After entering the progress, click on Blue Floppy (to SAVE), or Power Button (to RESET). After saving the entry, the entry will display in the View/Delete grid given below.

If you want modify the entry for the particular quarter, then first go and delete the entry under View/Delete using Red Cross (to delete)
b. **Activity Wise Progress entry for Non-Recurring Component under different Schemes**

1. The progress should be entered on cumulative basis as shown in the screen.
2. Click on **Progress → Expenditure**, following screen will appear

- Select the financial year, and then click the **Non-Recurring button**, following screen will appear
Select the Component, activity, month for which you want to enter the progress

(*please note that the cumulative progress since inception to be entered under Physical & Financial*)

After choosing the activity for which you want to enter the progress, following screen will appear
Select the activity which have been approved under the RMSA AWP&B 2014-15. If activity is approved then the physical & financial approvals can be seen under budget approved and cumulative progress till previous month will be shown (Entry Screen) as in the above.

In the above example, under New School → Section School, 1153 Schools have been approved with an amount of Rs 71307.73 lacs. The PMS system will allow you to enter the progress within this limit only.

It can also be noted that the cumulative progress (physical and financial) till previous month will automatically show in the column of current month progress. If the progress is same as in the previous months, State can save as it is otherwise to be updated. It should also be noticed that Cumulative progress of nonrecurring activities will always be equal or more than the previous months’ progress.

After entering the progress, click on Blue Floppy (to SAVE), or Power Button (to RESET). After saving the entry, the entry will display in the View/Delete grid given below.

If you want modify the entry for the particular quarter, then first go and delete the entry under View/Delete using Red Cross (to delete)
Step 2 - Financial Statement

- To submit the financial statement, click on Progress → Financial Statement, following screen will appear.

- By clicking on Financial Statement, following Screen will appear.
- Select the Financial year and click on Monthly financial Statement button. Following screen will appear.

- State to select Component, month to submit financial Statement. As shown in the above screen, cells shown against Opening balance, GoI releases, Total Fund available with SIS, Expenditure and Closing balance are not activated and shown as
grey colour. In the grey cells, figures will automatically calculate. Hence, State to submit the progress against **Gol fund transfer to SIS, State Releases, Interest and Other receipts** for such financial year.

- It is to be noticed that financial Statement will be entered only after freezing activity wise expenditure i.e. Step-1. Other wise message will pop up as shown below.

![Image of Progress Monitoring System](image)

### Freezing

**User Level : SPD / ASPD**

The Monthly progress should be frozen by SPD/ASPD. The separate user name and password is given for freezing the expenditure and financial Statement. The user can change their password at the time of first login. The default password is SPD<statecode>. (for e.g. if your state code is 09 than the freezing password will be SPD09) Please follow the procedure:

- Select **Progress ➔ Freeze**, as shown in the figure. Following screen will appear
- There are two options under Freeze menu, these are Expenditure and Financial Statement.
Enter your state password, following screen will appear:

Please change your password; the password can only change by SPD / ASPD.
After entering the password following screen will appear:
• Select the **Financial Year and Month** for which Expenditure to be frozen. *(Note: The expenditure once frozen, cannot be modify/delete)*

• Following screen will appear with Expenditure details and FREEZE button:

• Same process can be used for freezing Financial Statement
Reports

Under the Project Monitoring System, reports have been generated so that state can view the release Status (GoI), approved outlay, expenditure progress, financial Statement under Recurring and Non-recurring components and freeze statements. Reports can be generated for all components i.e. RMSA, ICT, GH, IEDSS and VE. Click on Reports, following screen will appear:

**Release Status**: If state need to see the funds release by Govt. of India as Central Share for Non-Recurring and Recurring component under RMSA Schemes (RMSA, IEDSS, VE, ICT & GH)

Click on **Reports → Release Status**. There will be two options for generating status of release these are month wise and scheme wise. Following screen will appear:
Select the financial year for which you want to see the release of Central Share, click on **View report**. Following report will appear:

*The same procedure can apply for other reports:*
**Outlay:**

**Approved Outlay:** If states need to see what are the components which have been approved under Integrated RMSA scheme (Physical & Financial) in different financial year

**Scheme Wise Outlay:** If states need to see what are the components which have been approved under different RMSA Components i.e. RMSA, ICT, GH, IEDSS and VE (Physical & Financial) in different financial year (*Scheme Wise*)

**Expenditure**

**Recurring Expenditure:** If states need to see the Monthly Progress for Recurring Component (*the report will show the progress which have been entered under Progress option by the state for that month*)

**Non-Recurring Expenditure:** If state need to see the Monthly Progress for Non-Recurring Component (*the report will show the progress which have been entered under Progress option by the state for that month*)

**Financial Statement**

**Component Wise:** If states need to see the Monthly component wise financial Statement

**Integrated RMSA:** If states need to see the Monthly financial Statement for Integrated RMSA.

**Freeze**

**Expenditure:** If states need to see the freezing status of expenditure.

**Financial Statement:** If states need to see the freezing status of financial Statement

In addition, there is another menu called **Download.** Under such menu, State can download, sanction orders for that state, Formats for AW&B etc.

**For any Assistance / Help contact**

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