



Electronic - Public Distribution System (ePDS)

Generic Instance

User Documentation

For

Ration Card Module

Version 1.0
Prepared by
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1 INTRODUCTION TO RATION CARD

Ration Card means a document issued by the Food and Supplies Department, of a State to the beneficiary (residents of the State) for the purchase of essential commodities under the Public Distribution System from the fair price shop. It is a must for a State Governments to ensure that no eligible applicant is denied a ration card under the Public Distribution System.

Ration cards issuance is a very important process. The issuance of ration cards mainly happens at the Circle office of Delhi State. The ration card issuance process is a time bound process and generally remains same throughout the country barring a few exceptions. In Delhi the time frame for the issue of ration card to the beneficiary is kept at 45 days from the date of submission of application at the circle office.

1.1 FLOW OF NEW RATION CARD APPLICATION

1. Applicant along with Fees for new Ration Card visits the Circle Office and take the new Ration Card Form
2. Applicant fills the form and submit to the Data Entry Operator (DEO) at circle office along with supporting documents
3. Data Entry Operator collects the form along with supporting documents and fees, Enters the details in the epds online application and assign the Inspector for the verification
4. Food Supply Inspector (FSI) reviews the details filled in Application Form, takes the print out and visit the site/home of applicant for physical and document verification

5. FSI provide the recommendation on the basis of field verification along with suggestion of nearest KOD/FPS for mapping with Ration Card and forwards to FSO for approval/rejection through online application
6. Food Supply Officer (FSO) review the application and verification comments , Assigns the FPS and KOD based on the recommendation by FSI and forward for printing at District Office
7. Assistant Commissioner (AC) at District Office takes the print out of pending Application and send to respective Circle office for distribution
8. FSO at Circle Office receives the paper based cards, sign and distribute to the respective applicants

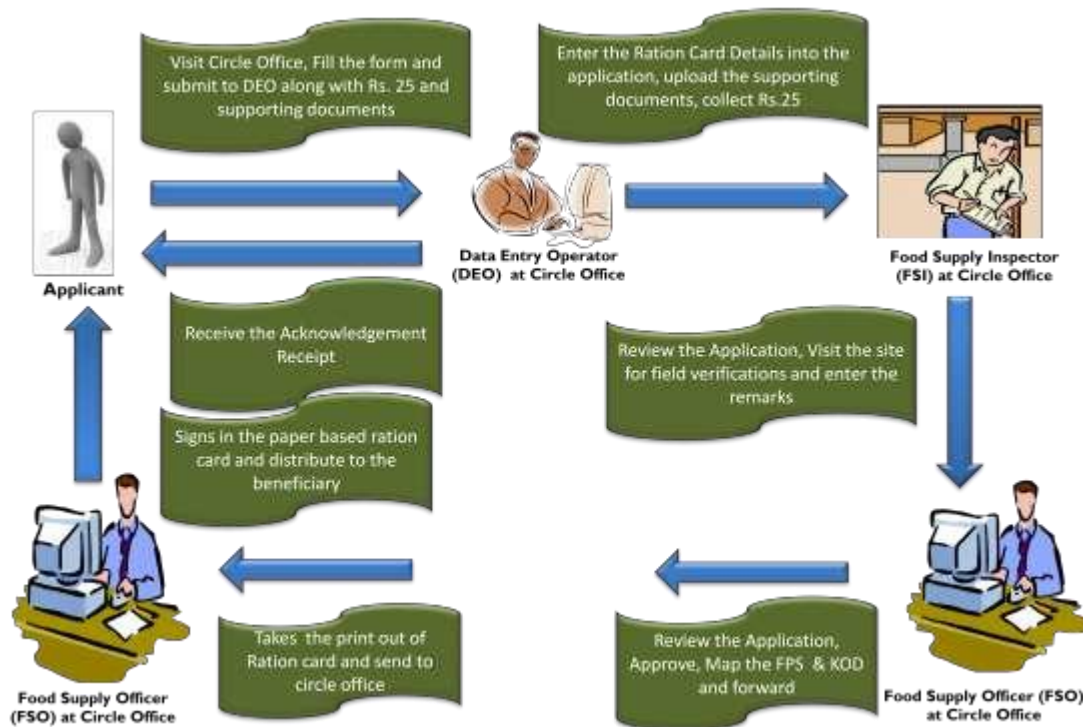


FIGURE 1: FLOW OF NEW RATION CARD APPLICATION

2 SALIENT FEATURES OF RATION CARD MANAGEMENT SYSTEM

1. **A complete Online Application** – The RCMS is a complete online application (right from the creation and approval of ration card, to its modification, document storage, printing of ration card is completely carried out online over internet. *The application also provides the beneficiary an option to apply online for new ration card and it also facilitate the online status tracking of new ration card or modification request.*
2. **Workflow based Application** - Ration card management system is a complete workflow based system wherein specific functionalities/privileges are assigned to departmental officials based upon the roles performed by them. *For example in the in order to enter (digitize) the beneficiary ration card application request a Date Entry Operator login role is created in the system where as the application verification and approval takes place through Food Supply Inspector (FSI) and Food Supply officer (FSO) login page.*
3. **Extensive use of Master data** – The application provides the user with a wide range of master tables to captures most of the commonly used data (like Location, District, Tehsil, Village, Scheme, Card type etc). Most of the master data is made available in the system in pre-populated form following nation level standards (like MDDS, ORGI etc). The usage of Master tables not only helps in terms of reducing the data redundancy in the system but helps in data cleansing and removes the possibility of erroneous data getting captured in the RCMS system. Further usage of master tables also facilitates the data entry to a great extent making the job of the application user simpler.
4. **Ability to migrate existing data** (both online and offline) – The application has been successfully tested across various for migration of ration card beneficiary database and Fare Price Shop database. The application also provides the State F & S department an option to migrate/capture the beneficiary ration card data in both online and offline mode.
5. **Exhaustive Reports** – The application provides the user a wide variety of report which provides the user an insight of the ration card beneficiary database at

various levels (State, District, Block/Tehsil and FPS levels). These reports come with a drill down features which also provides the user with an option to print the data. The application also provides reports specific to the operation need (pending request, competed request etc) of the user.

6. **User Dashboard View** – The application provides a role based dashboard view to the application users displaying the pending request along with the nature (type of request) thereby reducing the efforts in terms of searching the pending request. This consolidated dashboard feature facilitate the user to perform the required action within the stipulated timeframe.
7. **User Friendly** – The application designed is made very simple and highly user friendly. The application is also supported with descriptive user manuals to assist users in terms of performing the required functions.
8. **Ration card processing fee acceptance module** – The application also facilitate the user to collect and generate the application processing fees and generation of receipt online at the time of data entry. This ensures that the beneficiary application has been entered/entertained by the officials and he also gets the receipt along with the acknowledgement number by means of which the user can track the status of his/her application.
9. **Ability to integrate with UIDAI database** – The RCMS application is capable of integrating with the UID database for the purpose of de-duplication .

3 NEW RATION CARD MODULE

3.1 INTRODUCTION

This module captures the process of receiving the new ration card application; filling the form online, capturing the photograph, attaching the enclosures/supporting documents by data entry, field verification by inspector module from the beneficiary and issuance of Ration Card.

3.2 STAKE HOLDERS

Stakeholder	Department	Function performed
Beneficiary	Individual (Resident)	Submission of application form along with supporting documents, photograph of head of family and ration card processing fees of Rs 25 at circle level.
Data Entry Operator	Data Entry Team at Circle office	Digitization of ration card, Capturing the picture, uploading the supporting documents/enclosures in to the application
Food Supply Inspector (FSI)	Circle Office	Physical verification of Ration card application form. Online Acceptance of RC application post data entry, Recommendation on issuing Ration card to FSO after verification.
Food Supply Officer (FSO)	Circle Office	<ul style="list-style-type: none"> Online Approval/Rejection of ration card application post verification form. Assigns KOD and FPS to the ration card application, if approved. Distribution of Ration card to the applicant post biometric verification.
Ration Card printing team	District Office	Printing of Ration Card by enclosing the photograph

3.3 FUNCTION OF DATA ENTRY OPERATOR

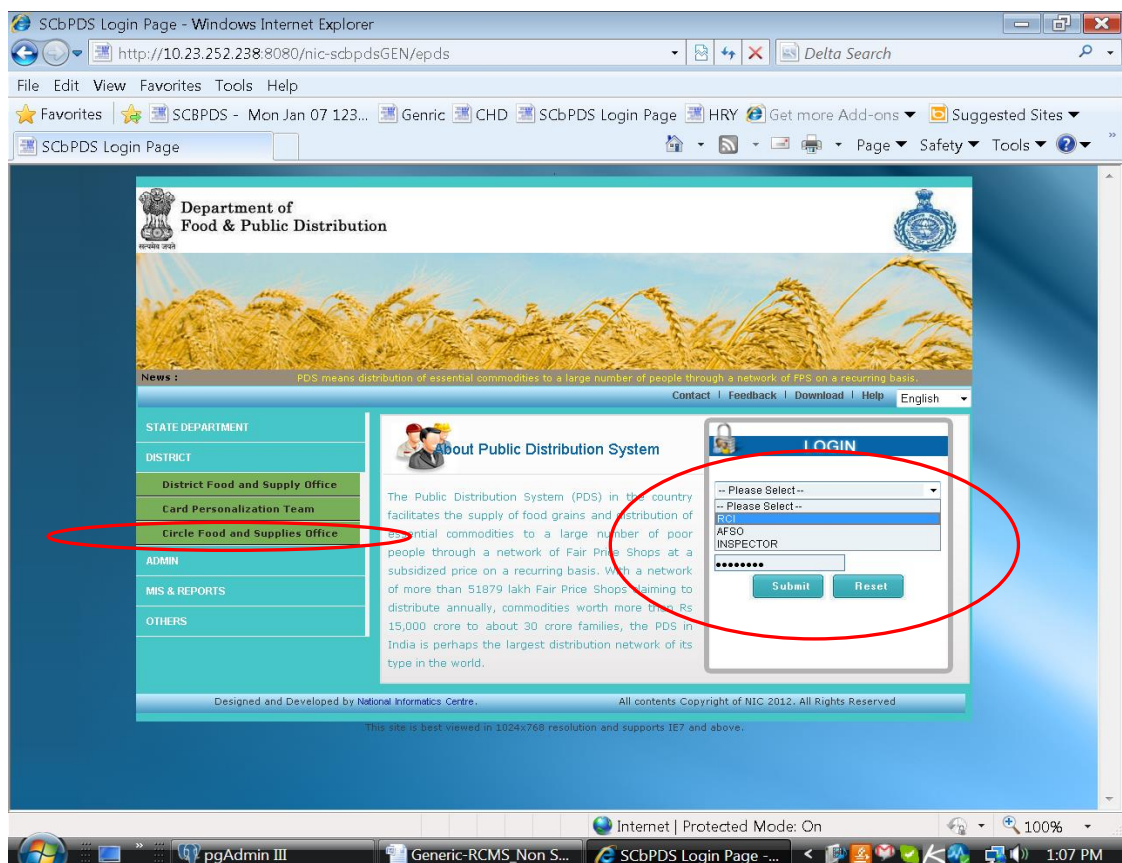
- The Data Entry Operator at Circle office receives the filled application form for the new ration card from the resident.
- Digitize the application by entering the RC details into the New Ration Card Module.
- Upload the supporting documents.
- Upload the photograph of head of family.
- collects the processing fees from applicant.
- Submit the online application form which goes to FSI for further processing

3.3.1 PROCESS OF LOGIN INTO APPLICATION

Step 1 Select the **Assistant Food and Supplies office** link under **District** tab from the left panel of home page of PDS Application.

Step 2 Select the **login as RCI/DEO option** from the dropdown box

Step 3 Enter the **User Name and Password**



Step 4 Click on **Submit** to login in to the Application

3.3.2 OPENING THE NEW RATION CARD APPLICATION FORM

After successfully logging, data entry operator enters the detail of beneficiaries required for the issuance of new ration card into the new ration card module from the filled in application form received from applicant.

Step 1 Select the **Ration Card** option from the Menu bar

Step 2 Click on 'New' tab to open new application form for filling the applicant's details in to the Application.

The screenshot displays the 'New Ration Card Data Entry Form' on the Department of Food & Public Distribution website. The form is divided into two main sections: 'Personal Details' and 'Bank Details'.

Personal Details:

Head of Family(in LL) *	<input type="text"/>	Head Of Family(in EN) *	<input type="text"/>
Mother's Name(in LL) *	<input type="text"/>	Mother's Name(in EN) *	<input type="text"/>
Father's Name(in LL)	<input type="text"/>	Father's Name(in EN)	<input type="text"/>
Spouse Name(in LL)	<input type="text"/>	Spouse Name(in EN)	<input type="text"/>
Age*	<input type="text"/>	Date of Birth	<input type="text"/>
EPIC Number	<input type="text"/>	Nationality*	<input type="text" value="Select One"/>
Mobile Number *	<input type="text"/>	UID	<input type="text"/>
Enrollment ID	<input type="text"/>	NPR TIN	<input type="text"/>

eg: (----- dd/mm/yyyy hh:mm:ss)

Bank Details:

Name	<input type="text" value="Select One"/>	Branch	<input type="text" value="Select One"/>
Account No.	<input type="text"/>	IFSC Code	<input type="text"/>
Gender(M/F/T) *	<input type="text" value="Select One"/>		

3.3.3 FILLING THE RATION CARD FORM

Data entry operator gets the **New Ration Card Entry Form** for filling the details of an applicant from the filled in application form submitted by the applicant. Following are the steps Data Entry operator performs for filling the Ration Card.

Step 3 Select the Card Type

Selects the Card Type from the drop down List as per the application form. Currently there are four types of card; APL, BPL, AAY and APL- JRC

Step 4 Enter the personal details and Mobile No.

Enter the personal details of Head of Family like name, father's name, gender mobile etc.

Step 5 Enter the Present Address.

Enter the Present Address of Head Of Family. State, district and circle auto will be auto populated as it is mapped to Data Entry Operator User Id. Village / Town need to be selected from the drop down list as per the application. Others Details of Present Address like House no/name, Landmark/ Locality/ Colony and PIN should be entered by the DEO as per the application.

The screenshot displays a web-based application form for the RCMS module. The browser's address bar shows a URL starting with 'http://...EPORT/'. The form is divided into several sections:

- Mobile Number ***: A text input field.
- Enrollment ID**: A text input field.
- UID**: A text input field.
- NPR TIN**: A text input field.
- eg: (----/----/---- dd/mm/yyyy hh:mm:ss)**: A text input field for a specific format.
- Bank Details:**
 - Name**: A dropdown menu with 'Select One'.
 - Branch**: A dropdown menu with 'Select One'.
 - Account No.**: A text input field.
 - IFSC Code**: A text input field.
 - Gender(M/F/T) ***: A dropdown menu with 'Select One'.
- Present Residence Address: ***
 - House No./House Name/Street Name/Street No./any other qualifier(in LL) ***: A text input field.
 - House No./House Name/Street Name/Street No./any other qualifier(in EN) ***: A text input field.
 - Landmark/Locality/Colony/Area Name/Area No./Suburb(in LL) ***: A text input field.
 - Landmark/Locality/Colony/Area Name/Area No./Suburb(in EN) ***: A text input field.
 - Village/Town(in LL) ***: A dropdown menu with 'SELECT ONE'.
 - Village/Town(in EN) ***: A dropdown menu with 'SELECT ONE'.
 - Taluka/Tehsil/Sub-District(in LL)**: A dropdown menu with 'जलगाव'.
 - Taluka/Tehsil/Sub-District(in EN)**: A dropdown menu with 'JALGAON'.
 - District Name(in LL)**: A dropdown menu with 'जलगाव'.
 - District Name(in EN)**: A dropdown menu with 'JALGAON'.
 - State Name(in LL)**: A dropdown menu with 'महाराष्ट्र'.
 - State Name(in EN)**: A dropdown menu with 'MAHARASHTRA'.
 - Pin ***: A text input field.
- Permanent Address Details:**
 - House No./House Name/Street Name/Street No./any other qualifier(in LL) ***: A text input field.
 - House No./House Name/Street Name/Street No./any other qualifier(in EN) ***: A text input field.
 - Landmark/Locality/Colony/Area Name/Area No./Suburb(in LL) ***: A text input field.
 - Landmark/Locality/Colony/Area Name/Area No./Suburb(in EN) ***: A text input field.
 - Village/Town(in LL) ***: A text input field.
 - Village/Town(in EN) ***: A text input field.
 - Taluka/Tehsil/Sub-District(in LL) ***: A text input field.
 - Taluka/Tehsil/Sub-District(in EN) ***: A text input field.
 - District Name(in LL) ***: A text input field.
 - District Name(in EN) ***: A text input field.
 - State Name(in LL) ***: A dropdown menu with 'SELECT ONE'.
 - State Name(in EN) ***: A dropdown menu with 'SELECT ONE'.
 - Pin ***: A text input field.

Step 6 Enter the Permanent Address.

Data Entry Operator selects the check box for Permanent Address if it is same as

present Address Fields of permanent Address will be populated as in Present Address.

Step 7 Enter the Occupation Detail.

Select the Occupation from the drop down list and enters the total Monthly income of the head of the family in the professional detail section of the form.

Step 8 Enter the Gas Connection Details

Selects the Gas Connection Status as “Available” or “Not Available” from the drop down list. If “Not Available” Selected, others fields of Gas Connection Detail section get disabled. If “Available” is selected then only the field “Gas Company Name” of this section gets enabled .Once Gas Company is selected from the drop down list, “Gas Agency Name” also gets enabled .DEO then selects the Agency name and enters the consumer number.

Step 9 Fill the Family Details

Enter the members detail in the **family detail section**. Some of the detail of the Head of the family is automatically get populated from the personal detail section already filled.

- i. If members need to be added then Click on “**Add**”, a row will be added to capture the member details such as name, father’s name, age, relation with head of the family.
- ii. Relationship can be selected from the drop down list. Relationship for the Applicant automatically shows “SELF”.
- iii. Nationality can also be selected from the drop down list as Indian or non-Indian.
- iv. Either Date of birth or Age is mandatory to capture as per the application. If DEO enters any one the other will be automatically calculated and populated.
- v. Check Box for the “Opting to lift Commodity” should be selected as per filled in application form for each of the member.
- vi. Enter the Applicant name in local language, bank details and mobile number correspondingzz the individual member s
- vi. If DEO wants to delete the details of any member then he can select

the check box of that row and clicks on “**Remove**”.

Step 10 Attach enclosures

After filling the form Data Entry Operator selects the document from the drop down list under various categories of proofs/enclosures/supporting documents submitted by beneficiary.

Step 11 Upload Photograph

DEO uploads the photograph of head of the family. He clicks on ‘**Browse**’ button and select the image file from the location where it is stored.

Step 12 Assign Inspector

Assign the **Inspector** by selecting the name of inspector who will do the physical verification of the Application

The screenshot displays a web browser window with the URL <http://10.23.252.238:8080/nic-scbpdsGEN/epds/?x=RCB6Av85rP5Cnrcn>. The form is titled "District Name" and "State Name" (Haryana). It includes fields for "Pin" (222222), "Occupation" (AGRICULTURE LABOUR), "Total Annual Income", "Gas Connection Status" (Not available), "Gas Company Name" (Select One), "Gas Agency Name" (Select One), and "Consumer Number".

The "Family Details" section includes a table with columns: S.No, Name (including Head of Family), Gender (m/f/t), Date of Birth (DD-MM-YYYY), Age (Yrs), and Mother's Name. The table contains one entry for ANITA, FEMALE, born 01/01/1987, aged 26. Below the table is a "SELECT ONE" dropdown.

The "Attached Enclosure" section includes a table with columns: S.No, Document Name, Document Type, and Browse & Upload. The table contains three entries: 1. ID Proof (PAN CARD), 2. Proof of residence (GOVT. TELEPHONE BILL), and 3. Other Mandatory Documents (SURRENDER CERTIFICATE). Each entry has a "Browse..." button.

Below the table are checkboxes for "Upload image using WebCam" and "Upload scanned image". There is a field for "Upload Head of Family's Photo" with a "Browse..." button.

The form includes a checkbox for "Payment of Rs.25 against RC Application processing collected from applicant." and a "Select Inspector:" dropdown menu with "Inspector" selected. A "Submit" button is at the bottom.

The footer shows the date "Sat Apr 13 15:38:20 UTC+0530 2013" and the text "Designed and Developed by . National Informatics Centre. All contents Copyright of NIC 2012. All Rights Reserved".

Step 13 Submit the form

Before submitting the form DEO makes sure that RS.25 is collected from the

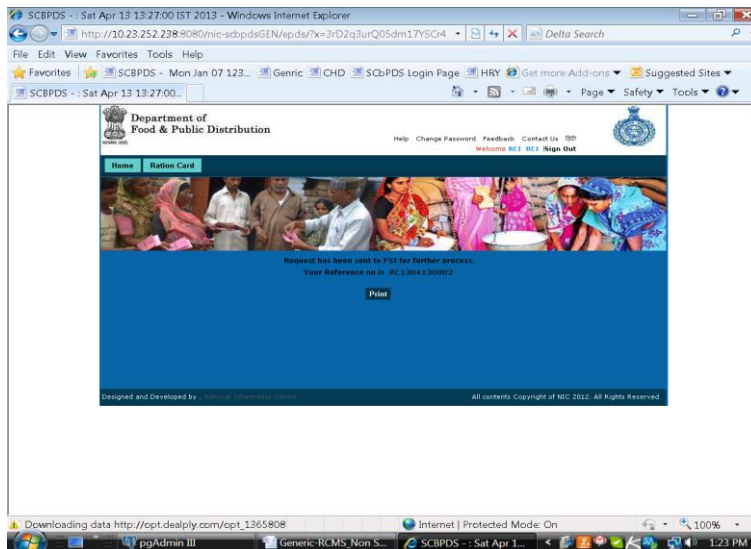
applicant as the processing fee for issuance of new Ration Card.

- i. Collect the Rs. 25 from applicant.
- ii. Click on “**submit**” to submit the Ration Card

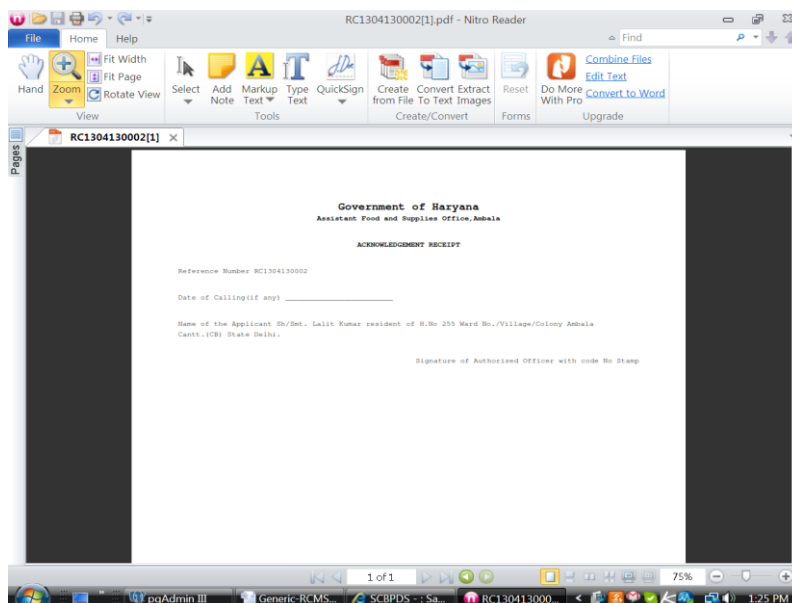
3.3.4 RECEIVING THE CONFIRMATION

After successfully submission of the form confirmation screen gets displayed with the reference no.

Step 14 DEO/RCI receives the confirmation screen along with the Reference no.



Step 15 DEO/RCI Click on „Print” to print the Acknowledgement receipt of Application for new Ration Card.



Step 16 The DEO/RCI takes the print out of the Acknowledgement receipt.

Step 17 Sign the receipt and give it to the applicant. The format of receipt is given in Acknowledgement

3.3.5 LOGOUT FROM THE APPLICATION

After submitting of form and giving acknowledgement receipt of the application form to the applicant the DEO/RCI will sign out from the Application

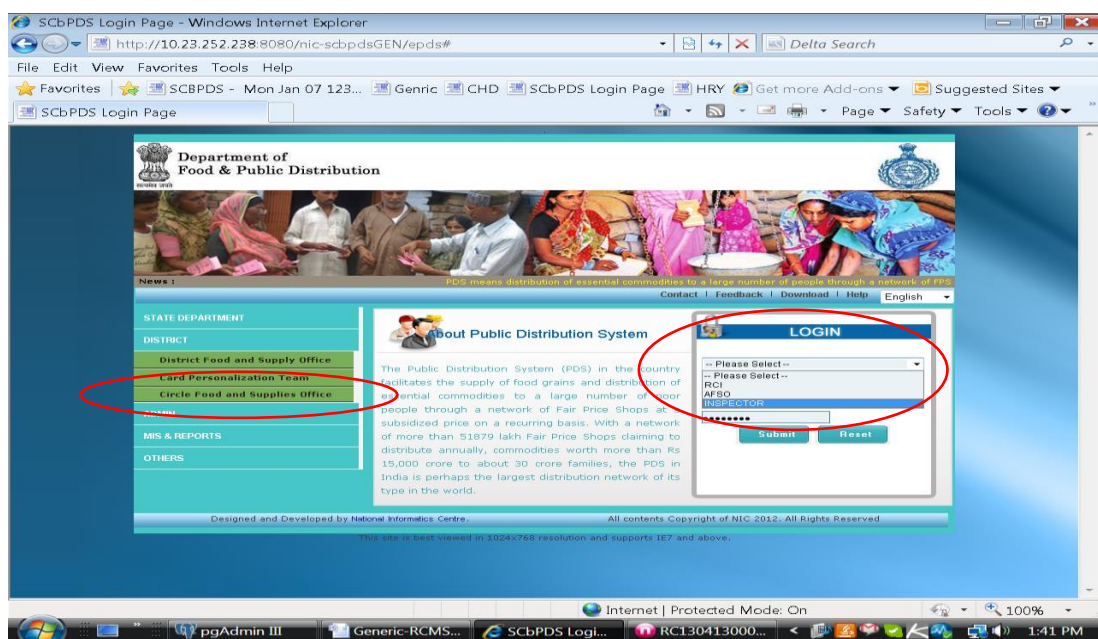
3.4 INSPECTOR/FSI LOGIN:

3.4.1 FUNCTION OF FOOD SUPPLY INSPECTOR/FSI

- Inspector receives the application as submitted by the DEO/RCI
- Visits the Applicant's premises to physically verify the details as submitted by the Applicant.
- Enquires and verifies the details from the people living in the surrounding areas of the applicant.
- Enters the feedback and his recommendation in the application and forward to the FSO/AFSO for the approval of the Application

3.4.2 PROCESS OF INSPECTOR /FSI LOGIN INTO APPLICATION

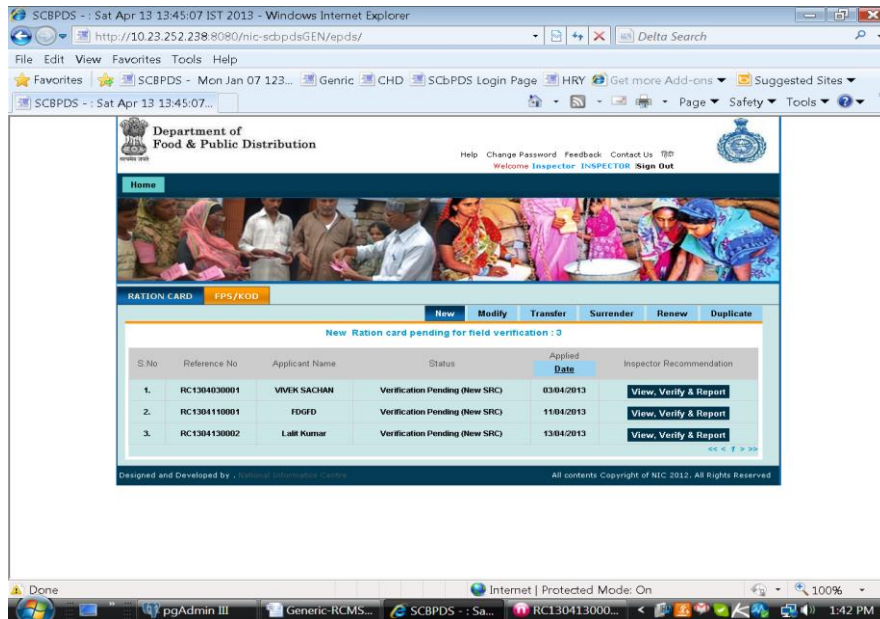
- Step 1 Select the **Assistant Food and Supplies office** link under **District** tab from the left panel of home page of PDS Application.
- Step 2 Select the **login as INSPECTOR/FSI option** from the dropdown list
- Step 3 Enter the **User Name and Password**



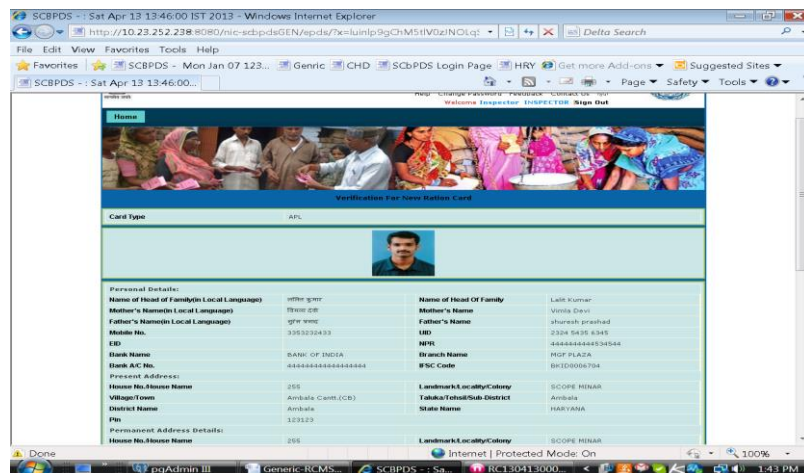
- Step 4 Click on **Submit** to login in to the Application

3.4.3 VIEW, VERIFY AND REPORT

- Step 1 After login Inspector /FSI will see all the pending Ration Card applications to verify the details of an applicant
- Step 2 Clicks on “**view, verify & Report**” to view the application, verify the details and submit the report to FSO/AFSO with his recommendation.



Step 3 On Clicking ‘View, Verify & Report’ the details of the applicant filled at the time of submission of application is displayed.



SCBPDS - Sat Apr 13 13:46:00 IST 2013 - Windows Internet Explorer

File Edit View Favorites Tools Help

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Print RC Details Enter Verification Remarks Back

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3.4.4 PRINT RC DETAILS FOR PHYSICAL VERIFICATION

Step 1 Click on 'Print RC Details' to get the printout of the applicant details with Checklist.

FormD1[1].pdf - Nitro Reader

File Home Help

Hand Zoom View Select Add Markup Type QuickSign Create Convert Extract from File To Text Images Reset Do More With Pro Upgrade

RC1304130002[1] FormD1[1] X

Ration Card

Personal Details

Name of Head of Family: [Name]
 Mother's Name: [Name]
 Father's Name: [Name]
 Spouse Name: [Name]

Address

House No./Street Name: [Address]
 Village/Town: [Address]
 District Name: [Address]
 State: [Address]

Professional Details

Occupation: [Occupation]
 Total Annual Income: [Income]

Gas Connection Details

Gas Connection Status: [Status]
 Gas Agency Name: [Agency Name]
 Old Ration Card No.: [Card No.]

Remarks

Remarks: [Remarks]

Family Details

S.No	Name	Gender	Age	Date of Birth	Mother's Name	Father's Name	Spouse Name	Relation with Applicant
1	[Name]	[Gender]	[Age]	[DOB]	[Mother's Name]	[Father's Name]	[Spouse Name]	[Relation]
2	[Name]	[Gender]	[Age]	[DOB]	[Mother's Name]	[Father's Name]	[Spouse Name]	[Relation]

1 of 2 50%

Step 2 Takes the print out of RC Details

Step 3 Verifies the details given by applicant by physically visiting at the applicant address and marks the verification done with the date. Also write the witness name.

3.4.5 FILLING VERIFICATION REPORT

Step 1 After visiting and verifying physically Inspector come back and again clicks on “**View, Verify &Report**”, he gets the **applicant detail form** then he clicks on “**Enter Verification Remarks**” to enter the verification detail.

The screenshot shows a web browser window displaying the SCBPDS (Scheme for Conditional Beneficiary Protection and Distribution System) Field Verification Report form. The form is titled "PSI Field Verification Report" and is part of the Department of Food & Public Distribution. It includes a header with the department name and a navigation bar with links like Home, Help, Change Password, Feedback, Contact Us, and Sign Out. The form itself has several sections for data entry:

- Whether Field Verification done:** A radio button selection between Yes and No, followed by a date field for "Enter Verification Date".
- Whether Address found correct:** A radio button selection between Yes and No.
- Whether Name(s) found correct:** A radio button selection between Yes and No.
- Income Category Per Annum:** A text input field.
- Energy category Verified:** A radio button selection between Gas User and Oil User.
- Enter Name of Witnesses:** Two text input fields for "Witness 1" and "Witness 2".

At the bottom of the form, there are buttons for "Submit", "Back", and "Reset". The footer of the page states "Designed and Developed by : National Informatics Centre" and "All contents Copyright of NIC 2012. All Rights Reserved".

Step 2 Enter the feedback of physical verification

- i. **Field Verification** – Click on Check Box to confirm whether field verification is done
- ii. **Name Verification** – Click on Check Box to confirm the name of the applicant
- iii. **Address Verification** – Click on Check Box to confirm the address of the applicant.
- iv. **Income Category** – Enter Monthly Income Category of applicant.
- v. **Eligibility for Energy Category** – Enter no. of connections in the text box found during the physical verification.
- vi. **Name of Witnesses** – Enter name of witnesses from whom inspector has verified.

Step 3 Recommend for Approval /Rejection.

Step 4 Selects nearest FPS to the applicant address if recommend for approval. He

can select minimum one or maximum three nearest FPS.

- Step 5** Text box is provided to INSPECTOR/FSI for his recommendation remarks.
- Step 6** Enter the Verification Date.
- Step 7** Click on “Submit” to submit his report

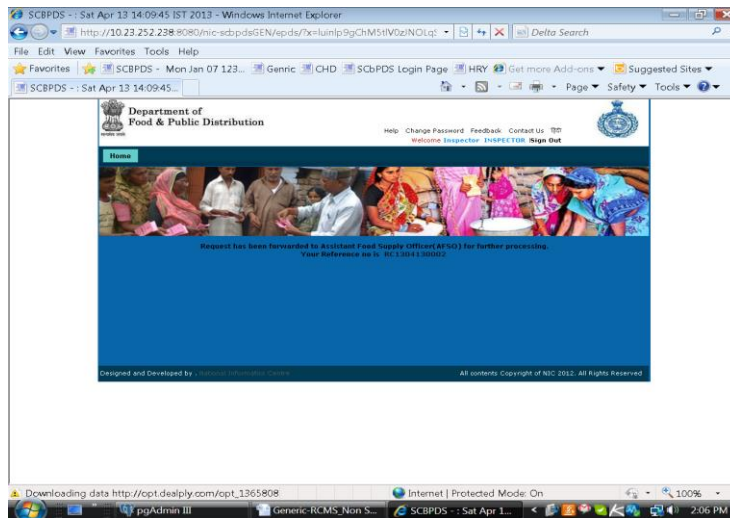
3.4.6 FINAL SUBMISSION BY INSPECTOR/FSI

After submitting the verification Report INSPECTOR/FSI gets the confirmation screen showing the details such as number of Adult, child, infant, suggested FPS etc.

- Step 1** Clicks on “Submit” to submit his verification report to ESO/AFSO.

3.4.7 RECEIVING THE CONFIRMATION OF SUBMISSION OF REPORT

Once the physical verification report is successfully submitted the inspector receives the confirmation of report submission along with the reference no.



3.4.8 SIGN OUT FROM THE INSPECTOR/FSI LOGIN

Step 1 Clicks on 'Sign Out' to logout from application

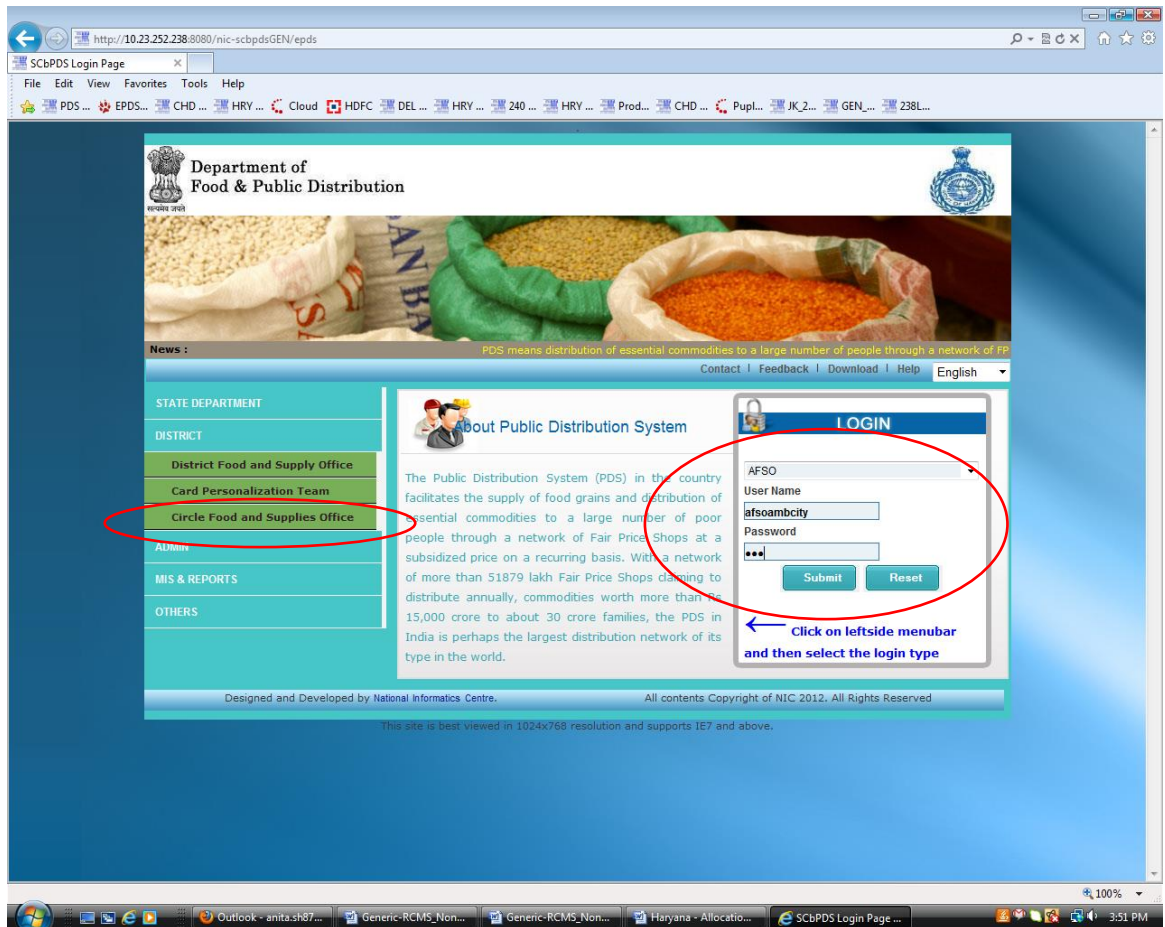
3.5 FSO/AFSO LOGIN

3.5.1 FUNCTIONS OF FOOD SUPPLY OFFICER (FSO/AFSO)

- Step 1** Approve the ration card application on the basis of the remarks forwarded by the INSPECTOR/FSI.
- Step 2** Rejects the ration card application on the basis of the remarks forwarded by the INSPECTOR/FSI.
- Step 3** Sends the application for re-verification to the INSPECTOR/FSI.

3.5.2 PROCESS OF AFSO/FSO LOGIN INTO APPLICATION

- Step 1** Click on the **Assistant Food and Supplies office** link under **District** tab from the left panel
- Step 2** Select the **login as FSO/AFSO** option from the dropdown list
- Step 3** Enter the **User Name** and **Password** in the respective fields.

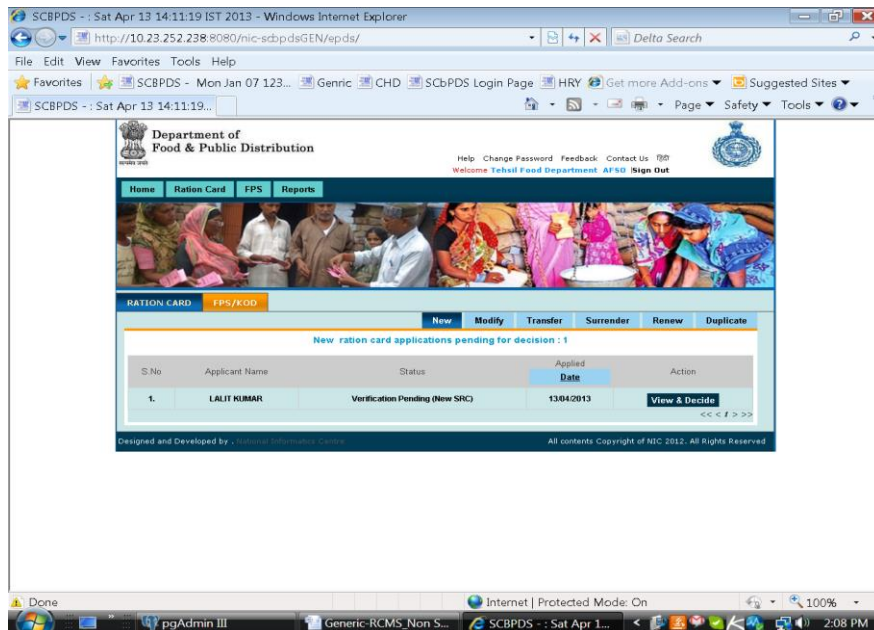


Step 4 Click on **Submit** to login

3.5.3 CHECKING THE PENDING APPLICATIONS

After logging in, the AFSSO/FSO will be taken to “**Applications Pending for Decision**” page.

Step 1 Click on ‘**View & Decide**’ to see the details of Field Verification details submitted by the INSPECTOR/FSI.



3.5.4 AFSO/FSO DECISION PAGE

Step 1 On the “Application Pending with AFSO/FSO” Page, the AFSO/FSO has the option to view the application details by clicking on “Click here to view application details”.

Step 2 FSO can select the relevant option as to whether he deems fit to approve or reject the ration card application based on report submitted by the INSPECTOR/FSI.

AFSO/FSO can also send the application for re-verification to the INSPECTOR/FSI.

3.5.5 VIEW APPLICATION DETAILS AND ENCLOSURE

AFSO/FSO can view the application details by clicking on “**Click here to view application**

Details” on AFSO/FSO Decision page.

Step 1 Click on View button to view the updated Enclosure

Step 2 Click on “**Back**” button to go the previous screen to Submit.

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File Edit View Favorites Tools Help

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SCBPDS - : Sat Apr 13 14:22:10...

Approval For New Ration Card.

[Click Here to view the Details](#)

Whether field verification done:	Yes
Whether address found correct:	Yes
Whether name(s) found correct:	Yes
Name of first witness:	--
Name of second witness:	--
Energy category verified:	Gas User
Recommended for approval:	Yes
FSI Remarks	Credentials verified.

☐ Click here to approve ration card application request
☐ Click here to reject ration card application request
☐ Click here to send ration card application request for re-verification

Map to FPS *

Remarks:

Remarks: Ka

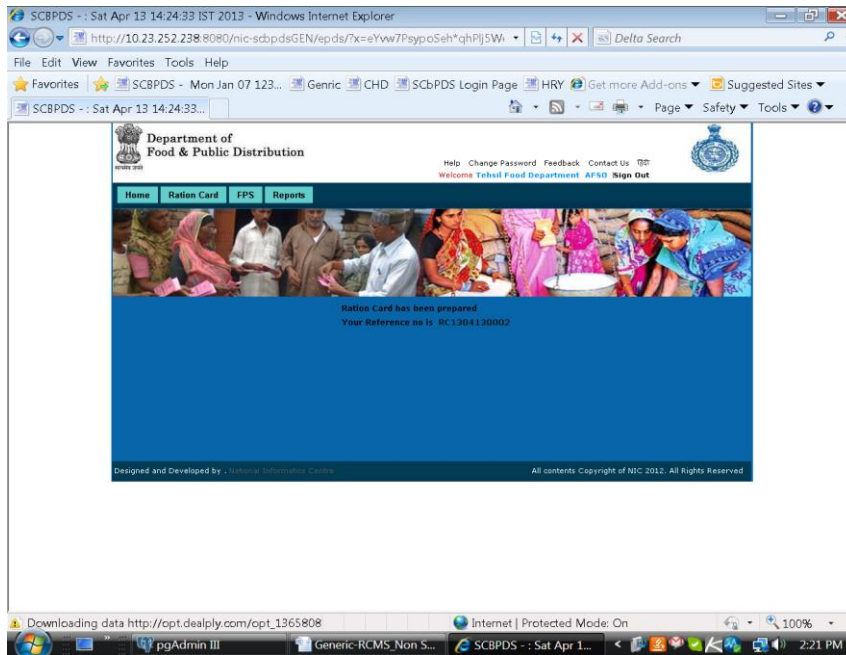
Submit Reset Back

Done Internet | Protected Mode: On 100% 2:19 PM

3.5.6 APPROVAL/REJECTION/ RE-VERIFICATION APPLICATION

Once the AFSO/FSO has checked the application details, he/she comes back to his Decision screen. Selects the option (approve/reject) to approve or reject the application

- Step 1** If he selects re-verification then he gets option to Assign INSPECTOR/FSI.
- Step 2** He selects the INSPECTOR/FSI from the dropdown list to assign re-verification.
- Step 3** He clicks on “Submit” to submit his decision of approval or rejection.



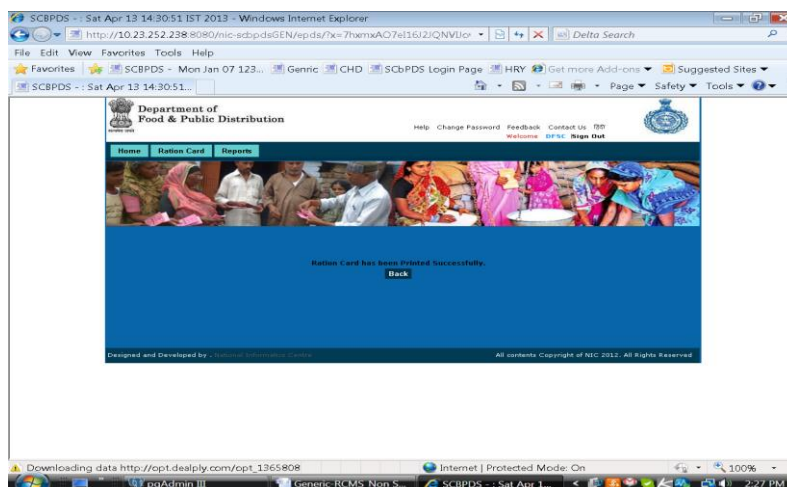
3.5.7 CONFIRMATION OF APPROVAL OF AN APPLICATION FOR PRINTING

When the AFSO/FSO submits his approval he gets the screen showing the mapping of FPS.

Step 1 Clicks on “Submit” to submit his approval to the AC/DFSC at District Food and supply office to get the ration card printed.

3.5.8 RECEIVING THE CONFIRMATION

Once his approval is successfully submitted the AFSO/FSO receives the confirmation of report submission along with the reference no.



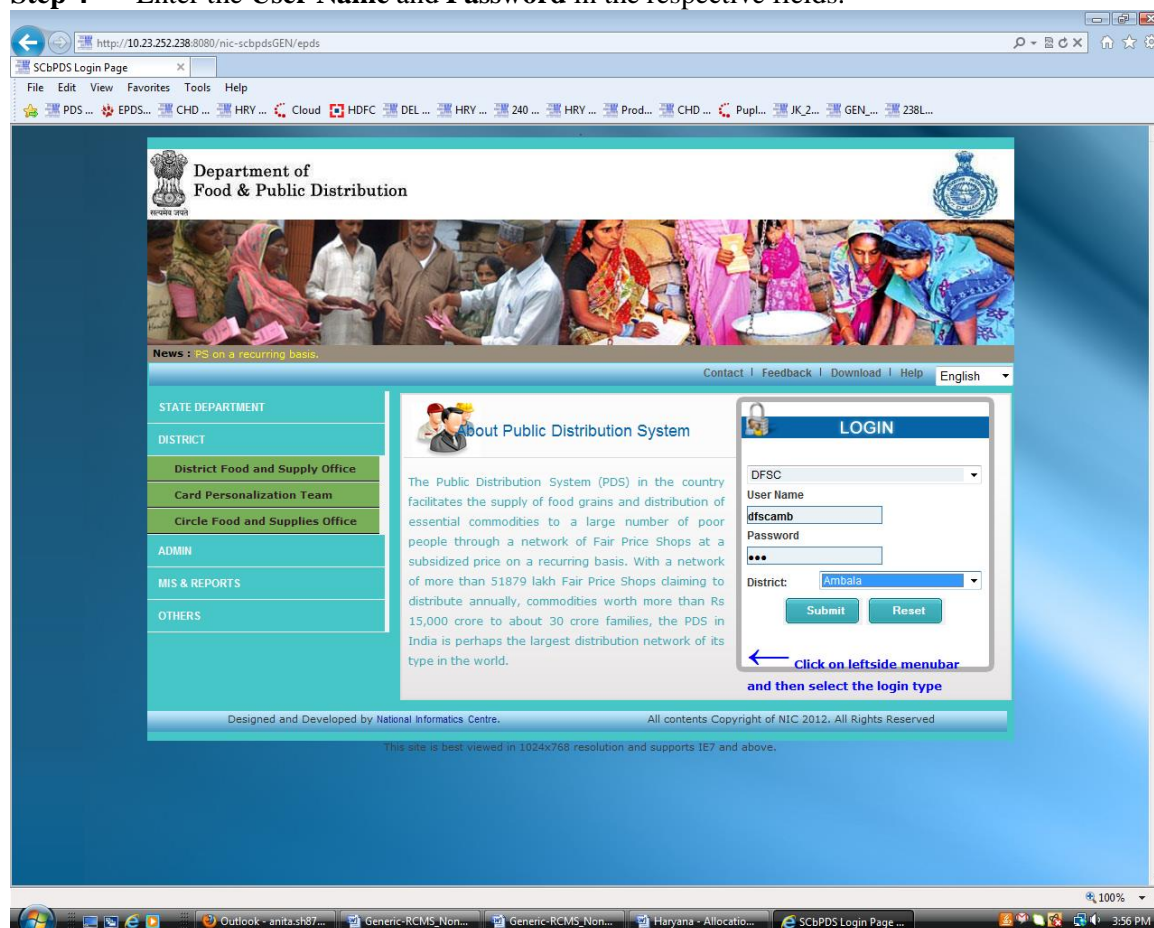
3.6 AC/DFSC LOGIN

3.6.1 FUNCTIONS OF AC/DFSC

- Step 1** Get the Approved Ration Cards from the AFSO/FSO.
- Step 2** Print Ration Cards.

3.6.2 PROCESS OF AC/DFSC LOGIN INTO APPLICATION

- Step 1** Click on the **District Food and Supplies Office** link from the left panel.
- Step 2** Select the login as **AC/DFSC** option from the dropdown box.
- Step 3** Select the **District**
- Step 4** Enter the **User Name** and **Password** in the respective fields.



- Step 5** Click on **Submit** to login.

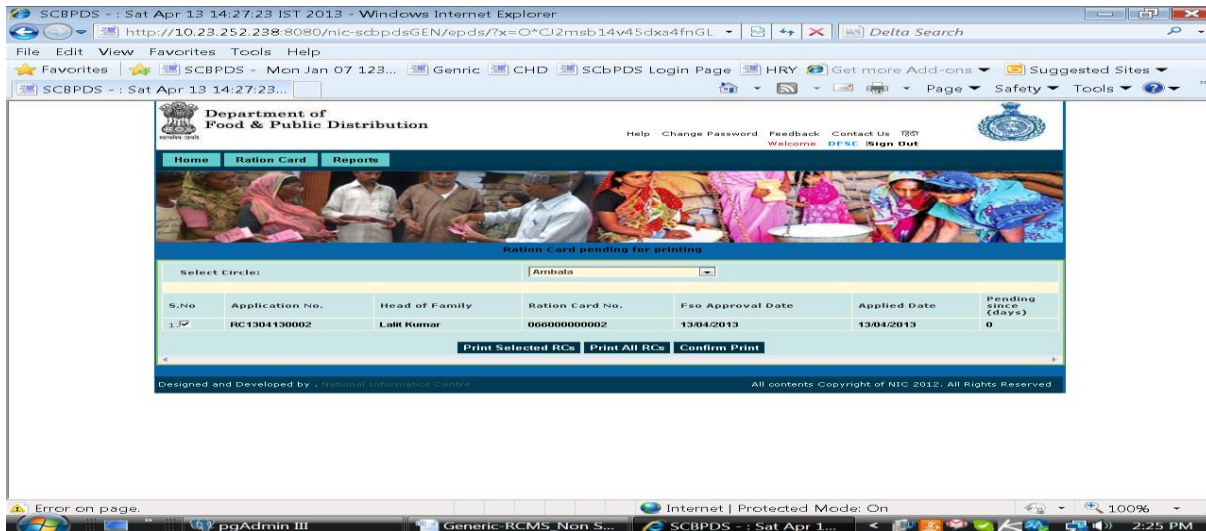
3.6.3 PRINTING THE APPROVED RATION CARDS

- Step 1** Click on “Ration Card”.
- Step 2** Clicks on “Print” to ration card pending for printing

Step 3 Select the circle for ration card displayed circle wise.

Step 4 Select the Ration Cards to be printed.

Step 5 Clicks on “Print Selected RCs”.



3.6.4 PREVIEW AND PRINT

Step 1 Select preview to verify the ration card before printing.

Step 2 Click on “Print Report” to print the Ration Cards.

Step 3 Click on the Back button to go to the previous screen.

Step 4 On the previous screen, AC/DFSC needs to click on the option “Confirm Print”, which will remove the printed ration cards from the list of Ration Cards Pending for Printing.

4 RATION CARD MODIFICATION MODULE

4.1 INTRODUCTION

Ration card is issued to a family and it remains valid for particular time duration. (For Delhi State the validity of the ration card is for 5 years after which the beneficiary needs to renew the ration card.) During the validity period it may be possible that beneficiary details like address or the beneficiary family details have undergone certain changes like a new member gets added to the family or an existing member has died during the validity period in all such cases the ration card must be modified accordingly. A ration card can be modified due to following reasons-

1. Change of head of family
2. Change of Address
3. Member Addition

4. Member Removal
5. FPS Change
6. KOD Change
7. Member Details Modification
8. Change of Energy Category
9. Card Type Change

In order to carry out the modification of ration card details or member details the beneficiary fills in the ration card modification form specifying the modification along with the supporting documents. This form along with the supporting document is submitted at the circle office where the DEO makes Entry in the Online Application. DEO forward the Application to the FSI for Document/Field verification. Once Verification gets completed FSI forward the application to FSO with remarks. FSO reviews application and feedback provided by FSI and if the modification details are found to be in order the modification are made in the ration card details, FSO prints the new ration card with modified details, FSO signs the card after which the ration card is issued back to the beneficiary.

4.2 ACTORS INVOLVE

Stakeholder	Department	Function performed
Beneficiary	Resident	Submits Ration Card modification form along with supporting document, Old Ration card and 25 Rs. (Fees of Ration Card Modification)
Data Entry team (DEO)	Circle Office	Data entry team makes the necessary changes as entered ration card modification form in the online application
Food Supply Inspector (FSI)	Circle Office	<ul style="list-style-type: none"> FSI does the Document/Field Verification Provide the verification report and remarks to the FSO
Food Supply Officer (FSO)	Circle Office	<ul style="list-style-type: none"> Online Approval/Rejection of ration card details Modifications. Print the Paper based Ration card with modification details Distribute the Ration card after signing to the beneficiary

4.3 DATA ENTRY OPERATOR (DEO/RCI) LOGIN

4.3.1 FUNCTION OF DATA ENTRY OPERATOR (DEO/RCI)

- The Data Entry Operator (DEO/RCI) at Circle office receives the filled application form for the ration card modification from the beneficiary.
- Enter the details entered in Ration Card modification in the Online Application
- Upload the supporting documents wherever required.
- Upload the photograph of head of family wherever required.
- Collects the processing fees from applicant.
- Submit the online application form which goes to FSI/INSPECTOR for further processing

4.3.2 PROCESS OF LOGIN INTO APPLICATION

- Step 1** Select the **Assistant Food and Supplies Office** link from the left panel of home page of PDS Application.
- Step 2** Select the **login as DEO/RCI option** from the dropdown box
- Step 3** Enter the **User Name** and **Password**



- Step 4** Click on **Submit** to login in to the Application

4.3.3 OPENING THE RATION CARD MODIFICATION FORM

After successfully logging, data entry operator enters the detail of beneficiaries required for the Ration Card modification from the filled in application form received from applicant.

- Step 1** Select the **Ration Card** option from the Menu bar

Step 2 Click on '**Modification**' tab to open application form for Ration card Modification

The screenshot shows the Department of Food & Public Distribution website. The 'Ration Card' tab is selected, and the 'Modification' option is highlighted. Below the navigation bar, there is a section titled 'Instructions for RCI:' with the following details:

- Please verify the completeness of the RC Application form before proceeding for online data entry.
- Please collect Rs.25 after the data entry is complete and issue system generated receipt to the applicant.
- Please do not accept incomplete application form.
- Documents required from the applicant:
 - (a) New Ration Card:
 - * ID Proof(any one): Adhar, Driving license, Govt. photo Identity card, Pan card, Passport, Self affidavit duly attached, Voter ID
 - * Proof of residence(any one): Electricity bill, General power of attorney, Govt-> telephone bill, NOC from landlord with ID proof, Rent Agreement, Rent receipt, Sales deed, Water bill
 - * Other Mandatory documents(any one): Affidavit, Deletion certificate, Old ration card, Surrender certificate
 - (b) Modification:
 - * Address Change(any one): Electricity bill, General power of attorney, Govt. telephone bill, NOC from landlord with ID proof, Rent Agreement, Rent receipt, Sales deed, Water bill
 - * Member Addition(any one): Affidavit, Birth certificate, Deletion certificate
 - * Card Type: Income Proof
 - * Change HOF: Death certificate(in case of death)
 - * Member removal: Death certificate(in case of death)
 - * Modify member: (any one): Driving license, Govt. photo Identity card, Pan card, Passport, Self affidavit duly attached, Voter ID
 - * Change in Energy Category: Document of new gas connection
 - (c) Duplicate:
 - * Supporting Documents(any one): Copy of FIR, Old ration card
 - (d) Transfer:
 - * Address Proof(any one): Electricity bill, General power of attorney, Govt. telephone bill, NOC from landlord with ID proof, Rent Agreement, Rent receipt, Sales deed, Water bill
 - (e) Surrender:
 - * Old ration Card

4.3.4 ENTER RATION CARD APPLICATION NO. FOR MODIFICATION

- Step 1:** Click on the Option given to enter the **New Ration Card No.** or **Old Ration No.**
- Step 2:** Enter the **Ration Card No. in the Text boxes** given
- Step 3:** Click on **Submit** to open DEO/RCI page for Ration Card Modification

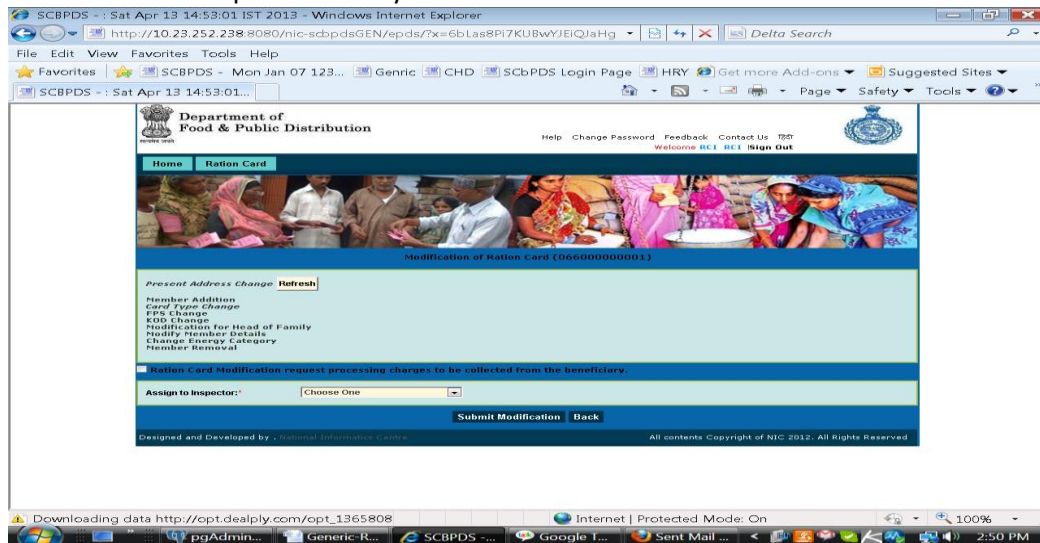
The screenshot shows the SCBPDS website in a Windows Internet Explorer browser. The 'Ration Card' tab is selected, and the 'Modification of Ration Card' form is displayed. The form includes the following fields and options:

- ☐ Click here to enter RC No.
- ☐ Click here to enter Old RC No.
- Enter the RC Number: [0660] [0000] [0001]
-

At the bottom of the page, it says 'Designed and Developed by : National Informatics Centre' and 'All contents Copyright of NIC 2012. All Rights Reserved'.

4.3.5 DEO/RCI HOME SCREEN

- Step 1:** Select the type of **Ration Card Modification** from the list given (For Multiple Modifications DEO/RCI has to select Options one by one)
- Step 2:** In DEO/RCI home screen the type of modification which has been done will be converted to Bold and get disabled
- Step 3:** If User wants to again modify the same entry the click on Refresh Button to discard the previous entry for the Modification



4.3.6 PRESENT ADDRESS CHANGE

- Step 1:** Click on **Present Address Change** from the DEO/RCI Screen
- Step 2:** Form for Present Address change will be displayed which include **Name of HoF, Old RC No., Present Address (as per Existing Records)**, and form for entering new address and attachment of supporting documents
- Step 3:** Enter the **New Address** in the space given
- Step 4:** Attach the enclosures (**Proof of Residence**) and enter the Remarks
- Step 5:** Click on Save and Back Button to save the Application and move to DEO/RCI

home screen

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SCBPDS - : Sat Apr 13 14:54:45...

Modification Request for Change in Address

Name of Head of Family	ANITA	Old RC No.	Click here to enter RC No.	066000000001
Present Address (As per Existing Records):				
House No./House Name	g/High	Landmark/Locality/Colony	High	
Village/Town	Baringani(260)	Taluka/Tehsil/Sub-District	Ambala	
District Name	Ambala	State Name	Haryana	
Pin	675765			
Present Address:				
House No./House Name	A-10	Landmark/Locality/Colony	Janta Pura	
Village/Town	Baringani(260)	Taluka/Tehsil/Sub-District	Ambala	
District Name	Ambala	State Name	Haryana	
Pin	110065			
Attached Enclosure*				
S.No.	Document Type	Browse & Upload		
1.	Proof of residence	D:\images.jpg		
Reason for Change in Address				
Change present Address				
<div> <div>Sat Apr 13 14:54:44 2012</div> <div>Save and Back</div> <div>Back</div> </div>				

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4.3.7 ADDITION OF NEW MEMBER

- Step 1:** Click on **Member Addition** from the DEO/RCI Screen
- Step 2:** Form for Addition of New Member will be displayed which include **Name of HoF, Old & New RC No., Personal Details like Name of HoF, Mother Name, Father's Name, and Family Details**
- Step 3:** Enter the Details of new member like **Name, Gender, Date of Birth, Age, Mother's Name, Father's Name, Spouse Name, EPIC No., Nationality, Opting to Lift Commodity, Relation with Applicant** in the given space given
- Step 4:** Attach the enclosures (Any one the document – Birth Certificate, Affidavit, Deletion Certificate) and enter the remarks
- Step 5:** Click on Save and Back Button to save the Application and go back to DEO/RCI home Screen

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Delta Search

Favorites SCBPDS - Mon Jan 07 123... Generic CHD SCBPDS Login Page HRY Get more Add-ons Suggested Sites

SCBPDS - Sat Apr 13 15:02:16...

Page Safety Tools

PERSONAL DETAILS

Name of Head of Family(Local Language) Anita Name of Head Of Family ANITA

Mother's Name(Local Language) Mother Mother's Name MOTHER

Father's Name(Local Language) Father Father's Name FATHER

FAMILY DETAILS

Note>Please enter either Father's name or Spouse's name.

S.No	Name(Including Head of Family)	Gender(m/f/t)	Date of Birth(DD-MM-YYYY)	Age(Yrs)	Mother's Name*	Father's Name	Spouse's Name
1.	ANITA	FEMALE	01/01/1983	30	MOTHER	FATHER	
2.	MOTHER	FEMALE	01/01/1983	30	M	F	
3.	FATHER	MALE	01/01/1983	30	F	F	
	CHOOSE ONE						

Attached Enclosures*

S.No	Document Type	Browse & Upload
1.	AFFIDAVIT	0\Images.jpg Browse

Reason for Member Addition

add new member

4.3.8 CH

- Step 1:** Select the **Change of Card Type** Option from the DEO/RCI home Screen to open form of changing the card type of beneficiary
- Step 2:** Name of HoF, Old and New RC no. will be populated.
- Step 3:** Present Card Type of beneficiary will be displayed by default in the dropdown list of the Scheme
- Step 4:** Change the **Card Type** and attach supporting document (Income Proof) of beneficiary
- Step 5:** Enter the **Remarks**
- Step 6:** Click on **Save & Back** to save the application and go back to the DEO/RCI home screen

4.3.9 CHANGE OF HOF

4.3.9.1 IN CASE OF DEATH – FILLING THE FORM

- Step 1:** Select the Option as '**In case of Death**'. Steps for HoF Change in case of death of HoF will appear on the screen (Follow the steps as mentioned).
- Step 2:** Personal details of the HoF along with family details will be populated on the screen
- Step 3:** Select the **HoF** in the Family Details and Click on **Remove** to remove the details of present HoF.
- Step 4:** Change the **Relationship** of family member to **SELF** who will become new Family Member
- Step 5:** Change the **Relationship status** of other family members also according to **New HoF**
- Step 6:** Upload the **Death Certificate** and **Photograph of New Head of Family**
- Step 7:** Enter the **Remarks** and Click on **Save and Back** to save the application and go back to the DEO/RCI home screen

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SCBPDS - Sat Apr 13 15:16:28

2. Make some other member as Head of Family by selecting Self in the Relation column.
3. Change others' relation as per new Head of Family (if required).
4. Upload new HOF's photograph.

Personal Details:

Name of Head of Family(in Local Language)	anita	Name of Head Of Family	ANITA
Mother's Name(in Local Language)	mothr	Mother's Name	MOTHER
Father's Name(in Local Language)	Father	Father's Name	FATHER
Mobile No.			

Family Details:

S.No	Name(Including Head of Family)	Gender(m/f/r)	Date of Birth (DD-MM-YYYY)	Age (Yrs)	Mother's Name*	Father's Name	Spouse Name
1.	Praty	FEMALE	01/01/1993	20			

Attached Enclosure*:

S.No	Document Type	Browse & Upload
1	Death Certificate	D:\images.jpg Browse...

Step need to be follow for capturing and uploading image

1. Click on capture image button
2. Click on upload image button to upload image

Note: Image can be reset by clicking Reset button if captured image is not good in quality(after clicking on reset button follow same step 1 and step 2 to upload

4.3.9.2 IN CASE OF MEMBER TAKING OVER AS HOF

- Step 1:** Select the Option as **Member taking over as HoF**. Steps for HoF Change in case of Member taking over of HoF will appear on the screen (Follow the steps as mentioned).
- Step 2:** Personal details of the HoF along with family details will be populated o the Screen
- Step 3:** **Change relation of Previous HoF** to any other relation and change the Relationship status of **new family member as SELF**.
- Step 4:** Change the **relationship status** of other family members also according to new HoF.
- Step 5:** Upload the **Photograph** of new Head of Family
- Step 6:** Enter **remarks** and click on **save and back** to save the application and back to DEO/RCI home screen

4.3.10 MEMBER DELETION

- Step 1:** Select the option as **In case of Death** or **Any other Reason**
- Step 2:** Personal details of HoF along with the details of Family member will be displayed
- Step 3:** Select the **Member** to be deleted and click on **remove** to remove the family member
- Step 4:** Click on Save and Back to save the application and go back to DEO/RCI home screen

4.3.11 MEMBER DETAILS MODIFICATION

- Step 1:** Select the **Change in Member Details** Option from the DEO/RCI home screen
- Step 2:** Personal details of HoF and Family Details in Editable format will be displayed on the screen
- Step 3:** Change the **details** as mentioned in the Modification form
- Step 4:** Attach the **supporting documents** and enter the **Remarks** for Modification
- Step 5:** Click on Save and Back button to save the application and move to DEO/RCI home screen

4.3.12 CHANGE IN ENERGY CATEGORY

4.3.12.1 CHANGING FROM GAS USER TO KEROSENE USER

- Step 1:** Select the option **Change in Energy Category** from the DEO/RCI home screen
- Step 2:** If the beneficiary is Gas User then screen for changing to Kerosene user will be displayed
- Step 3:** **Assign the KoD** to the Ration Card, attach the **supporting document** (Affidavit) and enter the remarks for modification
- Step 4:** Click on **Save and Back** Button to save the application and go back to the DEO/RCI Home screen

The screenshot shows a web browser window with the URL <http://10.23.252.238:8080/mic-scbpds/GEN/epds/7xne8ta0HogG5Korm3an45IFQ>. The page title is "Modification Request for Change in Energy Category". The form contains the following fields and sections:

- Name of Head of Family:** ANITA
- Old RC No.:** [Field]
- Click here to enter RC No.:** 06800000001
- KOD FPS:** [Dropdown menu]
- Attached Enclosures:**

S.No	Document Type	Browse & Upload
1.	Proof of residence*	AFFIDAVIT
- Remarks For Modification:** change Energy
- Buttons:** Save & Back, Reset, Back

4.3.12.2 CHANGING FROM KEROSENE USER TO GAS USER

- Step 1:** Select the option **Change in Energy Category** from the DEO/RCI home screen
- Step 2:** If the beneficiary is Kerosene User then screen for changing from Kerosene user to Gas user will be displayed
- Step 3:** **Enter the Gas Company Details** like Name of Gas Company, Gas Agency and Consumer No.
- Step 4:** Upload the **supporting document** (Proof of new Gas Connection) and enter the remarks for modification
- Step 5:** Click on **Save and Back** Button to save the application and go back to the DEO/RCI Home screen

4.3.13 CHANGE OF FPS

- Step 1:** Select the FPS Change Option from the DEO/RCI home screen

- Step 2:** Name of Old FPS with FPS ID will be displayed on the screen
- Step 3:** **Select the name of new FPS** from the drop down list
- Step 4:** Enter the **remarks** for modification
- Step 5:** Click on **Save and back** button to save the application and go back to the DEO/RCI home screen

4.3.14 CHANGE OF KOD

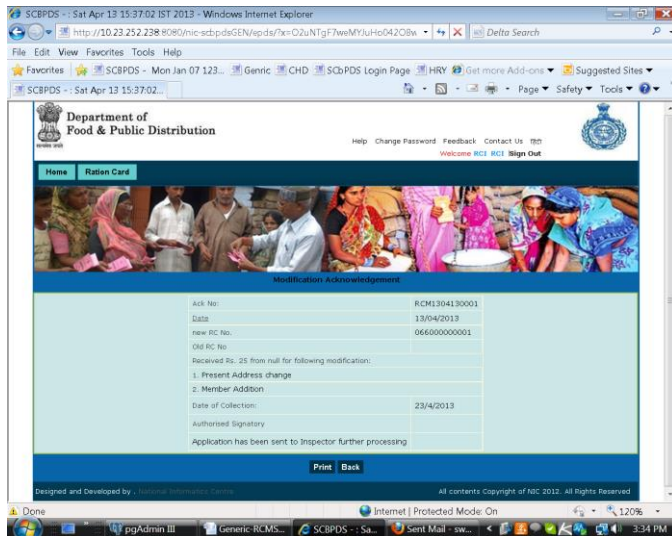
- Step 1:** Select the KoD Change Option from the DEO/RCI home screen
- Step 2:** Name of Old KoD with KoD ID will be displayed on the screen
- Step 3:** **Select the name of new KoD** from the drop down list
- Step 4:** Enter the **remarks** for modification
- Step 5:** Click on **Save and back** button to save the application and go back to the DEO/RCI home screen

4.3.15 SUBMITTING THE MODIFICATION TO THE FSI/INSPECTOR

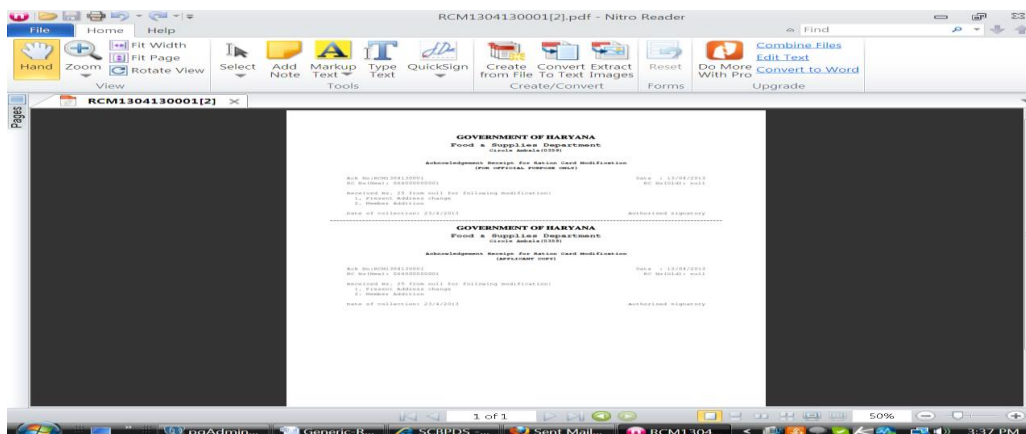
- Step 1:** Once all modification has been saved collect the fees of Modification (Rs. 25) from beneficiary and **click on payment collection check box**

Step 2: Select the name of FSI from the drop down list to forward the application for verification

Step 3: Click on **Submit Modification** to submit the request for Modification



Step 4: Acknowledgement receipt of modification will be displayed on the screen. User can take the print of the acknowledgement and save the receipt in PDF format



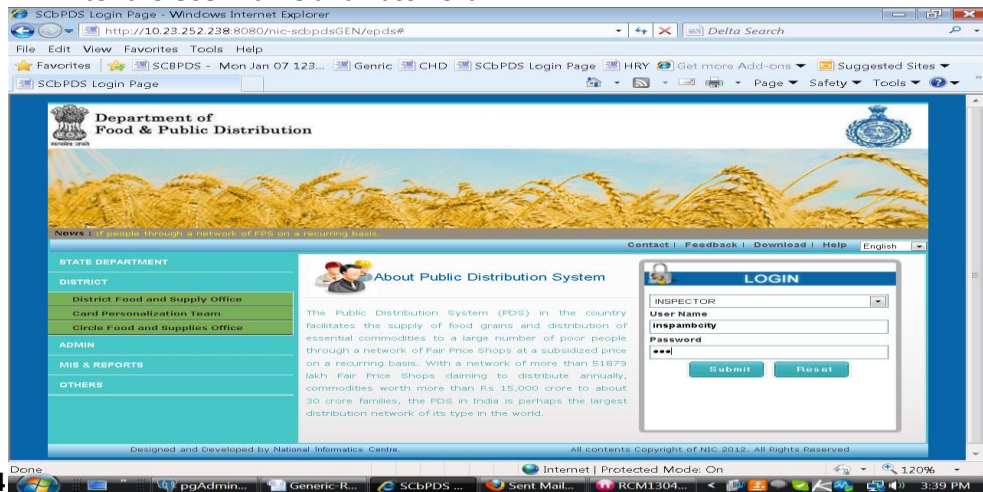
4.4 FOOD SUPPLY INSPECTOR/FSI LOGIN

4.4.1 PROCESS OF LOGIN INTO APPLICATION

Step 1 Select the **Assistant Food and Supplies Office** link from the left panel of home page of PDS Application.

Step 2 Select the **login as FSI/INSPECTOR** option from the dropdown box

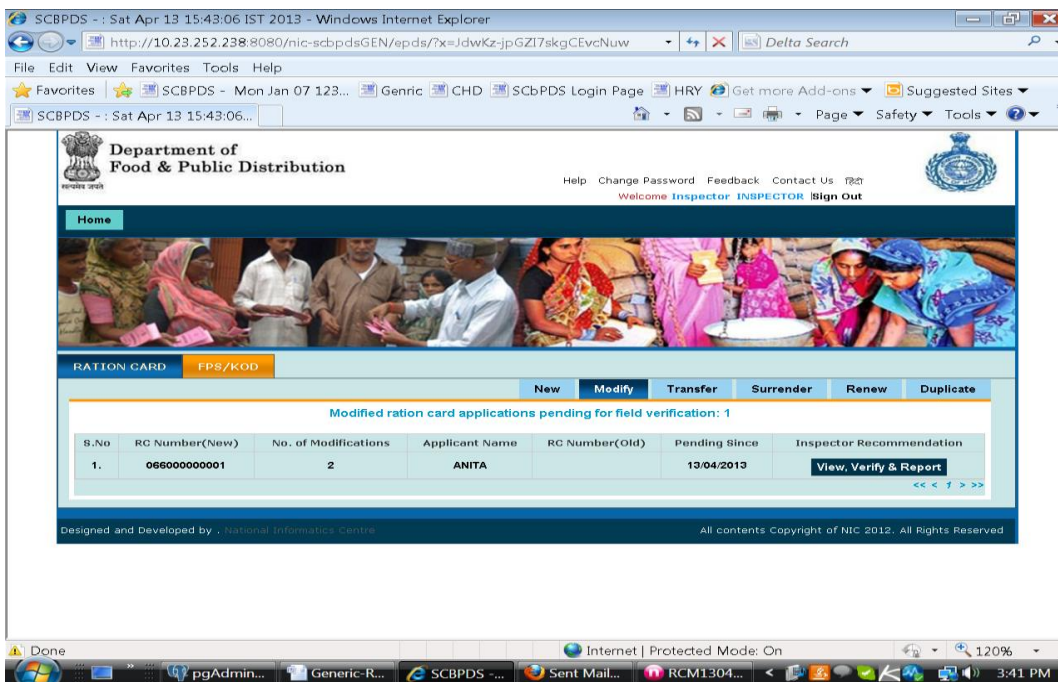
Step 3 Enter the **User Name** and **Password**



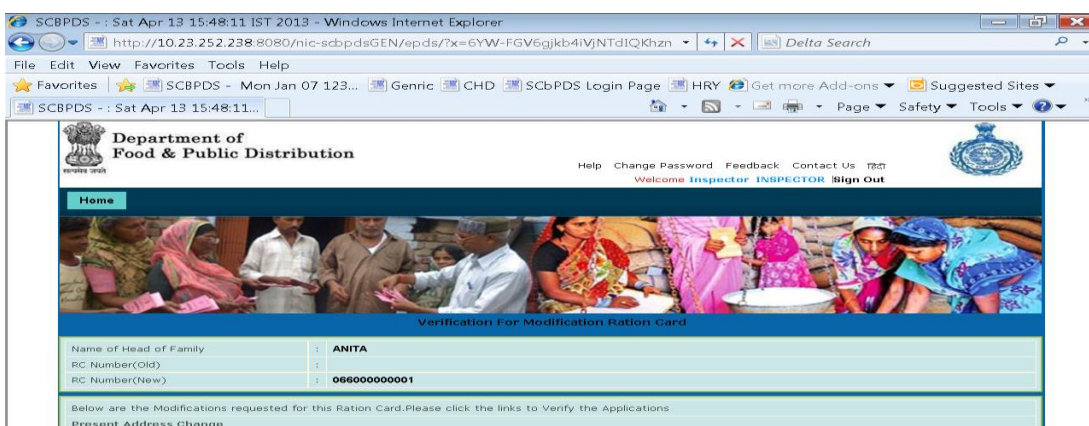
Step 4

4.4.2 DASHBOARD OF FSI/INSPECTOR

Step 1: After Login of FSI/INSPECTOR list of pending application for verification will be displayed on the dashboard of FSI/INSPECTOR



Step 2: Click on **View, Verify & Report** to view the application and enter the verification Remarks



4.4.3 PRESENT ADDRESS CHANGE

- Step 1** The Details of Head of Family along with previous address and new address will be displayed on the screen
- Step 2** FSI/INSPECTOR can view the attachment attached by clicking view button
- Step 3** **Select the verification type** as Field verification
- Step 4** Enter the field verification date and click on Yes to recommend or No to not recommend
- Step 5** Enter the **Field verification remarks**
- Step 6** Click on **submit** to forward the application to FSO/AFSO
- Step 7** Click on **submit on** confirmation screen. FSI/INSPECTOR will receive confirmation of submission of Application to the FSO/AFSO

SCBPDS - : Sat Apr 13 15:49:10 IST 2013 - Windows Internet Explorer

http://10.23.252.238:8080/nic-scbpdsGEN/epds/?x=6YW-FGV6gjk4iVjNTdIQKhzn

File Edit View Favorites Tools Help

SCBPDS - : Sat Apr 13 15:49:10...

Name of Head of Family : ANITA

Old RC No :

SRC No : 068000000001

Modification Type : Present Address change

Mobile No. :

Beneficiary Address :

Uploaded Documents

S.No	Uploaded Enclosure	Action
1	WATER BILL	View

Remarks from DEO:
Change present address

Previous Present Address

House No	:	Landmark/Locality/Colony	:
Village/Town	:	Taluka/Tehsil/Sub-District	:
District Name	:	State Name	:
Pin	:		

New Present Address

House No	:	A-18	Landmark/Locality/Colony	:	amritpuri
Village/Town	:	Ambala	Taluka/Tehsil/Sub-District	:	Ambala
District Name	:	Ambala	State Name	:	Haryana
Pin	:	110065			

Verification Type * : Field Verification

Done, but with errors on page.

Internet | Protected Mode: On

pgAdmin... Generic-R... SCBPDS ... Sent Mail... RCM1304... 3:46 PM

4.4.4 MEMBER ADDITION

- Step 1** The Details of Head of Family along with previous family details and new family details with added member will be displayed on the screen
- Step 2** FSI can view the attachment attached by clicking **view** button
- Step 3** Select the **verification type** as document verification
- Step 4** Select the Option **Yes/No** to recommend or disapprove the application
- Step 5** Enter the **document verification remarks**
- Step 6** Click on **submit** to forward the application to FSO/AFSO
- Step 7** Click on submit on confirmation screen. FSI/INSPECTOR will receive confirmation of submission of Application to the FSO/AFSO

S.No	Name (Including Head of Family)	Gender (M/F)	Age (Yrs)	Date of Birth (DD-MM-YYYY)	Mother's Name	Father's Name	Spouse Name	Opting to lift commodity	Epic No	Nationality	Relation with Applicant	UID	EID	NPR
1	ANITA	FEMALE	30	01/01/1983	MOTHR	FATHER		N		Indian	SELF			
2	ytryy	FEMALE	30	01/01/1983	b	m		N		Indian	SISTER			

New Detail of Family

S.No	Name (Including Head of Family)	Gender (M/F)	Age (Yrs)	Date of Birth (DD-MM-YYYY)	Mother's Name	Father's Name	Spouse Name	Opting to lift commodity	Epic No	Nationality	Relation with Applicant	UID	EID	NPR
1	ANITA	FEMALE	30	01/01/1983	MOTHR	FATHER		N		Indian	SELF			
2	DD	MALE	28	01/01/1987	R	R		N		Indian	HUSBAND			
3	ytryy	FEMALE	30	01/01/1983	b	m		N		Indian	SISTER			

Verification Type : Field Verification

Field Verification Date : 13/04/2013

Recommend : ☒ Yes ☐ No

Field Verification Remarks:
Field Verification has been done.

Buttons: Submit, Reset, Back

4.4.5 CHANGE OF CARD TYPE

- Step 1** Details of HoF along with previous and new card type will be populated on the screen
- Step 2** Click on **View** to view the Attachment (Income Proof)
- Step 3** Select the **verification type** as Document Verification from the drop down
- Step 4** Click on **Recommend (Yes/No)** to recommend or reject the application
- Step 5** Click on **submit** to forward the application to FSO/AFSO
- Step 6** Click on submit on confirmation screen. FSI/INSPECTOR will receive confirmation of submission of Application to the FSO/AFSO

4.4.6 CHANGE OF HEAD OF FAMILY

- Step 1** FSI can view the Name of Old HoF and new HoF in the Application
- Step 2** Select **the type of verification** as Document verification from the drop down list
- Step 3** Click on **Recommend (Yes/No)** at approve or disapprove the application
- Step 4** Click on **submit** to forward the application to FSO/AFSO
- Step 5** Click on **submit** on confirmation screen. FSI/INSPECTOR will receive confirmation of submission of Application to the FSO/AFSO

4.4.7 MEMBER DELETION

- Step 1** FSI/INSPECTOR can view the details of family member of HoF along with the member deleted
- Step 2** Select the **type of Verification** as document Verification from the drop down list
- Step 3** Click on **Recommend (Yes/No)** to approve or disapprove the application
- Step 4** Click on **submit** to forward the application to FSO/AFSO
- Step 5** Click on **submit** on confirmation screen. FSI/INSPECTOR will receive confirmation of submission of Application to the FSO/AFSO

4.4.8 MEMBER DETAILS MODIFICATION

- Step 1** FSI/INSPECTOR can view the previous details and modified details on the screen
- Step 2** Click on **view** to view the attached enclosure
- Step 3** Select the **type of Verification** from the drop down
- Step 4** Click on **submit** to forward the application to FSO/AFSO
- Step 5** Click on **submit** on confirmation screen. FSI/INSPECTOR will receive confirmation of submission of Application to the FSO/AFSO

4.4.9 CHANGE OF ENERGY CATEGORY

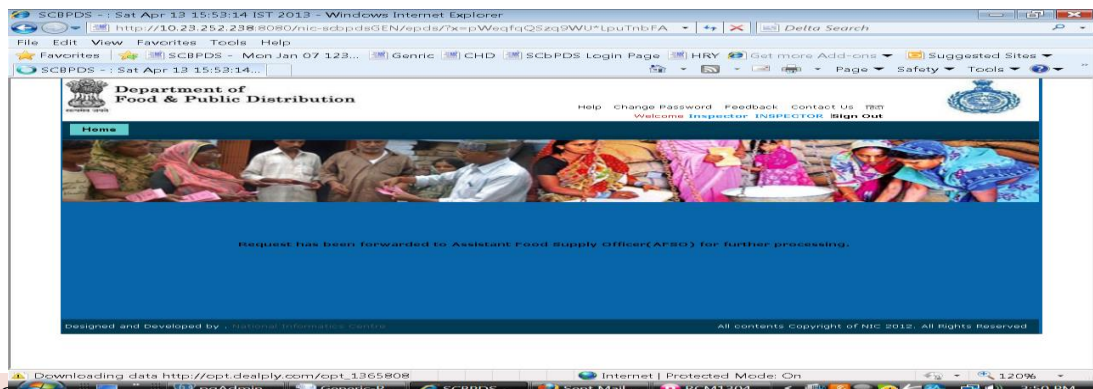
- Step 1** FSI/INSPECTOR can view the previous details of Energy Category and modified details on the screen
- Step 2** Click on **view** to view the attached enclosure (supporting documents)
- Step 3** Select the **type of Verification** from the drop down
- Step 4** Click on **submit** to forward the application to FSO/AFSO
- Step 5** Click on **submit** on confirmation screen. FSI/INSPECTOR will receive confirmation of submission of Application to the FSO/AFSO

4.4.10 FPS CHANGE

- Step 1** FSI/INSPECTOR can view the previous allotted FPS and newly allotted on the screen
- Step 2** Select the **type of Verification** from the drop down
- Step 3** Click on **submit** to forward the application to FSO/AFSO
- Step 5** Click on **submit** on confirmation screen. FSI/INSPECTOR will receive confirmation of submission of Application to the FSO/AFSO

4.4.11 KOD CHANGE

- Step 1** FSI/INSPECTOR can view the previous allotted KoD and new KOD on the screen
- Step 2** Click on **view** to view the attached enclosure
- Step 3** Select the **type of Verification** from the drop down
- Step 4** Click on **submit** to forward the application to FSO/AFSO
- Step 5** Click on **submit** on confirmation screen. FSI/INSPECTOR will receive confirmation of submission of Application to the FSO/AFSO



4.5 FOOD SUPPLY OFFICER (FSO/AFSO) LOGIN

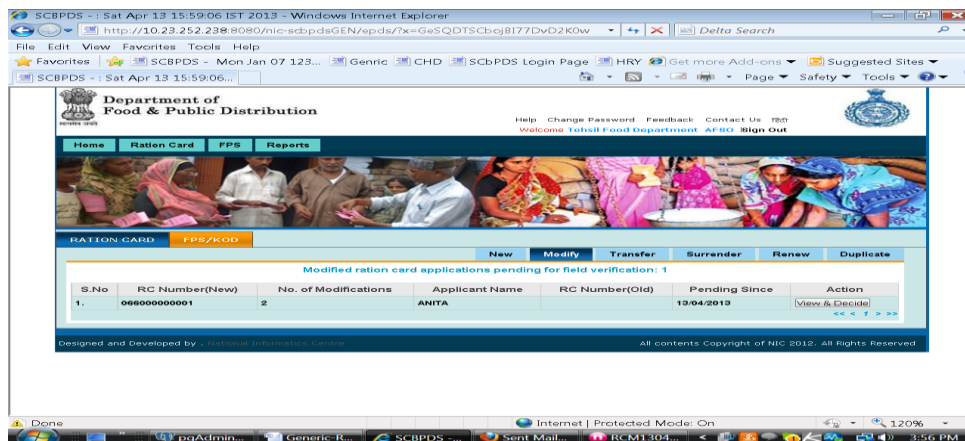
4.5.1 PROCESS OF LOGIN INTO APPLICATION

- Step 1** Select the **Assistant Food and Supplies Office** link from the left panel of home page of PDS Application.
- Step 2** Select the **login as FSO/AFSO** option from the dropdown box
- Step 3** Enter the **User Name** and **Password**
- Step 4** Click on **Submit** to login in to the Application



4.5.2 FSO/AFSO DASHBOARD

- Step 1:** FSO/AFSO will login in to the application using login name and password
- Step 2:** **Details of Pending application** for FSO/AFSO approval will be displayed on dashboard of the FSO/AFSO
- Step 3:** Click on **View & Decide** to view the application and approve/disapprove the application



4.5.3 PRESENT ADDRESS CHANGE

- Step 1:** FSO/AFSO can view the **previous address** and **modified address** along with the remarks of FSI/INSPECTOR
- Step 2:** Click on **View** to view the enclosures attached
- Step 3:** Select the **Option** to approve or reject the application
- Step 4:** Click on **Submit** button to submit the application
- Step 5:** FSO/AFSO will receive the confirmation of Submission. Click on **Submit** to confirm the submission
- Step 6:** Confirmation screen for Ration Card Modification appear on the screen

Approval Request for Change in Address

Modification Type : Present Address change Name of Head of Family : ANITA
 Old RC No. : SRC No. : 06600000001

FBI Verification Report

Recommended :
 Verification Type :
 FBI Remarks : Modification Submitted For FSO Approval

Previous Present Address

House No : Landmark/Locality/Colony :
 Village/Town : Taluka/Tehsil/Sub-District :
 District Name : State Name :
 Pin :

New Present Address

House No : A-18 Landmark/Locality/Colony : amritpuri
 Village/Town : Ambala Taluka/Tehsil/Sub-District : Ambala
 District Name : Ambala State Name : Haryana
 Pin : 110065

Enclosures

S.No	Uploaded Enclosure	Action
1	WATER BILL	View

[Click here to approve ration card application request](#)
[Click here to reject ration card application request](#)

Remarks:

4.5.4 MEMBER ADDITION

- Step 1:** FSO/AFSO can view the **previous family details** and **new family member details** along with the added members and remarks of FSI/INSPECTOR
- Step 2:** Click on **View** to view the enclosures attached
- Step 3:** Select the **Option** to approve or reject the application
- Step 4:** Click on **Submit** button to submit the application
- Step 5:** FSO/AFSO will receive the confirmation of Submission. Click on **Submit** to confirm the submission
- Step 6:** Confirmation screen for Ration Card Modification appear on the screen

New Detail of Family

S.No	Name (Including Head of Family)	Gender (M/F)	Age (Yrs)	Date of Birth (DD-MM-YYYY)	Mother's Name	Father's Name	Spouse Name	Opting to Ration Card	Nationality	Relation with Applicant	UID	EID	NPR
1	ANITA	FEMALE	30	01/01/1983	MOTHER	FATHER		N	Indian	SELF			
2	DD	MALE	26	01/01/1987	R	R		N	Indian	HUSBAND			
3	ynyry	FEMALE	30	01/01/1983	b	m		N	Indian	SISTER			

Enclosures

S.No	Uploaded Enclosure	Action
1	AFFIDAVIT	View

[Click here to approve ration card application request](#)
[Click here to reject ration card application request](#)

Remarks:

Member addition will be done for this Ration Card.

[Submit](#) [Reset](#) [Back](#)

4.5.5 CARD TYPE CHANGE

- Step 1:** FSO can view the previous card Type and modified card type along with the remarks of FSI/INSPECTOR
- Step 2:** Click on **View** to view the enclosures attached

- Step 3:** Select the **Option** to approve or reject the application
- Step 4:** Click on **Submit** button to submit the application
- Step 5:** FSO/AFSO will receive the confirmation of Submission. Click on **Submit** to confirm the submission
- Step 6:** Confirmation screen for Ration Card Modification appear on the screen

4.5.6 HEAD OF FAMILY CHANGE

- Step 1:** FSO/AFSO can view the name of previous Head of Family Name and New Head of Family name along with the remarks of FSI
- Step 2:** Select the **Option** to approve or reject the application
- Step 3:** Click on **Submit** button to submit the application
- Step 4:** FSO/AFSO will receive the confirmation of Submission. Click on **Submit** to confirm the submission
- Step 5:** Confirmation screen for Ration Card Modification appear on the screen

4.5.7 MEMBER REMOVAL

- Step 1:** FSO/AFSO can view the **name of previous family Details** and **New Family details** along with the details of removed member and **remarks of FSI/INSPECTOR**
- Step 2:** Select the **Option** to approve or reject the application
- Step 3:** Click on **Submit** button to submit the application
- Step 4:** FSO/AFSO will receive the confirmation of Submission. Click on **Submit** to confirm the submission
- Step 5:** Confirmation screen for Ration Card Modification appear on the screen

4.5.8 MEMBER DETAILS MODIFICATION

- Step 1:** FSO/AFSO can view the previous family Details and New Family details along with the remarks of FSI/INSPECTOR
- Step 2:** Select the **Option** to approve or reject the application
- Step 3:** Click on **Submit** button to submit the application
- Step 4:** FSO/AFSO will receive the confirmation of submission. Click on **Submit** to confirm the submission
- Step 5:** Confirmation screen for Ration Card Modification appear on the screen

4.5.9 CHANGE IN ENERGY CATEGORY

4.5.9.1 KEROSENE USER TO GAS USER

- Step 1:** FSO/AFSO can view the **previous Energy Category** and **New Energy Category** along with the remarks of FSI/INSPECTOR
- Step 2:** Select the **Option** to approve or reject the application
- Step 3:** Click on **Submit** button to submit the application
- Step 4:** FSO/AFSO will receive the confirmation of submission. Click on **Submit** to confirm the submission
- Step 5:** Confirmation screen for Ration Card Modification appear on the screen

4.5.9.2 GAS USER TO KEROSENE USER

- Step 1:** FSO/AFSO can view the **previous Energy Category** and **New Energy Category** along with the remarks of FSI/INSPECTOR
- Step 2:** Select the **Option** to approve or reject the application
- Step 3:** Click on **Submit** button to submit the application
- Step 4:** FSO/AFSO will receive the confirmation of submission. Click on **Submit** to confirm the submission
- Step 5:** Confirmation screen for Ration Card Modification appear on the screen

4.5.10 FPS CHANGE

- Step 1:** FSO/AFSO can view the **previously allotted FPS** and **Newly assigned FPS** along with the remarks of FSI/INSPECTOR
- Step 2:** Select the **Option** to approve or reject the application
- Step 3:** Click on **Submit** button to submit the application
- Step 4:** FSO/AFSO will receive the confirmation of submission. Click on **Submit** to confirm the submission
- Step 5:** Confirmation screen for Ration Card Modification appear on the screen

4.5.11 KOD CHANGE

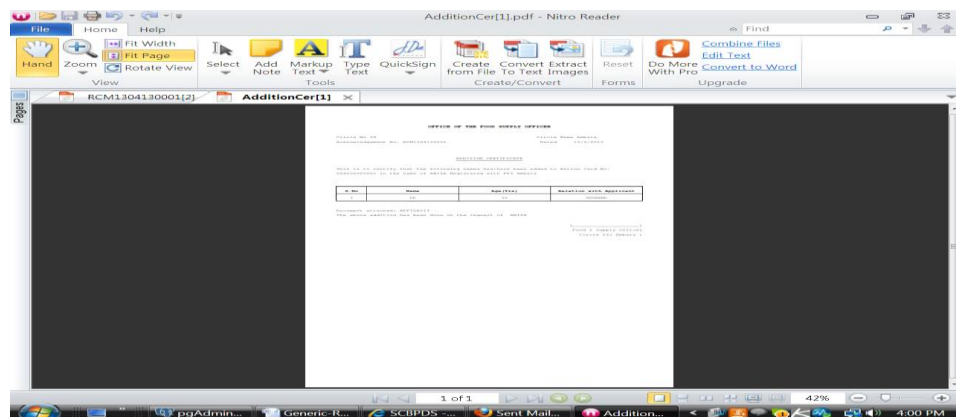
- Step 1:** FSO/AFSO can view **the previously allotted KOD** and **Newly assigned**

KOD along with the remarks of FSI/INSPECTOR

- Step 2:** Select the **option** to approve or reject the application
- Step 3:** Click on **Submit** button to submit the application
- Step 4:** FSO/AFSO will receive the confirmation of submission. Click on **Submit** to confirm the submission
- Step 5:** Confirmation screen for Ration Card Modification appear on the screen

4.5.12 PRINTING OF MODIFIED RATION CARD

- Step 1:** Click on **Ration Card >> Print Modified Ration Card** for printing the Ration Card
- Step 2:** Enter the **Ration Card No.** and click on **submit button**
- Step 3:** Click on **preview** to view the preview of modified Ration Card
- Step 4:** Click on **print report** to print the modified Ration Card



5. RATION CARD DUPLICATE MODULE

This section depicts the duplicate ration card flow

5.1 INTRODUCTION

This module captures the process of receiving the duplicate ration card application; filling the form online, capturing the photograph, attaching the enclosures/supporting documents by data entry, field verification by inspector module from the beneficiary and issuance of Ration Card.

5.2 Submit Duplicate Ration Card Application

The Ration Card for which duplicate card is requested can be searched by entering any of the following.

- SRC Number
OR
- OLD SRC Number

DEO/RCI login --> Click Smart Ration Card-->Duplicate -->Enter the SRC no. -- > **Search**

5.3 ACTORS INVOLVE

Stakeholder	Department	Function performed
Beneficiary	Resident	Submits Ration Card modification form along with supporting document, Old Ration card and 25 Rs. (Fees of Ration Card Duplicate)
Data Entry team (DEO)	Circle Office	Data entry team makes the necessary changes as entered ration card modification form in the online application
Food Supply Inspector (FSI)	Circle Office	<ul style="list-style-type: none"> • FSI does the Document/Field Verification • Provide the verification report and remarks to the FSO
Food Supply Officer (FSO)	Circle Office	<ul style="list-style-type: none"> • Online Approval/Rejection of ration card details Modifications. • Print the Paper based Ration card with modification details • Distribute the Ration card after signing to the beneficiary

5.4 DATA ENTRY OPERATOR (DEO/RCI) LOGIN

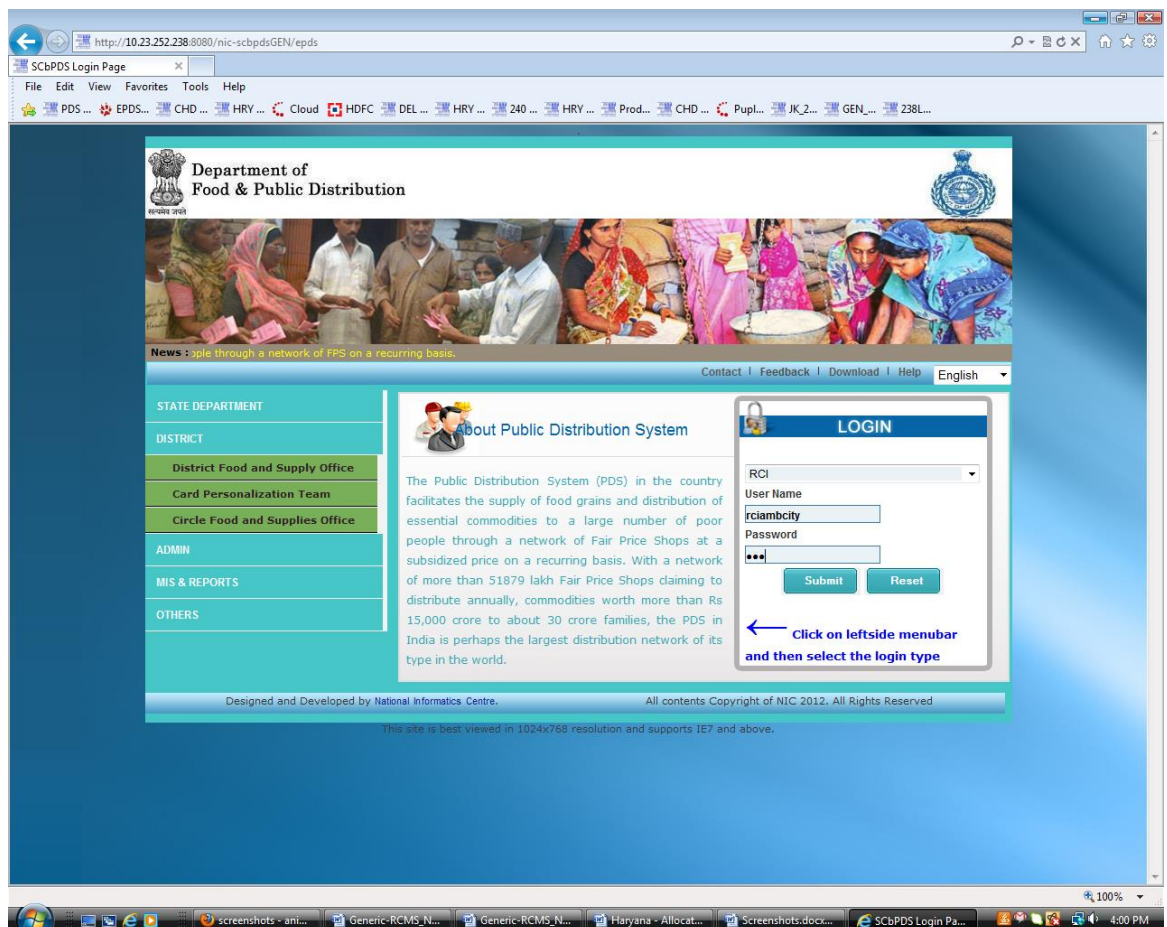
5.4.1 FUNCTION OF DATA ENTRY OPERATOR (DEO/RCI)

- The Data Entry Operator (DEO/RCI)) at Circle office receives the filled application form for the ration card duplication from the beneficiary.
- Enter the details entered in Duplicate Ration Card in the Online Application

- Upload the Address proof documents wherever required.
- Upload the supporting documents wherever required.
- Upload the photograph of head of family wherever required.
- Collects the processing fees from applicant and assign to selected inspector.
- Submit the online application form which goes to FSI/INSPECTOR for further processing

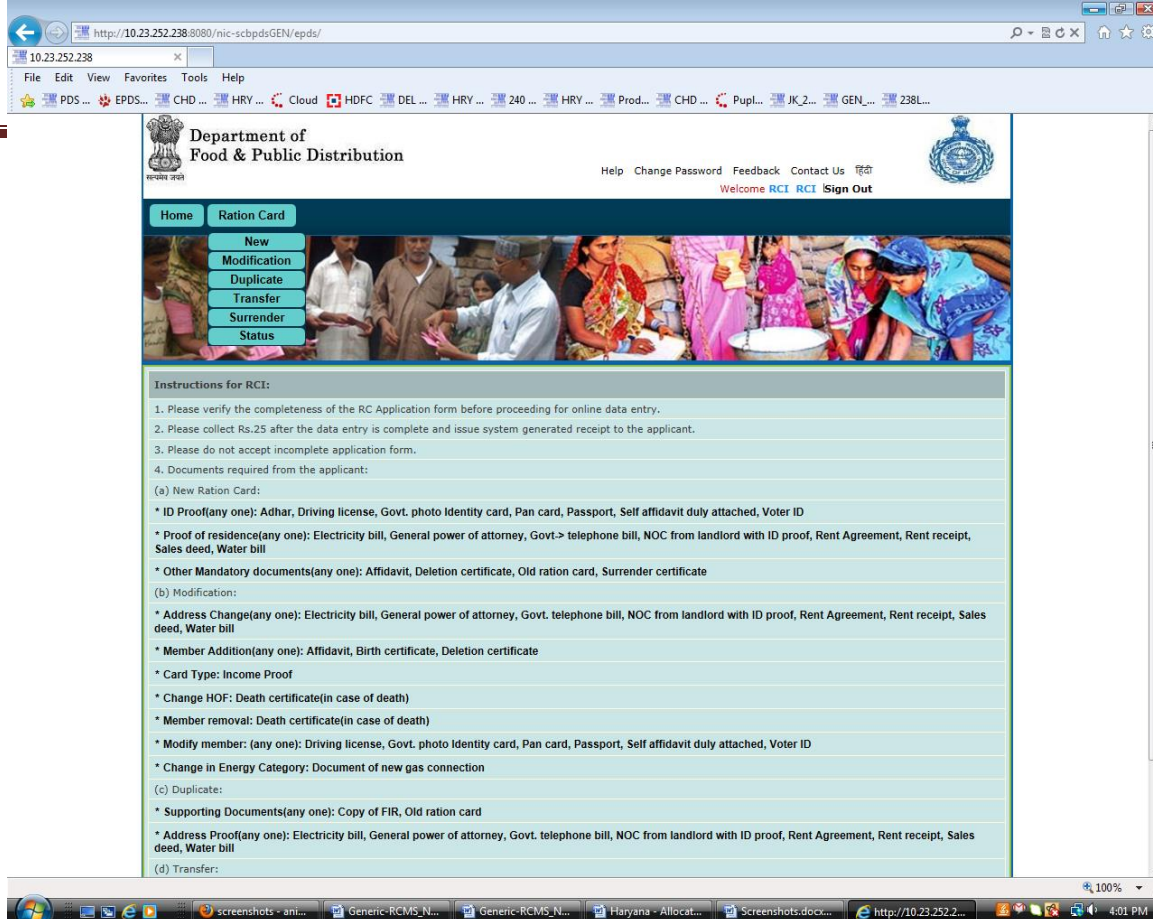
5.4.2 PROCESS OF LOGIN INTO APPLICATION

- Step 1** Select the **Assistant Food and Supplies Office** link from the left panel of home page of PDS Application.
- Step 2** Select the **login as DEO/RCI** option from the dropdown box
- Step 3** Enter the **User Name** and **Password**



- Step 4** Click on **Submit** to login in to the Application

5.4.3 OPENING THE RATION CARD DUPLICATE FORM

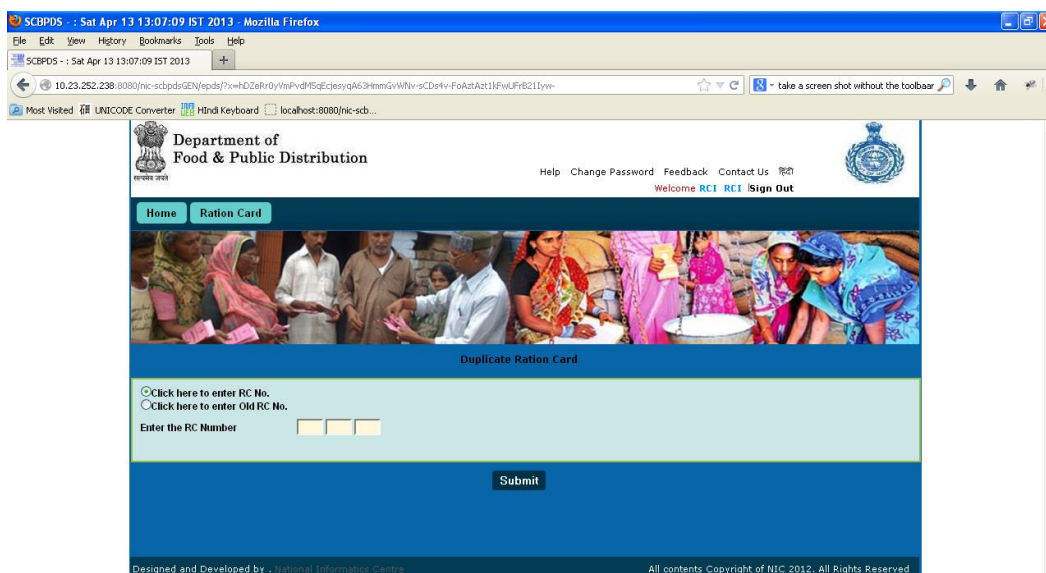


After successfully logging, data entry operator enters the detail of beneficiaries required for the Duplicate Ration Card from the filled in application form received from applicant.

- Step 1** Select the **Ration Card** option from the Menu bar
- Step 2** Click on '**Duplicate**' tab to open application form for Duplicate Ration card

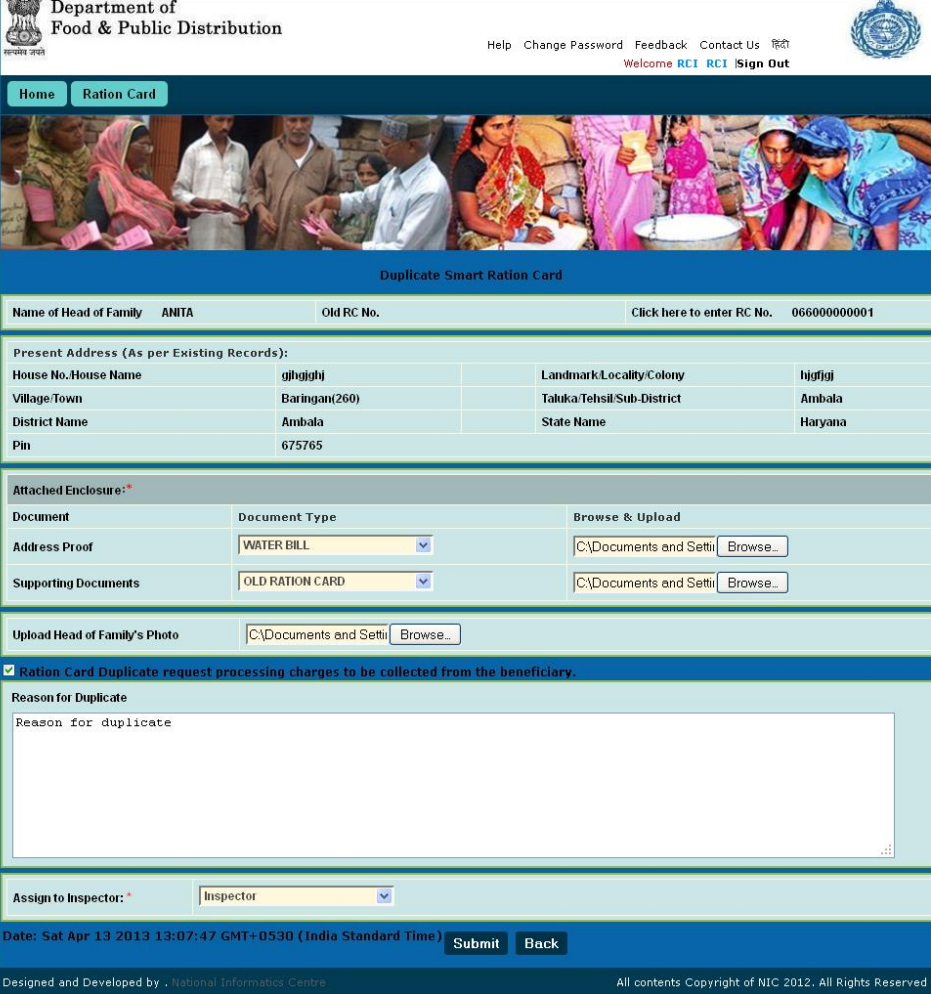
5.4.4 ENTER RATION CARD APPLICATION NO. FOR DUPLICATION

- Step 1:** Click on the Option given to enter the **New Ration Card No.** or **Old Ration No.**
- Step 2:** Enter the **Ration Card No.** in the Text boxes given
- Step 3:** Click on **Submit** to open DEO/RCI page for Duplicate Ration Card



5.4.5 DEO/RCI HOME SCREEN

- Step 1:** **Duplicate Ration Card** form displayed with HOF name and RC no.
- Step 2:** Form for Present Address will be displayed which include **Present Address (as per Existing Records)**, and attachment of supporting documents
- Step 4:** **Attach the enclosures (Address Proof & Supporting Documents)** and enter the Remarks
- Step 5:** Assign the **Inspector** by selecting the name of inspector who will do the physical verification of the Application
- Step 6:** Before submitting the form DEO makes sure that RS.25 is collected from the applicant as the processing fee for issuance of new Ration Card.
- i. Collect the Rs. 25 from applicant.
 - ii. Click on **“submit “**to submit the Ration Card



Department of Food & Public Distribution

Help Change Password Feedback Contact Us हिंदी
Welcome RCI RCI Sign Out

Home Ration Card

Duplicate Smart Ration Card

Name of Head of Family ANITA Old RC No. Click here to enter RC No. 066000000001

Present Address (As per Existing Records):

House No./House Name	gjhghghj	Landmark/Locality/Colony	hghghgh
Village/Town	Baringan(260)	Taluka/Tehsil/Sub-District	Ambala
District Name	Ambala	State Name	Haryana
Pin	675765		

Attached Enclosure: *

Document	Document Type	Browse & Upload
Address Proof	WATER BILL	C:\Documents and Sett... Browse...
Supporting Documents	OLD RATION CARD	C:\Documents and Sett... Browse...

Upload Head of Family's Photo C:\Documents and Sett... Browse...

☒ Ration Card Duplicate request processing charges to be collected from the beneficiary.

Reason for Duplicate

Reason for duplicate

Assign to Inspector: * Inspector

Date: Sat Apr 13 2013 13:07:47 GMT+0530 (India Standard Time) Submit Back

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5.4.6 RECEIVING THE CONFIRMATION

After successfully submission of the form confirmation screen gets displayed with the reference no.

- Step 1** DEO/RCI receives the confirmation screen along with the Reference no.



Step 2 DEO/RCI Click on „Print“ to print the Acknowledgement receipt for Duplicate Ration Card.

Step 3 The DEO/RCI takes the print out of the Acknowledgement receipt.

Step 4 Sign the receipt and give it to the applicant. The format of receipt is given in Acknowledgement Acknowledgement

5.4.7 LOGOUT FROM THE APPLICATION

After submitting of form and giving acknowledgement receipt of the application form to the applicant the DEO/RCI will sign out from the Application

5.5 INSPECTOR/FSI LOGIN:

5.5.1 FUNCTION OF FOOD SUPPLY INSPECTOR/FSI

- Inspector receives the application as submitted by the DEO/RCI

- Visits the Applicant's premises to physically verify the details as submitted by the Applicant.
- Enquires and verifies the details from the people living in the surrounding areas of the applicant.
- Enters the feedback and his recommendation in the application and forward to the FSO/AFSO for the approval of the Application

5.5.2 PROCESS OF INSPECTOR /FSI LOGIN INTO APPLICATION

- Step 1 Select the **Assistant Food and Supplies office** link under **District** tab from the left panel of home page of PDS Application.
- Step 2 Select the **login as INSPECTOR/FSI option** from the dropdown list
- Step 3 Enter the **User Name** and **Password**

The screenshot displays the SCbPDS Login Page in a Mozilla Firefox browser. The page header includes the Department of Food & Public Distribution logo and a navigation menu on the left. The main content area features an 'About Public Distribution System' section and a 'LOGIN' form. The login form has fields for User Name and Password, and buttons for Submit and Reset. A note at the bottom of the login form says 'Click on leftside menubar and then select the login type'.

- Step 4 Click on **Submit** to login in to the Application

5.5.3 VIEW, VERIFY AND REPORT

- Step 1** After login Inspector /FSI will see all the pending Ration Card applications to verify the details of an applicant
- Step 2** Clicks on “**view, verify & Report**” to view the application, verify the details and submit the report to FSO/AFSO with his recommendation.
- Step 3** On Clicking ‘**View, Verify & Report**’ the details of the applicant filled at the time of submission of application is displayed.



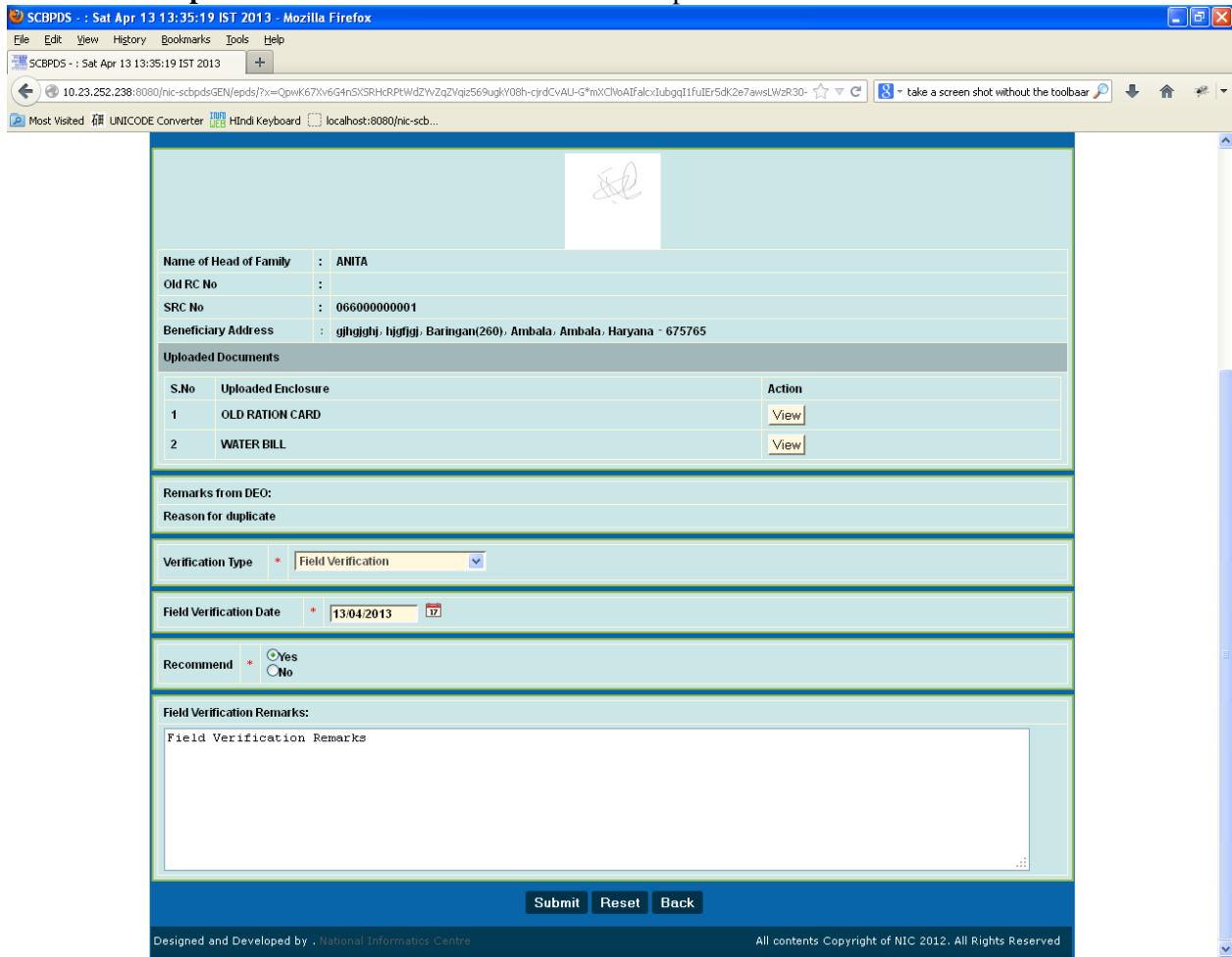
5.5.4 FILLING VERIFICATION REPORT

- Step 1** After visiting and verifying physically Inspector come back and again clicks on “**View, Verify & Report**”, he gets the **applicant detail form** to enter the verification detail.
- Step 2** Recommend for Yes /No

Step 3 Text box is provided to INSPECTOR/FSI for his recommendation remarks.

Step 4 Enter the Verification Date.

Step 5 Click on “Submit” to submit his report



The screenshot shows a web browser window with the address bar displaying a URL. The page title is "SCBPDS - : Sat Apr 13 13:35:19 IST 2013 - Mozilla Firefox". The form contains the following fields and sections:

- Name of Head of Family** : ANITA
- Old RC No** :
- SRG No** : 066000000001
- Beneficiary Address** : gihgijghj, hijfjgj, Baringan(260), Ambala, Ambala, Haryana - 675765
- Uploaded Documents**

S.No	Uploaded Enclosure	Action
1	OLD RATION CARD	View
2	WATER BILL	View
- Remarks from DEO:**
- Reason for duplicate**
- Verification Type** : Field Verification
- Field Verification Date** : 13/04/2013
- Recommend** : ☒ Yes ☐ No
- Field Verification Remarks:**

Field Verification Remarks
- Buttons**: Submit, Reset, Back

At the bottom of the page, it says "Designed and Developed by . National Informatics Centre" and "All contents Copyright of NIC 2012. All Rights Reserved".

5.5.5 FINAL SUBMISSION BY INSPECTOR/FSI

After submitting the verification Report INSPECTOR/FSI gets the confirmation screen showing the details such as HOF name , Recommended type, verification type , verification date and Remarks.

Step 1 Clicks on “Submit” to submit his verification report to FSO/AFSO.

Step 2 Clicks on “Back” if he wants to go back on the previous screen.


SCBPDS - : Sat Apr 13 13:36:45 IST 2013 - Mozilla Firefox

File Edit View History Bookmarks Tools Help

SCBPDS - : Sat Apr 13 13:36:45 IST 2013

10.23.252.238/8080/nic-scbpdsGEN/epds/?x=6*AlYUes5oA1xdnTpbyAEQ

Most Visited UNICODE Converter Hindi Keyboard localhost:8080/nic-scb...

 **Department of Food & Public Distribution**

Help Change Password Feedback Contact Us हिंदी

Welcome **Inspector INSPECTOR** Sign Out

Home



Name of Head of Family	: ANITA
Recommended	: Yes
Verification Type	: Field Verification
Field Verification Date	: 13/04/2013

Remarks:

Field Verification has been done.

Submit Back

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5.5.6 RECEIVING THE CONFIRMATION OF SUBMISSION OF REPORT

Once the physical verification report is successfully submitted the inspector receives the confirmation of report submission along with the reference no.



5.5.7 SIGN OUT FROM THE INSPECTOR/FSI LOGIN

Step 1 Clicks on 'Sign Out' to logout from application

5.6 FSO/AFSO LOGIN

5.6.1 FUNCTIONS OF FOOD SUPPLY OFFICER (FSO/AFSO)

- Step 1** Approve the ration card application on the basis of the remarks forwarded by the INSPECTOR/FSI.
- Step 2** Rejects the ration card application on the basis of the remarks forwarded by the INSPECTOR/FSI.

5.6.2 PROCESS OF AFSO/FSO LOGIN INTO APPLICATION

- Step 1** Click on the **Assistant Food and Supplies office** link under **District** tab from the left panel

- Step 2** Select the **login as FSO/AFSO** option from the dropdown list
- Step 3** Enter the **User Name** and **Password** in the respective fields.
- Step 4** Click on **Submit** to login

5.6.3 CHECKING THE PENDING APPLICATIONS

After logging in, the AFSO/FSO will be taken to “**Approval for Duplicate Ration Card**” page.

- Step 1** Click on ‘**View & Decide**’ to see the details of Field Verification details submitted by the INSPECTOR/FSI.



5.6.4 AFSO/FSO DECISION PAGE

- Step 1** On the “Application Pending with AFSO/FSO” Page, the AFSO/FSO has the option to view the application details by clicking on “Click here to view application details”.

- Step 2** FSO can select the relevant option as to whether he deems fit to approve or reject the ration card application based on report submitted by the INSPECTOR/FSI.

SCBPDS - : Sat Apr 13 13:39:38 IST 2013 - Mozilla Firefox

File Edit View History Bookmarks Tools Help

SCBPDS - : Sat Apr 13 13:39:38 IST 2013

10.23.252.238:8080/nic-scbpds/GEN/epds/7x==BokGLH1JR2RF6LAFTEJbXaqDTIegw3gcDCovSHmCQVERWOSMySQhpbu6RP2X3EydTmwgVMBFaofS9ZyPnQDa6

take a screen shot without the toolbar

Most Visited UNICODE Converter Hindi Keyboard localhost:8080/nic-scb...

Approval for Duplicate Ration Card

Description of ANITA application is following.

Name of Head of Family	ANITA	Old RC No.	SRC No	066000000001
------------------------	-------	------------	--------	--------------

FSI Verification Report

Recommended	: Yes
Verification Type	: Field Verification
Field Verification Date	: 13/04/2013
FSI Remarks	: Field Verification has been done.

Enclosures

S.No	Uploaded Enclosure	Action
1	OLD RATION CARD	View
2	WATER BILL	View

☒ Click here to approve ration card application request
☐ Click here to reject ration card application request

Remarks:

Duplicate Ration Card may be prepared.

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5.6.5 APPROVAL/REJECTION APPLICATION

Once the AFSO/FSO has checked the application details, he/she comes back to his Decision screen.

- Step 1** Selects the option (approve/reject) to approve or reject the application
- Step 2** He clicks on “Submit” to submit his decision of approval or rejection.

5.6.6 FINAL SUBMISSION BY AFSO/FSO

After submitting the approval/rejection Report AFSO/FSO gets the confirmation

screen showing the details such as applicant and Remarks.

Step 1 Clicks on “Submit” to submit his card preparation .

Step 2 Clicks on “Back” if he wants to go back on the previous screen.

The screenshot displays a web browser window with the title "SCBPDS - : Sat Apr 13 13:40:28 IST 2013 - Mozilla Firefox". The address bar shows a long URL. The page header includes the "Department of Food & Public Distribution" logo and navigation links: "Home", "Ration Card", "FPS", and "Reports". A banner image shows people at a distribution point. The main content area contains a confirmation message: "I, hereby confirm the whereabouts of applicant. Description of ANITA application is following." Below this is a "Remarks:" section with the text "Duplicate Ration Card may be prepared." At the bottom of the form are "Submit" and "Back" buttons. The footer states "Designed and Developed by : National Informatics Centre" and "All contents Copyright of NIC 2012. All Rights Reserved".

5.6.7 CONFIRMATION OF APPROVAL OF AN APPLICATION FOR PRINTING

When the AFSO/FSO submits his approval he gets the screen showing duplicate ration card has been created with reference no.

Step 1 Clicks on “Submit” to submit his approval to the card created

5.6.8 RECEIVING THE CONFIRMATION

Once his approval is successfully submitted the AFSO/FSO receives the confirmation of report submission along with the reference no.



6. RATION CARD TRANSFER MODULE

This section depicts the transfer ration card flow

6.1 INTRODUCTION

This module captures the process of receiving the transfer ration card application with in state; filling the form online, attaching the enclosures/supporting documents by data entry, field verification by inspector module from the beneficiary and issuance of Ration Card.

6.2 Submit Transfer Ration Card Application

The Ration Card for which transfer card is requested can be searched by entering any of the following.

- SRC Number
OR
- OLD SRC Number

DEO/RCI login --> Click Smart Ration Card-->Transfer-->Enter the SRC no. -- > **Search the application**

6.3 ACTORS INVOLVE

Stakeholder	Department	Function performed
Beneficiary	Resident	Submits Ration Card transfer form along with supporting document, Old Ration card and 25 Rs. (Fees of Ration Card Transfer)
Data Entry team (DEO)	Circle Office	Data entry team mapped with new district /Tehsil for the transfer of applied ration card form and Upload the proof residence document in the online application.
Food Supply Inspector (FSI)	Circle Office	<ul style="list-style-type: none"> FSI does the Document/Field Verification Provide the verification report and remarks to the FSO
Food Supply Officer (FSO)	Circle Office	<ul style="list-style-type: none"> Online Approval/Rejection of ration card details of transferred . Trasfered application will land to mapped AFSSO in selected district

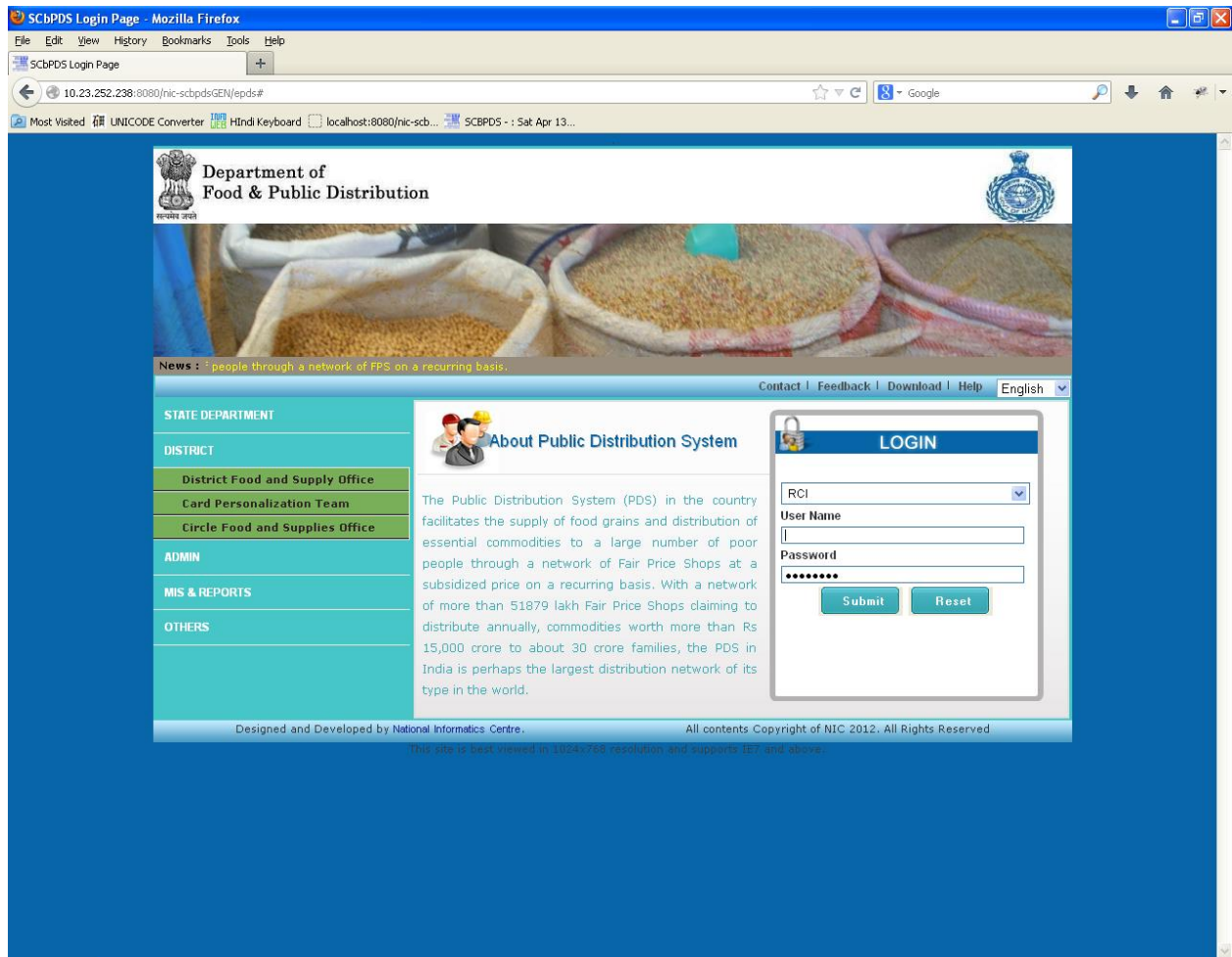
6.4 DATA ENTRY OPERATOR (DEO/RCI) LOGIN

6.4.1 FUNCTION OF DATA ENTRY OPERATOR (DEO/RCI)

- The Data Entry Operator (DEO/RCI)) at Circle office receives the filled application form for the ration card transfer from the beneficiary.
- Enter the New address details for transfer in Transfer Ration Card in the Online Application
- Upload the proof of residence documents wherever required.
- Collects the processing fees from applicant.
- Collects the OLD RC from the applicant and assign to selected inspector.
- Submit the online application form which goes to FSI/INSPECTOR for further processing

6.4.2 PROCESS OF LOGIN INTO APPLICATION

- Step 1** Select the **Assistant Food and Supplies Office** link from the left panel of home page of PDS Application.
- Step 2** Select the **login as DEO/RCI option** from the dropdown box
- Step 3** Enter the **User Name** and **Password**



- Step 4** Click on **Submit** to login in to the Application

6.4.3 OPENING THE RATION CARD TRANSFER FORM

After successfully logging, data entry operator enters the detail of beneficiaries required for the Transfer Ration Card from the filled in application form received from applicant.

- Step 1** Select the **Ration Card** option from the Menu bar
- Step 2** Click on **'Transfer'** tab to open application form for Transfer Ration card

6.4.4 ENTER RATION CARD APPLICATION NO. FOR TRANSFER

- Step 1:** Click on the Option given to enter the **New Ration Card No.** or **Old Ration**

No.

Step 2: Enter the **Ration Card No. in the** Text boxes given

Step 3: Click on **Submit** to open DEO/RCI page for Transfer Ration Card

The screenshot shows a web browser window with the title 'SCBPDS - : Sat Apr 13 13:47:55 IST 2013 - Mozilla Firefox'. The address bar shows the URL '10.23.252.238:8080/nic-scbpds/GEN/epds/?x=SRASHxqndWgKV06vKVoHOQ'. The page header includes the Department of Food & Public Distribution logo and navigation links: Home, Ration Card, Help, Change Password, Feedback, Contact Us, and a welcome message for RCI. The main content area is titled 'Transfer of Ration Card' and contains a form with two radio buttons: 'Click here to enter RC No.' (selected) and 'Click here to enter Old RC No.'. Below the radio buttons is a text input field labeled 'Enter the RC Number' with the value '0660 0000 0001'. A 'Submit' button is located at the bottom of the form. The footer of the page states 'Designed and Developed by : National Informatics Centre' and 'All contents Copyright of NIC 2012. All Rights Reserved'.

6.4.5 DEO/RCI HOME SCREEN

Step 1: **Transfer Ration Card** form displayed with HOF name and RC no in first section.

Step 2: Form for Present Address will be displayed which include **Present Address (as per Existing Records)**.

Step 3: Enter the New address details for transfer in Transfer Ration Card in the Online Application

Step 4: **Attach the enclosures (Proof of residence)** and enter the Remarks

Step 5: Assign the **Inspector** by selecting the name of inspector who will do the physical verification of the Application

Step 6: Before submitting the form DEO makes sure that RS.25 is collected and Old ration card from the applicant as the processing fee for issuance of new Ration

Card.

- i. Collect the Rs. 25 from applicant.
- ii. Collect the old ration card from applicant.
- iii. Click on “**submit**” to submit the Ration Card

Transfer Request for Ration Card

Name of Head of Family: Lalit Kumar Old RC No. Click here to enter RC No. 066000000002

Present Address (As per Existing Records):

House No./House Name	255	Landmark/Locality/Colony	scope minar
Village/Town	Ambala Cantt.(CB)	Taluka/Tehsil/Sub-District	Ambala
District Name	Ambala	State Name	Haryana
Pin	123123		

New address for Transfer:

House No./House Name	255	Landmark/Locality/Colony	scope minar
Taluka/Tehsil/Sub-District	Badhra-03	Village/Town	Berla(19)
District Name	Bhiwani	State Name	Haryana
Pin	123123		

Attached Enclosure:

S.No	Document Type	Browse & Upload
1.	Proof of residence*	GOVT. TELEPHONE BILL

Reason for Transfer

reason for transfer

☒ Ration Card Transfer request processing charges to be collected from the beneficiary.

☒ Old RC collected from the applicant

Assign to Inspector: Inspector

Date: Sat Apr 13 2013 15:26:36 GMT+0530 (India Standard Time)

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6.4.6 RECEIVING THE CONFIRMATION

After successfully submission of the form confirmation screen gets displayed with the reference no.

Step 1 DEO/RCI receives the confirmation screen along with the Reference no.



Step 2 DEO/RCI Click on „Print“ to print the Acknowledgement receipt for Transfer Ration Card.

Step 3 The DEO/RCI takes the print out of the Acknowledgement receipt.

RC1304130011.pdf - Adobe Reader

File Edit View Window Help

Tools Sign Comment

Click on Tools to convert files to PDF.

Government of Haryana
Assistant Food and Supplies Office, Bhiwani

ACKNOWLEDGEMENT RECEIPT

Reference Number RC1304130011

Date of Calling(if any) _____

Name of the Applicant Sh/Smt. Lalit Kumar resident of H.No 255 Ward No./Village/Colony Berla(19) State Delhi.

Signature of Authorised Officer with code No Stamp

Downloads Complete
All files have finished downloading.

Step 4 Sign the receipt and give it to the applicant. The format of receipt is given in Acknowledgement

6.4.7 LOGOUT FROM THE APPLICATION

After submitting of form and giving acknowledgement receipt of the application form to the applicant the DEO/RCI will sign out from the Application

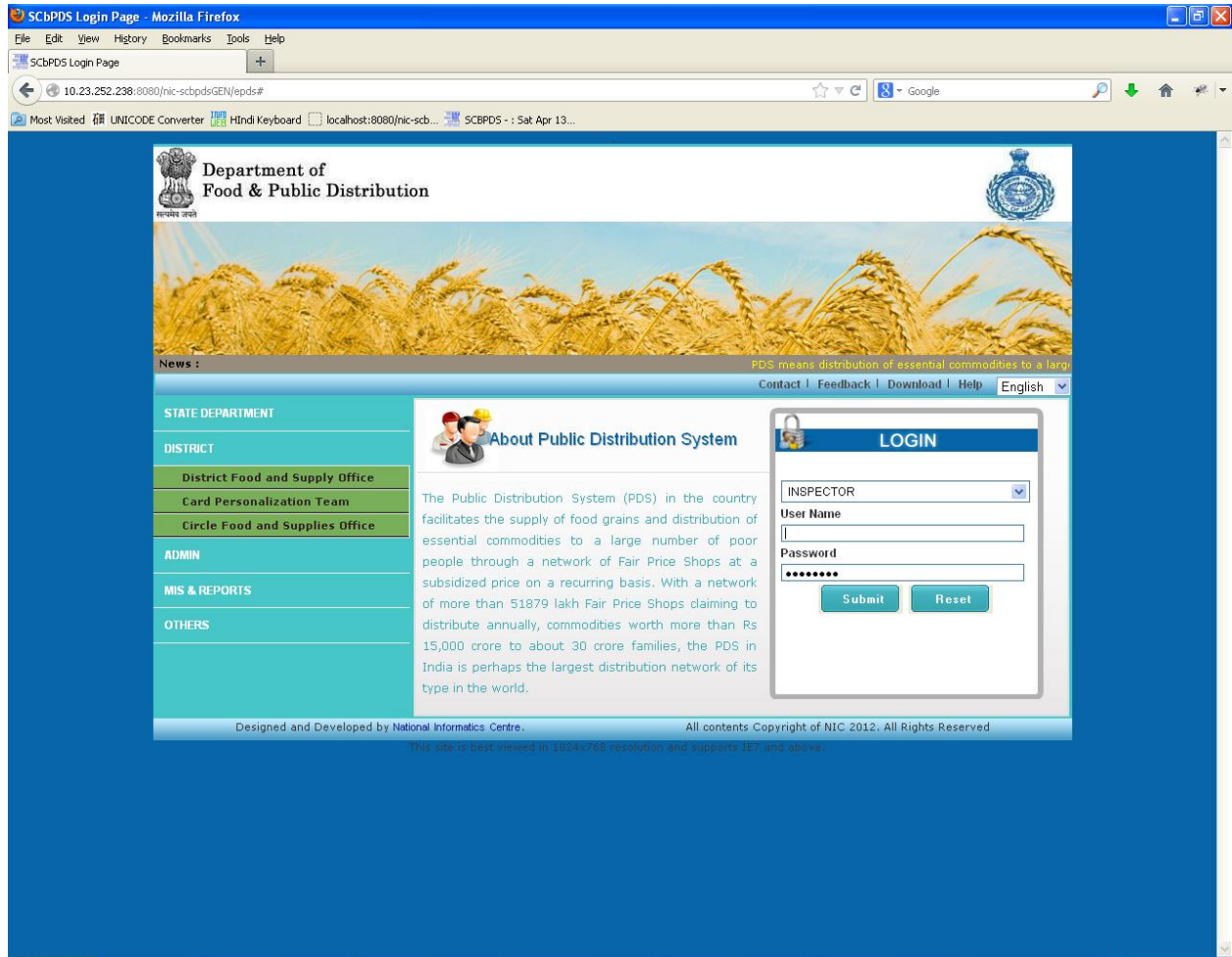
6.5 INSPECTOR/FSI LOGIN:

6.5.1 FUNCTION OF FOOD SUPPLY INSPECTOR/FSI

- Inspector receives the application as submitted by the DEO/RCI
- Visits the Applicant's ~~premises~~ to physically verify the details as submitted by the Applicant.
- Enquires and verifies the details from the people living in the surrounding areas of the applicant.
- Enters the feedback and his recommendation in the application and forward to the FSO/AFSO for the approval of the Application

6.5.2 PROCESS OF INSPECTOR /FSI LOGIN INTO APPLICATION

- Step 1 Select the **Assistant Food and Supplies office** link under **District** tab from the left panel of home page of PDS Application.
- Step 2 Select the **login as INSPECTOR/FSI option** from the dropdown list
- Step 3 Enter the **User Name** and **Password**



Step 4 Click on **Submit** to login in to the Application

6.5.3 VIEW, VERIFY AND REPORT

- Step 1** After login Inspector /FSI will see all the pending Ration Card applications to verify the details of an applicant
- Step 2** Clicks on “**view, verify & Report**” to view the application, verify the details and submit the report to FSO/AFSO with his recommendation.
- Step 3** On Clicking ‘**View, Verify & Report**’ the details of the applicant filled at the time of submission of application is displayed.



6.5.4 FILLING VERIFICATION REPORT

Step 1 After visiting and verifying physically Inspector come back and again clicks on “**View, Verify &Report**”, he gets the **applicant detail form** to enter the verification detail.

Step 2 Recommend for Yes /No

Step 3 Text box is provided to INSPECTOR/FSI for his recommendation remarks.

Step 4 Enter the Verification Date

Step 5 Click on “Submit” to submit his report

Name of Head of Family	: Lalit Kumar		
Old RC No	: 1304130003		
SRC No	: 066000000002		
Beneficiary Address	: 255, scope minar, Ambala Cantt.(CB), Ambala, Ambala, Haryana - 123123		
Uploaded Documents			
S.No	Uploaded Enclosure	Action	
1	GOVT. TELEPHONE BILL	View	
Remarks from DEO: reason for transfer			
Previous Present Address			
House No	: 255	Landmark/Locality/Colony	: scope minar
Village/Town	: Ambala Cantt.(CB)	Tahuka/Tehsil/Sub-District	: Ambala
District Name	: Ambala	State Name	: Haryana
Pin	: 123123		
New Present Address			
House No	: 255	Landmark/Locality/Colony	: scope minar
Village/Town	: Berlai(19)	Tahuka/Tehsil/Sub-District	: Badli-a-03
District Name	: Bhiwani	State Name	: Haryana
Pin	: 123123		
Verification Type	* Field Verification		

6.5.5 FINAL SUBMISSION BY INSPECTOR/FSI

After submitting the verification Report INSPECTOR/FSI gets the confirmation screen showing the details such as HOF name , Recommended type, verification type , verification date and Remarks.

Step 1 Clicks on “Submit” to submit his verification report to FSO/AFSO.

Step 2 Clicks on “Back” if he wants to go back on the previous screen.

The screenshot displays the SCBPDS (Sukanya Chhatri Bala Poshan Dosh) web application running in a Mozilla Firefox browser. The page header identifies the user as 'INSPECTOR' and includes a 'Sign Out' link. The main content area shows a 'Home' button and a large image of a group of people. Below this is a table with the following data:

Name of Head of Family	: Lalit Kumar
Recommended	: Yes
Verification Type	: Field Verification
Field Verification Date	: 13/04/2013

Below the table, the 'Remarks' section states: 'Field Verification has been done.' At the bottom of the form are 'Submit' and 'Back' buttons. The footer of the application indicates it was designed and developed by the National Informatics Centre, with a copyright notice for 2012.

6.5.6 RECEIVING THE CONFIRMATION OF SUBMISSION OF REPORT

Once the physical verification report is successfully submitted the inspector receives the confirmation of report submission along with the reference no.



6.5.7 SIGN OUT FROM THE INSPECTOR/FSI LOGIN

Step 1 Clicks on 'Sign Out' to logout from application

6.6 FSO/AFSO LOGIN

6.6.1 FUNCTIONS OF FOOD SUPPLY OFFICER (FSO/AFSO)

Step 1 Approve the ration card application on the basis of the remarks forwarded by the INSPECTOR/FSI.

Step 2 Rejects the ration card application on the basis of the remarks forwarded by the INSPECTOR/FSI.

6.6.2 PROCESS OF AFSO/FSO LOGIN INTO APPLICATION

Step 1 Click on the **Assistant Food and Supplies office** link under **District** tab from the left panel

Step 2 Select the **login as FSO/AFSO** option from the dropdown list

Step 3 Enter the **User Name** and **Password** in the respective fields.

Step 4 Click on **Submit** to login

6.6.3 CHECKING THE PENDING APPLICATIONS

After logging in, the AFSO/FSO will be taken to “**Approval for Transfer**” page.

Step 1 Click on ‘**View & Decide**’ to see the details of Field Verification details submitted by the INSPECTOR/FSI.



6.6.4 AFSO/FSO DECISION PAGE

- Step 1** On the “Application Pending with AFSO/FSO” Page.
- Step 2** FSO can select the relevant option as to whether he deems fit to approve or reject the ration card application based on report submitted by the INSPECTOR/FSI.

6.6.5 APPROVAL/REJECTION APPLICATION

Once the AFSO/FSO has checked the application details, he/she comes back to his Decision screen.

- Step 1** Selects the option (approve/reject) to approve or reject the application
- Step 2** He clicks on “Submit” to submit his decision of approval or rejection.

Approval for Transfer			
Name of Head of Family	: LALIT KUMAR	SRC No	: 066000000002
Old RC No.	:		
FSI Verification Report			
Recommended	:	Yes	
Verification Type	:	Field Verification	
Field Verification Date	:	13/04/2013	
FSI Remarks	:	Field Verification has been done.	
Previous Present Address			
House No	:	255	Landmark/Locality/Colony : scope minar
Village/Town	:	Ambala Cantt.(CB)	Taluka/Tehsil/Sub-District : Ambala
District Name	:	Ambala	State Name : Haryana
Pin	:	123123	
New Present Address			
House No	:	255	Landmark/Locality/Colony : scope minar
Village/Town	:	Berla(19)	Taluka/Tehsil/Sub-District : Badhra-03
District Name	:	Bhiwani	State Name : Haryana
Pin	:	123123	
Enclosures			
S No	Uploaded Enclosure		Action
1	GOVT. TELEPHONE BILL		View
<input checked="" type="radio"/> Click here to approve ration card application request <input type="radio"/> Click here to reject ration card application request			
Remarks:			
<div>Transfer remarks within state</div>			
<div> <input type="button" value="Submit"/> <input type="button" value="Back"/> </div>			
<small>Designed and Developed by : National Informatics Centre. All contents Copyright of NIC 2012. All Rights Reserved</small>			

6.6.6 FINAL SUBMISSION BY AFSO/FSO

After submitting the approval/rejection Report AFSO/FSO gets the confirmation screen showing the details such as applicant and Remarks.

- Step 1** Clicks on “Submit” to submit his card preparation .
- Step 2** Clicks on “Back” if he wants to go back on the previous screen.

6.6.7 CONFIRMATION OF APPROVAL OF AN APPLICATION FOR PRINTING

When the AFSO/FSO submits his approval he gets the screen showing ration card transfer successfully at entered address with reference no.

- Step 1** Clicks on “Submit” to submit his approval to the card created

6.6.8 RECEIVING THE CONFIRMATION

Once his approval is successfully submitted the AFSO/FSO receives the confirmation of report submission along with the reference no.

7. RATION CARD SURRENDER MODULE

This section depicts the surrender ration card flow

7.1 INTRODUCTION

This module captures the process of receiving the surrender ration card application one state to another state; filling the form online, attaching the enclosures/supporting documents by data entry, field verification by inspector module from the beneficiary and issuance of Ration Card.

7.2 Submit Surrender Ration Card Application

The Ration Card for which surrender card is requested can be searched by entering any of the following.

- SRC Number
OR
- OLD SRC Number

DEO/RCI login --> Click Smart Ration Card-->Surrender -->Enter the SRC no. --> **Search**

7.3 ACTORS INVOLVE

Stakeholder	Department	Function performed
Beneficiary	Resident	Submits Ration Card surrender form along with Old ration card copy
Data Entry team (DEO)	Circle Office	Data entry team enter the reason for surrender and collect the old rc from. The applicant in entered ration card for surrender form in the online application
Food Supply Inspector (FSI)	Circle Office	<ul style="list-style-type: none"> • FSI does the Document/Field Verification • Provide the verification report and remarks to the FSO

Food Supply Officer (FSO)	Circle Office	<ul style="list-style-type: none">• Online Approval/Rejection of ration card details of surrender form.
---------------------------	---------------	---

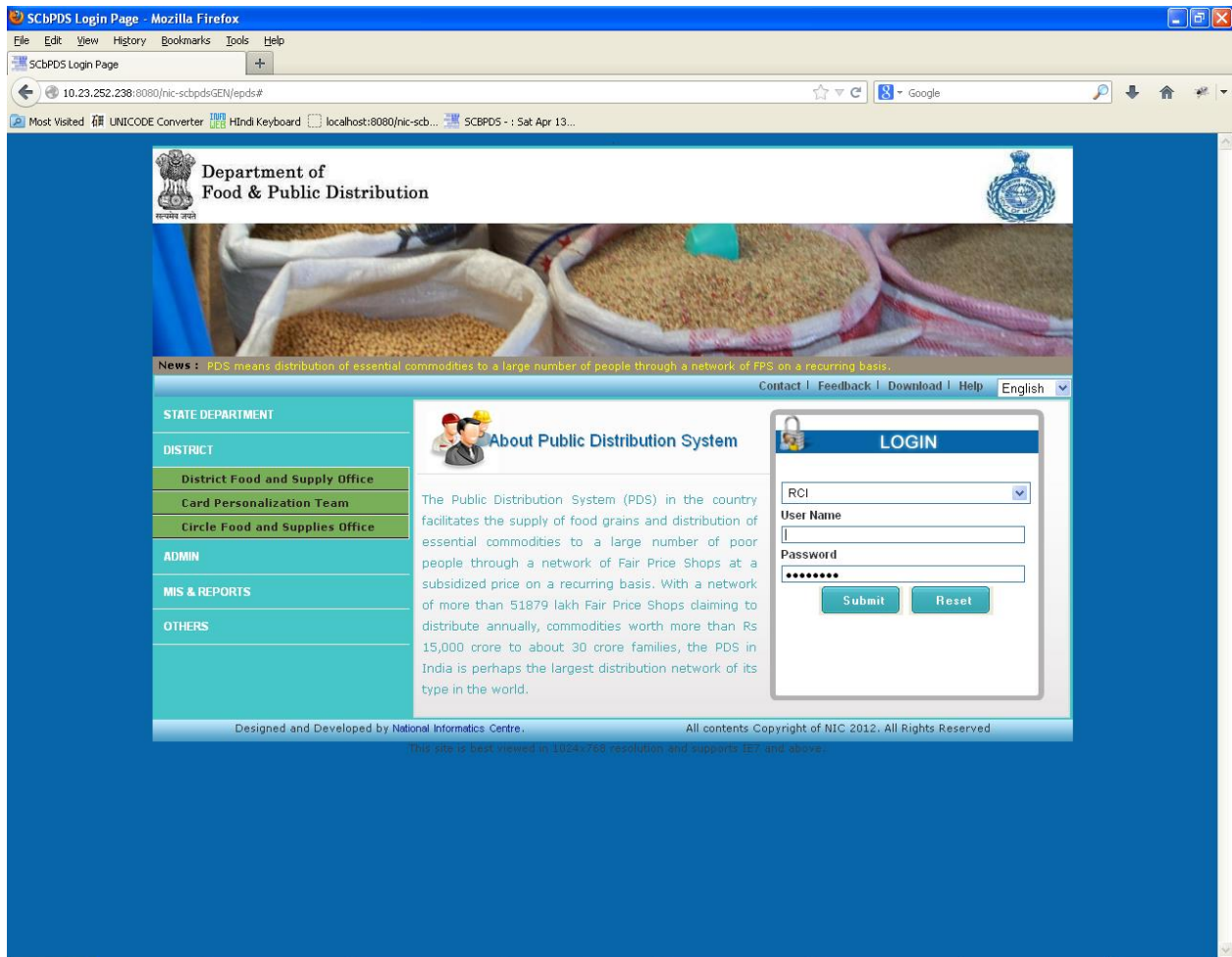
7.4 DATA ENTRY OPERATOR (DEO/RCI) LOGIN

7.4.1 FUNCTION OF DATA ENTRY OPERATOR (DEO/RCI)

- The Data Entry Operator (DEO/RCI) at Circle office receives the filled application form for the ration card surrender from the beneficiary.
- Enter the New address details for surrender in the Online Application
- Collects the OLD RC from the applicant and assign to selected inspector.
- Submit the online application form which goes to FSI/INSPECTOR for further processing

7.4.2 PROCESS OF LOGIN INTO APPLICATION

- Step 1** Select the **Assistant Food and Supplies Office** link from the left panel of home page of PDS Application.
- Step 2** Select the **login as DEO/RCI option** from the dropdown box
- Step 3** Enter the **User Name** and **Password**



Step 4 Click on **Submit** to login in to the Application

7.4.3 OPENING THE RATION CARD SURRENDER FORM

After successfully logging, data entry operator enters the detail of beneficiaries required for the surrender Ration Card from the filled in application form received from applicant.

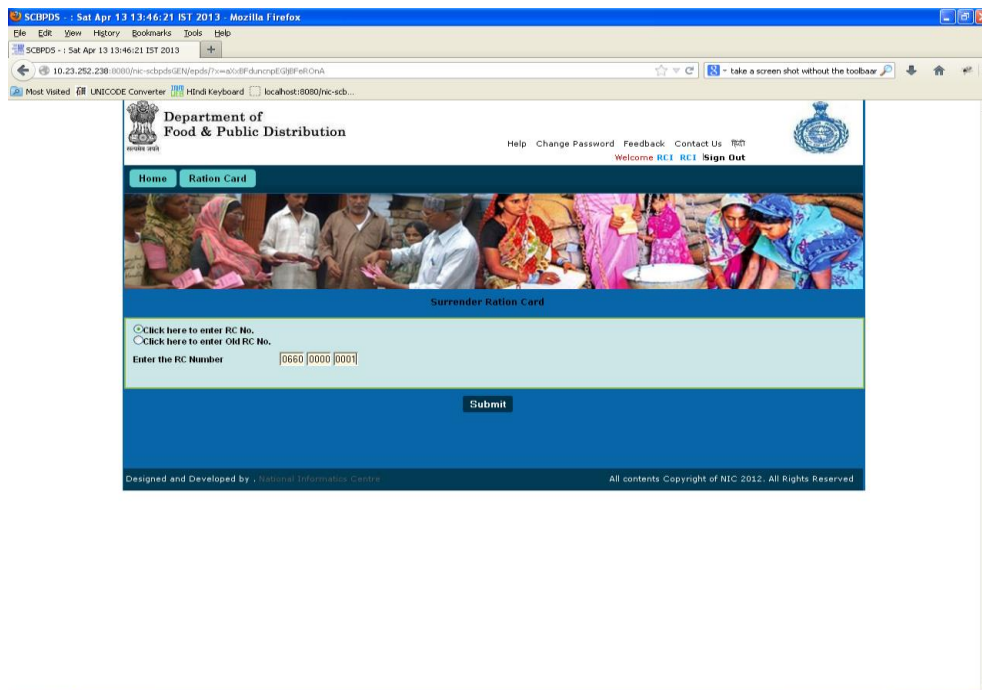
Step 1 Select the **Ration Card** option from the Menu bar

Step 2 Click on **'Surrender'** tab to open application form for Surrender Ration card



7.4.4 ENTER RATION CARD APPLICATION NO.FOR SURRENDER

- Step 1:** Click on the Option given to enter the **New Ration Card No.** or **Old Ration No.**
- Step 2:** Enter the **Ration Card No. in the** Text boxes given
- Step 3:** Click on **Submit** to open DEO/RCI page for surrender Ration Card



7.4.5 DEO/RCI HOME SCREEN

- Step 1:** Surrender Ration Card form displayed with HOF name and RC no in first section.
- Step 2:** Form for Present Address will be displayed which include **Present Address (as per Existing Records)**.
- Step 3:** Assign the **Inspector** by selecting the name of inspector who will do the physical verification of the Application
- Step 4:** Before submitting the form DEO makes sure Old ration card from the applicant as the processing fee for issuance of new Ration Card.
- Collect the old ration card from applicant.
 - Click on “**submit**” to submit the Ration Card

The screenshot shows the SCBPDS web application in a Mozilla Firefox browser window. The page title is "SCBPDS - : Sat Apr 13 13:45:56 IST 2013 - Mozilla Firefox". The address bar shows the URL "10.23.252.238:8080/nic-scbpdsGEN/epds/?x=81wJEOf1qhb6skfd11p*A". The page header includes the Department of Food & Public Distribution logo and navigation links: Home, Ration Card, Help, Change Password, Feedback, Contact Us, and a welcome message for RCI. The main content area is titled "Surrender Ration Card" and contains the following form fields:

Name of Head of Family	ANITA	Old RC No.	Click here to enter RC No.	066000000001
------------------------	-------	------------	----------------------------	--------------

Present Address (As per Existing Records):

House No./House Name	gjhghghj	Landmark/Localty/Colony	hghghj
Village/Town	Baringan(260)	Taluka/Tehsil/Sub-District	Ambala
District Name	Ambala	State Name	Haryana
Pin	675765		

Reason for Surrender

Reason for surrender

☒ Old RC collected from the applicant

Assign to Inspector: Inspector

Submit Back

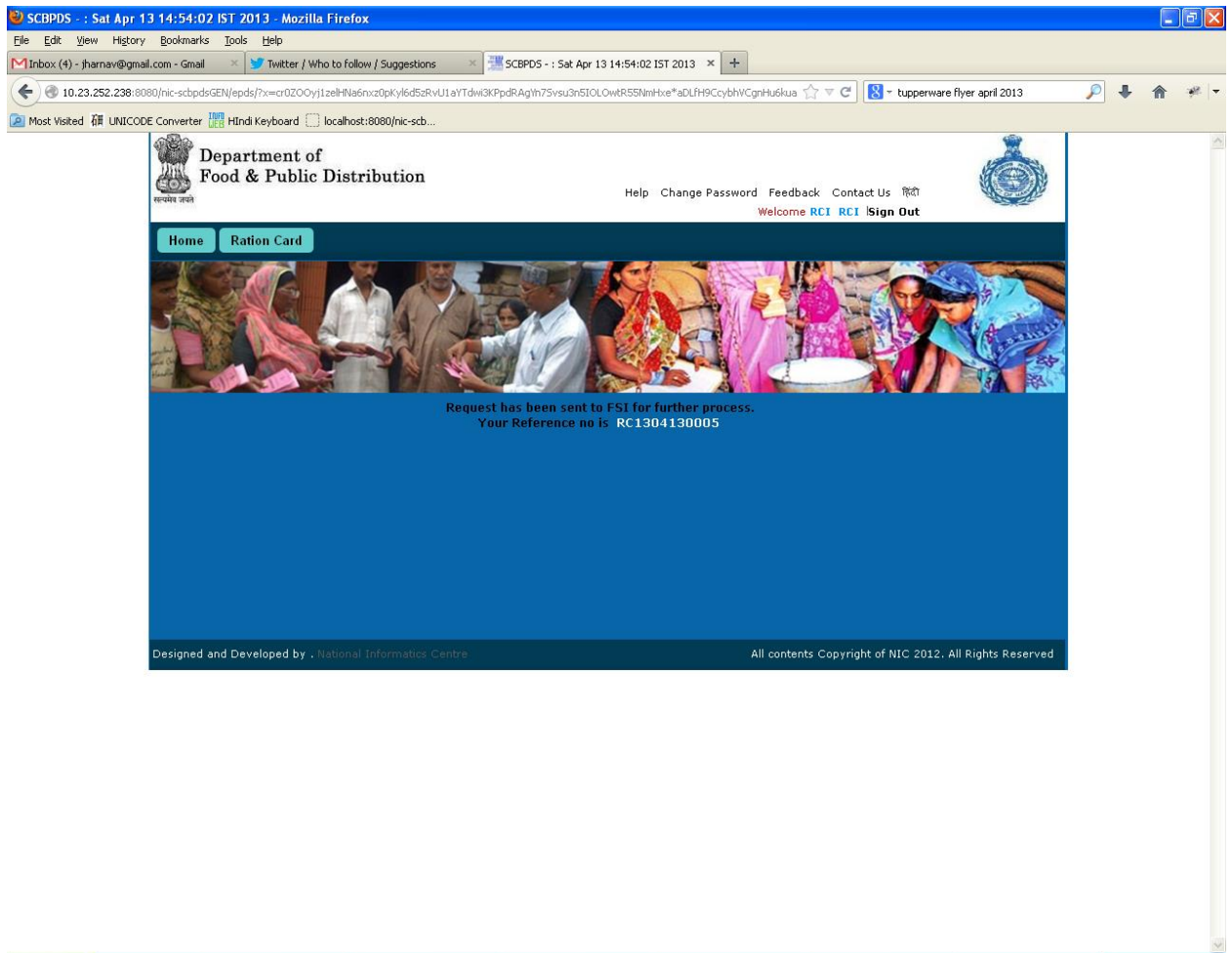
Date: Sat Apr 13 2013 13:41:00 GMT+0530 (India Standard Time)

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7.4.6 RECEIVING THE CONFIRMATION

After successfully submission of the form confirmation screen gets displayed with the reference no.



7.4.7 LOGOUT FROM THE APPLICATION

After submitting of form and giving acknowledgement receipt of the application form to the applicant the DEO/RCI will sign out from the Application

7.5 INSPECTOR/FSI LOGIN:

7.5.1 FUNCTION OF FOOD SUPPLY INSPECTOR/FSI

- Inspector receives the application as submitted by the DEO/RCI
- Visits the Applicant's premises to physically verify the details as submitted by the Applicant.

- Enquires and verifies the details from the people living in the surrounding areas of the applicant.
- Enters the feedback and his recommendation in the application and forward to the FSO/AFSO for the approval of the Application

7.5.2 PROCESS OF INSPECTOR /FSI LOGIN INTO APPLICATION

- Step 1 Select the **Assistant Food and Supplies office** link under **District** tab from the left panel of home page of PDS Application.
- Step 2 Select the **login as INSPECTOR/FSI option** from the dropdown list
- Step 3 Enter the **User Name** and **Password**

The screenshot displays the SCbPDS Login Page in a Mozilla Firefox browser window. The page header includes the Department of Food & Public Distribution logo and a navigation menu on the left. The main content area features a 'LOGIN' form with a dropdown menu set to 'INSPECTOR', fields for 'User Name' and 'Password', and 'Submit' and 'Reset' buttons. A sidebar on the left lists various roles under 'DISTRICT' and 'ADMIN'.

STATE DEPARTMENT

DISTRICT

- District Food and Supply Office
- Card Personalization Team
- Circle Food and Supplies Office

ADMIN

MIS & REPORTS

OTHERS

About Public Distribution System

The Public Distribution System (PDS) in the country facilitates the supply of food grains and distribution of essential commodities to a large number of poor people through a network of Fair Price Shops at a subsidized price on a recurring basis. With a network of more than 51879 lakh Fair Price Shops claiming to distribute annually, commodities worth more than Rs 15,000 crore to about 30 crore families, the PDS in India is perhaps the largest distribution network of its type in the world.

LOGIN

INSPECTOR

User Name

Password

Submit Reset

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This site is best viewed in 1024x768 resolution and supports IE7 and above.

- Step 4 Click on **Submit** to login in to the Application

7.5.3 VIEW, VERIFY AND REPORT

- Step 1** After login Inspector /FSI will see all the pending Ration Card applications to verify the details of an applicant
- Step 2** Clicks on “**view, verify & Report**” to view the application, verify the details and submit the report to FSO/AFSO with his recommendation.
- Step 3** On Clicking ‘**View, Verify & Report**’ the details of the applicant filled at the time of submission of application is displayed.



7.5.4 FILLING VERIFICATION REPORT

- Step 1** After visiting and verifying physically Inspector come back and again clicks on “**View, Verify & Report**”, he gets the **applicant detail form** to enter the verification detail.
- Step 2** Recommend for Yes /No
- Step 3** Text box is provided to INSPECTOR/FSI for his recommendation remarks.
- Step 4** Enter the Verification Date.
- Step 5** Click on “Submit” to submit his report

Department of Food & Public Distribution

Help Change Password Feedback Contact Us हिंदी
Welcome b INSPECTOR Sign Out

Home

Surrender Ration Card

Name of Head of Family : ANITA

Old RC No :

SRC No : 066000000001

Beneficiary Address : gjhghghj, hghghghj, Barangan(260), Ambala, Ambala, Haryana - 675765

Remarks from DEO:
reason for surrender

Previous Present Address

House No : gjhghghj Landmark/Locality/Colony : hghghghj

Village/Town : Barangan(260) Taluka/Tehsil/Sub-District : Ambala

District Name : Ambala State Name : Haryana

Pin : 675765

Verification Type * Field Verification

Field Verification Date * 13/04/2013

Recommend * ☐ Yes ☐ No

Field Verification Remarks:
Field Verification has been done.

Submit Back

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7.5.5 FINAL SUBMISSION BY INSPECTOR/FSI

After submitting the verification Report INSPECTOR/FSI gets the confirmation screen showing the details such as HOF name , Recommended type, verification type , verification date and Remarks.

Step 1 Clicks on “Submit” to submit his verification report to FSO/AFSO.

Step 2 Clicks on “Back” if he wants to go back on the previous screen.


SCBPDS - : Sat Apr 13 15:17:37 IST 2013 - Mozilla Firefox

File Edit View History Bookmarks Tools Help

SCBPDS - : Sat Apr 13 15:17:37 IST 2013


10.23.252.238:/nic-scbpds/epds/?x=m6AeQKlAOnlT43aV64DdA

Most Visited UNICODE Converter Hindi Keyboard localhost:8080/nic-scb... SCBPDS - : Sat Apr 13...

 **Department of
Food & Public Distribution**

Help Change Password Feedback Contact Us हिंदी
Welcome to **INSPECTOR** Sign Out

Home



Name of Head of Family	: ANITA
Recommended	: Yes
Verification Type	: Field Verification
Field Verification Date	: 13/04/2013

Remarks:
Field Verification has been done.

Submit Back

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7.5.6 RECEIVING THE CONFIRMATION OF SUBMISSION OF REPORT

Once the physical verification report is successfully submitted the inspector receives the confirmation of report submission along with the reference no.



7.5.7 SIGN OUT FROM THE INSPECTOR/FSI LOGIN

Step 1 Clicks on 'Sign Out' to logout from application

7.6 FSO/AFSO LOGIN

7.6.1 FUNCTIONS OF FOOD SUPPLY OFFICER (FSO/AFSO)

- Step 1** Approve the ration card application on the basis of the remarks forwarded by the INSPECTOR/FSI.
- Step 2** Rejects the ration card application on the basis of the remarks forwarded by the INSPECTOR/FSI.

7.6.2 PROCESS OF AFSO/FSO LOGIN INTO APPLICATION

- Step 1** Click on the **Assistant Food and Supplies office** link under **District** tab from the left panel

Step 2 Select the **login as FSO/AFSO** option from the dropdown list

Step 3 Enter the **User Name** and **Password** in the respective fields.

SCbPDS Login Page - Mozilla Firefox

File Edit View History Bookmarks Tools Help

SCbPDS Login Page

10.23.252.238:8080/nic-scbpds/GEN/epds#

Most Visited UNICODE Converter Hindi Keyboard localhost:8080/nic-scb... SCbPDS - : Sat Apr 13...

Department of Food & Public Distribution

News : rring basis.

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STATE DEPARTMENT

DISTRICT

District Food and Supply Office

Card Personalization Team

Circle Food and Supplies Office

ADMIN

MIS & REPORTS

OTHERS

About Public Distribution System

The Public Distribution System (PDS) in the country facilitates the supply of food grains and distribution of essential commodities to a large number of poor people through a network of Fair Price Shops at a subsidized price on a recurring basis. With a network of more than 51879 lakh Fair Price Shops claiming to distribute annually, commodities worth more than Rs 15,000 crore to about 30 crore families, the PDS in India is perhaps the largest distribution network of its type in the world.

LOGIN

AFSO

User Name

Enter your User Name

Password

Submit Reset

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This site is best viewed in 1024x768 resolution and supports IE7 and above.

Step 4 Click on **Submit** to login

7.6.3 CHECKING THE PENDING APPLICATIONS

After logging in, the AFSO/FSO will be taken to **“Approval for Transfer”** page.

Step 1 Click on **‘View & Decide’** to see the details of Field Verification details submitted by the INSPECTOR/FSI.




7.6.4 AFSO/FSO DECISION PAGE

- Step 1** On the “Application Pending with AFSO/FSO” Page.
- Step 2** FSO can select the relevant option as to whether he deems fit to approve or reject the ration card application based on report submitted by the INSPECTOR/FSI.

7.6.5 APPROVAL/REJECTION APPLICATION


Once the AFSO/FSO has checked the application details, he/she comes back to his Decision screen.

- Step 1** Selects the option (approve/reject) to approve or reject the application
- Step 2** He clicks on “Submit” to submit his decision of approval or rejection.


**Department of
Food & Public Distribution**

[Help](#) [Change Password](#) [Feedback](#) [Contact Us](#) हिंदी
 Welcome **Tehsil Food Department AFSD** [Sign Out](#)

[Home](#) [Ration Card](#) [FPS](#) [Reports](#)



Approval for Surrender

Name of Head of Family	: ANITA	SRC No	: 066000000001
Old RC No.	:		

FSI Verification Report

Recommended	: Yes
Verification Type	: Field Verification
Field Verification Date	: 13/04/2013
FSI Remarks	: Field Verification has been done.

Previous Present Address

House No	: gihgijhij	Landmark/Locality/Colony	: hgfghj
Village/Town	: Baringan(260)	Taluka/Tehsil/Sub-District	: Ambala
District Name	: Ambala	State Name	: Haryana
Pin	: 675765		

☐ Click here to approve ration card application request
☐ Click here to reject ration card application request

Remarks:
 Surrender Remarks

[Submit](#) [Back](#)

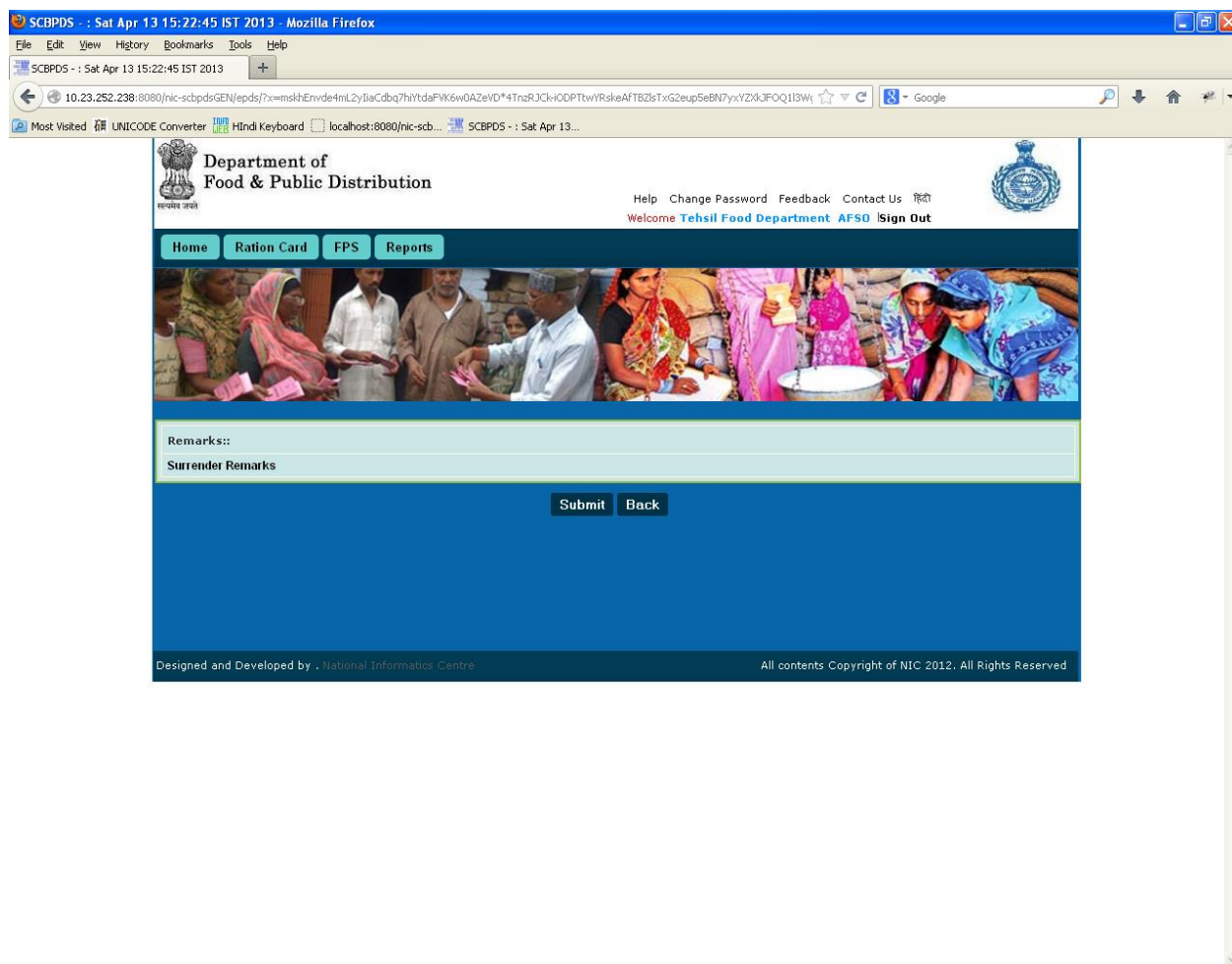
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7.6.6 FINAL SUBMISSION BY AFSD/FSO

After submitting the approval/rejection Report AFSD/FSO gets the confirmation screen showing the details such applicant and Remarks.

Step 1 Clicks on “Submit” to submit his card preparation .

Step 2 Clicks on “Back” if he wants to go back on the previous screen.



7.6.7 CONFIRMATION OF APPROVAL OF AN APPLICATION FOR PRINTING

When the AFSD/FSO submits his approval he gets the screen showing ration card surrendered successfully with reference no.

Step 1 Clicks on “Submit” to submit his approval to the card created

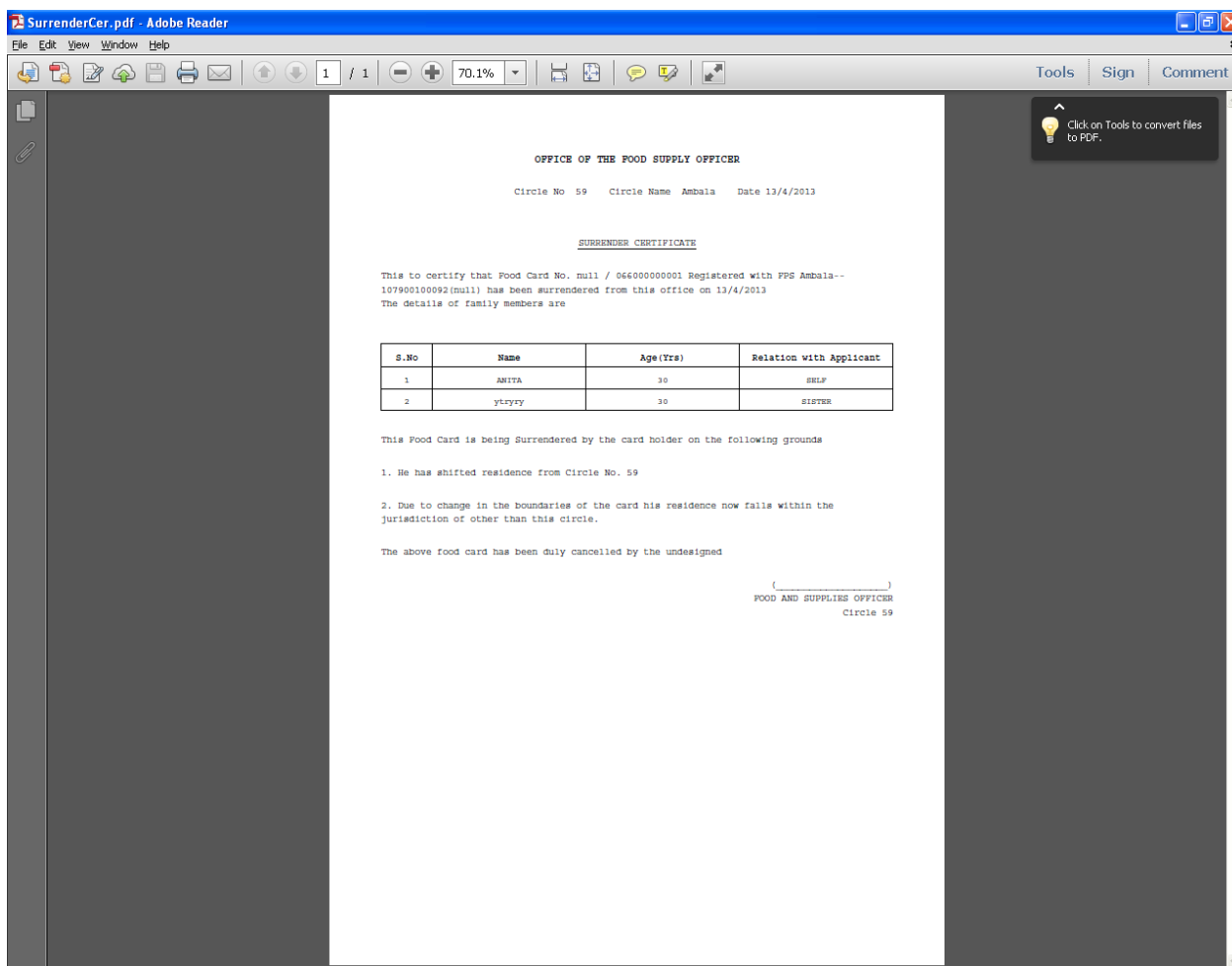
7.6.8 RECEIVING THE CONFIRMATION

Once his approval is successfully submitted the AFSD/FSO receives the confirmation of report submission along with the reference no.

Step 1 AFSD/FSO receives the confirmation screen along with the Reference no.



Step 2 AFSO/FSO Click on “Print Surrender Certificate” to print the surrender certificate.



Step 3 The AFSO/FSO takes the print out of the surrender certificate.

8. ONLINE APPLY NEW RATION CARD

8.. 1 I N T R O D U C T I O N

This module captures the process of receiving the new ration card application ; filling the form online, capturing the photograph, attaching the enclosures/supporting documents by beneficiary, and forward the application to data entry for attaching the area inspector for verification from the beneficiary and issuance of Ration Card by AFSO.

8.2 STAKEHOLDERS

Stakeholder	Department	Function performed
Beneficiary	Individual (Resident)	Submission of application form online along with supporting documents, photograph of head of family and ration card processing fees of Rs 25 at circle level.
Data Entry Operator	Data Entry Team at Circle office	Verify the details and attach the area inspector for field verification
Food Supply Inspector (FSI)	Circle Office	Physical verification of Ration card application form. Online Acceptance of RC application post data entry, Recommendation on issuing Ration card to FSO after verification.
Food Supply Officer (FSO)	Circle Office	<ul style="list-style-type: none"> • Online Approval/Rejection of ration card application post verification form. • Assigns KOD and FPS to the ration card application, if approved. • Distribution of Ration card to the applicant post biometric verification.
Ration Card printing team	District Office	Printing of Ration Card by enclosing the photograph

8.3 APPLY ONLINE RATION CARD BY BENEFICIARY

The user will click on NEW RATION CARD APPLICATION FORM where he/she will be provided with the instructions.



The user then has to fill the Registration details and submit them.

- Enter the HOF name , Mobile No, State , District, Taluka/Tehsil/Subdistrict, Village
- By submitting the details, OTP code will be generated that will be sent to the registered mobile number.
- Beneficiary enter the received OTP and submit the form and open the new form for new ration card

The screenshot shows a web browser window displaying the 'User Registration for Apply Online New Ration Card' form. The browser's address bar shows the URL '164.100.72.83/nic-scbpds/MAHA/epds/'. The form has a blue header with the title 'User Registration for Apply Online New Ration Card'. Below the header, there is a section titled 'Instructions To Fill The Online Ration Card' with five numbered instructions. The main form area is titled 'User Registration Details' and contains several input fields: 'Head Of Family(in LL) *', 'Head Of Family(in EN) *', 'Mobile Number *', 'Select State: *' (with a dropdown menu), 'Select District *' (with a dropdown menu), 'Taluk/Tehsil/SubDistrict *' (with a dropdown menu), 'Select Village: *' (with a dropdown menu), and 'Enter the received OTP Code in registered Mobile Number *'. A 'Submit' button is located at the bottom of the form. The footer of the page states 'Designed and Developed by : National Informatics Centre' and 'All contents Copyright of NIC 2012. All Rights Reserved'. The Windows taskbar at the bottom shows the time as 4:27 PM on 7/23/2015.

User Registration for Apply Online New Ration Card

Instructions To Fill The Online Ration Card

1. Please enter all the mandatory(* marked) fields,null or empty will not be accepted.
2. Incomplete application form will not be accepted.
3. Applicant should upload scan photograph of head of family in GIF,JPG format and should not exceed 100 KB in size.
4. Applicant should upload scan Endosure in GIF,JPG,pdf format and should not exceed 200 KB in size.
5. Scanned documents required from the applicant for upload:
(a).ID Proof(any one):AADHAR ID,Driving license, Govt. photo Identity card,NPR ID, Pan card, Passport, Self affidavit duly attached, Voter ID.
(b).Proof of residence(any one): BSNL/MTNL telephone bill,Electricity bill, General power of attorney,NOC from landlord with ID proof, Rent Agreement, Rent receipt, Sales deed, Water bill.
(c).Other Mandatory documents(any one): Affidavit, Deletion certificate, Old ration card, Surrender certificate

User Registration Details

Head Of Family(in LL) *	<input type="text"/>	Head Of Family(in EN) *	<input type="text"/>
Mobile Number *	<input type="text"/>		
Select State: *	<input type="text" value="Choose One"/>	Select District *	<input type="text" value="Choose One"/>
Taluk/Tehsil/SubDistrict *	<input type="text" value="Choose One"/>	Select Village: *	<input type="text" value="Choose One"/>
Enter the received OTP Code in registered Mobile Number *			

Submit

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The Beneficiary fill the application form for the new ration card through online

- Fill the application by entering the RC details into the New Ration Card Module.
- Upload the supporting documents.
- Upload the photograph of head of family.
- Submit the online application form which goes to deo for further processing

The screenshot shows the 'New Ration Card Data Entry Form' in a web browser. The form is divided into several sections: Personal Details, Bank Details, and Present Residence Address. The Personal Details section includes fields for Head of Family (in LL and EN), Mother's Name (in LL and EN), Father's Name (in LL and EN), Spouse Name (in LL and EN), Age, Date of Birth, EPIC Number, Mobile Number, Enrollment ID, Nationality, UID, and NPR TIN. The Bank Details section includes fields for Name, Branch, Account No., IFSC Code, and Gender (M/F/T). The Present Residence Address section includes fields for House No./House Name/Street Name/Street No./any other qualifier (in LL and EN), Landmark/Locality/Colony/Area Name/Area No./Suburb (in LL and EN), Village/Town (in LL and EN), Taluka/Tehsil/Sub-District (in LL and EN), District Name (in LL and EN), and State Name (in LL and EN). The form is pre-filled with data for a user named ANITA, including a mobile number of 9985797462 and a residence in DEVHARI, JALGAON, MAHARASHTRA.

8.3.1 PROCESS OF LOGIN INTO APPLICATION

- Step 1** Select the **Circle Food and Supplies office** link under **District** tab from the left panel of home page of PDS Application.
- Step 2** Select the **login as RCI/DEO** option from the dropdown box
- Step 3** Enter the **User Name** and **Password**

The screenshot shows the SCbPDS Login Page in a web browser. The page has a header with the Department of Food & Public Distribution logo and a navigation menu on the left. The navigation menu includes links for STATE DEPARTMENT, DISTRICT, and ADMIN. The DISTRICT link is selected, and the 'Circle Food and Supplies Office' link is highlighted with a red circle. The main content area displays the 'About Public Distribution System' and a 'LOGIN' form. The LOGIN form has two dropdown menus for user selection, with 'RCI/DEO' and 'INSPECTOR' selected. The password field is filled with asterisks. The 'Submit' and 'Reset' buttons are visible. The page footer contains copyright information and a note about the browser resolution.

- Step 4** Click on **Submit** to login in to the Application

8.3.2 OPENING THE ONLINE NEW RATION CARD APPLICATION FORM

After successfully logging, data entry operator enters the detail of beneficiaries required for the issuance of new ration card into the new ration card module from the filled in application form received from applicant.

Step 1 Select the **Ration Card** option from the Menu bar

Step 2 Click on ‘**Request for Online Ration Card**’ tab to open application form for filled applicant’s details

The screenshot displays the official website of the Department of Food & Public Distribution. The header includes the department's name, a search bar, and navigation links such as 'Help', 'Change Password', 'Feedback', 'Contact Us', and 'Sign Out'. A 'Welcome JALGAON RCI' message is also present. The main menu on the left contains 'Home' and 'Ration Card' tabs. Under the 'Ration Card' tab, a dropdown menu is visible with the following options: 'Request for Online Ration Card' (highlighted with a red box), 'Modification', 'Duplicate', 'Transfer', 'Surrender', and 'Status'. Below the menu, a section titled 'Instructions' provides detailed guidelines for users, including steps for application completion, document requirements, and specific rules for new cards, modifications, and duplicates.

Department of Food & Public Distribution

Help Change Password Feedback Contact Us हिंदी
Welcome JALGAON RCI Sign Out

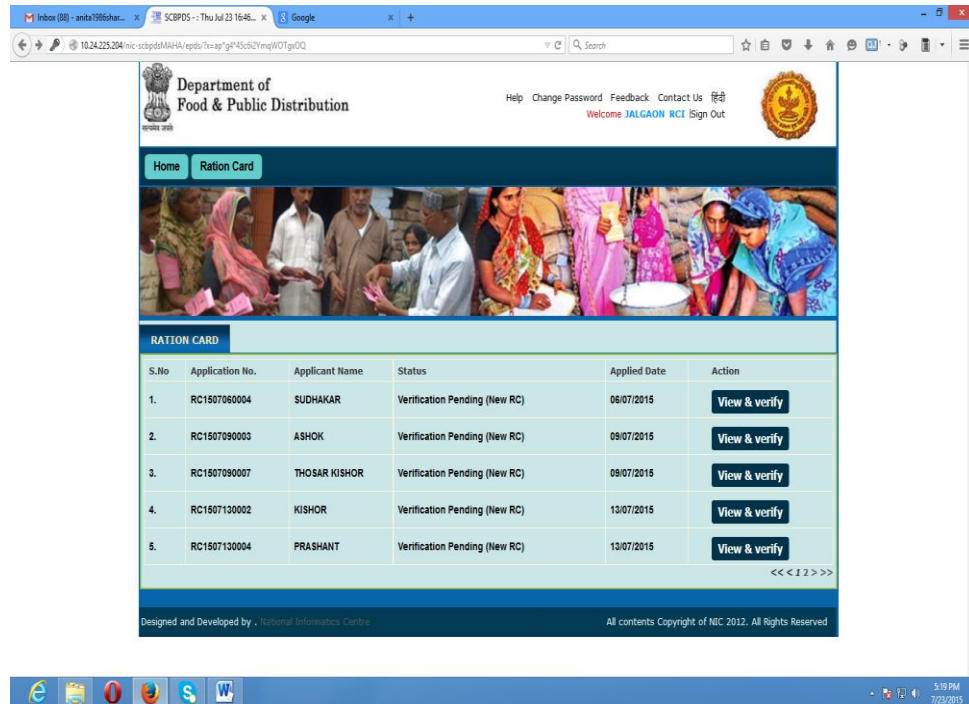
Home Ration Card

Request for Online Ration Card
Modification
Duplicate
Transfer
Surrender
Status

Instructions

1. Please verify the completeness of the RC Application form before proceeding for online data entry.
2. Please collect Rs.25 after the data entry is complete and issue system generated receipt to the applicant.
3. Please do not accept incomplete application form.
4. Documents required from the applicant:
 - (a) New Ration Card:
 - * ID Proof(any one): Aadhaar, Driving license, Govt. photo Identity card, Pan card, Passport, Self affidavit duly attached, Voter ID
 - * Proof of residence(any one): Electricity bill, General power of attorney, Govt-> telephone bill, NOC from landlord with ID proof, Rent Agreement, Rent receipt, Sales deed, Water bill
 - * Other Mandatory documents(any one): Affidavit, Deletion certificate, Old ration card, Surrender certificate
 - (b) Modification:
 - * Address Change(any one): Electricity bill, General power of attorney, Govt. telephone bill, NOC from landlord with ID proof, Rent Agreement, Rent receipt, Sales deed, Water bill
 - * Member Addition(any one): Affidavit, Birth certificate, Deletion certificate
 - * Card Type: Income Proof
 - * Change HOF: Death certificate(in case of death)
 - * Member removal: Death certificate(in case of death)
 - * Modify member: (any one): Driving license, Govt. photo Identity card, Pan card, Passport, Self affidavit duly attached, Voter ID
 - * Change in Energy Category: Document of new gas connection
 - (c) Duplicate:
 - * Supporting Documents(any one): Copy of FIR, Old ration card

Step 3. Online Request appear in dashboard of the RCI and click on the view & Verify button for processing the page for further activity.



Step 4. Assign the **Inspector** by selecting the name of inspector who will do the physical verification of the Application



House No./House Name/Street Name/Street No./any other qualifier(in LL)		jdafajfsjd	Landmark/Locality/Colony/Area Name/Area No./Suburb(in LL)		GHGJHJH		
Village/Town(in LL)		JALGAON (M CORA)	Taluka/Tehsil/Sub-District(in LL)		JALGAON		
District Name(in LL)		JALGAON	State Name(in LL)		Chandigarh		
Pin		425001					
Permanent Address Details:							
House No./House Name/Street Name/Street No./any other qualifier(in LL)		HQJHH	Landmark/Locality/Colony/Area Name/Area No./Suburb(in LL)		HQJHHQJHH		
Village/Town(in LL)		ERWEGRE	Taluka/Tehsil/Sub-District(in LL)		GPHH		
District Name(in LL)		GGDFGFGDFG	State Name(in LL)		MAHARASHTRA		
Pin		425001					
Bank Details:							
Bank name			Branch				
Account No.			IFSC Code				
Professional Details:							
Occupation		GOVT. SERVICE	Yearly Total Income of Family (in Rs.)		50000		
Gas Connection Details:							
Gas Connection Status		Single	Gas Agency Name		MUKTAJ INDANE GAS AGENCY		
Scheme:							
Card Type		Not Captured	BPL Family Id				
RC No.							
Family/Other Details:							
S.No	Name of Head of Family (in EN) *	Gender(M/F/T)	Age(Yrs)	Date of Birth(DD/MM/YYYY)	Mother's Name(in EN)	Father's Name(in EN)	Spouse Name(in EN)
1	PRASHANT	male	31	01/07/1984	VBMAL	NAMDEO	KOMAL
Select Inspector: * <input type="text" value="CHOOSE ONE"/>							
<input type="button" value="submit"/> <input type="button" value="back"/>							

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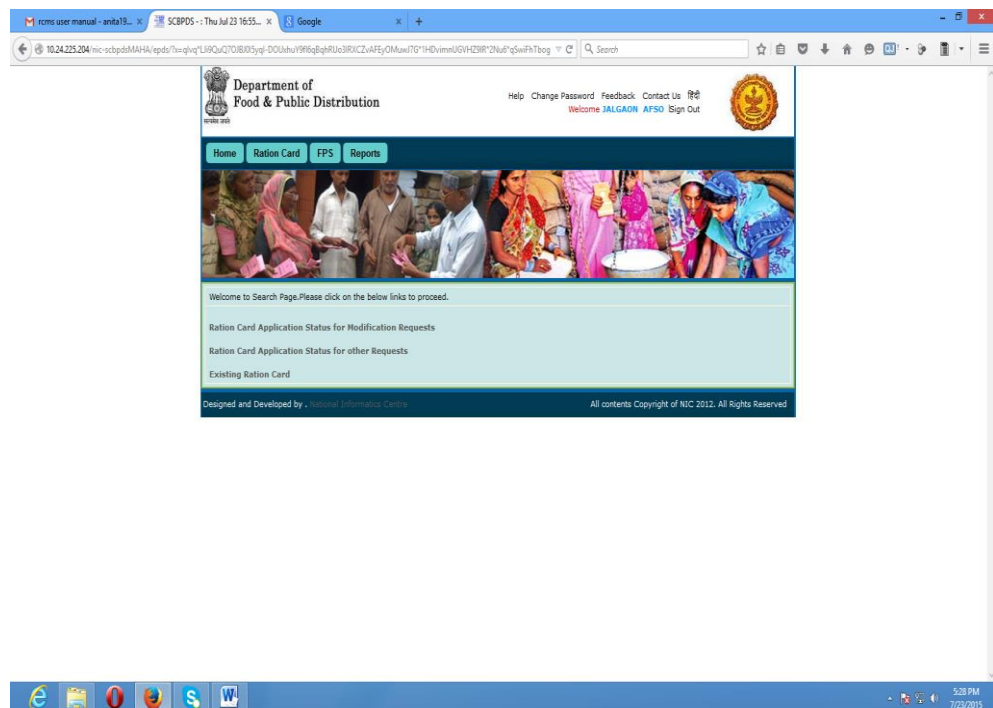
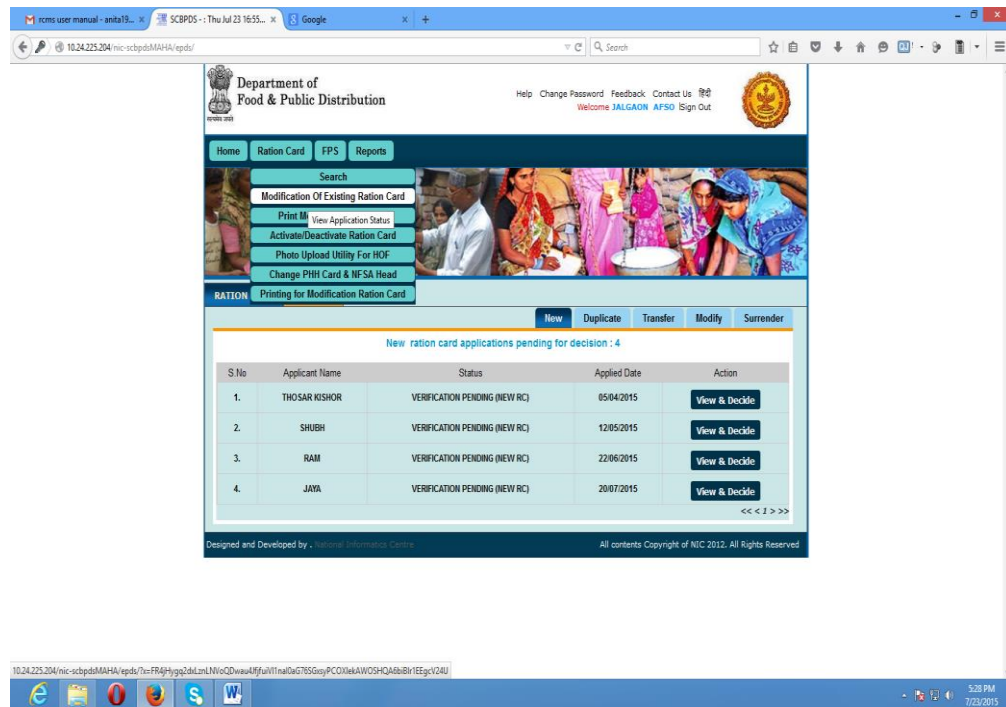
Step 5. Application Forward the inspector, for these steps refer the 3.4, 3.5 and 3.6

9. MODIFICATION IN EXISTING RATION CARD

This Module for Modify the existing ration card at Afso level , here afso done one time modification in personal details, upload document and member details of beneficiary.

Step 1. On clicking MODIFICATION OF EXISTING RATION CARD, the user gets directed to another Page where the following operations can be performed :-

User Documentation – RCMS Module



Step 2.

- Ration Card Application Status for Modification Requests

There occurs an existing REFERENCE NUMBER only for modified requests.

- 2. Ration Card Application for Other Requests

There occurs REFERENCE NUMBER for other requests namely- New, Duplicate, Transfer and

Surrender.

- 3. Existing Ration Card

There are the following search options available for Ration Card :-

- a. Ration card number
- b. Old Ration card number
- c. HOF Name
- d. FPS + unique RCID
- e. FPS + Ration card number
- f. Unique RCID.

Step 3. Searching with any of the above mentioned options

- The search will navigate to the Ration card details page in editable mode.

The screenshot displays a web browser window with the URL 10.24.225.204/nic-scbpdMAHA/epdr/?m=0I2M1Rw/flyEnMPLSMYg. The page is titled 'Department of Food & Public Distribution' and features a navigation bar with links for Home, Ration Card, FPS, and Reports. Below the navigation bar is a banner image showing people at a ration shop. The main content area is titled 'Modification Of Existing Ration Card' and contains a form with the following fields:

Card Type*	APL SAFFRON	Ration Card No	272008679238
Personal Details:			
Head of Family(in LL) *	साली किशोर माधवराव	Head Of Family(in EN) *	SALI KISHOR MADHAVRAO
Mother's Name(in LL) *	MAYA	Mother's Name(in EN) *	MAYA
Father's Name(in LL)		Father's Name(in EN)	
Spouse Name(in LL)	साली वंदना	Spouse Name(in EN)	SALI VANDANA
Age*	42	Date of Birth	1/1/71
EPIC Number		Nationality*	Indian
bile Number *	9860856528	UID	

The bottom of the browser window shows the Windows taskbar with the system clock indicating 5:06 PM on 7/23/2015.

- The user may edit the fields he/she wants to and then submit the edited personnel

details of oneself.

Modification Of Existing Ration Card

Card Type: APL SAFFRON, Ration Card No: 272008679238, Application No: RC1507230001

Personal Details:

Head of Family (in LL)	साली किशोर माधवराव	Head Of Family (in EN)	SALI KISHOR MADHAVRAO
Mother's Name (in LL)	maya	Mother's Name (in EN)	MAYA
Father's Name (in LL)	To be captured	Father's Name (in EN)	To be captured
Spouse Name (in LL)	साली वंदना	Spouse Name (in EN)	SALI VANDANA
Age	42	Date of Birth	1/1/73
EPIC Number		Nationality	Indian
Mobile Number	9860856528	UID	- -
Enrollment ID		NPR TIN	

Bank Details:

Name		Branch	
Account No.		IFSC Code	
Gender (M/F/T)	FEMALE		

Present Residence Address:

House No./House Name/Street Name/Street No./any other qualifier (in LL)	अ- ६७	House No./House Name/Street Name/Street No./any other qualifier (in EN)	A-67
---	-------	---	------

Pin: 425001

Professional Details:

Occupation	LABOUR	Yearly Total Income of Family (in Rs.)	23000
------------	--------	--	-------

Gas Connection Details:

Gas Connection Status	PNG-piped natural Gas	Gas Company Name	Bharat Petroleum Corporation Limited
Gas Agency Name	AVANTI GAS AGENCY	Consumer Number	678568768
Consumer's name (in LL)	anita	Consumer's Name (EN)	ANITA

FPS/KOD Details:

FPS Detail		KOD Detail	
FPS Name	NASHIRABAD 5	FPS/KOD Name	

Family's Other Details:

S.No	Member Id	Name of Head of Family (in EN) *	Gender (M/F/T)	Age (Yrs)	Date of Birth (DD/MM/YYYY)	Mother's Name (in EN)	Father's Name (in EN)	Spouse Name (in EN)	Relation with Applicant	Edit
1.	27200867923801	SALI KISHOR MADHAVRAO	FEMALE	1973-01-01	42	MAYA		SALI VANDANA	SELF	
2.	27200867923802	VANDANA	FEMALE	1976-01-01	39			KISHOR	WIFE	Edit
3.	27200867923803	SHITAL	FEMALE	1997-01-01	18		KISHOR		DAUGHTER	Edit
4.	27200867923804	MASHURI	FEMALE	2001-01-01	14		KISHOR		DAUGHTER	Edit

Upload Documents

Submit Back

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- Then on clicking the Edit button, next window appears for editing member details and then submitting the same.

The screenshot shows a web browser window with the URL `10.24.225.204/nic-scbpdsMAHA/epds/?n=1aO-SiGqQzwM7PHPr-qoYw`. The page title is "Modification Of Existing Ration Card". The form contains the following fields:

Ration Card No		Application No.		Member Id	
272008679238		RC1507230001		27200867923802	
Member Details:					
Member Name(LL)*		वन्दना		Member Name(EN)*	
Mother's Name(in LL)*				Mother's Name(in EN)*	
Father's Name(in LL)				Father's Name(in EN)	
Spouse Name(in LL)		किशोर		Spouse Name(in EN)	
Age*		39		Date of Birth	
EPIC Number				Nationality	
Mobile Number				UID	
Enrollment ID				Member NPR(16 digit number)	
eg: (----/----/---- dd/mm/yyyy hh:mm:ss)					
Name		Choose One		Branch	
Account No.				IFSC Code	
Gender(M/F/T)*		FEMALE		Relation with Applicant*	
Authorization to Lift		Unauthorized		WIFE	
Submit Reset Back					

Waiting for 10.24.225.204...
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- There is another option available for uploading the documents as scanned documents and HOF image.

The screenshot shows the same web browser window, but the form has been updated to include a document upload section. The URL is `10.24.225.204/nic-scbpdsMAHA/epds/?n=68KhQA5WUWUgpb9qSf8phQ`. The page title is "Modification Of Existing Ration Card". The form contains the following fields:

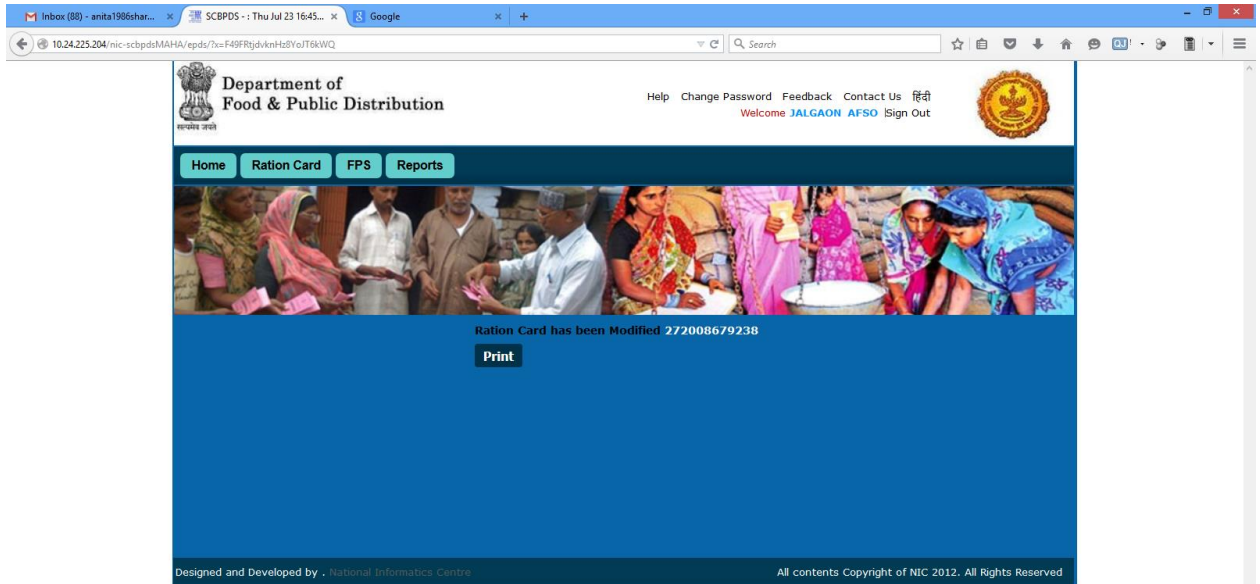
Ration Card No		Application No.		Member Id	
272008679238		RC1507230001		27200867923801	
Upload Image (Note:file should be less than 100 KB and JPG):					
S.No	Document Name	Browse & Upload			
1.	RC Document	Browse... No file selected.			
2.	RC Document	Browse... No file selected.			
3.	RC Document	Browse... No file selected.			
4.	Upload Head of Family's Photo	Browse... No file selected.			
Submit Reset Back					

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User Documentation – RCMS Module

- After completion of the above activity, finally submit the application and print the

Ration card with the modified details.



अ.क्र. Sr.NO		शिधापत्रिका/तालुका/जिल्हयाचे Ration Card/Taluka/Rationing Area/District	JALGAON,JALGAON
बारकोड Barcode			
अर्ज क्रमांक Application No.	RC1507230001		
शिधापत्रिका Unique Ration Card No	272008679238	कुटुंब प्रमुखाचा फोटो Photo of NFSA HOF	
शिधापत्रिका प्रकार Type of Ration Card	APL SAFFRON		
शिधापत्रिका धारकाचे नांव Name of NFSA HOF	SALI KISHOR MADHAVRAO		
वय Age	42	आधार/एनपीआर क्रमांक UID (Aadhar) /NPR No.	
नागरिकत्व Citizenship	INDIAN	बँक खाते क्रमांक Bank Account No.	
संपूर्ण पत्ता Address	A-67, MALL, NASHIRABAD, JALGAON, JALGAON	बँकेचे नांव Name of Bank	
कुटुंबाचे अर्जात नमुद केलेले एकत्रित वार्षिक उत्पन्न रु. Total Annual Family Income mentioned in the Application Rs.	23000	बँक शाखेचे नांव व पत्ता Branch Name & Address	
गॅस वापरत असल्यास नोंदणीकृत ग्राहकाचे नांव Name of Gas Consumer in the Family	SALI KISHOR MADHAVRAO	गॅस वितरकाचे नांव व ठिकाण	AVANTI GAS AGENCY
गॅस कंपनीचे नांव	Bharat Petroleum Corporation Limited		

10. SEARCH RATION CARD STATUS

Here the current status of the ration card can be verified.

8.1 Search for Application

DEO/AFSO login --> Click Ration Card-->Status/Search -->Search page displayed on the screen with three links

8.2 Search for Ration Card

This page has the option to search an application or search an SRC. The application can be searched by entering the reference number and the SRC can be searched by entering any of the following:-

1. Ration Card Application Status for Modification Request.
2. Ration Card Application Status for other Request.
3. Existing Ration Card.

8.2.1 Search Ration card Application Status for Modification Request

Step 1: Click on the Ration Card Application Status for Modification Request link for status details of modification application only.

Step 2: Enter the Modification application reference no. and click on “continue” to shown status details.

Step 3: Clicks on “Back” if he wants to go back on the previous screen.

Step 4: Click on “ Refresh” if he wants refresh the screen.

Step 3: After submitting the reference no. AFSO/DEO gets the status details screen showing the details such as Application ID, RC Number (OLD & NEW), HOF Name , Applied Date, Type of application , Application Status , Pending With & Pending Since.

8.2.2 Search Ration card Application Status for Other Request

Step 1: Click on the Ration Card Application Status for other Request link for status details of New Ration Card , Duplicate Ration card , Transfer Ration card and Surrender Ration Card application.

Step 2: Enter the application reference no. and click on “continue” to shown status details.

Step 3: Clicks on “Back” if he wants to go back on the previous screen.

Step 4: Click on “ Refresh” if he wants refresh the screen.

Step 3: After submitting the reference no. AFSO/DEO gets the status details screen

showing the details such as Application ID, RC Number (OLD & NEW), HOF Name , Applied Date, Type of application , Application Status , Pending With & Pending Since.

8.2.3 Search Existing Ration card

The existing SRC application can be searched by entering any of the following:-

1. Search by NEW SRC Number
2. Search by OLD SRC Number
3. Search by HOF Name
4. Selecting FPS and then selecting an SRC number mapped to that FPS

(i) Entering New SRC Number/Old SRC Number and click **continue**. After continuing, details are displayed (as shown in case of Application search.)

(ii) Entering Head of Family and click **continue**.

After clicking on **Continue**, Links are displayed against each name matching to the name that you entered. Along with the SRC number a link “**Click here to view the Details**” is displayed. On clicking that link, details are displayed as shown in case of Application search.

(iii) Entering FPS and SRC number mapped to that FPS and click on **continue**. After selecting the SRC and clicking on **continue**, details are displayed as shown in case of Application search.

11. GLOSSARY

Sr. No.	Term	Definition
1	Delhi F&S Dept.	Delhi Food and Supply Department
2	DEO	Data Entry Operator
3	FPS	Fair Price Shop
4	FSI	Food Supply Inspector
5	FSO	Food and Supplies Officer
6	HoF	Head of Family
7	KOD	Kerosene Oil Depot
8	RC	Ration Card