User Manual
(Draft – Version 1.0)
Ration Cards Management System (RCMS)

For

Targeted Public Distribution System (TPDS)

Under

National Food Security Program (NFSA)

May, 2018

<table>
<thead>
<tr>
<th>Name of Document</th>
<th>(RCMS) – User Manual</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Department</td>
<td>Department of Food &amp; Public Distribution</td>
</tr>
<tr>
<td>Version</td>
<td>Draft</td>
</tr>
<tr>
<td>Document Classification</td>
<td>Restricted</td>
</tr>
<tr>
<td>Prepared by</td>
<td>National Informatics Centre (NIC)</td>
</tr>
<tr>
<td>Month</td>
<td>May, 2018</td>
</tr>
</tbody>
</table>

National Informatics Centre
Ministry of Electronics & Information Technology
A-Block, CGO Complex, Lodhi Road New Delhi - 110 003 India
https://www.nic.in
<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction</td>
<td>13</td>
</tr>
<tr>
<td>1.1</td>
<td>Salient features of RCMS Application</td>
<td></td>
</tr>
<tr>
<td>1.2</td>
<td>Steps of Login into the Application</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Ration Card [R]</td>
<td>15</td>
</tr>
<tr>
<td>2.1</td>
<td>New [N]</td>
<td>15</td>
</tr>
<tr>
<td>2.1.1</td>
<td>New RC Appl (RNA02)</td>
<td>15</td>
</tr>
<tr>
<td>2.2</td>
<td>Modification [M]</td>
<td>26</td>
</tr>
<tr>
<td>2.2.1</td>
<td>RC Mod Appl (RMA01)</td>
<td>26</td>
</tr>
<tr>
<td>2.3</td>
<td>Ration Cards Re-Modification</td>
<td>32</td>
</tr>
<tr>
<td>2.3.1</td>
<td>Approved RC Mod Req [RMA38]</td>
<td>32</td>
</tr>
<tr>
<td>2.4</td>
<td>Transfer/ Suspension/ Surrender/ Deletion [X]</td>
<td>39</td>
</tr>
<tr>
<td>2.4.1</td>
<td>RC TSSD(X) Appl SRC (RXA03) (Intra Taluka)</td>
<td>39</td>
</tr>
<tr>
<td>2.4.2</td>
<td>RC TSSD(X) Appl SRC (RXA03) (Inter Taluka)</td>
<td>42</td>
</tr>
<tr>
<td>2.5</td>
<td>Rc Modification Suspension</td>
<td>49</td>
</tr>
<tr>
<td>2.6</td>
<td>Rc Modification Surrender</td>
<td>52</td>
</tr>
<tr>
<td>2.7</td>
<td>Suspended RC Revoke Request</td>
<td>55</td>
</tr>
<tr>
<td>2.8</td>
<td>Rc Modification Deletion</td>
<td>59</td>
</tr>
<tr>
<td>2.9</td>
<td>Rc Modification Split</td>
<td>63</td>
</tr>
<tr>
<td>2.9.1</td>
<td>RC Modification Split (Intra Taluka)</td>
<td>63</td>
</tr>
<tr>
<td>2.9.2</td>
<td>RC Modification Split (Inter Taluka)</td>
<td>68</td>
</tr>
<tr>
<td>2.10</td>
<td>UID Bulk Authentication</td>
<td>76</td>
</tr>
<tr>
<td>3</td>
<td>Fair Price Shop</td>
<td>78</td>
</tr>
<tr>
<td>3.1</td>
<td>New Fair Price Shop request</td>
<td>78</td>
</tr>
<tr>
<td>3.2</td>
<td>Fair Price Shop Modification</td>
<td>88</td>
</tr>
<tr>
<td>4</td>
<td>Depot/Godown</td>
<td>96</td>
</tr>
<tr>
<td>4.1</td>
<td>New Depot request</td>
<td>96</td>
</tr>
<tr>
<td>5</td>
<td>Bulk Transfer</td>
<td>102</td>
</tr>
<tr>
<td>5.1</td>
<td>Intra Taluka RCs Bulk Transfer</td>
<td>102</td>
</tr>
<tr>
<td>5.2</td>
<td>Inter Taluka FPS &amp; RCs Bulk Transfer</td>
<td>110</td>
</tr>
<tr>
<td>5.3</td>
<td>Inter DFSO FPS &amp; RC Bulk Transfer</td>
<td>119</td>
</tr>
</tbody>
</table>
### Public Login

- Public Registration for RC and FPS ............................................. 127
- RC Transfer (Intra) ........................................................................ 148
- RC Transfer (Inter) ......................................................................... 151
- RC Modification Split (Intra Taluka) ................................................. 158
- RC Modification Split (Inter Taluka) ................................................ 163
- RC Surrender ................................................................................ 171
- New FPS Request ........................................................................... 174
- FPS License Renewal ....................................................................... 183

### Master's

- Bank Master .................................................................................... 188
- DFSO Master .................................................................................. 190
- AFSO Master .................................................................................. 191
- Inspector Master ............................................................................... 192
- DEO/CSC Master ............................................................................. 194
- District Master .................................................................................. 197
- Tehsil Master ................................................................................... 197
- Village Master .................................................................................. 198
- Inspector FPS Mapping .................................................................... 200
- FPS- Depot Mapping ......................................................................... 202

### Reports

- DFSO Scheme-wise UID Count [PP] .................................................. 204
- DFSO-wise RCCount [PP] ................................................................. 205
- DFSO wise Scheme-wise Ration Card Aadhaar Authentication [PP] .... 206
- DFSO Wise Unit wise RCCount (Rural/Urban) [PP] ......................... 207
- DFSO Wise Unit Wise RCCount(Scheme wise)[PP] ......................... 209
- District wise Valid Mobile Number count in Ration cards .................. 210
- District- wise RC Status [PP] ............................................................. 210
- FPS Details with RC count ................................................................. 211
8.9  FPS-FPS RC & Member Details ................................................................. 212
8.10 FPS-Wise RC Count (Scheme wise) .......................................................... 213
8.11 My Ration card ......................................................................................... 214
8.12 TFSO Wise Unit wise RC Count(Scheme wise) ........................................... 215
8.13 TFSO Wise Unit wise RC Count (Status wise) .......................................... 217
8.14 6 PM Report ............................................................................................. 218
8.15 User Login Report ................................................................................... 219

9  Status Abbreviations Description ................................................................. 220
10  Glossary ..................................................................................................... 221
11  Form Name/Number and Description .......................................................... 223
12  Flow Chart and Description ....................................................................... 228

LIST OF FIGURES

Figure 1: RCMS Login Page ........................................................................... 14
Figure 2: New RC first page ......................................................................... 15
Figure 3: RC Member Details ...................................................................... 16
Figure 4: Edit RC Member Details ............................................................... 17
Figure 5: Delete RC Member ..................................................................... 17
Figure 6: Undelete RC Member ................................................................. 17
Figure 7: Card Type Selection .................................................................... 18
Figure 8: RC Address Details .................................................................... 18
Figure 9: Add Gas & Kerosene Oil Details .................................................. 18
Figure 10: Upload document ...................................................................... 19
Figure 11: NFSA Criteria Selection .............................................................. 19
Figure 12: Submit application ...................................................................... 19
Figure 13: Confirmation message ............................................................... 20
Figure 14: RC status wise data on Dashboard ............................................. 20
Figure 15: View the Details of the selected Record ....................................... 21
Figure 16: Details of the selected RC ........................................................... 21
Figure 17: Action Taken by Inspector ......................................................... 22
Figure 18: Inspector can change the Crad Type ......................................... 22
Figure 19: Verification/Re-correction by Inspector ...................................... 23
Figure 20: Alert Message on saving the DATA ............................................ 23
Figure 21: RC Status wise filtered data ....................................................... 24
Figure 22: RC Mapping to FPS ................................................................. 25
Figure 23: Action Taken by TFSO ............................................................... 25
Figure 24: RC no get generated on submittion ........................................... 25
Figure 25: RC Status wise filtered data................................................................. 26
Figure 26: Enter RC/Application no. ................................................................. 27
Figure 27: Add member details ........................................................................ 27
Figure 28: Enter Member details ...................................................................... 28
Figure 29: Select Card Type................................................................................ 28
Figure 30: Enter Address Details ...................................................................... 29
Figure 31: Choose Gas & Kerosene Oil Details.................................................. 29
Figure 32: RC submit for verification & approval ............................................. 30
Figure 33: Deletion Confirmation ...................................................................... 30
Figure 34: V & A Dashboard .............................................................................. 30
Figure 35: Action Taken by Inspector .............................................................. 31
Figure 36: Submitted .......................................................................................... 31
Figure 37: View on Dashboard.......................................................................... 31
Figure 38: DEO Request for Re-modification.................................................... 33
Figure 39: Auto select pending sections ............................................................ 34
Figure 40: Action taken by Inspector ............................................................... 35
Figure 41: Approved RC modification Dashboard .......................................... 36
Figure 42: Update Sections .............................................................................. 36
Figure 43: Send for Verification ...................................................................... 36
Figure 44: Action Taken by Inspector .............................................................. 37
Figure 45: Action Taken by TFSO .................................................................... 38
Figure 46: Select Transfer page ....................................................................... 39
Figure 47: Select Intra Taluka .......................................................................... 40
Figure 48: Reference no. generated ................................................................. 40
Figure 49: Action Taken by Inspector .............................................................. 40
Figure 50: Verified by Inspector ...................................................................... 41
Figure 51: Action Taken by AFSO .................................................................... 41
Figure 52: Approved by AFSO ......................................................................... 42
Figure 53: Transfer Selection ........................................................................... 43
Figure 54: Inter Taluka selection ...................................................................... 43
Figure 55: Reference No. Generated ................................................................. 43
Figure 56: Action Taken by Inspector ............................................................... 44
Figure 57: Verify by Inspector .......................................................................... 44
Figure 58: Action taken by AFSO .................................................................... 45
Figure 59: Approve by AFSO .......................................................................... 45
Figure 60: Search on destination level .............................................................. 46
Figure 61: Submit by DEO ............................................................................ 46
Figure 62: Action taken by Inspector ............................................................... 47
Figure 63: Verify by Inspector .......................................................................... 47
Figure 64: Action taken by AFSO .................................................................... 48
Figure 65: Approve by AFSO .......................................................................... 48
Figure 66: Suspension selection & Submission .............................................. 49
Figure 67: Reference no. Generated ................................................................. 49
Figure 68: Action Taken by Inspector ............................................................... 50
Figure 69: Verify by Inspector .......................................................................... 50
Figure 70: Action Taken by AFSO .................................................................... 51
Figure 71: Approve by AFSO .......................................................................... 51
Figure 72: DEO Surrender page ...................................................................... 52
Figure 73: Generated Reference no. ............................................................... 52
Figure 74: Inspector Verification ...................................................................... 53
Figure 75: Verified by Inspector ...................................................................... 53
Figure 76: AFSO Approval ............................................................................. 54
Figure 77: Approved by AFSO ................................................................. 54
Figure 78: Suspension Revoke page ....................................................... 55
Figure 79: Submitted by DEO ................................................................. 56
Figure 80: Action Taken by AFSO ............................................................ 56
Figure 81: Verify by Inspector ............................................................... 57
Figure 82: Action Taken by AFSO ............................................................ 57
Figure 83: Approve by AFSO ................................................................. 58
Figure 84: Deletion selection ................................................................. 59
Figure 85: Reference no. Generated ......................................................... 59
Figure 86: Action taken by Inspector ..................................................... 60
Figure 87: Verify by Inspector ............................................................... 60
Figure 88: Action Taken by AFSO ............................................................ 61
Figure 89: Approve by AFSO ................................................................. 61
Figure 90: View/Download Certificate ..................................................... 61
Figure 91: Printed Certificate ............................................................... 62
Figure 92: Intra Taluka Split selection .................................................... 63
Figure 93: HoF selection ...................................................................... 64
Figure 94: Destination Location selection ............................................. 64
Figure 95: Enter destination address ..................................................... 64
Figure 96: Gas & Kerosene selection ..................................................... 64
Figure 97: Upload Address Proof ........................................................ 65
Figure 98: Upload document ............................................................... 65
Figure 99: Reference no. Generated ..................................................... 65
Figure 100: Action Taken by Inspector .................................................. 66
Figure 101: Verify by Inspector ............................................................ 66
Figure 102: Action Taken by AFSO ....................................................... 67
Figure 103: Approve by AFSO ............................................................. 67
Figure 104: Inter Taluka Split Selection ................................................. 68
Figure 105: HoF Selection ................................................................. 68
Figure 106: Location selection ............................................................ 69
Figure 107: Enter Address Details ....................................................... 69
Figure 108: Gas & Kerosene oil details selection ................................. 69
Figure 109: Upload Address document ................................................ 70
Figure 110: Upload Document ............................................................. 70
Figure 111: Reference no. generated .................................................... 70
Figure 112: Action taken by Inspector .................................................. 71
Figure 113: Verify by Inspector ............................................................ 71
Figure 114: Action Taken by AFSO ....................................................... 72
Figure 115: Approve by AFSO ............................................................. 72
Figure 116: Action taken by DEO at Destination ................................. 72
Figure 117: Submitted by DEO ........................................................... 73
Figure 118: Action taken by Inspector .................................................. 73
Figure 119: Verify by Inspector ............................................................ 74
Figure 120: Action taken by AFSO ....................................................... 74
Figure 121: Approve by AFSO ............................................................. 75
Figure 122: Newly Generated Ration card ......................................... 75
Figure 123: View/Download Certificate .............................................. 75
Figure 124: UID Bulk Authentication .................................................. 76
Figure 125: UID Bulk Authentication Status ..................................... 77
Figure 126: Pending FPS list .............................................................. 78
Figure 127: FPS Details ................................................................. 79
Figure 128: FPS Owner Details .......................................................... 80
Figure 233: User registered successfully

Figure 234: Login Page

Figure 235: Add new Member

Figure 236: Change Card Type

Figure 237: update Address Details

Figure 238: Update Gas & Kerosene Details

Figure 239: FPS Details

Figure 240: Update Nominee details

Figure 241: Submitted for Verification and Approval

Figure 242: Inspector V & A Dashboard

Figure 243: Inspector takes action

Figure 244: successfully Submitted

Figure 245: For No Ration Card

Figure 246: Verified user via OTP

Figure 247: Submit Login Details

Figure 248: Login registered User

Figure 249: Login via Username

Figure 250: New RC Request form

Figure 251: Saved RC Details

Figure 252: Edit/Delete member’s details

Figure 253: Select Card Type

Figure 254: Save Address Details

Figure 255: Select Gas & Kerosene Details

Figure 256: Attached Enclosures

Figure 257: Select NFSA Criteria

Figure 258: Save/Submit Application Details

Figure 259: Confirmation message

Figure 260: Inspector Dashboard

Figure 261: Inspector View RC Details

Figure 262: View RC Details

Figure 263: Action Details

Figure 264: Recommended Card Type

Figure 265: Verified by Inspector

Figure 266: Submitted Successfully

Figure 267: TFSO Dashboard

Figure 268: FPS Mapping

Figure 269: Approved by TFSO

Figure 270: RC no. generated

Figure 271: View Approved RC on Dashboard

Figure 272: Select Transfer page

Figure 273: Select Intra Taluka

Figure 274: Reference no. generated

Figure 275: Action Taken by Inspector

Figure 276: Verified by Inspector

Figure 277: Action Taken by AFSO

Figure 278: Approved by AFSO

Figure 279: Transfer Selection

Figure 280: Inter Taluka selection

Figure 281: Reference No. Generated

Figure 282: Action Taken by Inspector

Figure 283: Verify by Inspector

Figure 284: Action taken by AFSO
Figure 285: Approve by AFSO ................................................................. 154
Figure 286: Search on destination level .................................................. 154
Figure 287: Submit by DEO ................................................................. 155
Figure 288: Action taken by Inspector ................................................... 155
Figure 289: Verify by Inspector ............................................................ 156
Figure 290: Action taken by AFSO ....................................................... 156
Figure 291: Approve by AFSO ............................................................. 157
Figure 292: Intra Taluka Split selection .................................................. 158
Figure 293: HoF selection ................................................................. 158
Figure 294: Destination Location selection .............................................. 159
Figure 295: Enter destination address .................................................... 159
Figure 296: Gas & Kerosene selection .................................................... 159
Figure 297: Upload Address Proof ....................................................... 160
Figure 298: Upload document ............................................................ 160
Figure 299: Reference no. Generated .................................................... 160
Figure 300: Action Taken by Inspector .................................................. 161
Figure 301: Verify by Inspector ............................................................ 161
Figure 302: Action Taken by AFSO ....................................................... 162
Figure 303: Approve by AFSO ............................................................. 162
Figure 304: Inter Taluka Split Selection .................................................. 163
Figure 305: HoF Selection ................................................................. 163
Figure 306: Location selection ............................................................. 164
Figure 307: Enter Address Details ....................................................... 164
Figure 308: Gas & Kerosene oil details selection .................................... 164
Figure 309: Upload Address document ................................................ 165
Figure 310: Upload Document ............................................................ 165
Figure 311: Reference no. generated ..................................................... 165
Figure 312: Action taken by Inspector .................................................. 166
Figure 313: Verify by Inspector ............................................................ 166
Figure 314: Action Taken by AFSO ....................................................... 167
Figure 315: Approve by AFSO ............................................................. 167
Figure 316: Action taken by DEO at Destination ..................................... 167
Figure 317: Submitted by DEO ............................................................ 168
Figure 318: Action taken by Inspector .................................................. 168
Figure 319: Verify by Inspector ............................................................ 169
Figure 320: Action taken by AFSO ....................................................... 169
Figure 321: Approve by AFSO ............................................................. 170
Figure 322: Newly Generated Ration card ............................................ 170
Figure 323: View/Download Certificate ............................................... 170
Figure 324: Public User Surrender page ............................................... 171
Figure 325: Generated Reference no ..................................................... 171
Figure 326: Inspector Verification ........................................................ 172
Figure 327: Verified by Inspector ........................................................ 172
Figure 328: AFSO Approval ............................................................... 172
Figure 329: Approved by AFSO ........................................................... 173
Figure 330: Create New FPS .............................................................. 174
Figure 331: FPS Details .................................................................... 175
Figure 332: FPS Owner Details ............................................................ 176
Figure 333: FPS Address Details .......................................................... 176
Figure 334: FPS Bank Details .............................................................. 176
Figure 335: FPS Coordinates Details .................................................... 177
Figure 336: FPS Operator Details ....................................................... 177
Figure 337: Attachment Enclosures ................................................................................. 178
Figure 338: Verification & Approval Confirmation ................................................................. 178
Figure 339: Inspector Dashboard ......................................................................................... 179
Figure 340: Verifying the Application .................................................................................... 179
Figure 341: DFSO Dashboard ............................................................................................... 180
Figure 342: Forward The Application ................................................................................. 181
Figure 343: DFSO Dashboard ............................................................................................... 181
Figure 344: Approved the Application .................................................................................. 182
Figure 345: FPS Creation ...................................................................................................... 183
Figure 346: FPS Dashboard .................................................................................................. 183
Figure 347: Approved FPS ................................................................................................... 183
Figure 348: FPS Details ....................................................................................................... 184
Figure 349: Submit confirmation ............................................................................................ 185
Figure 350: Inspector Dashboard ......................................................................................... 185
Figure 351: Verify/Re-correction .......................................................................................... 185
Figure 352: DFSO Dashboard ............................................................................................... 186
Figure 353: Approve/Re-correction ...................................................................................... 186
Figure 354: FPS Approved ................................................................................................... 187
Figure 355: Dashboard ........................................................................................................ 187
Figure 356: Bank Master Grid .............................................................................................. 187
Figure 357: New/Edit Bank ................................................................................................. 188
Figure 358: Bank Branch Grid .............................................................................................. 189
Figure 359: New/Edit Bank Branch ..................................................................................... 189
Figure 360: DFSO Master Grid ............................................................................................ 190
Figure 361: New/Edit DFSO ............................................................................................... 191
Figure 362: AFSo Master Grid ............................................................................................ 192
Figure 363: New/Edit AFSo Master ...................................................................................... 192
Figure 364: Inspector Master Grid ....................................................................................... 193
Figure 365: New/Edit Inspector Master .............................................................................. 194
Figure 366: DEO/CSC Grid .................................................................................................. 195
Figure 367: New/Edit DEO Master ...................................................................................... 195
Figure 368: New/Edit CSC Master ...................................................................................... 196
Figure 369: District Master Grid .......................................................................................... 197
Figure 370: Tehsil Master Grid ............................................................................................ 198
Figure 371: Village Master Grid .......................................................................................... 199
Figure 372: Enter Village Master Details ............................................................................. 199
Figure 373: Edit Village details ............................................................................................ 200
Figure 374: Inspector FPS Mapping grid ............................................................................. 201
Figure 375: Approved/Reject the mapping Request .............................................................. 202
Figure 376: Inspector FPS mapping view Dashboard ............................................................ 202
Figure 377: Add FPS Depot mapping ................................................................................. 203
Figure 378: Added FPS Depot Mapping ............................................................................. 203
Figure 379: Saved FPS Depot Mapping List ....................................................................... 204
Figure 380: DFSO Scheme-wise UID Count [PP] ................................................................. 205
Figure 381: DFSO wise RCCount [PP] ................................................................................ 206
Figure 382: DFSO Wise Scheme-wise Ration Card Aadhaar Authentication [PP] ............... 207
Figure 383: DFSO Wise Unit wise RCCount [Rural/Urban] [PP] ......................................... 209
Figure 384: DFSO Wise Unit Wise RCCount(Scheme Wise) [PP] ........................................... 210
Figure 385: District Wise Valid Mobile Number count in Ration Cards .............................. 210
Figure 386: District-Wise-RC Status [PP] ........................................................................... 211
Figure 387: FPS Detail With RC Count ................................................................................ 212
Figure 388: FPS-wise RC & Member Details ...................................................................... 213
Figure 389: FPS-Wise RC Status (Scheme Wise) ................................................................. 214
Figure 390: My Ration Card .................................................................................................. 215
Figure 391: TFSO Wise Unit Wise RC Count(Scheme Wise) ................................................. 216
Figure 392: TFSO Wise Unit Wise RC Count(Status Wise) .................................................. 217
Figure 393: 6 PM Report....................................................................................................... 218
Figure 394: User Login Report.............................................................................................. 219
1  INTRODUCTION

The primary policy objective of the Department of Food & Public Distribution is to ensure food security for the country through timely and efficient procurement and distribution of food grains. This involves procurement of various food grains under various schemes like PHH, AAY etc. for building up and maintenance of food stocks, their storage, movement and delivery to the distributing agencies and monitoring of production, stock and price levels of food grains.

RCMS is a functionality working in co-ordination with FEAST, which is helpful in data correction facility related to FPS, Ration Cards, also Transferring of Ration cards of FPS(within Taluka and Inter-Taluka), Splitting of Ration card, RC Surrender and RC Revoke(of surrendered RC), RC Suspension and RC Deletion. Depot management functionality provides the feature of creating the new Depot and also the management of a Depot. For Inter Taluka, FPS itself is getting transferred along with RC’s between two talukas.

FEAST application takes care of the complete supply chain cycle of PDS starting from capturing of the Closing Balance of the FPS, defining the Allocation policy for the State, Generation of allocation order, to payment by FCI, payment by FPS dealer, generation of Release order, Truck Challan to capturing the information pertaining to the receipt of goods by FPS dealer. FEAST is a module which collects and integrates the Data from SIMS, ERCMS, e-pds.

RCMS is a work-flow based functionality with Director at the Top and DEO(Data Entry Operator) at the Basic level of data entry for ration card and FPS. The intermediaries include Inspector, TSO/ADSO Office, DFSO.

1.1  SALIENT FEATURES OF RCMS APPLICATION

➢ Ration Card Modification
➢ New Ration Card Request
➢ Fair Price Shop Modification
➢ New Fair Price Shop Request
➢ New Depot Request
➢ Intra Taluka Ration Card’s Bulk Transfer
➢ Inter Taluka Fair Price Shop & Ration Card’s Bulk Transfer
➢ Inter DFSO Fair Price Shop & Ration Card’s Bulk Transfer
1.2 STEPS OF LOGIN INTO THE APPLICATION

Step 1: Enter the URL pertaining to RCMS application provided by the concerned authority (e.g. http://164.100.128.64/epds1.1/) in the address bar of web browser.

Step 2: Click on Login Icon or Office Login for navigating to the Login page.

Step 3: Enter Username and Password.

Step 4: Click on Sign In Button to login into the Application.

Step 5: Enter the OTP received on the mobile number attached with Aadhaar card.

Step 6: For verification of the OTP, click on “Verify OTP” button.

Step 7: If user wants to Re-generate the OTP, click on “Re-Generate OTP” button.

Note:- System can allow the user to ‘Re-generate’ the OTP, only one time by clicking on “Re-Generate OTP” button.
2  RATION CARD [R]

2.1  NEW [N]

2.1.1  NEW RC APPL (RNA02)

New Application Form (Login Type : ‘DEO’)

About the page:

This application facilitates the user to apply the ration card online. User can apply for the new ration card by using “New [N] >> New RC Appl (RNA02)”. This form captures the personal details of the member along with UIDAI, bank details, mobile number, permanent address etc.

Step 1: Click on “Ration Card >> New [N] >> New RC Appl (RNA02)” from left panel. Now User is at New RC Appl (RNA02).

Step 2: Now select Village of Applicant.

Step 3: Under Ration Card and Member Personal details section click on Add Member button.

Step 4: New window will get open where user has to enter the details of the member (1st member would be HOF and user cannot delete the HOF member) and after entering the details user has to click on ‘Save’ button by clicking on Save button.

Step 5: Details of the user will get saved and 12-digit application number will get generated. If user clicks on ‘cancel’ button, then the filled details will not get
saved and user will be navigated to the main window. User can add 1 or more than one member by just clicking on 'Add Member' button.
Step 6: Besides adding new member application has the provision of editing the details of the saved members, delete the member or can choosing the HONFSA (HONFSA member cannot be deleted). Provided that the application is not submitted for verification to inspector.

Step 7: Now click on "Card Type" section and then select scheme type from the 'Card Type' drop-down.
Step 8:  Move to another section i.e., "Address Details" now enter Present Address details and then enter the permanent Address, if permanent address is same as present address then check the '(if present address and permanent address are same)' check-box.

Step 9:  Now click on "Gas & Kerosene Oil Details" section and then select gas connection status and etc.
**Step 10:** Under "Attached Enclosure" section select the enclosure type and upload the document. If user doesn't want to upload the document application then the system has the provision for physical document checking as well.

![Figure 10: Upload Document](image)

**Step 11:** Under "NFSA Criteria" section select the category from the drop-down list and then upload the document if available, otherwise check the 'check for physical saved documents' check-box.

![Figure 11: NFSA Criteria Selection](image)

**Step 12:** User can enter the remarks if any.

![Figure 12: Submit Application](image)

**Step 13:** Now click on 'Submit Ration Card for Verification and Approval' button, by doing so all the details which are entered will get saved and the status of the application would be 'Modified and Submitted for Verification and Approval for New Application' and then this application will be forwarded to the concerned Inspector for verification.
Step 14: Now login via Inspector user.

Step 15: In Verify Dashboard for New RC Application based on filtered records, data will get populated in grid and here user can see the details of the applicant by clicking on view link that is associated with every application id. Inspector can perform either of the following activity on application number:

1. Verification
2. Re-correction

Step 16: Click on "Ration Card >> New RC Verif Dash (RND04)” from left panel.

Step 17: Select the values from the parameters and click on 'Search' button.

Step 18: All the related data will get displayed.

Step 19: There is a view link corresponding to every application id. User can see all the details of that application by clicking on 'view' link.
Step 20: By clicking on ‘view’ link, new window will get open where all the details related to the application id will be shown.

Step 21: Following action can be taken against this application:

1. Verification:
   If inspector verifies the application, then the application status would get changed to ‘ Verified for New Application’ and forwarded to the concerned TFSO for further process.

2. Re-correction:
   If inspector doesn't find the filled information valid then (s)he can send the application for re-correction. Application status would get changed into ‘ Under Re-correction for New Application’ and then DEO again has to raise the request for verification.
FIGURE 17: ACTION TAKEN BY INSPECTOR

**Step 22:** Under “Action Taken by” section, Inspector can change the Card Type from the ‘Recommended Card Type’ drop-down.

FIGURE 18: INSPECTOR CAN CHANGE THE CARD TYPE

**Step 23:** If Inspector verifies the application, then the application status would get changed into ‘Verified for New Application’ and forwarded to the concerned TFSO for further process.
Step 24: Now login via TFSO user.

Step 25: In TFSO RC New Dashboard based on filtered records, data will get populated in grid and here user can see the details of the applicant by clicking on view link that has associated with every application id.

TFSO can perform either of the following activity on application number:

1. **Approve**
2. **Re-correction**
3. **Rejection**
Step 26: By clicking on ‘view’ link, new window will get displayed where all the details of the application id will be shown.

Step 27: Following action can be taken against this application:

1. **Approve:**
   - If TFSO Approves the application, then the application status would get changed into ‘**Verified and Approved**’ and 12-digit Ration Card number will get generated.

2. **Re-correction:**
   - If TFSO doesn't find the filled information valid then (s)he can send the application for re-correction. Application status would get changed into ‘**Under Re-correction for New Application**’ and then DEO again has to raise the request for verification.

3. **Rejection:**
   - If TFSO doesn't find the filled information valid then (s)he can reject the application, then the status of the application would be ‘**Rejected**’, and user has to re-apply for the same.

Step 28: Under “Action Taken by” section TFSO will select either of the scheme (filled by DEO/Inspector) from the ‘**Recommended Card Type**’ drop-down, select the FPS and Action to be performed (Approve/Re-Correction/Rejection).
**FIGURE 22: RC MAPPING TO FPS**

**FIGURE 23: ACTION TAKEN BY TFSO**

**Step 29:** If TFSO approves the application, then the application status of RC would get changed into ‘**Verified and Approved**’ and also 12-digit Ration Card number will get generated.

**FIGURE 24: RC NO GET GENERATED ON SUBMITTION**
Step 30: User can see the details of the Ration Card which are approved by TFSO from the TFSO RC New Dashboard by selecting the value from the parameters and then click on ‘Search’ button.

![RC Status Wise Filtered Data](image)

**FIGURE 25: RC STATUS WISE FILTERED DATA**

### 2.2 MODIFICATION [M]

#### 2.2.1 RC MOD APPL (RMA01)

---

**RC Modification Form** (Login Type: ‘DEO’)

*About the page:*

This page facilitates the user to Modify the ration card online. User can modify the ration card details by using ‘Modification [M] >> RC Mod Appl (RMA01)’. This form allows user to change the personal details of the member along with UIDAI, bank details, mobile number, permanent address, card details etc.

**Step 1:** Click on “Ration Card >> Modification [M] >> RC Mod Appl (RMA01)” from left panel. User is on RC Mod Appl (RMA01).

**Step 2:** Now enter “Enter Ration Card Number” or ‘Old Ration card Number’.

**Step 3:** If user entered “Old Ration Card Number”, users have the provision to select
the FPS name from the list.

![Ration Card Management System (RCMS) –User Manual (Draft)](image)

**FIGURE 26: ENTER RC/APPLICAITON NO.**

**Step 4:** Users have a provision to add new member by clicking on “Add Member” or Edit the member details by clicking on ‘Edit’ link.

**Step 5:** Users have a provision to ‘Delete’ or “Undelete” the members.

**Step 6:** User also set the “NFSA Head” from the radio button (user cannot delete the HOF member).

![Ration Card and Member Personal details](image)

**FIGURE 27: ADD MEMBER DETAILS**

**Step 7:** New window will get open where user has to enter the details of the member.

**Step 8:** Under the “Personal & Professional details”, enter the Member name.

**Step 9:** Select the “Gender”, “Relationship with head” from the drop-down list.

**Step 10:** Enter the “Age (in Years)” or “Date of Birth” in the format (dd/mm/yyyy).

**Step 11:** Enter the valid “Mobile no.” and “UID no.” (if any).

**Step 12:** Under the “Occupation details”, select the “Occupation” from the drop-down and enter the “Total Annual Income(in Rs)”.  
**Step 13:** Enter the valid bank details(if any).

**Step 14:** Enter the Remarks in the remarks field.

**Step 15:** After confirmation, click on “Update” button.
Step 16: On clicking on “Update” button UID No. is authenticated with member name and gender.

![Ration Card Member Personal Details](image)

**Figure 28: Enter Member Details**

Step 17: Under the section “Card Type Details”, users have a provision to raise the Card Type modification request.

![Card Type Details](image)

**Figure 29: Select Card Type**

Step 18: User has a provision to modify the Address Details under the section “Address Details”.

Step 19: Enter “House no./House Name” and “Landmark/Locality Colony” from the Present Residence Address section.

Step 20: If Permanent Residence Address and other Details are same as Present Residence Address then user has a provision to select the checkbox (if present address and permanent address are same).

Step 21: Either Update the Address Details by clicking on “Update Address”.

---

Ration Card Management System (RCMS) – User Manual (Draft)
FIGURE 30: ENTER ADDRESS DETAILS

Step 22: Under the section “Gas & Kerosene Oil Details”, select “Gas Connection Status” (if any) otherwise ‘No connection’.

Step 23: Enter the “Gas Consumer Number” (if any).

Step 24: Select the “Gas Consumer Name EN” from the drop-down list.

Step 25: Select the “Gas Agency Name” from the drop-down list (if any).

Step 26: Select the “Gas Consumer Name EN” from the drop-down list.

FIGURE 31: CHOOSE GAS & KEROSENE OIL DETAILS

Step 27: Under the section “FPS Details’ users have a provision to change the “FPS Name for food grains” from the drop-down list.

Step 28: Click on “FPS Update” button.

Step 29: Enter the Remarks in the remark field.

Step 30: After confirmation, click on 'Submit Ration Card for Verification and Approval’ button, by doing so all the details which was entered will get saved and the status of the application would be ‘Modified and Submitted for Verification and Approval [M]’ and then this application will be forwarded to the concerned Inspector for verification.

Step 31: Confirmation pop-up message is getting displayed. Click on “Ok” button to proceed.
FIGURE 32: RC SUBMIT FOR VERIFICATION & APPROVAL

Step 32: Else click on 'Submit Ration Card for Deletion' button.

Step 33: Confirmation pop-up message is getting displayed. Click on "OK" button to proceed.

Step 34: Else click on “Cancel” button.

FIGURE 33: DELETION CONFIRMATION

Step 35: Now login via Inspector user.

Step 36: Click on Ration Card [R] >> Modification [M] >> RC V & A Dash (RMD02) from the left panel.

Step 37: In Modification Dashboard based on filtered records, data will get populated in grid and here user can see the details by clicking on view link that has associated with every Ration card number.
Inspector can perform either of the following activity on FPS ID:
1. Approve
2. Re-correction

FIGURE 34: V & A DASHBOARD

Step 38: Select the values from the parameters and click on ‘Search’ button.

Step 39: All the related data will be displayed.

Step 40: There is a view link corresponding to every Ration card number. User can see
all the details of that application by clicking on 'view' link.

**Step 41:** If user wants to approve the Ration card modification request, click on “Approve” radio button.

**Step 42:** If Inspector Officer approves the ration card modification request, then the status would get changed into 'Verified and Approved [A]'.

**Step 43:** Confirmation pop-up message is getting displayed. Click on “OK” to proceed.

**Step 44:** Else click on “Cancel” button.

**Step 45:** Similarly, If user wants to Re-correct the Ration card modification request, click on “Re-correction” radio button.

**Step 46:** DEO/Inspector Officer has a provision to check the Status of the request from their dashboard.

**Step 47:** Select the “FPS Name”, “Ration Card Status” and “Scheme Name” from the drop-down list.

**Step 48:** Also select “Request Duration” from the drop-down list.
2.3 RATION CARDS RE-MODIFICATION

2.3.1 APPROVED RC MOD REQ [RMA38]

RC Re-modification (Login Type: ‘DEO Login’)

---

National Informatics Centre
About the page:
This feature allows the user to re-modify the approved Ration Card.

Step 1: Click on “Ration Card [R] >> RC Re-modification [RM]>> Approved RC Mod Req[RMA38]” from left panel.

Step 2: Select the FPS(list get populated which have approved RC’s) from the drop down list.

Step 3: Click on Search button.

Step 4: Respective Ration card List with status details is appeared.

Step 5: Allow the user to re-modify the approved Ration Card, if the ration card locked/unlocked status is “Unlocked” i.e. {U}.

Step 6: Select the sections by check 'checkbox', which you want to re-modify.

Step 7: After confirmation click on “Submit Request” button.

Step 8: Successfully sent the request to the respective Inspector.

FIGURE 38: DEO REQUEST FOR RE-MODIFICATION

Request for Section updation of RCs has been sent successfully to the Inspector (10021)
Step 9: Click on ‘OK’ button.

Step 10: Pending sections will be automatically checked.

Step 11: User can see the checked section list in the “Select” caption.

Step 12: Login Via Inspector


Step 14: Select Fair Price Shop” from the drop-down list and click on “Search” button, data will get populated in grid and here user can see the details by clicking on view link that has associated with every Ration Card number.

Inspector Officer can perform either of the following action:

1. Approve
2. Reject
Step 15: If Inspector Officer ‘Approved’ the request then DEO user is able to re-modify the Ration Card.

Step 16: Else Inspector Officer ‘Reject’ the request then DEO user again sends the request for re-modification.

Step 17: After taking action, click on “Submit” button.

Step 18: Inspector has approved/Rejected the request..

As per your selection necessary action(s) for RC Section Updation has been submitted successfully


Step 20: Select Fair Price Shop” from the drop-down list and click on “Search” button, Ration card list approved by Inspector will get populated in grid and here user can see the details by clicking on view link and also modify the Ration Card by clicking on “View & Modify link”.

Note: User can modify those sections which are appeared in 'Section List'.
Step 21: User can modify the details of those sections which are appeared in 'Section List'.

Step 22: After confirmation, click on 'Submit Ration Card for Verification and Approval' button, by doing so all the details which was entered will get saved and the status of the application would be 'Modified and Submitted for Verification and Approval [M]' and then this application will be forwarded to the concerned Inspector for verification.

Step 23: Confirmation pop-up message is getting displayed. Click on “Ok” button to proceed.

Step 24: Now login via Inspector user.

Step 25: Click on Ration Card [R] >> Modification [M] >> RC V & A Dash (RMD02) from the left panel.
**Step 26:** In Modification Dashboard based on filtered records, data will get populated in grid and here user can see the details by clicking on view link that has associated with every Ration card number. Inspector can perform either of the following activity on FPS ID:

3. **Approve**
4. **Re-correction**

![FIGURE 44: ACTION TAKEN BY INSPECTOR]

**Step 27:** Select the values from the parameters and click on 'Search' button.

**Step 28:** All the related data will be displayed.

**Step 29:** There is a view link corresponding to every Ration card number. User can see all the details of that application by clicking on 'view' link.

**Step 30:** If user wants to approve the Ration card modification request, click on “Approve” radio button.

**Step 31:** If Inspector Officer approves the ration card modification request, then the status would get changed into ‘Verify for Modification [V]’.

**Step 32:** Confirmation pop-up message is getting displayed. Click on “OK” to proceed.

**Step 33:** Else click on “Cancel” button.

**Step 34:** Similarly, If user wants to Re-correct the Ration card modification request, click on “Re-correction” radio button.

![Confirmation pop-up](image)

**Step 35:** Now login via TFSO user.

**Step 36:** Click on **Ration Card [R] >> Modification [M] >> RC V & A Dash (RMD02)** from the left panel.

**Step 37:** In Modification Dashboard based on filtered records, data will get populated in grid and here user can see the details by clicking on view link that has associated with every Ration card number. Inspector can perform either of the following
activity on FPS ID:

1. Approve
2. Re-correction

![FIGURE 45: ACTION TAKEN BY TFSO](image)

**Step 38:** Select the values from the parameters and click on 'Search' button.

**Step 39:** All the related data will be displayed.

**Step 40:** There is a view link corresponding to every Ration card number. User can see all the details of that application by clicking on 'View' link.

**Step 41:** If user wants to approve the Ration card modification request, click on “Approve” radio button.

**Step 42:** If Inspector Officer approves the ration card modification request, then the status would get changed into 'Verified & Approved [A]'.

**Step 43:** Confirmation pop-up message is getting displayed. Click on “OK” to proceed.

**Step 44:** Else click on “Cancel” button.

**Step 45:** Similarly, If user wants to Re-correct the Ration card modification request, click on “Re-correction” radio button.
2.4 TRANSFER/ SUSPENSION/ SURRENDER/ DELETION [X]

2.4.1 RC TSSD(X) APPL SRC (RXA03) (INTRA TALUKA)

Apply for RC Transfer (Login Type: ‘DEO’)

About the page:
This feature of the application allows user to transfer the RC from one village to another village within the same Taluka.

Step 1: Click on “TRANSFER/ SUSPENSION/ SURRENDER/ DELETION [X] >> RC TSSD(X) APPL SRC (RXA03)” from left panel. User is on “RC TSSD(X) APPL SRC (RXA03)”.

Step 2: Select the “Select Type” as Transfer.

Step 3: Select the FPS and Ration Card from the drop-down list, which ration card you want to transfer.

Step 4: Users have a provision to view the details of the selected ration card by clicking on “View” link.

Step 5: Select the “Select Transfer Type” as ‘Intra-Taluka’.

Step 6: Enter “House no./House Name” and “Landmark/Locality/Colony”.

Step 7: Select the “Village/Town name” from the drop-down list.

Step 8: Enter “Pincode” and “Remarks”.

Step 9: Select the “Enclosure Type” from the drop-down list.

Step 10: User either upload the the document(.pdf file type only), File size should be in range 0 to 100 kb in size.

Step 11: Or user have a option to “Check for Physically save the document”.

FIGURE 46: SELECT TRANSFER PAGE
Step 12: After confirmation, click on "Submit for Transfer" button.

Step 13: The Reference no. gets generated like 'M03091700035'.

Step 14: Request goes to Inspector for verification.

Step 15: Now login via Inspector user.

Step 16: Click on "Transfer/ Suspension/ Surrender/ Deletion [X] >> RC TSSD(X) Verif Dash SRC (RXD06)" from the left panel.

Step 17: "Select Fair Price Shop" and "Select Request Type" from the drop-down list, data will get populated in grid and here user can see the details by clicking on view link that is associated with every application id.

Inspector can perform either of the following action on application no: under the "Action" button:

1. Verify
2. Reject

Step 18: Click on "Action" button.

Step 19: Under the section "Action Details", select the "Card Type" and "FPS Mapping"
Step 20: Enter the Remarks in the remarks field.

Step 21: After confirmation, click on “Verify” button.

Step 22: Request goes to AFSO officer for Approval.

Step 23: Now login via AFSO Officer User.

Step 24: Click on “Transfer/ Suspension/ Surrender/ Deletion [X] >> RC TSSD(X) Aprvl Dash SRC (RXD07)” from the left panel.

Step 25: “Select Fair Price Shop” and “Select Request Type” from the drop-down list, data will get populated in grid and here user can see the details by clicking on view link that has associated with every application id.

AFSO Officer can perform either of the following action on application no under the “Action” button:

1. Approve
2. Reject

Step 26: Click on “Action” button.

Step 27: Under the section “Action Details”, select the “Card Type” and “FPS Mapping” from the drop-down list.

Step 28: Enter the Remarks in the remarks field.

Step 29: After confirmation, click on “Approve” button.

Step 30: Confirmation message “Successfully approved”.
About the page:
This feature of the application allows user to transfer the RC from one Taluka to another Taluka.
Step 1: Click on “TRANSFER/ SUSPENSION/ SURRENDER/ DELETION [X] >> RC TSSD(X) Appl SRC (RXA03)” from left panel.

Step 2: Select the “Select Type” as Transfer.

Step 3: Select the FPS and Ration Card from the drop-down list, which ration card you want to transfer.

Step 4: Users have a provision to view the details of the selected ration card by clicking on “View” link.

Step 5: Select the “Select Transfer Type” as ‘Inter-Taluka’.

Step 6: Enter “House no./House Name” and “Landmark/Locality/Colony”.

Step 7: Select the “District” and “Taluka/Tehsil/Sub-District” from the drop-down list.

Step 8: Select the “Village/Town name” from the drop-down list.

Step 9: Enter “Pincode” and “Remarks”.

Step 10: Select the “Enclosure Type” from the drop-down list.

Step 11: User either upload the the document(.pdf file type only), File size should be in range 0 to 100 kb in size.

Step 12: Or user have a option to “Check for Physically save the document”.

Step 13: After confirmation, click on “Submit for Transfer” button.

Step 14: The Reference no. gets generated like ‘M03101700005’.

Step 15: Request goes to Inspector for verification.
Step 16: Now login via Inspector user.

Step 17: Click on “Transfer/ Suspension/ Surrender/ Deletion [X] >> RC TSSD(X) Verif Dash SRC (RXD06)” from the left panel.

Step 18: “Select Fair Price Shop” and “Select Request Type” from the drop-down list, data will get populated in grid and here user can see the details by clicking on view link that is associated with every application id.

Inspector can perform either of the following action on application no: under the “Action” button:

1. Verify
2. Reject
3. Cancel

FIGURE 56: ACTION TAKEN BY INSPECTOR

Step 19: Click on “Action” button.

Step 20: Under the section “Action Details”, select the “Card Type” from the drop-down list but it’s not mandatory.

Step 21: Enter the Remarks in the remarks field.

Step 22: After confirmation, click on “Verify” button.

Step 23: Request goes to AFSO officer for Approval.

FIGURE 57: VERIFY BY INSPECTOR

Step 24: Now login via AFSO Officer User.

Step 25: Click on “Transfer/ Suspension/ Surrender/ Deletion [X] >> RC TSSD(X) Aprvl Dash SRC (RXD07)” from the left panel.
Step 26: “Select Fair Price Shop” and “Select Request Type” from the drop-down list, data will get populated in grid and here user can see the details by clicking on view link that has associated with every application id.

AFSO Officer can perform either of the following action on application no under the “Action” button:
1. Approve
2. Reject
3. Cancel

Step 27: Click on “Action” button.

Step 28: Under the section “Action Details”, select the “Card Type” from the drop-down list but it’s not mandatory.

Step 29: Enter the Remarks in the remarks field.

Step 30: After confirmation, click on “Approve” button.

Step 31: Confirmation “Successfully approved” message is getting displayed at the Source level.

Step 32: Now Login via DEO (Destination), for further process of the Inter-Taluka Request.

Step 33: Ration Card Holder (whose RC is going to Transfer here) will give/show the Transfer Certificate (which is provided by source officer) to the Destination DEO.

Step 34: Click on “Transfer/Split(Inter Taluka) (Destination level)[Z]>>RC Transfer/Split Mod Dash DST (RDD10)” from the left panel.
Step 35: Destination DEO will enter the Reference no. (Which is mentioned in the Transfer Certificate) to do the further process.

Step 36: Click on “Action” button.

Step 37: Under the section “Action Details”, select the “Card Type” and “FPS Mapping” from the drop-down list, but it’s not mandatory.

Step 38: Enter the Remarks in the remarks field.

Step 39: After confirmation, click on “Submit” button.

Step 40: Now login via Inspector user.

Step 41: Click on “Transfer/Split(Inter Taluka) (Destination level)[Z] >> RC Transfer/Split Verif Dash DST (RDD11)” from the left panel.

Step 42: “Select Request Type” from the drop-down list, data will get populated in grid and here user can see the details by clicking on view link that has associated with every application id.

Step 43: Also user can search by entering the Reference no.

Inspector can perform either of the following action on application no: under the “Action” button:

1. Verify
2. Reject
3. Cancel
**Step 44:** Click on “Action” button.

**Step 45:** Under the section “Action Details”, select the “Card Type” and “FPS Mapping” from the drop-down list, but it’s not mandatory.

**Step 46:** Enter the Remarks in the remarks field.

**Step 47:** After confirmation, click on “Verify” button.

**Step 48:** Now login via AFSO Officer User.

**Step 49:** Click on “Transfer/Split(Inter Taluka) (Destination level)[Z] >> RC Transfer/Split Aprvl Dash DST (RDD12)” from the left panel.

**Step 50:** “Select Fair Price Shop” and “Select Request Type” from the drop-down list, data will get populated in grid and here user can see the details by clicking on view link that has associated with every application id.

AFSO Officer can perform either of the following action on application no under the “Action” button:

1. **Approve**
2. **Reject**
3. **Cancel**
FIGURE 64: ACTION TAKEN BY AFSO

**Step 51:** Click on “Action” button.

**Step 52:** Under the section “Action Details”, select the “Card Type” and “FPS Mapping” from the drop-down list, but it’s not mandatory.

**Step 53:** Enter the Remarks in the remarks field.

**Step 54:** After confirmation, click on “Approve” button.

**Step 55:** Confirmation “Successfully approved” message is getting displayed at the Destination level.

FIGURE 65: APPROVE BY AFSO
2.5 RC MODIFICATION SUSPENSION

Apply for RC Suspension (Login Type: ‘DEO’)

About the page:
This feature allows to suspend the RC due to many reasons like if the RC is duplicate, or document which was submitted is invalid etc.

Step 1: Click on “TRANSFER/ SUSPENSION/ SURRENDER/ DELETION [X] >> RC TSSD(X) Appl SRC (RXA03)” from left panel.

Step 2: Select the “Select Type” as Suspension.

Step 3: Select the FPS and Ration Card from the drop-down list, which ration card you want to suspend.

Step 4: Users have a provision to view the details of the selected ration card by clicking on “View” link.

Step 5: After confirmation, clicks on “Submit for Suspension” button.

Step 6: The Reference no. gets generated like ‘M03101700005’.

Step 7: Request goes to Inspector for verification.

Step 8: Now login via Inspector user.

Step 9: Click on “RC TSSD(X) Verif Dash SRC (RXD06)” from the left panel.

Step 10: “Select Fair Price Shop” and “Select Request Type” from the drop-down list, data will get populated in grid and here user can see the details by clicking on view link that is associated with every application no.
Inspector can perform either of the following action on application no: under the “Action” button:

1. Verify
2. Reject
3. Cancel

**FIGURE 68: ACTION TAKEN BY INSPECTOR**

**Step 11:** Click on “Action” button.

**Step 12:** Enter the Remarks in the remarks field.

**Step 13:** After confirmation, click on “Verify” button.

**Step 14:** Request goes to AFSO officer for Approval.

**FIGURE 69: VERIFY BY INSPECTOR**

**Step 15:** Now login via AFSO Officer User.

**Step 16:** Click on “RC TSSD(X) Aprvl Dash SRC (RXD07)” from the left panel.

**Step 17:** “Select Fair Price Shop” and “Select Request Type” from the drop-down list, data will get populated in grid and here user can see the details by clicking on view link that has associated with every application id.

AFSO Officer can perform either of the following action on application no: under the “Action” button:

1. Approve
2. Reject
3. Cancel
**FIGURE 70: ACTION TAKEN BY AFSO**

**Step 18:** Click on “Action” button.

**Step 19:** Enter the Remarks in the remarks field.

**Step 20:** After confirmation, click on “Approve” button.

**Step 21:** Confirmation “Successfully approved” message is getting displayed.

**FIGURE 71: APPROVE BY AFSO**
2.6 RC MODIFICATION SURRENDER

Apply for RC Surrender (Login Type: ‘DEO’)

Step 1: Click on “TRANSFER/ SUSPENSION/ SURRENDER/ DELETION [X] >> RC TSSD(X) Appl SRC (RXA03)” from left panel.

Step 2: Select the “Select Type” as Surrender.

Step 3: Select the FPS and Ration Card from the drop-down list, which ration card you want to surrender.

Step 4: Users have a provision to view the details of the selected ration card by clicking on “View” link.

Step 5: After confirmation, click on “Submit for Surrender” button.

Step 6: The Reference no. gets generated like ‘M03101700005’.

Step 7: Request goes to Inspector for verification.

Step 8: Now login via Inspector user.

Step 9: Click on “RC TSSD(X) Verif Dash SRC (RXD06)” from the left panel.

Step 10: “Select Fair Price Shop” and “Select Request Type” from the drop-down list, data will get populated in grid and here user can see the details by clicking on.

About the page:
This feature allows the user to Surrender RC.
view link that is associated with every application no. Inspector can perform either of the following action on application no: under the “Action” button:

1. Verify
2. Reject
3. Cancel

FIGURE 74: INSPECTOR VERIFICATION

Step 11: Click on “Action” button.
Step 12: Enter the Remarks in the remarks field.
Step 13: After confirmation, click on “Verify” button.
Step 14: Request goes to AFSO officer for Approval.

FIGURE 75: VERIFIED BY INSPECTOR

Step 15: Now login via AFSO Officer User.
Step 16: Click on “RC TSSD(X) Aprvl Dash SRC (RXD07)” from the left panel.

Step 17: “Select Fair Price Shop” and “Select Request Type” from the drop-down list, data will get populated in grid and here user can see the details by clicking on view link that has associated with every application id.

AFSO Officer can perform either of the following action on application no: under the “Action” button:

1. Approve
2. Reject
3. Cancel
Step 18: Click on “Action” button.

Step 19: Enter the Remarks in the remarks field.

Step 20: After confirmation, click on “Approve” button.

Step 21: Confirmation “Successfully approved” message is getting displayed.
2.7 SUSPENDED RC REVOKE REQUEST

Suspended RC Revoke Request (Login Type: ‘DEO’)

About the page:
This feature allows the user to revoke the suspended RC.

Step 22: Click on “Susp RC Revoke Appl (RRA05)” under the folder ‘Suspended RC Revoke[R]’ from left panel.

Step 23: Select the “Select FPS” and “Select Request Type” from the drop-down list, which you want to revoke the suspended request.

Step 24: Users have a provision to view the details of the selected ration card by clicking on “View” link.

Step 25: Click on “Revoke” button.

Step 26: Enter the Remarks in the remarks field.

Step 27: After confirmation, click on “Submit” button.

Step 28: Request goes to Inspector for Verification.
Step 29: Now login via Inspector user.

Step 30: Click on "Susp RC Revoke Verif Dash (RRD13)" from the left panel.

Step 31: “Select Fair Price Shop” and “Select Request Type” from the drop-down list, data will get populated in grid and here user can see the details by clicking on view link that has associated with every application no. Inspector can perform either of the following action on application no: under the “Action” button:

1. Verify
2. Reject
3. Cancel

Step 32: Click on “Action” button.

Step 33: Select the “Card Type” from the drop-down list, not mandatory.

Step 34: Enter the Remarks in the remarks field.

Step 35: After confirmation, click on “Verify” button.

Step 36: Request goes to AFSO officer for Approval.
Step 37: Now login via AFSO Officer User.

Step 38: Click on “Susp RC Revoke Aprvl Dash (RRD14)” from the left panel.

Step 39: “Select Fair Price Shop” and “Select Request Type” from the drop-down list, data will get populated in grid and here user can see the details by clicking on view link that is associated with every application id.

AFSO Officer can perform either of the following action on application no: under the “Action” button:

1. Approve
2. Reject
3. Cancel

Step 40: Click on “Action” button.

Step 41: Select the “Card Type” from the drop-down list.

Step 42: Enter the Remarks in the remarks field.

Step 43: After confirmation, click on “Approve” button.

Step 44: Confirmation “Successfully approved” message is getting displayed.
### SUSPENDED RATION CARD REVOKE REQUEST DETAILS

<table>
<thead>
<tr>
<th>Action Details ID</th>
<th>Action Description</th>
<th>Action Taken By</th>
<th>Action Date</th>
<th>Remarks</th>
<th>Applied RC</th>
<th>Card Type</th>
<th>Suggest FPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>M0310170000202</td>
<td>Verified For RC Suspension</td>
<td>INSPECTOR: Dalbara Singh (Inspector)</td>
<td>03-10-2017 17:14:11</td>
<td>Verify suspension request</td>
<td>030001664980</td>
<td>NOT AVAILABLE</td>
<td>NOT AVAILABLE</td>
</tr>
<tr>
<td>M0310170000203</td>
<td>Verified And Approved For RC Suspension</td>
<td>TFSO: DC-Sangol (TFSO/AFSO)</td>
<td>03-10-2017 17:21:07</td>
<td>Approved Suspend request</td>
<td>030001664980</td>
<td>NOT AVAILABLE</td>
<td>NOT AVAILABLE</td>
</tr>
<tr>
<td>M0310170000204</td>
<td>Requested For Revoke To Suspended RC</td>
<td>OPERATOR: Dalbara Singh (Operator)</td>
<td>04-10-2017 09:41:10</td>
<td>Submit the revoke request of the suspended RC</td>
<td>030001664980</td>
<td>NOT AVAILABLE</td>
<td>SATNAM SINGH / RK210 [1]</td>
</tr>
<tr>
<td>M0310170000205</td>
<td>Requested For Revoke To Suspended RC</td>
<td>INSPECTOR: Dalbara Singh (Inspector)</td>
<td>04-10-2017 10:00:56</td>
<td>Verify the revoke request of the suspended RC</td>
<td>030001664980</td>
<td>NOT AVAILABLE</td>
<td>SATNAM SINGH / RK210 [1]</td>
</tr>
</tbody>
</table>

**Card Type**: ABOVE POVERTY LINE

**FPS Mapping**: Bhattian (270) / 1040006

**Remark**: Approve the revoke request of the suspended RC

[FIGURE 83: APPROVE BY AFSO]
2.8 RC MODIFICATION DELETION

Apply for RC Transfer (Login Type: ‘DEO’)

About the page:
This feature allows the user to raise the request for deletion of RC(s).

Step 1: Click on “TRANSFER/ SUSPENSION/ SURRENDER/ DELETION [X] >> RC TSSD(X) Appl SRC (RXA03)” from left panel.

Step 2: Select the “Select Type” as Deletion.

Step 3: Select the FPS and Ration Card from the drop-down list, which ration card you want the Delete.

Step 4: Users have a provision to view the details of the selected ration card by clicking on “View” link.

Step 5: After confirmation, click on “Submit for Delete” button.

Step 6: The Reference no. gets generated like ‘M03131700004’.

Step 7: Request goes to Inspector for verification.

Step 8: Now login via Inspector user.

Step 9: Click on “RC TSSD(X) Verif Dash SRC (RXD06)” from the left panel.

Step 10: “Select Fair Price Shop” and “Select Request Type” from the drop-down list, data will get populated in grid and here user can see the details by clicking on view link that is associated with every application id.
Inspector can perform either of the following action on application no: under the “Action” button:

1. Verify
2. Reject

FIGURE 86: ACTION TAKEN BY INSPECTOR

Step 3: Click on “Action” button.
Step 4: Enter the Remarks in the remarks field.
Step 5: After confirmation, click on “Verify” button.
Step 6: Request goes to AFSO officer for Approval.

FIGURE 87: VERIFY BY INSPECTOR

Step 7: Now login via “AFSO Officer” User.
Step 8: Click on “RC TSSD(X) Aprvl Dash SRC (RXD07)” from the left panel.
Step 9: “Select Fair Price Shop” and “Select Request Type” from the drop-down list, data will get populated in grid and here user can see the details by clicking on view link that is associated with every application id.

AFSO Officer can perform either of the following action on application no: under the “Action” button:

1. Approve
2. Reject
3. Cancel
Step 3: Click on “Action” button.

Step 4: Under the section “Action Details”, select the “Card Type” and “FPS Mapping” from the drop-down list.

Step 5: Enter the Remarks in the remarks field.

Step 6: After confirmation, click on “Approve” button.

Step 7: Confirmation “Successfully approved” message is getting displayed.

Step 8: Users have a provision to view/down certificate for the reference purpose.

Step 9: Click on “View/Download Certificate” button.
# Ration Card Management System (RCMS) – User Manual (Draft)

Government Of Maharashtra  
Department Of Food and Supply  
**RATION CARD DELETION NOTE**

Ref No: M03101700004  
Requested Date: 04 Oct 2017 11:10:22

As per the ref. no., this is to Notify that the status of RC No: 030001664978 is as given below.

<table>
<thead>
<tr>
<th>S.No</th>
<th>Activity</th>
<th>Action Taken By User Name</th>
<th>Action Taken Date</th>
<th>Remarks</th>
<th>Scheme Name</th>
<th>Suggested FPSC Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Verified For RC Deletion [VD]</td>
<td>Inspector: Dalbara_singh</td>
<td>04 Oct 2017 11:38:22</td>
<td>verify deletion request</td>
<td>NOT AVAILABLE</td>
<td>NOT AVAILABLE</td>
</tr>
<tr>
<td>3</td>
<td>Verified And Approved For RC Deletion [AD]</td>
<td>TFSO: DC-Sangol</td>
<td>04 Oct 2017 11:43:23</td>
<td>Approve Deletion Request</td>
<td>NOT AVAILABLE</td>
<td>NOT AVAILABLE</td>
</tr>
</tbody>
</table>

Issued by TFSO (DC-Sangol)  
04 Oct 2017

Note: Developed by NIC  
(For best print please select A5 format)

**FIGURE 91: PRINTED CERTIFICATE**
2.9 RC MODIFICATION SPLIT

2.9.1 RC MODIFICATION SPLIT (INTRA TALUKA)

Apply for RC Split (Login Type: ‘DEO’)

**About the page:**
This feature allows the user to split the members (other than HOF) from the ration card within the same Taluka.

**Step 10:** Click on “RC Split(Y) Appl SRC (RYA04)” under the folder ‘Split[Y]’ from left panel. User is on Apply for RC Split.

**Step 11:** Select the “Select Split Type” as ‘Intra-Taluka’.

**Step 12:** Only Approved RC goes through the Split process.

**Step 13:** Select the FPS and Ration Card from the drop-down list, which ration card you want to split.

**Step 14:** Users have a provision to view the member details of the selected ration card by clicking on “View” link.

**Figure 92: INTRA TALUKA SPLIT SELECTION**

**Step 15:** Select the member who you want split from member list by clicking on the checkbox.

**Step 16:** After confirmation, click on “Split” button.

**Step 17:** Selected member list is getting displayed.

**Step 18:** Select the HoF by clicking on radio button & member relation from dropdown list.
FIGURE 93: HOF SELECTION

Step 19: Under the section “Select New Location” and “Card Type Details”, select the “New Village/Town” and “Card Type” from the drop-down list.

FIGURE 94: DESTINATION LOCATION SELECTION

Step 20: Under the section “Address Details”, enter “House No./House Name” and “Landmark/Locality/Colony” (if any).

Step 21: Enter “Pin code” (if any).

FIGURE 95: ENTER DESTINATION ADDRESS

Step 22: Under the section “Gas & Kerosene Oil Details”, select “Gas Connection Status” (if any) otherwise “No connection”.

Step 23: Enter the “Gas Consumer Number” (if any).

Step 24: Select the “Gas Consumer Name EN” (if any).

Step 25: Select the “Gas Agency Name” from the drop-down list (if any).

Step 26: Select the “Gas Consumer Name EN” from the drop-down list.

FIGURE 96: GAS & KEROSENE SELECTION

Step 27: Under the section “Attached Enclosures”, select the ‘Enclosure Type’.

Step 28: User either upload the the document(.pdf file type only), File size should be in range 0
Step 29: Or user have a option to “Check for Physically save the document”.

**Step 30:** Under the section “Attached Enclosures”, select the ‘Enclosure Type’ from the drop down list.

**Step 31:** Enter the Remarks in the remarks field (if any).

**Step 32:** User either uploads the the document(.pdf file type only), File size should be in range 0 to 100 kb in size.

**Step 33:** Or user have a option to “Check for Physically save the document”.

**Step 34:** Under the section “Verify Authority Details” are getting displayed.

**Step 35:** Enter the Remarks in the remarks field.

**Step 36:** After confirmation, click on “Submit Request for Split” button.

**Step 37:** Reference No. gets generated.

**Step 38:** Request goes to AFSO officer for Approval.

**Step 39:** Users have a provision to view/down certificate for the reference purpose.

**Step 40:** Click on “View/Download Certificate” button.

**Step 41:** Now login via “Inspector” user.

**Step 42:** Click on “RC Split(Y) Verif Dash SRC (RYD08)” from the left panel.
Step 43: “Select Fair Price Shop” and “Select Request Type” from the drop-down list, data will get populated in grid and here user can see the details by clicking on view link that has associated with every application no.

Inspector can perform either of the following action on application no: under the “Action” button:

1. Verify
2. Reject
3. Cancel

Step 44: Click on “Action” button.

Step 45: Enter the Remarks in the remarks field.

Step 46: Select the “Card Type” and “FPS Mapping” from the drop-down list but it’s not mandatory.

Step 47: After confirmation, click on “Verify” button.

Step 48: Request goes to AFSO officer for Approval.

Step 49: Now login via “AFSO Officer” User.

Step 50: Click on “RC Split(Y) Aprvl Dash SRC (RYD09)” from the left panel.

Step 51: “Select Fair Price Shop” and “Select Request Type” from the drop-down list, data will get populated in grid and here user can see the details by clicking on view link that is associated with every application id.

AFSO Officer can perform either of the following action on application no: under the “Action” button:

1. Approve
2. Reject
3. Cancel

![Figure 102: Action Taken by AFSO](image)

**Step 52:** Click on “Action” button.

**Step 53:** Enter the Remarks in the remarks field.

**Step 54:** Select the “Card Type” and “FPS Mapping” from the drop-down.

**Step 55:** After confirmation, click on “Approve” button.

**Step 56:** Confirmation “Successfully approved” message is getting displayed.

![Figure 103: Approve by AFSO](image)
2.9.2 RC MODIFICATION SPLIT (INTER TALUKA)

Apply for RC Split (Login Type: ‘DEO’)

About the page:
This feature provides the facility to the ration card holder to split the members (other than HOF) from the ration card from one Taluka to the another Taluka.

It is a six step process.

Step 1: Click on “RC Split(Y) Appl SRC (RYA04)” under the folder ‘Split[Y]’ from left panel. User is on Apply for RC Split.

Step 2: Select the “Select Split Type” as ‘Inter-Taluka’.

Step 3: Select the FPS and Ration Card from the drop-down list, which ration card you want to split.

Step 4: Only Approved RC will go for the Split process.

Step 5: Users have a provision to view the member details of the selected ration card by clicking on “View” link.

Step 6: Select the member who you want split from member list by clicking on the checkbox.

Step 7: After confirmation, clicks on “Split” button.

Step 8: Selected member list is getting displayed.

Step 9: Select the HoF and NFSA by clicking on radio button and member relation from the drop-down list.

Step 10: Under the section “Select New Location and Card Type Details”, select the “New District”, “New Tehsil”, “New Village/Town and “Card Type” from the
drop-down list.

**FIGURE 106: LOCATION SELECTION**

**Step 11:** Under the section “Address Details”, enter “House no. /House name” and “Landmark/Locality/Colony” (if any).

**Step 12:** Enter “Pin code” (if any).

**FIGURE 107: ENTER ADDRESS DETAILS**

**Step 13:** Under the section “Gas & Kerosene Oil Details”, select “Gas Connection Status” (if any) otherwise ‘No connection’.

**Step 14:** Enter the “Gas Consumer Number” (if any).

**Step 15:** Select the “Gas Consumer Name EN” from the drop-down list.

**Step 16:** Select the “Gas Agency Name” from the drop-down list (if any).

**Step 17:** Select the “Gas Consumer Name EN” from the drop-down list.

**FIGURE 108: GAS & KEROSENE OIL DETAILS SELECTION**

**Step 18:** Under section “Attached Enclosures”, select ‘Enclosure Type’ from drop down list.

**Step 19:** User either uploads the the document(.pdf file type only), File size should be in range 0 to 100 kb in size.

**Step 20:** Or user have a option to “Check for Physically save the document”.
**Step 21:** Under the section "NFSA Criteria", select the 'Options' from the drop down list.

**Step 22:** Enter the Remarks in the remarks field (if any).

**Step 23:** User either upload the the document(.pdf file type only), File size should be in range 0 to 100 kb in size.

**Step 24:** Or user have a option to “Check for Physically save the document”.

**Step 25:** Under the section “Verify Authority Details” are getting displayed.

**Step 26:** Enter the Remarks in the remarks field.

**Step 27:** After confirmation, click on “Submit Request for Split” button.

**Step 28:** Reference no. gets generated.

**Step 29:** Request goes to AFSO officer for Approval.

**Step 30:** Users have a provision to view/down certificate for the reference purpose.

**Step 31:** Click on "View/Download Certificate" button.

---

**Step 32:** Now login via Inspector user.

**Step 33:** Click on “RC Split(Y) Verify Dash SRC (RYD08)” from the left panel.

**Step 34:** “Select Fair Price Shop” and “Select Request Type” from the drop-down list, data will get populated in grid and here user can see the details by clicking on view link that has associated with every application no:

Inspector can perform either of the following action on application no under the

---

**FIGURE 109: UPLOAD ADDRESS DOCUMENT**

**FIGURE 110: UPLOAD DOCUMENT**

**FIGURE 111: REFERENCE NO. GENERATED**
“Action” button:
1. Verify
2. Reject
3. Cancel

Step 35: Click on “Action” button.
Step 36: Enter the Remarks in the remarks field.
Step 37: Select the “Card Type” from the drop-down list but it’s not mandatory.
Step 38: After confirmation, click on “Verify” button.
Step 39: Request goes to AFSO officer for Approval.

FIGURE 112: ACTION TAKEN BY INSPECTOR

AFSO Officer can perform either of the following action on application no under the “Action” button:
1. Approve
2. Reject
3. Cancel
Step 43: Click on “Action” button.

Step 44: Enter the Remarks in the remarks field.

Step 45: Select the “Card Type” from the drop-down.

Step 46: After confirmation, click on “Approve” button.

Step 47: Confirmation “Successfully approved” message is getting displayed.

Step 48: Now Login via DEO (Destination), for further process of the Inter-Taluka Request.

Step 49: Ration Card Holder (whose RC is going to split here) will give/show the split Certificate (which is provided by source officer) to the Destination DEO.

Step 50: Click on “RC Transfer/Split Mod Dash DST (RZD10)” under the folder ‘Transfer/Split(Inter Taluka) (Destination level)[Z]’ from the left panel.

Step 51: Destination DEO will enter the Reference no. (Which is mentioned in the split Certificate) to do the further process.

Step 52: Under the section “Verify Authority Details” are getting displayed.

Step 53: Select the “Card Type” and “FPS Mapping” from the drop-down.
Step 54: Enter the Remarks in the remarks field.

Step 55: After confirmation, click on “Submit” button.

Step 56: Data successfully submitted.

---

**FIGURE 117: SUBMITTED BY DEO**

Step 57: Now login via “Inspector” user.

Step 58: Click on “RC Transfer/Split Verif Dash DST (RZD11)” from the left panel.

Step 59: “Select Fair Price Shop” and “Select Request Type” from the drop-down list, data will get populated in grid and here user can see the details by clicking on view link that has associated with every application no.

Inspector can perform either of the following action on application no under the “Action” button:

1. Verify
2. Reject
3. Cancel

---

**FIGURE 118: ACTION TAKEN BY INSPECTOR**

Step 60: Click on “Action” button.

Step 61: Enter the Remarks in the remarks field.

Step 62: Select the “Card Type” and “FPS Mapping” from the drop-down list but it’s not mandatory.

Step 63: After confirmation, click on “Verify” button.
Step 64: Request goes to AFSO officer for Approval.

![Verify By Inspector](image)

**FIGURE 119: VERIFY BY INSPECTOR**

Step 65: Now login via “AFSO Officer” User.

Step 66: Click on "RC Transfer/Split Aprvl Dash DST (RZD12)" from the left panel.

Step 67: “Select Fair Price Shop” and “Select Request Type” from the drop-down list, data will get populated in grid and here user can see the details by clicking on view link that is associated with every application id.

AFSO Officer can perform either of the following action on application no: under the “Action” button:

1. Approve
2. Reject
3. Cancel

![Action Taken by AFSO](image)

**FIGURE 120: ACTION TAKEN BY AFSO**

Step 68: Click on “Action” button.

Step 69: Enter the Remarks in the remarks field.

Step 70: Select the “Card Type” from the drop-down.

Step 71: After confirmation, click on “Approve” button.

Step 72: Confirmation “Successfully approved” message is getting displayed.
FIGURE 121: APPROVE BY AFSO

Step 73: Ration Card number is get generated for the split Ration card.

Step 74: Also users have a provision to view/down certificate for the reference purpose.

Step 75: Click on “View/Download Certificate” button under the View Request button.

FIGURE 122: NEWLY GENERATED RATION CARD

FIGURE 123: VIEW/DOWNLOAD CERTIFICATE
2.10 UID BULK AUTHENTICATION

UID Bulk Authentication (Login Type: ‘Inspector’)

About the page:
This feature allows the user to verify Bulk UID. Numerous UID of Ration Cards related to a single FPS can be authenticated through this functionality.

Step 1: Click on “Aadhaar Bulk Auth (ABA06)” under the ‘UID Authentication [U]’ of the ‘Ration Card [R]’ from left panel.

Step 2: Select the FPS from the drop down list.

Step 3: Select the Scheme Name from the drop down list.

Step 4: Only “Verified & Approved [A]” Ration cards are getting displayed.

Step 1: Click on “Search” Button.

Step 2: Authenticated UID data on the basis of Member Name, Gender and UID no. are getting displayed and in the background color “Green”.

Step 3: If data is matched, then valid UID is “Y”, otherwise “N”.

Step 4: Note: Data has been matched in the combination of “Member Name”, For ex. “Chaudhari Vinita Gotu”, all combinations of the above member are: Chaudhari, Vinita, Gotu, Chaudhari Vinita, Vinita Chaudhari etc.
<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Select All</th>
<th>UID</th>
<th>Name</th>
<th>Gender</th>
<th>Date of Birth</th>
<th>Age</th>
<th>Mobile Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>Sreeta Das</td>
<td>F</td>
<td>01/01/1987</td>
<td>35</td>
<td>1234567890</td>
</tr>
<tr>
<td>2</td>
<td>N</td>
<td></td>
<td>Chandra Pratap</td>
<td>M</td>
<td>01/01/1985</td>
<td>35</td>
<td>1234567890</td>
</tr>
<tr>
<td>3</td>
<td>N</td>
<td></td>
<td>Chaudhary Ram</td>
<td>M</td>
<td>01/01/1983</td>
<td>35</td>
<td>1234567890</td>
</tr>
<tr>
<td>4</td>
<td>Y</td>
<td></td>
<td>Vineta Gotti Chaudhary</td>
<td>F</td>
<td>01/01/1982</td>
<td>35</td>
<td>1234567890</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td>Kumbhar Rukum Kishor</td>
<td>F</td>
<td>01/01/1987</td>
<td>35</td>
<td>1234567890</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td>Kumbhar Shashi Ramdas</td>
<td>M</td>
<td>01/01/1980</td>
<td>35</td>
<td>1234567890</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td>Kumbhar Uday Shankar Ramdas</td>
<td>M</td>
<td>01/01/1985</td>
<td>35</td>
<td>1234567890</td>
</tr>
</tbody>
</table>

FIGURE 125: UID BULK AUTHENTICATION STATUS
3 FAIR PRICE SHOP

3.1 NEW FAIR PRICE SHOP REQUEST

New FPS Request (Login Type : DEO Office)

About the page:
This page facilitates the user to apply the FPS online. User can apply for the new FPS by using “New Application Form” under Fair Price Shop. This form captures the Fair Price Shop details like, FPS Owner details, FPS Residence address details, FPS Operator details etc.

Step 1: Click on “New FPS Appl (FNA12)” under the folder ‘New [N]’ of ‘Fair Price Shop[F]’ from the left panel. Screen for New Application Form of the FPS appears.

Step 2: For the new FPS request, click on “Create New FPS” link.

Step 3: If user wants to proceed with the saved/Re-correction request, click on Edit link from the grid.

Step 4: Pending FPS list is getting displayed, user can search by the FPS name/Application No.

Step 5: Under the section “Fair Price Shop details”, select “FPS Owner Type” and “FPS Type” from the drop-down list.

Step 6: Enter the “Fair Price Shop Name” and “Permanent Account No.(PAN)”. 

Step 7: Select the “Shop Type” from the drop down list.

Step 8: Enter the “Income Tax Amount Paid(Rs.)”, if the “Is Income Tax Paid” selected as “Yes” by the user

Step 9: Select the “Roof Type”, “Building Type” and “Ownership of Premises” (If any) from the drop-down list.

Step 10: Enter the “Landmark/Locality/Colony”, “Street”, “Plot no.”, “Khata no.” and “Mouza/Hamlet/Khera”(If any).
Step 11: Enter the “East Boundary”, “West Boundary”, “North Boundary” and “South Boundary”.

Step 12: Select the “Village/Town name” from the drop-down and enter the Pin-code of the area.

Step 13: Click on Update button.

Step 14: Updating any section will lead to generation of Application ID for the request.

Step 15: Under the section “Fair Price Shop Owner Personal & Professional details”, enter the "FPS Owner name", "Father's Name" and "Mother's name".

Step 16: Select the “Education” and “Reservation Category” from the drop-down list.

Step 17: Enter the 10 digit Mobile no and it should start with (7,8 and 9) only(for e.g.: 9854452874).

Step 18: Enter the valid "UID no."(it should be of 12 digit) and “Age”(in Years)

Step 19: Select the “Gender” from the drop-down list.

Step 20: Users have a provision either upload the “Photograph of the Fair Price Shop Owner” by clicking on “Choose file” button or “Capture the Image by Webcam”.

Step 21: “Photograph of the Fair Price Shop Owner” should be of “.jpg, jpeg, .png” type and size should be between 0-12kb (12288 byte.)

Step 22: Click on Update button.
Step 23: Under the section “FPS Owner Residence Address Details”, enter the “House no. /House name(LL)” and “Landmark/Locality/Colony(LL)”.

Step 24: Select “District (EN)”, “Landmark/Locality/Colony(EN)” and “Village/Town name”.

Step 25: Enter 6 digits Pin-code of the Area.

Step 26: Click on Update button.

Step 27: Under the section “Fair Price Shop Owner Professional & Bank Details”, select the “Occupation” from the drop-down list.

Step 28: Enter the “Total Annual Income (in Rs.)”.

Step 29: Select the “Bank Name”, “District” and “Branch Name” from the drop-down list,

Step 30: Enter the “Bank A/C no.” and click on “Update” button.
Step 31: Under the section “Coordinates of Fair Price Shop”, select the “Hiring basis” from the drop-down list.

Step 32: Enter the “Longitude” and “Latitude” of the shop.

Step 33: Click on “Update” button.

![Coordinates of Fair Price Shop](image)

**FIGURE 131: FPS COORDINATES DETAILS**

Step 34: Under the section “Fair Price Shop Operator/Nominee Details”, if the FPS Owner and FPS Operator/Nominee Details are same then user has a provision to check the check-box to state “Same as FPS Owner”.

Step 35: Otherwise user has to enter the “Operator/Nominee details”.

Step 36: Enter the “Operator Name”, “Father’s Name” and “Mother’s Name”.

Step 37: Select the Gender from the drop-down list.

Step 38: Enter the valid “Mobile No.” and “UID No.”.

Step 39: Click on “Update” button.

![Fair Price Shop Operator/Nominee Details](image)

**FIGURE 132: FPS OPERATOR DETAILS**

Step 40: Under the section “Attachment Enclosures”, select the “Enclosures Type” from the drop-down list.

Step 41: “Browse” and Upload the .pdf file and the size range lies between the 0 to 100 kb.

Step 42: Click on “Update” button.
Step 43: Either clicks on 'Submit FPS for Verification and Approval' button, by doing so, the status of the application would be ‘Modified and Submitted for Verification and Approval for New Application’.

Step 44: Confirmation pop-up message is getting displayed. Click on “Ok” button to proceed.

Step 45: Else click on “Cancel” button.

Step 46: Or click on 'Submit FPS Application for Deletion' button.

Step 47: Confirmation pop-up message is getting displayed. Click on “OK” button to proceed.

Step 48: Else click on “Cancel” button.
Step 49: Now login via Inspector user.

Step 50: Click on “New FPS Verif Dash (FND29)” under the Fair Price Shop from the left panel.

Step 51: In For New FPS Application based on filtered records, data will get populated in grid and here user can see the details by clicking on view link that is associated with every application id.

Inspector can perform either of the following activity on application ID:

1. **Verify**
2. **Re-correction**

![FIGURE 136: INSPECTOR DASHBOARD](image)

Step 52: Select the values from the parameters and click on ‘Search’ button.

Step 53: All the related data will be displayed.

Step 54: There is a view link corresponding to every application id. User can see all the details of that application by clicking on ‘view’ link.

Step 55: Following action can be taken by Inspector against this application:

1. **Verify:**
   
   If Inspector officer verifies the application, then the application status would get changed to ‘**Verified for New Application [VN]**’, also request will be forwarded to the concerned TSO/AFSO officer for further action.

2. **Re-correction:**

   If Inspector officer doesn't find the filled information valid then (s)he can send the application for re-correction. The Application status would get changed to ‘**Under Re-correction for New Application [RN]**’ and then DEO again has to raise the request for verification.
FIGURE 137: VERIFYING THE APPLICATION

**Step 56:** Now login via TSO/AFSO Officer User.

**Step 57:** Click on "New FPS Fwd Dash (FND30)” under the Fair Price Shop from the left panel.

**Step 58:** Following action can be taken by Inspector against this application:

1. **Forward the Application for Approval:**
   
   If AFSO officer “Forward the Application for Approval” the application, then the application status would get changed into 'Forwarded for Approval for New Application [AN]’, then request goes to the concerned Inspector officer for the re-verification.

2. **Re-correction:**
   
   If AFSO officer doesn't find the filled information valid then (s) he can send the application for re-correction. Application status would get changed into 'Under Re-correction for New Application [RN]’ and then DEO again has to raise the request for verification.

3. **Re-verify:**
   
   If AFSO officer doesn't find the filled information valid then (s) he can send the application for re-verification. Application status would get changed into 'Re-verified for New Application [YN]’ then request goes to the concern Inspector officer for the re-verification.

FIGURE 138: TFSO DASHBOARD
Step 59: If user wants to forward the application for Approval, (s) he needs to map the State Depot/Godown for approval.

Step 60: Under the section “FPS to State Depot/Godown Mapping”, select the “Commodity Name”, “Depot/Godown Mapping District”, “Depot/Godown Mapping Name” and “Distance Group' from the drop-down.

Step 61: Enter the “Transport Group (Km)” (if any).

Step 62: Click on “Add” button.

Step 63: After confirming, click on “Submit” button.

Step 64: Now login via DFSO Officer User.

Step 65: Click on “New FPS Aprvl Dash (FND31)" under the Fair Price Shop from the left panel.
Step 66: Following action can be taken by DFSO Officer against this application:

1. Approve:
   
   If DFSO officer “Approve” the application, then the application status would get changed into ‘Verified & Approved [A]’.

2. Re-correction:
   
   If DFSO officer doesn’t find the filled information valid then (s) he can send the application for re-correction. Application status would get changed into ‘Under Re-correction for New Application [RN]’ and then DEO again has to raise the request for verification.

3. Re-Mapping:
   
   If DFSO officer doesn’t find the FPS to State Depot/Godown mapping correctly then (s) he can send the application for re-Mapping. Application status would get changed into ‘Re-Mapping for New Application [PN]’ then request goes to the concern TSO/AFSO officer for the re-mapping.

4. Reject:
   
   If DFSO officer doesn’t find the filled information valid then (s) he can reject the application. Application status would get changed into ‘Rejected [J]’.

Step 67: Enter the “Normal License no.” or/and “Kerosene License no.” (If any)

Step 68: Select the “Normal License Valid From” and “Normal License Valid To” or/and “Kerosene License Valid From” and “Kerosene License Valid To” from the Calendar control.(If any)

Step 69: Select the “FPS Sale Type” and “System Integrated (SI)” from the drop-down list.

Step 70: Enter the “Fair Price Shop name”, “MAC Id of POS device”.

Step 71: Select the “DFSO” and “AFSO Name” from the drop-down list.

Step 72: Select the action (if approve).

Step 73: Click on “Submit” button.
FIGURE 141: APPROVED THE APPLICATION

**Step 74:** Confirmation pop-up message is getting displayed. Click on “Ok” button to proceed.

**Step 75:** Else click on “Cancel” button.

FIGURE 142: FPS CREATION

**Step 76:** DEO/Inspector/AFSO/DFSO officer has a provision to check the Status of the request from their dashboard.

FIGURE 143: FPS DASHBOARD
3.2 FAIR PRICE SHOP MODIFICATION

Modification Form (Login Type : DEO office’ )

About the page :
This page facilitates the user to modify the FPS details online. User can modify the FPS details by using “Modification Form” under Fair Price Shop. This form allows user to alter Fair Price Shop details, FPS Owner details, FPS Residence address details, FPS to State Depot Mapping, FPS Operator details etc.

Step 1: Click on “FPS Mod Appl (FMA11)” under the folder ‘Modification [M]’ of ‘Fair Price Shop folder[F]’ from left panel. Screen for modification Form of the FPS gets displayed.

Step 2: For the Modification of the FPS Details, click on “EDIT” link.

Step 3: FPS list is getting displayed, user search by the FPS name / FPS ID.

Step 4: Click on “Search” button.

Step 5: Under the section ”Fair Price Shop details”, select “FPS Ownership Type” and “FPS Type” from the drop-down list.

Step 6: Enter the “Normal License no.” or/and “Kerosene License no.”

Step 7: Select the “Normal License Valid From” and “Normal License Valid To” or/and “Kerosene License Valid From” and “Kerosene License Valid To” from the Calendar control.

Step 8: Enter the “Fair Price Shop name”, ”MAC Id of POS device” and “Permanent Account No.(PAN)”.

Step 9: Select the “FPS Sale Type”, “System Integrated (SI)” and “Shop Type”.

Step 10: Enter the “Income Tax Amount Paid (Rs.)”, if the “Is Income Tax Paid” selected
as Yes.

**Step 11:** Select the “Roof Type”, “Building Type” and “Ownership of Premises” (If any) from the drop-down list.

**Step 12:** Enter the “Shop no./House no.”, “Landmark/Locality/Colony”, “Street”, “Plot no.”, “Khata no.” and “Mouza/ Hamlet/ Khera” (If any).

**Step 13:** Enter the “East Boundary”, “West Boundary”, “North Boundary” and “South Boundary”.

**Step 14:** Select the “Village/ Town name” from the drop-down and enter the Pin-code of the area.

**Step 15:** Click on **Update** button.

---

**Step 16:** Under the section “Fair Price Shop Owner Personal & Professional details”, enter the “FPS Owner name”, “Father’s Name” and “Mother’s name”.

**Step 17:** Select the “Education” and “Reservation Category” from the drop-down list.

**Step 18:** Enter the 10 digit “Mobile no” and it should start with (7, 8 and 9) only (for e.g: 9854452874).

**Step 19:** Enter the valid “UID no.” (it should be of 12 digit) and “Age” (in Years).

**Step 20:** Select the “Gender” from the drop-down list.

**Step 21:** Click on **Update** button.
Step 22: Under the section “FPS Owner Residence Address Details”, enter the “House no./House name(LL)” and “Landmark/Locality/Colony(LL)”.

Step 23: Select “District (EN)”, “Landmark/Locality/Colony(EN) and “Village/Town name”.

Step 24: Enter 6 digits Pin-code of the Area.

Step 25: Click on Update button.

Step 26: Under the section “Fair Price Shop Owner Professional & Bank Details”, select the “Occupation” from the drop-down list.

Step 27: Enter the “Total Annual Income (in Rs.)”

Step 28: Select the “Bank Name”, “District” and “Branch Name” from the drop-down list.

Step 29: Enter the “Bank A/C no.” and click on “Update” button.
Step 30: Under the section “FPS to State Depot/ Godown Mapping”, select the “Commodity Name”, “Depot/ Godown District” from the drop-down list.

Step 31: Select the “Distance Group” from the drop-down list.

Step 32: Enter the “Transport Distance(KM)”. 

Step 33: Click on “Add” button.

Step 34: Click on “Update FPS to State Depot/Godown Mapping” button.

Step 35: Under the section “Coordinates of Fair Price Shop”, enter the “Longitude” and “Latitude”.

Step 36: Click on “Update” button.

Step 37: Under the section “Fair Price Shop Operator/Nominee Details”, if the FPS Owner and FPS Operator/Nominee Details are same then users have a provision to check the check-box “Same as FPS Owner”. 

Step 38: Otherwise user enters the Operator/Nominee details.

Step 39: Enter the Operator Name, Father’s Name and Mother’s Name.

Step 40: Select the Gender from the drop-down list.

Step 41: Enter the valid “Mobile No.” and “UID No.”.

Step 42: Click on “Update” button.
Step 43: Under the section “Fair Price Shop Payment”, select the "DFSO" and "AFSO Name" from the drop-down list.

Step 44: Click on “Update” button.

Step 45: Either clicks on 'Submit FPS for Verification and Approval' button, by doing so, the status of the application would be 'Modified and Submitted for Verification and Approval.

Step 46: Confirmation pop-up message is getting displayed. Click on “Ok” button to proceed.

Step 47: Else click on “Cancel” button.

Step 48: Else click on 'Submit FPS for Deletion' button.

Step 49: Confirmation pop-up message is getting displayed. Click on “OK” button to proceed.

Step 50: Else click on “Cancel” button.
Step 51: Now login via Inspector user.

Step 52: Click on “FPS Mod Verfi Dash (FMD26)” under the Fair Price Shop from the left panel.

Step 53: In For Modification Dashboard based on filtered records, data will get populated in grid and here user can see the details by clicking on view link that has associated with every application id.

Inspector can perform either of the following activity on FPS ID:
1. Verify
2. Re-correction

Step 54: Select the values from the parameters and click on ‘Search’ button.

Step 55: All the related data will get display.

Step 56: There is a view link corresponding to every application id. User can see all the details of that application by clicking on ‘view’ link.

Step 57: Now login via TSO/AFSO Officer user.

Step 58: Click on “FPS Mod Aprvl Dash (FMD27)” under the Fair Price Shop from the left panel.

Step 59: In For Modification Dashboard based on filtered records, data will get populated in grid and here user can see the details by clicking on view link that has associated with every FPS Id.
Step 60: Following action can be taken against this application:

1. Verified & Modified:
   If AFSO officer “Forward the Application for Approval” the application, then the application status would get changed into ‘Verified & Modified [M]’, then request goes to the concern Inspector officer for the re-verification.

2. Re-correction:
   If AFSO officer doesn’t find the filled information valid then (s)he can send the application for re-correction. Application status would get changed into ‘Under Re-correction [R]’ and then DEO again has to raise the request for verification.

3. Re-verify:
   If AFSO officer doesn’t find the filled information valid then (s)he can send the application for re-verification. Application status would get changed into ‘verified Again & Modified [VMA]’ then request goes to the concern Inspector officer for the re-verification.

4. Reject:
   If AFSO officer doesn’t find the filled information valid then (s)he can reject the application. In this case Application status would get changed into ‘Rejected [J]’.

Step 61: Similarly, if user wants to approve the application.

Step 62: If AFSO Officer approves the application, then the application status would get changed into ‘Verified and Approved’.

Step 63: Confirmation pop-up message is getting displayed. Click on “OK” to proceed.

Step 64: Else click on “Cancel” button.
Step 65: DEO/Inspector/AFSO Officer has a provision to check the Status of the request from their dashboard.

FIGURE 159: FPS APPROVED

FIGURE 160: DASHBOARD
4 DEPOT/GODOWN

4.1 NEW DEPOT REQUEST

New Depot Request (Login Type : DFSO office’ )

About the page:
This page facilitates the user to apply the Depot. User can apply for the new Depot by using “New Depot Request Form”. This form captures the Depot / Godown details, Depot / Godown Address details, Depot / Godown Storage Details along with hiring details etc.

Step 1: On Clicking at “New Godown Appl (GNA10)” under the folder ‘Depot/Godown[D]’ of ‘New[N]’ from left panel, a New Depot Request gets displayed.

Step 2: For the New Depot request, click on “Create new Depot” link.

Step 3: Pending depot list gets displayed, then user searches by the Depot name / Application no. and click on “Search” button.

Step 4: If user wants to proceed with the saved/Re-correction request, user can click on Edit link from the grid.

Step 5: Update any section will lead to generation of Application ID.

![Search Pending Depot Name/Application No.](image)

<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>Status</th>
<th>Application No.</th>
<th>Depot Name</th>
<th>Depot Contact Person Name</th>
<th>Depot Mobile No.</th>
<th>Depot Landline No.</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SN</td>
<td>N27000066</td>
<td>FEEDER GODOWN</td>
<td>ANKIT SINGH</td>
<td>78979879797</td>
<td>21212121516</td>
<td>Edit</td>
</tr>
<tr>
<td>2</td>
<td>SN</td>
<td>N27000065</td>
<td>FEEDER Depot no. 2</td>
<td>DHARAMPAL</td>
<td>789797979795</td>
<td>16549465648</td>
<td>Edit</td>
</tr>
<tr>
<td>3</td>
<td>SN</td>
<td>N27000060</td>
<td>ganesh depot</td>
<td>Ganesh Kumar</td>
<td>79897979787</td>
<td>91243134141</td>
<td>Edit</td>
</tr>
<tr>
<td>4</td>
<td>SN</td>
<td>N27000049</td>
<td>feeder depot no. 2</td>
<td>Shri aadan kumar</td>
<td>8987979007</td>
<td>91232525865</td>
<td>Edit</td>
</tr>
<tr>
<td>5</td>
<td>RN</td>
<td>N27000035</td>
<td>ram depot 11</td>
<td>Ramnn Sharma</td>
<td>79879797979</td>
<td>91232131315</td>
<td>Edit</td>
</tr>
<tr>
<td>6</td>
<td>SN</td>
<td>N27000034</td>
<td>Manish Godown no. 5</td>
<td>Manish kumar</td>
<td>897979878999</td>
<td>9125152653</td>
<td>Edit</td>
</tr>
<tr>
<td>7</td>
<td>SN</td>
<td>N27000032</td>
<td>Swagat Depot-1</td>
<td>Sachin josh</td>
<td>77979799795</td>
<td>91221121212</td>
<td>Edit</td>
</tr>
<tr>
<td>8</td>
<td>SN</td>
<td>N27000031</td>
<td>Harish godown</td>
<td>Harish sareen</td>
<td>97979797979</td>
<td>94132131345</td>
<td>Edit</td>
</tr>
</tbody>
</table>

FIGURE 161: DEPOT PENDING LIST
Step 6: Under the section “Depot/Godown Details”, enter the “Name of the Depot” in Local Language.

Step 7: Enter the “Depot/Godown Manager Name” in Local Language.

Step 8: Enter the 10 Digit Landline No. (Please Prefix STD code e.g.: 1124305995)

Step 9: Enter the 10 Digit Fax No. (Please Prefix STD code e.g.: 1124305995)

Step 10: Enter the 10 Mobile no. and it should start with (7, 8 and 9) only (for e.g.: 9854452874).

Step 11: Enter valid Email Address (for e.g.: pds.aman@gmail.com)

Step 12: Click on Update button.

Step 13: Under the section “Depot/Godown Address”, select the District, Tehsil/Taluka/Sub-district and Village/Town from the drop-down list.

Step 14: Enter the full Address, Landmark/Locality, Pin code and Distance from District Collectorate (in Km).

Step 15: Users have a provision to select the Latitude and Longitude from the Google Map by clicking on “Get Longitude” button.

Step 16: Click on Update button.

Step 17: Under the section “Depot/Godown Storage Details”, select the Commodity Type from the drop-down list.

Step 18: For “Covered” Pre-dominant Type, either Covered Capacity or Silo Capacity must be entered.
Step 19: For “Opened” Pre-dominant Type, either Scientific Open Capacity or Non-Scientific Open Capacity must be entered.

Step 20: Select the “Capacity Effective from Date” from the calendar control.

Step 21: User can also remove the record by clicking on Delete Link.

---

**FIGURE 164: DEPOT STORAGE DETAILS**

Step 22: Under the section “Depot/Godown Hiring Details”, select the “Hiring basis” from the drop-down list.

Step 23: Select the “Hiring Party Type” and “Hiring Party” from the drop-down list.

Step 24: Select the “Depot/Godown Hired from Date” and “Depot/Godown Hired to Date” from the Calendar control.

Step 25: If the “No, Depot/Godown is not owned by Hired Party” is checked by the user then the user has to select the “Owner Party Type” and “Owner Party” from the drop-down list.

Step 26: If the “No, Depot/Godown is not managed by Hired Party” then the user has to select the “Managing Party Type” and “Managing Party” from the drop-down list.

Step 27: Finally click on “Update” button.

---

**FIGURE 165: DEPOT HIRING DETAILS**
Step 28: “Attachment Enclosures” section depends on the “Depot/Godown Hiring Details” Section, so “Depot/Godown Hiring Details” must be updated before attaching the Enclosures.

Step 29: Under the section “Attachment Enclosures”, select the “Enclosures Type” from the drop-down list.

Step 30: “Browse and Upload the .pdf file” and the size range lies between the 0 to 100 kb.

Step 31: Click on “Update” button.

Step 32: Either clicks on 'Submit Depot/Godown for Verification and Approval' button, by doing so, the status of the application would be ‘Modified and Submitted for Verification and Approval for New Application’.

Step 33: Confirmation pop-up message gets displayed. Click on “Ok” button to proceed.

Step 34: Else click on “Cancel” button.

Step 35: The user can click on 'Submit Depot/Godown Application for Deletion' button.

Step 36: Confirmation pop-up message is getting displayed. Click on “OK” button to proceed.

Step 37: Else click on “Cancel” button.
Step 38: Now login via Director User.

Step 39: Click on "New Godown V&A Dash (GND24)" from the left panel.

Step 40: In "For New Depot Application" based on filtered records, data will get populated in grid as shown below.

Step 41: Director can perform either of the following activity on application ID:
1. Approve
2. Re-correction
3. Reject

Step 42: Select the values from the parameters and click on 'Search' button.

Step 43: All the related data will get displayed.

Step 44: There is a view link corresponding to every application id. User can see all the details of that application by clicking on 'view' link.

Step 45: Following action can be taken against this application:
1. Approve:
   If Director officer Approves the application, then the application status would get changed into 'Verified & Approved[A]'.
2. Re-correction:
   If Director officer doesn't find the filled information valid then (s)he can send the application for re-correction. Application status would get changed into 'Under Re-correction for New Application [RN]' and then DEO again has to raise the request for verification.
3. Reject:
   If Director Officer wants to Reject the application, then the application status would get changed into 'Rejected [J]'.
**Step 46:** Similarly, if user wants to approve the new application.

**Step 47:** If Director Officer approves the application, then the application status would get changed into ‘**Verified and Approved**’ and 8-digit Depot number will get generated.

**Step 48:** Confirmation pop-up message gets displayed. Click on “**OK**” to proceed.

**Step 49:** Else click on “**Cancel**” button.

**Step 50:** 8-digit **Depot ID** is generated.

**Step 51:** DFSO/Director has a provision to check the Status of the request from their dashboard.
5 BULK TRANSFER

5.1 INTRA TALUKA RCS BULK TRANSFER

Intra Taluka RCs Bulk Transfer (Login Type: ‘TSO/ADSO office’)

About the page:

RC’s which are mapped to a FPS, in a particular Taluka when as per the requirement are needed to be transferred from within the taluka from one FPS to another FPS. Then user can use the functionality of “Intra Taluka RC’s Bulk Transfer”

Step 1: Click on “RC Intra-T BT Appl (RIA07)” under the folder ‘Ration Card[R]’ of ‘Bulk Transfer(Intra[I], Inter[E], DFSO/DSO[D])’ from left panel. Screen for Intra Taluka RCs Bulk Transfer gets displayed.

Step 2: Initially Destination section should be disabled until user selects the Source FPS name and clicks on “Search” button.

Step 3: From the ‘Source List’ section, select the Status and Source FPS Name for RCs Bulk transfer by clicking on the Drop-Down list.

Step 4: Users have a provision to view the all RCs along with approved RCs, when user clicks on checkbox ‘All RCs along with approved RCs.

Step 5: Click on “Search” button.
**FIGURE 175: INTRA TALUKA RCS BULK TRANSFER**

**Step 6:** Ration Card List is getting displayed.

**Step 7:** Only Approved RCs will be considered for bulk Transfer.

**Step 8:** User has a provision to change the Address Details by clicking on “Edit”.

**FIGURE 176: APPROVED RC LIST**

**Step 9:** Enter **House no./House Name** and **Landmark/Locality Colony** from the Present Residence Address section under ‘Edit’ link.

**Step 10:** Select **“Destination Village Name”** by clicking on the Drop-Down list

**Step 11:** Either Update the Address Details by clicking on “Update Address” or ignore to make the changes by clicking on “Cancel” button.

**Step 12:** If Permanent Residence Address and other Details are same as Present Residence Address then user has a provision to select the checkbox (if present address and Permanent address is same).
Step 13: User either sends one RC or multiple from one FPS to another FPS within a Taluka.

Step 14: User selects Destination FPS from the “Destination FPS Name” by clicking on the Drop-Down list.

Step 15: User enters the remarks in the “Remarks” field.

FIGURE 177: EDIT ADDRESS DETAILS

FIGURE 178: SAVED THE APPLICATION
Step 16: Users have a choice to save the request for later modification by clicking on "Save for Later Modification" button.

Step 17: Confirmation message is getting displayed. Click on "Ok" button to proceed.

Step 18: Else submit the request by clicking on "Submit RCs for Transfer" button.

Step 19: If user wants to proceed the saved request, under the Source List, select the Status as "Saved as Draft for Bulk Transfer" and Source FPS from the drop-down list.

Step 20: Click on "Search" button.

Step 21: Ration card list are getting displayed.

Step 22: Select the RCs for bulk transfer.

Step 23: User selects Destination FPS from the "Destination FPS Name" by clicking on the Drop-Down list.

Step 24: User enters the remarks in the "Remarks" field.

Step 25: User click on "Submit RCs for Transfer" button.

Step 26: Confirmation pop-up message is getting displayed. Click on "OK" to proceed.

Step 27: Else click on "Cancel" button.
Step 28: DFSO officer takes the action on the bulk Transfer request.

Step 29: Login via “DFSO Office”.

Step 30: Click on “RC Intra-T BT V&A Dash (RID16)” from left panel. Screen for Intra Taluka RCs Bulk Transfer Dashboard gets displayed.

Step 31: Select Source FPS Name, Ration Card Status and Scheme name from the drop-down list.

Step 32: Select Sorting Order as ‘Modification Date’ and Request Duration from the drop-down list.

Step 33: Click on Search button.

Step 34: Respective mapped RCs list is getting displayed.

Step 35: User has a provision to take the action individually or multiple RCs at a same time viz Approve, Re-correction, Reject.
Step 36: Users have a provision of either selecting all the RCs by clicking on the checkbox or individually selecting the RCs by clicking on radio box.

Step 37: User either selects all the RCs by clicking on the checkbox or individually selects the RCs by clicking on radio box.

Step 38: After confirming, click on "Submit" button for the action.

Step 39: Confirmation pop-up message is getting displayed. Click on "OK" to proceed.

Step 40: Else click on "Cancel" button.

Step 41: If user wants to send the request for Re-correction for selected RCs.

Step 42: User either selects all the RCs by clicking on the checkbox or individually selects the RCs by clicking on radio box.

Step 43: After confirming, click on "Submit" button for the action.
Step 44: Confirmation pop-up message is getting displayed. Click on “OK” to proceed.

Step 45: Else click on “Cancel” button.

Step 46: If user wants to reject the request for selected RCs.

Step 47: User either selects all the RCs by clicking on the checkbox or individually selects the RCs by clicking on radio box.

Step 48: After confirming, click on “Submit” button for the action.

Step 49: Confirmation pop-up message is getting displayed. Click on “OK” to proceed.

Step 50: Else click on “Cancel” button.

Step 51: ADSO/DFSO has a provision to check the Status of the request from their Dashboard.

Step 52: DDFS checks the status on the dashboard by clicking of the “RC Intra-T BT View Dash (RID17)” from left panel.

Step 53: Select Ration Card Status, AFSO Name and Source FPS Name from the drop-down List.

Step 54: Select Sorting Order as ‘Modification Date’ and Request Duration from the drop-Down list.

Step 55: Click on Search button.
Step 56: According to the Ration Card Status selection (i.e.: Verified & Approved[A], Reject[J], Under Re-correction for Bulk Transfer[BR] and Saved as Draft/under modification for Bulk Transfer[BS] ) are getting displayed in the grid.
5.2 INTER TALUKA FPS & RCS BULK TRANSFER

Inter Taluka FPS & RCs Bulk Transfer (Login Type : DFSO Office )

About the page:
This page facilitates the transfer of FPS along with their RCs from one AFSO to another AFSO within same Taluka or different Taluka. If all the RC's mapped to a FPS gets transferred then a new FPS gets created in the new AFSO (with transferred RC's). Also the old FPS gets deleted simultaneously.

Note: - (i). You can transfer only that FPS which is not mapped with any RCs kerosene and also its RCs are not mapped with Kerosene.
(ii). All the RCs should be approved which are mapped to the FPS which will be considered for bulk Transfer.

Step 1: Click on “RC Inter-T BT Appl (REA08)” under the folder ‘Ration Card[R] of ‘Bulk Transfer(Intra[I], Inter[E], DFSO/DSO[D])’ from left panel. Screen for Inter Taluka FPS & RCs Bulk Transfer gets displayed.

Step 2: From the ‘Source List’ section, select the Source AFSO, Status and Source FPS Name for FPS & RCs Bulk transfer by clicking on the Drop-Down list.

Step 3: For the selected FPS name, ‘Source FPS Details’ are getting displayed.

Step 4: Click on “Search” button.

FIGURE 192: INTER TALUKA PAGE
Step 5: Destination section is getting displayed (fig:177)

Step 6: Select the Destination AFSO, Destination FPS Village Name from the drop-down list.

Step 7: Initially Destination FPS Application ID should be disabled until user submits the request.

Step 8: User has a provision to change FPS details by entering the “Shop No./House no.(LL), Landmark/Locality/Colony(LL) and Pin Code”.

Step 9: User enters the remarks in the “Remarks” field.

Step 10: Ration Card List is getting displayed.

Step 11: All the RCs should be approved which are mapped with the FPS will be considered for bulk Transfer.

FIGURE 193: DESTINATION DETAIL

FIGURE 194: RC LIST
Step 12: User has a provision to change the Address Details by clicking on “Edit” Link.

Step 13: Enter House no./House Name and Landmark/Locality Colony from the Present Residence Address section under ‘Edit’ link.

Step 14: Select “Destination Village Name” by clicking on the Drop-Down list.

Step 15: Either “Update the Address Details by clicking on “Update Address” or ignore to make the changes by clicking on “Cancel” button.

Step 16: If Permanent Residence Address and other Details are same as Present Residence Address then user has a provision to select the checkbox (if present address and permanent address are same).

Step 17: User transfers the FPS along with RCs from one AFSO to another AFSO within same Taluka or different Taluka.

Step 18: User have a choice to save the request for later modification by clicking on “Save for Later Modification for Inter Bulk Transfer” button.

Step 19: Confirmation message is getting displayed. Click on “Ok” button to proceed.

FIGURE 195: EDIT RC ADDRESS DETAIL

FIGURE 196: SAVED THE APPLICATION
**Step 20:** Else submit the request by clicking on “Submit RCs for Transfer” button.

**Step 21:** If user wants to proceed the saved request.

**Step 22:** Under the Source List, select the Status as “Saved for later Modification for Inter Bulk Transfer” and Source FPS from the drop-down list.

**Step 23:** Click on “Search” button.

![FIGURE 197: FILTERED BY STATUS](image)

**Step 24:** Ration card list is getting displayed.

**Step 25:** User enters the remarks in the “Remarks” field.

**Step 26:** User click on “Submit Details for Inter Bulk Transfer Approval” button.

![FIGURE 198: SAVED RCS](image)

**Step 27:** Confirmation pop-up message is getting displayed. Click on “Confirm” button to proceed.

**Step 28:** Else click on “Cancel” button.
Step 29: Director Officer takes the action on the Bulk Transfer request.

Step 30: Login via “Director”.

Step 31: Click on “RC Inter-T BT V&A Dash (RED19)” from left panel. Screen for Inter Taluka FPS & RC Bulk Transfer gets displayed.

Step 32: Select DFSO Name and AFSO Name from the drop-down list.

Step 33: Click on Search button.

Step 34: FPS Transfer request List sent by the DFSO are getting displayed.

Step 35: User enters the remarks in the “Remarks” field.

Step 36: User select the FPS from the by clicking on radio button.

Step 37: All Ration card of the selected FPS are getting displayed.

Step 38: User has a provision to take the action on all the Ration cards of the selected FPS.

Step 39: If user wants to send the request for Re-correction.

Step 40: After confirming, click on “Submit” button for the action.
Step 41: Confirmation pop-up message is getting displayed. Click on “OK” to proceed.

Step 42: Else click on “Cancel” button.

Step 43: Re-correction request gets back to DFSO for the correction.

Step 44: Again, Login via DFSO office.

Step 45: Select the Source AFSO and Status as “Under Bulk Transfer Re-correction”.

Step 46: After confirming, click on “Submit Details for Inter Bulk Transfer Approval” button.
**Step 47:** Similarly, if the user wants to reject the request.

**Step 48:** After confirming, click on "Submit" button for the action.

**Step 49:** Confirmation pop-up message is getting displayed. Click on "OK" to proceed.

**Step 50:** Else click on "Cancel" button.
**Step 51:** Similarly, if user wants to approve the request.

**Step 52:** After confirming, click on “Submit” button for the action.

**Step 53:** Confirmation pop-up message is getting displayed. Click on “OK” to proceed.

**Step 54:** Else click on “Cancel” button.

**Step 55:** FPS ID has been generated in destination AFSO.

**Step 56:** DFSO/Director has a provision to check the status of the request from their dashboard.

**Step 57:** Director checks the status on the dashboard by clicking on the “**Inter Taluka FPS & RC Bulk Transfer Dashboard**” from left panel.

**Step 58:** Select DFSO Name, AFSO Name and Ration Card Status from the drop-down list.

**Step 59:** Click on Search button.
**Step 60:** According to the Ration Card Status selection (i.e.: Verified & Approved, Reject[,] and Under Re-correction for Bulk Transfer[BR] ) are getting displayed in the grid.

**FIGURE 210: REJECTED LIST**
5.3 INTER DFSO FPS & RC BULK TRANSFER

Inter DFSO FPS & RC Bulk Transfer (Login Type: Director office)

About the page:
This page facilitates the transfer of FPS along with their RC's from one DFSO to another DFSO within same District.
If all the RC's mapped to a FPS gets transferred then a new FPS gets created in the new DFSO and its AFSO (with transferred RC's). Similarly the old FPS gets deleted simultaneously.

Note:
(i) You can transfer only that FPS which is not mapped with any RCs kerosene and also RCs are not mapped with Kerosene.
(ii) All the RCs should be approved which are mapped with the FPS which is considered for bulk Transfer.

Step 1: Click on “RC Inter-D BT Appl (RDA09)” under the folder ‘Ration Card[R]’ of ‘Bulk Transfer(Intra[I], Inter[E], DFSO/DSO[D])’ from left panel. Screen for Inter DFSO FPS & RC Bulk Transfer gets displayed.

Step 2: From the ‘Source List’ section, select the District Name (only those districts in which more than one DFSO), DFO/DFS O, Source AFSO, Status and Source FPS Name for FPS & RCs Bulk transfer by clicking on the Drop-Down list.

Step 3: For the selected FPS name, ‘Source FPS Details are getting displayed.

Step 4: Click on “Search” button.

FIGURE 211: INTER DFSO SOURCE DETAILS
Step 5: Destination section is getting displayed.

Step 6: Select the DFO/DFSO, Destination AFSO, Destination FPS Village Name from the drop-down list.

Step 7: Initially Destination FPS Application ID should be disabled until user submits the request.

Step 8: User has a provision to change FPS details by entering the “Shop No./House no.(LL), Landmark/Locality/Colony(LL) and Pin Code”.

Step 9: User enters the remarks in the “Remarks” field.

Step 10: Ration Card List is getting displayed.

Step 11: All the RCs should be approved for them, to be mapped with the FPS and later will be considered for bulk Transfer.
Step 12: User has a provision to change the Address Details by clicking on “Edit” link.

Step 13: Enter **House no. /House Name** and **Landmark/Locality Colony** from the Present Residence Address section under ‘Edit’ link.

Step 14: Select “**Destination Village Name**” by clicking on the Drop-Down list

Step 15: Either Update the Address Details by clicking on “**Update Address**” or ignore to make the changes by clicking on “**Cancel**” button.

Step 16: If Permanent Residence Address and other Details are same as Present Residence Address then user has a provision to select the checkbox (if present address and permanent address are same).

**FIGURE 214: EDIT ADDRESS DETAILS**

Step 17: User transfers the FPS along with RCs from one DFSO to another DFSO within a same District.

Step 18: User have a choice to save the request for later modification by clicking on “**Save for Later Modification for Inter Bulk Transfer**” button.

Step 19: Confirmation message is getting displayed. Click on “**Ok**” button to proceed.

Step 20: Also new FPS Application ID gets generated.

**FIGURE 215: SAVE THE REQUEST**
Step 21: Else submit the request by clicking on “Submit details for Inter Bulk Transfer” button.

Step 22: If user wants to proceed the saved request.

Step 23: Under the Source List, select the District Name, DFO/DFSO, Source AFSO, Status as “Saved for later Modification for Inter Bulk Transfer” and Source FPS from the drop-down list.

Step 24: Click on “Search” button.

Step 25: Ration card list are getting displayed.

Step 26: User click on “Submit Details for Inter Bulk Transfer Approval” button.

Step 27: Confirmation pop-up message is getting displayed. Click on “Confirm” button to proceed.

Step 28: Else click on “Cancel” button.
Step 29: Director Officer takes the action on the bulk Transfer request.

Step 30: Login via “Director”.

Step 31: Click on “RC Inter-D BT V & A Dash (RDD21)” from left panel. Screen for Inter DFSO FPS & RC Bulk Transfer status change gets displayed.

Step 32: Select DFSO Name and AFSO Name from the drop-down list.

Step 33: Click on Search button.

Step 34: FPS Transfer request List sent by the Director are getting displayed.

Step 35: User enters the remarks in the “Remarks” field.

Step 36: User select the FPS from the list by clicking on radio button.

Step 37: All Ration card of the selected FPS are getting displayed.

Step 38: User has a provision to take the action on all the Ration cards of the selected FPS.

Step 39: If user wants to reject the Request.

Step 40: After confirming, click on “Submit” button for the action.
FIGURE 221: RE-CORRECTION REQUEST

**Step 41:** Confirmation pop-up message is getting displayed. Click on “OK” to proceed.

**Step 42:** Else click on “Cancel” button.

FIGURE 222: SUBMITTED

**Step 43:** Re-correction request get back to DFSO for the correction.

**Step 44:** User is on Director login.

**Step 45:** Click on “RC Inter-D BT View Dash (RDD22)” from left panel.

**Step 46:** From the ‘Source List’ section, select the District Name, DFO/DFSO, Source AFSO, by clicking on the Drop-Down list.

**Step 47:** Select the Status as “Under Bulk Transfer Re-correction” and Source FPS Name for FPS & RCs Bulk transfer by clicking on the Drop-Down list.

**Step 48:** For the selected FPS name, ‘Source FPS Details’ are getting displayed.

**Step 49:** Click on “Search” button.

**Step 50:** Ration card list are getting displayed.

**Step 51:** User clicks on “Submit Details for Inter Bulk Transfer Approval” button.

**Step 52:** Similarly, If user wants to reject the request.

**Step 53:** After confirming, click on “Submit” button for the action.
Step 54: Confirmation pop-up message is getting displayed. Click on “OK” to proceed.

Step 55: Else click on “Cancel” button.

FIGURE 224: SUBMIT FOR REJECTION

Step 56: Rejected request gets back to Director.

Step 57: Similarly, if user wants approved the request.

Step 58: After confirming, click on “Submit” button for the action.

FIGURE 225: FPS BASED RC FILTERED
Step 59: Confirmation pop-up message is getting displayed. Click on “OK” to proceed.

Step 60: Else click on “Cancel” button.

Step 61: FPS ID has been generated in destination DFSO and AFSO.

Step 62: Director has a provision to check the Status of the request from their dashboard.

Step 63: Director checks the status on the dashboard by clicking of the “Inter DFSO FPS & RC Bulk Transfer Dashboard” from left panel.

Step 64: Select DFSO Name, AFSO Name and RC Status from the drop-down list.

Step 65: Click on Search button.
6 PUBLIC LOGIN

6.1 PUBLIC REGISTRATION FOR RC AND FPS

Public Registration for RC and FPS (Login Type: 'Public Login')

About the page:
This feature allows the user to create New Public User.
The general public user has been provided with the facility of creating their own login Id's.

Step 1: Click on "Public Login" under the Login from left panel.
Step 2: Already registered user click on "Registered User" button, else click on "New User! Sign up Here" button

Note:- User have a provision to change the language by selecting “Language” field.

Step 3: For new user, go through the button "New User! Sign up Here".
Step 4: User already have a Ration Card, click on radio button "Do you have Ration Card".
Step 5: Else, click on "No Ration Card" radio button.
Step 6: User who already have a Ration Card, enter the Ration Card no. and click on "Check Ration Card" button.
Step 7: Aadhaar no. of the HOFN member of the Ration card is appeared.

Step 8: Click on “Send OTP” button.

Step 9: Enter the valid 6 digit OTP and click on “Verify OTP” button.

Step 10: Ration Card details automatically filled in the registered from.

Step 11: User has to enter 10 digits valid "Mobile No.".

Step 12: Enter the valid "Captcha" text displayed in the image.

Step 13: Enter the unique “Login Id” and click on “Check User” button to check the Availability of the login id name.

Step 14: Password should have the "Minimum 8 characters, and the combination of at least 1 Alphabet, 1 Number and 1 Special character".

Step 15: Make sure “Password” and "Confirm Password" should be perfectly matched.
Ration Card Management System (RCMS) – User Manual (Draft)

Step 16: Enter the address in the “Address 1” textbox.
Step 17: Enter the pin-code in the “PIN” textbox.
Step 18: Select the “Service required” from the drop-down list.
Step 19: Select the radio button “Do you have FPS License”, else select “No FPS License”.
Step 20: If user selected the radio button “Do you have FPS License”, select the FPS Name from the list.
Step 21: After confirmation, click on “Submit” button.

Step 22: Successfully registered with LOGIN ID is appeared.
Step 23: If user wants to login with the same credential, click on “Click Here to Login” button.
Step 24: Again, Click on “Registered user” button.

Step 25: Registered user has a provision to sign in either “Aadhaar Number” or “Username and Password” or “Ration Card”, if user choose the option “Do you have Ration Card”. 
Step 26: Enter the OTP received on entered/registered mobile no.

Step 27: Click on “RC Modification” from the left panel.

Step 28: Ration Card details is getting displayed.

Step 29: User has a provision to add the member by clicking on “Add Member” button.

Step 30: Also edit the member details by clicking on “Edit” link.

Step 31: If HoF remove the member by clicking on “Delete” link.

Step 32: Under the section “Card Type Details”, change the Card Type and click on “Update Card Type” button.

Step 33: Under the section “Address Details”, Enter the “House no./ House name (LL) and Landmark/Locality/Colony (LL)” (if any).

Step 34: Enter the valid Pin code in the “PIN” textbox.

Step 35: Check the check box, “if present address and permanent address are same”.

Step 36: Otherwise enter the details of the “Permanent Residence Address and Other
Details”.

Step 37:  Click on “Update Address “button.

FIGURE 237: UPDATE ADDRESS DETAILS

Step 38:  Under the section " Gas & Kerosene Oil Details", update the details and click on “Update Gas & Kerosene Details”

FIGURE 238: UPDATE GAS & KEROSENCE DETAILS

Step 39:  Under the section “FPS Details”, user check the FPS details.

FIGURE 239: FPS DETAILS

Step 40:  Under the section “Nominee Details”, “Search Nominee by Aadhaar No.”.

Step 41:  Click on Search button.

Step 42:  If all the terms and condition satisfied then update Nominee details by clicking on “Update Nominee” button.

Step 43:  Also user is able to delete nominee by clicking on "Delete Nominee" button.
**Step 44:** After confirmation, click on “Submit Ration Card for Verification and Approval”.

**Note: Terms and Conditions for Nominee :**

1. NFSA beneficiary(ies), who are above sixty five years of age, or who are differently-abled, and have no other adult family member (16 to 65 years as on date of nomination) listed in the Ration card, and are not in a position to visit the Fair Price Shop themselves, would be eligible to be covered under the special dispensation.
2. Only one Nominee is possible in one Ration card.
3. Any member of Ration card can not be a Nominee.
4. Nominee must be their in the same Fps as that of Beneficiary, if Nominee’s Fps has been changed to another Fps than Nominee will automatically be deleted for Ration card.
5. If any member’s age below 16 years and she/he becomes adult on a good day, the nominee present in the ration card will automatically be treated as cancelled for this Ration card that day onwards.
6. Beneficiary’s as well as nominee’s mobile number should be seeded with UIDAI for aadhaar based authentication through OTP.
7. Nominee’s aadhaar number should be verified in his Ration card.
8. For the successful registration of the nominee, an OTP will be sent on aadhaar-card-registered mobile number and nominee’s aadhaar-card-registered mobile number. Successful verification of both the OTPs will register the nominee successfully.

**Step 45:** Click on “Ok” button, else click on “Cancel” button.

**Step 46:** Finally, click on “Ok” button.
Ration Card Management System (RCMS) – User Manual (Draft)

Step 47: Now login via Inspector user.

Step 48: Click on Ration Card [R] >> Modification [M] >> RC V & A Dash (RMD02) from the left panel.

Step 49: In Modification Dashboard based on filtered records, data will get populated in grid and here user can see the details by clicking on view link that has associated with every Ration card number.

Inspector can perform either of the following activity on FPS ID:

1. Approve
2. Re-correction

Step 50: Select the values from the parameters and click on ‘Search’ button.

Step 51: All the related data will be displayed.

Step 52: There is a view link corresponding to every Ration card number. User can see all the details of that application by clicking on ‘view’ link.

Step 53: If user wants to approve the Ration card modification request, click on “Approve” radio button.

Step 54: If Inspector Officer approves the ration card modification request, then the status would get changed into ‘Verified and Approved [A]’.

National Informatics Centre
Step 55: If User does not have a Ration Card, click on “No Ration Card” radio button.

Step 56: Enter “Name in Local Language (as per Aadhaar)” and valid “Aadhaar No.”

Step 57: Enter the valid “Mobile no.” and “Email Address” (if any).

Step 58: Select the Date of Birth from the calendar control.

Step 59: Select the “Gender” from the drop-down list (as per aadhaar).

Step 60: Enter the valid “Captcha” from the captcha image.

Step 61: Click on “Verify Aadhaar” button.

Step 62: OTP sent to the registered mobile no. of the mentioned Aadhaar no. of the user.

Step 63: Enter the 6 digit valid OTP.

Step 64: Click on “Verify OTP” button.
FIGURE 246: VERIFIED USER VIA OTP

Step 65: Enter the unique "Login Id" and click on "Check User" button to check the availability of the login id name.

Step 66: Password should have the "Minimum 8 characters, and the combination of at least 1 Alphabet, 1 Number and 1 Special character".

Step 67: Make sure "Password" and "Confirm Password" should perfectly match.

Step 68: Enter the address in the "Address 1" textbox.

Step 69: Enter the pin-code in the "PIN" textbox.

Step 70: Select the “Service required” from the drop down list.

Step 71: Select the radio button "Do you have FPS License", else select “No FPS License”.

Step 72: If user selected the radio button "Do you have FPS License", select the FPS Name from the list.

Step 73: After confirmation, click on "Submit" button.
**FIGURE 247: SUBMIT LOGIN DETAILS**

**Step 74:** Successfully registered with LOGIN ID is getting displayed.

**Step 75:** If user wants to login with the same credential, click on “Click Here to Login” button.

**Step 76:** Click on “Registered user” button.

**FIGURE 248: LOGIN REGISTERED USER**

**Step 77:** If user don’t have ration card no., user have a provision to login via “Aadhaar no.” or “Username and password”.

---


National Informatics Centre

Page 136
Step 78: Click on “New Application form” from the left panel.

Step 79: Under “Ration Card and Member Personal details” section click on Add Member button.

Step 80: New window will get open where user has to enter the details of the member (1st member would be HOF and user cannot delete the HOF member) and after enter the details user has to click on 'Save' button by clicking on Save button.

Step 81: Details of the user will get saved and 12-digit application number will get generated. If user clicks on 'cancel' button, then the filled details will not get saved. User will be navigated to the main window.

Step 82: User can add 1 or more than one member by just clicking on 'Add Member' button.
FIGURE 251: SAVED MEMBER DETAILS

**Step 83:** Besides adding new member application has the provision of editing the details of the saved members, delete the member or can choosing the HONFSA (HONFSA member cannot be deleted). Provided that the application is not submitted for verification to inspector.
Step 84: Now click on "Card Type" section and then select scheme type from the 'Card Type' drop-down.
Step 85: Move to another section i.e., "Address Details" now enter Present Address details and then enter the permanent Address, if permanent address is same as present address then check the 'if present address and permanent address are same' check-box.

Step 86: click on "Gas & Kerosene Oil Details" section and then select gas connection status and etc.
Step 87: Under "Attached Enclosure" section select the enclosure type and upload the document. If user doesn't want to upload the document application then the system has the provision for physical document checking as well.

![Figure 256: Attached Enclosures](image)

Step 88: Under "NFSA Criteria" section selects the category from the drop-down list and then uploads the document if available, other-wise check the 'check for physical saved documents' check-box.

![Figure 257: Select NFSA Criteria](image)

Step 89: User can enter the remarks if any.

![Figure 258: Save/Submits Application Details](image)

Step 90: Now click on 'Submit Ration Card for Verification and Approval' button, by doing so all the details which are entered will get saved and the status of the application would be ‘Modified and Submitted for Verification and Approval for New Application(MN)’ and then this application will be forwarded to the Concerned Inspector for verification.
Step 91: Now login via Inspector user.

Step 92: In Verify Dashboard for New RC Application based on filtered records, data will get populated in grid and here user can see the details of the applicant by clicking on view link that is associated with every application id.

Inspector can perform either of the following activity on application number:

1. **Verification**
2. **Re-correction**

Step 93: Click on “Ration Card >> New RC Verif Dash (RND04)” from left panel.

Step 94: Select the values from the parameters and click on ‘Search’ button.

Step 95: All the related data will get displayed.

Step 96: There is a view link corresponding to every application id. User can see all the details of that application by clicking on ‘view’ link.
Step 97: By clicking on 'view' link, new window will get open where all the details related to the application id will be shown

![Image of Ration Card Details]

**FIGURE 262: VIEW RC DETAILS**

Step 98: Following action can be taken against this application:

1. **Verification:**
   
   If inspector verifies the application, then the application status would get changed to 'Verified for New Application' and forwarded to the concerned TFSO for further process.

2. **Re-correction:**
   
   If inspector doesn’t find the filled information valid then (s)he can send the application for re-correction. Application status would get changed into 'Under Re-correction for New Application' and then Public User again has to raise the request for verification.

![Image of Action Details]

**FIGURE 263: ACTION DETAILS**
Step 99: Under “Action Taken by” section, Inspector can change the Card Type from the ‘Recommended Card Type’ drop-down.

Step 100: If Inspector verifies the application, then the application status would get changed into ‘Verified for New Application’ and forwarded to the concerned TFSO for further process.

Step 101: Now login via TFSO user.

Step 102: In TFSO RC New Dashboard based on filtered records, data will get populated in
grid and here user can see the details of the applicant by clicking on view link that has associated with every application id.

TFSO can perform either of the following activity on application number:

1. Approve
2. Re-correction
3. Rejection

![TFSO Dashboard](image)

**FIGURE 267: TFSO DASHBOARD**

**Step 103:** By clicking on ‘view’ link, new window will get displayed where all the details of the application id will be shown.

Following action can be taken against this application:

1. **Approve:**
   
   If TFSO Approves the application, then the application status would get changed into ‘**Verified and Approved**’ and 12-digit Ration Card number will get generated.

2. **Re-correction:**
   
   If TFSO doesn't find the filled information valid then (s)he can send the application for re-correction. Application status would get changed into ‘**Under Re-correction for New Application**’ and then Public user again has to raise the request for verification.

3. **Rejection:**
   
   If TFSO doesn't find the filled information valid then (s)he can reject the application, then the status of the application would be ‘**Rejected**’, and user has to re-apply for the same.

**Step 104:** Under “**Action Taken by**” section TFSO will select either of the scheme (filled by Public User/Inspector) from the ‘**Recommended Card Type**’ drop-down, select the FPS and Action to be performed (Approve/Re-Correction/Rejection).
Step 105: If TFSO approves the application, then the application status of RC would get changed into ‘Verified and Approved’ and also 12-digit Ration Card number will get generated.

Step 106: User can see the details of the Ration Card which are approved by TFSO from the TFSO RC New Dashboard by selecting the value from the parameters and then click on ‘Search’ button.
FIGURE 271: VIEW APPROVED RC ON DASHBOARD
### 6.2 RC TRANSFER (INTRA)

**Apply for RC Transfer (Login Type : ‘Public Login’)**

**About the page:**
This feature of the application allows user to transfer the RC from one village to another village within the same Taluka.

**Step 1:** Click on "TRANSFER/ SUSPENSION/ SURRENDER/ DELETION [X] >> RC TSSD(X) Appl SRC (RXA03)" from left panel. User is on “RC TSSD(X) Appl SRC (RXA03)".

**Step 2:** Select the “Select Type” as Transfer.

**Step 3:** Public User’s FPS and Ration Card has already been selected.

**Step 4:** Users have a provision to view the details of the selected ration card by clicking on “View” link.

**Note:** User have a provision to change the language by selecting “Language” field.

**Step 5:** Select the “Select Transfer Type” as ‘Intra-Taluka’.

**Step 6:** Enter “House no./House Name” and “Landmark/Locality/Colony”.

**Step 7:** Select the “Village/Town name” from the drop-down list.

**Step 8:** Enter “Pincode” and “Remarks”.

**Step 9:** Select the “Enclosure Type” from the drop-down list.

**Step 10:** User either upload the the document(.pdf file type only), File size should be in range 0 to 100 kb in size.

**Step 11:** Or user have a option to “Check for Physically save the document”. 
Step 12: After confirmation, click on “Submit for Transfer” button.

Step 13: The Reference no. gets generated like ‘M03091700035’.

Step 14: Request goes to Inspector for verification.

Step 15: Now login via Inspector user.

Step 16: Click on “Transfer/ Suspension/ Surrender/ Deletion [X] >> RC TSSD(X) Verif Dash SRC (RXD06)” from the left panel.

Step 17: “Select Fair Price Shop” and “Select Request Type” from the drop-down list, data will get populated in grid and here user can see the details by clicking on view link that is associated with every application id.

Inspector can perform either of the following action on application no: under the “Action” button:
1. Verify
2. Reject

Step 18: Click on “Action” button.

Step 19: Under the section “Action Details”, select the “Card Type” and “FPS Mapping”
Ration Card Management System (RCMS) – User Manual (Draft)

from the drop-down list but it’s not mandatory.

Step 20: Enter the Remarks in the remarks field.

Step 21: After confirmation, click on “Verify” button.

Step 22: Request goes to AFSO officer for Approval.

Step 23: Now login via AFSO Officer User.

Step 24: Click on “Transfer/ Suspension/ Surrender/ Deletion [X] >> RC TSSD(X) Aprvld Dash SRC (RXD07)” from the left panel.

Step 25: “Select Fair Price Shop” and “Select Request Type” from the drop-down list, data will get populated in grid and here user can see the details by clicking on view link that has associated with every application id.

AFSO Officer can perform either of the following action on application no under the “Action” button:

1. Approve
2. Reject

Step 26: Click on “Action” button.

Step 27: Under the section “Action Details”, select the “Card Type” and “FPS Mapping” from the drop-down list.

Step 28: Enter the Remarks in the remarks field.

Step 29: After confirmation, click on “Approve” button.

Step 30: Confirmation message “Successfully approved”.

FIGURE 276: VERIFIED BY INSPECTOR

FIGURE 277: ACTION TAKEN BY AFSO
6.3 RC TRANSFER (INTER)

Apply for RC Transfer (Login Type : ‘Public Login’)

About the page:
This feature of the application allows user to transfer the RC from one Taluka to another Taluka.

Step 1: Click on “TRANSFER/ SUSPENSION/ SURRENDER/ DELETION [X] >> RC TSSD(X) Appl SRC (RXA03)” from left panel.

Step 2: Select the “Select Type” as Transfer.

Step 3: Public User’s FPS and Ration Card has already been selected.

Step 4: Users have a provision to view the details of the selected ration card by clicking on “View” link.

Note:- User have a provision to change the language by selecting ”Language” field.
Step 9: Enter “Pincode” and “Remarks”.

Step 10: Select the “Enclosure Type” from the drop-down list.

Step 11: User either upload the the document(.pdf file type only), File size should be in range 0 to 100 kb in size.

Step 12: Or user have a option to “Check for Physically save the document”.

Step 13: After confirmation, click on “Submit for Transfer” button.

Step 14: The Reference no. gets generated like ‘M03101700005’.

Step 15: Request goes to Inspector for verification.

Step 16: Now login via Inspector user.

Step 17: Click on “Transfer/ Suspension/ Surrender/ Deletion [X] >> RC TSSD(X) Verif Dash SRC (RXD06)” from the left panel.

Step 18: “Select Fair Price Shop” and “Select Request Type” from the drop-down list, data will get populated in grid and here user can see the details by clicking on view link that is associated with every application id.

Inspector can perform either of the following action on application no: under the “Action” button:

1. Verify
2. Reject
3. Cancel
FIGURE 282: ACTION TAKEN BY INSPECTOR

Step 19: Click on “Action” button.

Step 20: Under the section “Action Details”, select the “Card Type” from the drop-down list but it’s not mandatory.

Step 21: Enter the Remarks in the remarks field.

Step 22: After confirmation, click on “Verify” button.

Step 23: Request goes to AFSO officer for Approval.

FIGURE 283: VERIFY BY INSPECTOR

Step 24: Now login via AFSO Officer User.

Step 25: Click on “Transfer/ Suspension/ Surrender/ Deletion [X] >> RC TSSD(X) Aprvl Dash SRC (RXD07)” from the left panel.

Step 26: “Select Fair Price Shop” and “Select Request Type” from the drop-down list, data will get populated in grid and here user can see the details by clicking on view link that has associated with every application id.

AFSO Officer can perform either of the following action on application no under the “Action” button:

1. Approve
2. Reject
3. Cancel
Step 27: Click on "Action" button.

Step 28: Under the section “Action Details”, select the “Card Type” from the drop-down list but it’s not mandatory.

Step 29: Enter the Remarks in the remarks field.

Step 30: After confirmation, click on “Approve” button.

Step 31: Confirmation “Successfully approved” message is getting displayed at the Source level.

Step 32: Now Login via DEO (Destination), for further process of the Inter-Taluka Request.

Step 33: Ration Card Holder (whose RC is going to Transfer here) will give/show the Transfer Certificate (which is provided by source officer) to the Destination DEO.

Step 34: Click on “Transfer/Split(Inter Taluka) (Destination level)[Z]>>RC Transfer/Split Mod Dash DST (RDD10)” from the left panel.

Step 35: Destination DEO will enter the Reference no. (Which is mentioned in the Transfer Certificate) to do the further process.
Step 36: Click on “Action” button.

Step 37: Under the section “Action Details”, select the “Card Type” and “FPS Mapping” from the drop-down list, but it’s not mandatory.

Step 38: Enter the Remarks in the remarks field.

Step 39: After confirmation, click on “Submit” button.

 FIGURE 287: SUBMIT BY DEO

Step 40: Now login via Inspector user.

Step 41: Click on “Transfer/Split(Inter Taluka) (Destination level)[Z] >> RC Transfer/Split Verif Dash DST (RDD11)” from the left panel.

Step 42: “Select Request Type” from the drop-down list, data will get populated in grid and here user can see the details by clicking on view link that has associated with every application id.

Step 43: Also user can search by entering the Reference no.

Inspector can perform either of the following action on application no: under the “Action” button:

1. Verify
2. Reject
3. Cancel

 FIGURE 288: ACTION TAKEN BY INSPECTOR
Step 44: Click on “Action” button.

Step 45: Under the section “Action Details”, select the “Card Type” and “FPS Mapping” from the drop-down list, but it’s not mandatory.

Step 46: Enter the Remarks in the remarks field.

Step 47: After confirmation, click on “Verify” button.

Step 48: Now login via AFSO Officer User.

Step 49: Click on “Transfer/Split (Inter Taluka) (Destination level)[Z] >> RC Transfer/Split Aprvl Dash DST (RDD12)” from the left panel.

Step 50: “Select Fair Price Shop” and “Select Request Type” from the drop-down list, data will get populated in grid and here user can see the details by clicking on view link that has associated with every application id.

AFSO Officer can perform either of the following action on application no under the “Action” button:

1. Approve
2. Reject
3. Cancel

Step 51: Click on “Action” button.

Step 52: Under the section “Action Details”, select the “Card Type” and “FPS Mapping” from the drop-down list, but it’s not mandatory.
Step 53: Enter the Remarks in the remarks field.

Step 54: After confirmation, click on “Approve” button.

Step 55: Confirmation “Successfully approved” message is getting displayed at the Destination level.

FIGURE 291: APPROVE BY AFSO
6.4 RC MODIFICATION SPLIT (INTRA TALUKA)

Apply for RC Split (Login Type: ‘Public Login’)

**About the page:**

This feature allows the user to split the members (other than HOF) from the ration card within the same Taluka.

**Step 1:** Click on “RC Split(Y) Appl SRC (RYA04)” under the folder ‘Split(Y)’ from left panel. User is on Apply for RC Split.

**Step 2:** Select the “Select Split Type” as ‘Intra-Taluka’.

**Step 3:** Only Approved RC goes through the Split process.

**Step 4:** Public User’s FPS and Ration Card has already been selected.

**Step 5:** Users have a provision to view the member details of the selected ration card by clicking on “View” link.

**Step 6:** Select the member who you want split from member list by clicking on the checkbox.

**Step 7:** After confirmation, click on “Split” button.

**Step 8:** Selected member list is getting displayed.

**Step 9:** Select the HoF by clicking on radio button & member relation from dropdown list.

**FIGURE 292:** INTRA TALUKA SPLIT SELECTION

**FIGURE 293:** HOF SELECTION
Step 10: Under the section “Select New Location” and “Card Type Details”, select the “New Village/Town” and “Card Type” from the drop-down list.

![FIGURE 294: DESTINATION LOCATION SELECTION](image)

Step 11: Under the section “Address Details”, enter “House No./House Name” and “Landmark/Locality/Colony” (if any).

Step 12: Enter “Pin code” (if any).

![FIGURE 295: ENTER DESTINATION ADDRESS](image)

Step 13: Under the section “Gas & Kerosene Oil Details”, select “Gas Connection Status” (if any) otherwise “No connection”.

Step 14: Enter the “Gas Consumer Number” (if any).

Step 15: Select the “Gas Consumer Name EN” from the drop-down list.

Step 16: Select the “Gas Agency Name” from the drop-down list (if any).

Step 17: Select the “Gas Consumer Name EN” from the drop-down list.

![FIGURE 296: GAS & KEROSENE SELECTION](image)

Step 18: Under the section “Attached Enclosures”, select the ‘Enclosure Type’.

Step 19: User either upload the the document (.pdf file type only), File size should be in range 0 to 100 kb in size.

Step 20: Or user have a option to “Check for Physically save the document”.

![FIGURE 297: ATTACHED ENCLOSURES SELECTION](image)
**Step 21:** Under the section "Attached Enclosures", select the 'Enclosure Type' from the drop down list.

**Step 22:** Enter the Remarks in the remarks field (if any).

**Step 23:** User either uploads the the document(.pdf file type only), File size should be in range 0 to 100 kb in size.

**Step 24:** Or users have a option to “Check for Physically save the document”.

**Step 25:** Under the section "Verify Authority Details" are getting displayed.

**Step 26:** Enter the Remarks in the remarks field.

**Step 27:** After confirmation, click on “Submit Request for Split” button.

**Step 28:** Reference No. gets generated.

**Step 29:** Request goes to AFSO officer for Approval.

**Step 30:** Users have a provision to view/down certificate for the reference purpose.

**Step 31:** Click on “View/Download Certificate” button.

**Step 32:** Now login via "Inspector" user.

**Step 33:** Click on "RC Split(Y) Verif Dash SRC (RYD08)" from the left panel.

**Step 34:** “Select Fair Price Shop” and “Select Request Type” from the drop-down list, data will get populated in grid and here user can see the details by clicking on
view link that has associated with every application no. Inspector can perform either of the following action on application no: under the “Action” button:

1. Verify
2. Reject
3. Cancel

Step 35: Click on “Action” button.

Step 36: Enter the Remarks in the remarks field.

Step 37: Select the “Card Type” and “FPS Mapping” from the drop-down list but it’s not mandatory.

Step 38: After confirmation, click on “Verify” button.

Step 39: Request goes to AFSO officer for Approval.

Step 40: Now login via “AFSO Officer” User.

Step 41: Click on “RC Split(Y) Aprvl Dash SRC (RYD09)” from the left panel.

Step 42: “Select Fair Price Shop” and “Select Request Type” from the drop-down list, data will get populated in grid and here user can see the details by clicking on view link that is associated with every application id. AFSO Officer can perform either of the following action on application no: under the “Action” button:

1. Approve
2. Reject
3. Cancel
Step 43: Click on “Action” button.
Step 44: Enter the Remarks in the remarks field.
Step 45: Select the “Card Type” and “FPS Mapping” from the drop-down.
Step 46: After confirmation, click on “Approve” button.
Step 47: Confirmation “Successfully approved” message is getting displayed.
6.5 RC MODIFICATION SPLIT (INTER TALUKA)

Apply for RC Split (Login Type: ‘Public Login’)

**About the page:**

This feature provides the facility to the ration card holder to split the members (other than HOF) from the ration card from one Taluka to the another Taluka.

It is a six step process.

**Step 1:** Click on “RC Split(Y) Appl SRC (RYA04)” under the folder ‘Split[Y]’ from left panel. User is on Apply for RC Split.

**Step 2:** Select the “Select Split Type” as ‘Inter-Taluka’.

**Step 3:** Public User’s FPS and Ration Card has already been selected.

**Step 4:** Only Approved RC will go through the Split process.

**Step 5:** Users have a provision to view the member details of the selected ration card by clicking on “View” link.

**Step 6:** Select the member who you to want split from member list by clicking on the checkbox.

**Step 7:** After confirmation, clicks on “Split” button.

**Step 8:** Selected member list is getting displayed.

**Step 9:** Select the HoF and NFSA by clicking on radio button and member relation from the drop-down list.

**Step 10:** Under the section “Select New Location and Card Type Details”, select the “New District”, “New Tehsil”, “New Village/Town” and “Card Type” from the
Step 11: Under the section “Address Details”, enter “House no. /House name” and “Landmark/Locality/Colony” (if any).

Step 12: Enter “Pin code” (if any).

Step 13: Under the section “Gas & Kerosene Oil Details”, select “Gas Connection Status” (if any) otherwise ‘No connection’.

Step 14: Enter the “Gas Consumer Number” (if any).

Step 15: Select the “Gas Consumer Name EN” from the drop-down list.

Step 16: Select the “Gas Agency Name” from the drop-down list (if any).

Step 17: Select the “Gas Consumer Name EN” from the drop-down list.

Step 18: Under section “Attached Enclosures”, select ‘Enclosure Type’ from drop down list.

Step 19: User either uploads the the document(.pdf file type only), File size should be in range 0 to 100 kb in size.

Step 20: Or user have a option to “Check for Physically save the document”.
FIGURE 309: UPLOAD ADDRESS DOCUMENT

Step 21: Under the section "NFSA Criteria", select the 'Options' from the drop down list.

Step 22: Enter the Remarks in the remarks field (if any).

Step 23: User either upload the the document(.pdf file type only), File size should be in range 0 to 100 kb in size.

Step 24: Or user have a option to “Check for Physically save the document”.

FIGURE 310: UPLOAD DOCUMENT

Step 25: Under the section “Verify Authority Details” are getting displayed.

Step 26: Enter the Remarks in the remarks field.

Step 27: After confirmation, click on “Submit Request for Split” button.

Step 28: Reference no. gets generated.

Step 29: Request goes to AFSO officer for Approval.

Step 30: Users have a provision to view/down certificate for the reference purpose.

Step 31: Click on "View/Download Certificate" button.

FIGURE 311: REFERENCE NO. GENERATED

Step 32: Now login via Inspector user.

Step 33: Click on “RC Split(Y) Verify Dash SRC (RYD08)” from the left panel.

Step 34: “Select Fair Price Shop” and “Select Request Type” from the drop-down list, data will get populated in grid and here user can see the details by clicking on view link that has associated with every application no:

Inspector can perform either of the following action on application no under the
“Action” button:

1. Verify
2. Reject
3. Cancel

FIGURE 312: ACTION TAKEN BY INSPECTOR

Step 35: Click on “Action” button.

Step 36: Enter the Remarks in the remarks field.

Step 37: Select the “Card Type” from the drop-down list but it’s not mandatory.

Step 38: After confirmation, click on “Verify” button.

Step 39: Request goes to AFSO officer for Approval.

FIGURE 313: VERIFY BY INSPECTOR

Step 40: Now login via AFSO Officer User.

Step 41: Click on “RC Split(Y) Aprvl Dash SRC (RYD09)” from the left panel.

Step 42: “Select Fair Price Shop” and “Select Request Type” from the drop-down list, data will get populated in grid and here user can see the details by clicking on view link that is associated with every application id.

AFSO Officer can perform either of the following action on application no under the “Action” button:

1. Approve
2. Reject
3. Cancel
Step 43: Click on “Action” button.

Step 44: Enter the Remarks in the remarks field.

Step 45: Select the “Card Type” from the drop-down.

Step 46: After confirmation, click on “Approve” button.

Step 47: Confirmation “Successfully approved” message is getting displayed.

Step 48: Now Login via DEO (Destination), for further process of the Inter-Taluka Request.

Step 49: Ration Card Holder (whose RC is going to split here) will give/show the split Certificate (which is provided by source officer) to the Destination DEO.

Step 50: Click on “RC Transfer/Split Mod Dash DST (RZD10)” under the folder ‘Transfer/Split(Inter Taluka) (Destination level)[Z]’ from the left panel.

Step 51: Destination DEO will enter the Reference no. (Which is mentioned in the split Certificate) to do the further process.

Step 52: Under the section “Verify Authority Details” are getting displayed.

Step 53: Select the “Card Type” and “FPS Mapping” from the drop-down.
Step 54: Enter the Remarks in the remarks field.

Step 55: After confirmation, click on “Submit” button.

Step 56: Data successfully submitted.

Step 57: Now login via “Inspector” user.

Step 58: Click on “RC Transfer/Split Verif Dash DST (RZD11)” from the left panel.

Step 59: “Select Fair Price Shop” and “Select Request Type” from the drop-down list, data will get populated in grid and here user can see the details by clicking on view link that has associated with every application no.

Inspector can perform either of the following action on application no under the “Action” button:
1. Verify
2. Reject
3. Cancel

Step 60: Click on “Action” button.

Step 61: Enter the Remarks in the remarks field.

Step 62: Select the “Card Type” and “FPS Mapping” from the drop-down list but it’s not mandatory.

Step 63: After confirmation, click on “Verify” button.
Step 64: Request goes to AFSO officer for Approval.

![Figure 319: Verify by Inspector](image)

Step 65: Now login via "AFSO Officer" User.

Step 66: Click on "RC Transfer/Split Aprvl Dash DST (RZD12)" from the left panel.

Step 67: "Select Fair Price Shop" and "Select Request Type" from the drop-down list, data will get populated in grid and here user can see the details by clicking on view link that is associated with every application id.

AFSO Officer can perform either of the following action on application no: under the "Action" button:

1. Approve
2. Reject
3. Cancel

![Figure 320: Action Taken by AFSO](image)

Step 68: Click on "Action" button.

Step 69: Enter the Remarks in the remarks field.

Step 70: Select the "Card Type" from the drop-down.

Step 71: After confirmation, click on "Approve" button.

Step 72: Confirmation "Successfully approved" message is getting displayed.
**Step 73:** Ration Card number is get generated for the split Ration card.

**Step 74:** Also users have a provision to view/down certificate for the reference purpose.

**Step 75:** Click on “View/Download Certificate” button under the View Request button.
6.6 RC SURRENDER

Apply for RC Surrender (Login Type: ‘Public Login’)

About the page:
This feature allows the user to surrender RC.

Step 1: Click on "Modification [M] >> RC TSSD(X) Appl SRC (RXA03)" from left panel.

Step 2: Select the “Select Type” as Surrender.

Step 3: Public User’s FPS and Ration card has already been selected.

Step 4: Users have a provision to view the details of the selected ration card by clicking on “View” link.

Step 5: After confirmation, click on “Submit for Surrender” button.

Step 6: The reference no. gets generated like ‘M03101700005’.

Step 7: Request goes to Inspector for verification.

Step 8: Now login via Inspector user.

Step 9: Click on “RC TSSD(X) Verif Dash SRC (RXD06)” from the left panel.

Step 10: “Select Fair Price Shop” and “Select Request Type” from the drop-down list, data will get populated in grid and here user can see the details by clicking on view link that is associated with every application no. Inspector can perform either of the following action on application no: under the “Action” button:

1. Verify
2. Reject
3. Cancel

Step 11: Click on "Action" button.
Step 12: Enter the Remarks in the remarks field.
Step 13: After confirmation, click on "Verify" button.
Step 14: Request goes to AFSO officer for Approval.

Step 15: Now login via AFSO Officer User.
Step 16: Click on "RC TSSD(X) Aprvl Dash SRC (RXD07)" from the left panel.
Step 17: “Select Fair Price Shop” and “Select Request Type” from the drop-down list, data will get populated in grid and here user can see the details by clicking on view link that has associated with every application id.
AFSO Officer can perform either of the following action on application no: under the “Action” button:
1. Approve
2. Reject
3. Cancel

Step 18: Click on “Action” button.
Step 19: Enter the Remarks in the remarks field.
Step 20: After confirmation, click on “Approve” button.
Step 21: Confirmation “Successfully approved” message is getting displayed.

FIGURE 329: APPROVED BY AFSO
6.7 NEW FPS REQUEST

New FPS Request (Login Type: Public Login)

About the page:
This page facilitates the user to apply the FPS online. User can apply for the new FPS by using “New Application Form” under Fair Price Shop. This form captures the Fair Price Shop details like, FPS Owner details, FPS Residence address details, FPS Operator/Nominee details etc.

Step 1: Click on “Public FPS Appl (UFA34)” under the folder ‘FPS Modification/ New Appl. [F]’ from left panel. Screen for New Application Form of the FPS appears.

Step 2: For the new FPS request, click on “Create New FPS” link.

Step 3: If user wants to proceed with the saved/Re-correction request, click on Edit link from the grid.

Step 4: Pending FPS list is getting displayed, user can search by the FPS name / Application No.

FIGURE 330: CREATE NEW FPS

Step 5: Under the section “Fair Price Shop details”, select “FPS Owner Type” and “FPS Type” from the drop-down list.

Step 6: Enter the “Fair Price Shop Name” and “Permanent Account No.(PAN)”.

Step 7: Select the “Shop Type” from the drop down list.

Step 8: Enter the “Income Tax Amount Paid(Rs.)”, if the “Is Income Tax Paid” selected as “Yes” by the user

Step 9: Select the “Roof Type”, “Building Type” and “Ownership of Premises” (If any) from the drop-down list.

Step 10: Enter the “Landmark/Locality/Colony”, “Street”, “Plot no.”, “Khata no.” and “Mouza/Hamlet/Khera” (If any).

Step 11: Enter the “East Boundary”, “West Boundary”, “North Boundary” and “South Boundary”.

Step 12: Select the “Village/Town name” from the drop-down and enter the Pin-code of the area.

Step 13: Click on Update button.

Step 14: Updating any section will lead to generation of Application ID for the request.
Step 15: Under the section "Fair Price Shop Owner Personal & Professional details", enter the "FPS Owner name", "Father's Name" and "Mother's name".

Step 16: Select the "Education" and "Reservation Category" from the drop-down list.

Step 17: Enter the 10 digit Mobile no and it should start with (7,8 and 9) only(for e.g.: - 9854452874).

Step 18: Enter the valid "UID no."(it should be of 12 digit) and "Age"(in Years)

Step 19: Select the "Gender" from the drop-down list.

Step 20: Users have a provision either upload the "Photograph of the Fair Price Shop Owner" by clicking on "Choose file" button or "Capture the Image by Webcam".

Step 21: "Photograph of the Fair Price Shop Owner" should be of "*.jpg, jpeg, .png" type and size should between 0-12kb (12288 byte.)

Step 22: Click on Update button.
Step 23: Under the section “FPS Owner Residence Address Details”, enter the “House no./House name(LL)” and “Landmark/Locality/Colony(LL)”.

Step 24: Select “District (EN)”, “Landmark/Locality/Colony(EN)” and “Village/Town name”.

Step 25: Enter 6 digits Pin-code of the Area.

Step 26: Click on Update button.

Step 27: Under the section “Fair Price Shop Owner Professional & Bank Details”, select the “Occupation” from the drop-down list.

Step 28: Enter the “Total Annual Income (in Rs.)”.

Step 29: Select the “Bank Name”, “District” and “Branch Name” from the drop-down list.

Step 30: Enter the “Bank A/C no.” and click on “Update” button.
Step 31: Under the section “Coordinates of Fair Price Shop”, select the “Hiring basis” from the drop-down list.

Step 32: Enter the “Longitude” and “Latitude” of the shop.

Step 33: Click on “Update” button.

Step 34: Under the section “Fair Price Shop Operator/Nominee Details”, if the FPS Owner and FPS Operator/Nominee Details are same then user has a provision to check the check-box to state “Same as FPS Owner”.

Step 35: Otherwise user has to enter the “Operator/Nominee details”.

Step 36: Enter the “Operator Name”, “Father’s Name” and “Mother’s Name”.

Step 37: Select the Gender from the drop-down list.

Step 38: Enter the valid “Mobile No.” and “UID No.”.

Step 39: Click on “Update” button.

Step 40: Under the section “Attachment Enclosures”, select the “Enclosures Type” from the drop-down list.

Step 41: “Browse” and Upload the .pdf file and the size range lies between the 0 to 100 kb.

Step 42: Click on “Update” button.
Step 43: Either clicks on 'Submit FPS for Verification and Approval' button, by doing so, the status of the application would be 'Modified and Submitted for Verification and Approval for New Application'.

Step 44: Confirmation pop-up message is getting displayed. Click on “Ok” button to proceed.

Step 45: Else click on “Cancel” button.

Step 46: Now login via Inspectors user.

Step 47: Click on “New FPS Verif Dash (FND29)” under the Fair Price Shop from the left panel.

Step 48: In For New FPS Application based on filtered records, data will get populated in grid and here user can see the details by clicking on view link that is associated with every application id.

Inspector can perform either of the following activity on application ID:

1. Verify
2. Re-correction
Step 49: Select the values from the parameters and click on ‘Search’ button.

Step 50: All the related data will be displayed.

Step 51: There is a view link corresponding to every application id. User can see all the details of that application by clicking on ‘view’ link.

Step 52: Following action can be taken by Inspector against this application:

1. **Verify:**
   
   If Inspector officer verifies the application, then the application status would get changed to ‘Verified for New Application [VN]’, also request will be forwarded to the concerned TSO/AFSO officer for further action.

2. **Re-correction:**
   
   If Inspector officer doesn't find the filled information valid then (s) he can send the application for re-correction. Application status would get changed to ‘Under Re-correction for New Application [RN]’ and then Public User again has to raise the request for verification.
Step 53: Now login via TSO/AFSO Officer User.

Step 54: Click on “New FPS Fwd Dash (FND30)” under the Fair Price Shop from the left panel.

Step 55: Following action can be taken by Inspector against this application:

1. **Forward the Application for Approval:**
   
   If AFSO officer “Forward the Application for Approval” the application, then the application status would get changed into ‘Forwarded for Approval for New Application [AN]’, then request goes to the concerned Inspector officer for the re-verification.

2. **Re-correction:**
   
   If AFSO officer doesn't find the filled information valid then (s) he can send the application for re-correction. Application status would get changed into ‘Under Re-correction for New Application [RN]’ and then Public User again has to raise the request for verification.

3. **Re-verify:**
   
   If AFSO officer doesn't find the filled information valid then (s) he can send the application for re-verification. Application status would get changed into ‘Re-verified for New Application [YN]’ then request goes to the concern Inspector officer for the re-verification.

![FIGURE 341: TFSO DASHBOARD](image)

Step 56: If user wants to forward the application for Approval, (s) he needs to map the State Depot/Godown for approval.

Step 57: Under the section “FPS to State Depot/Godown Mapping”, select the “Commodity Name”, “Depot/Godown Mapping District”, “Depot/Godown Mapping Name” and “Distance Group’ from the drop-down.

Step 58: Enter the “Transport Group (Km)” (if any).

Step 59: Click on “Add” button.

Step 60: After confirming, click on “Submit” button.
FIGURE 342: FORWARD THE APPLICATION

**Step 61:** Now login via DFSO Officer User.

**Step 62:** Click on “New FPS Aprvl Dash (FND31)” under the Fair Price Shop from the left panel.

**Step 63:** Following action can be taken by DFSO Officer against this application:

1. **Approve:**
   
   If DFSO officer “Approve” the application, then the application status would get changed into 'Verified & Approved [A]'.

2. **Re-correction:**
   
   If DFSO officer doesn’t find the filled information valid then (s) he can send the application for re-correction. Application status would get changed into 'Under Re-correction for New Application [RN]' and then Public User again has to raise the request for verification.

3. **Re-Mapping:**
   
   If DFSO officer doesn't find the FPS to State Depot/Godown mapping correctly then (s) he can send the application for re-Mapping. Application status would get changed into 'Re-Mapping for New Application [PN]' then request goes to the concern TSO/AFSO officer for the re-mapping.

4. **Reject:**
   
   If DFSO officer doesn't find the filled information valid then (s) he can reject the application. Application status would get changed into ‘Rejected [J]’.
Step 64: Enter the “Normal License no.” or/and “Kerosene License no.” (If any)

Step 65: Select the “Normal License Valid From” and “Normal License Valid To” or/and “Kerosene License Valid From” and “Kerosene License Valid To” from the Calendar control. (If any)

Step 66: Select the “FPS Sale Type” and “System Integrated (SI)” from the drop-down list.

Step 67: Enter the “Fair Price Shop name”, “MAC Id of POS device”.

Step 68: Select the “DFSO” and “AFSO” from the drop-down list.

Step 69: Select the action (if approve).

Step 70: Click on “Submit” button.

Step 71: Confirmation pop-up message is getting displayed. Click on “Ok” button to proceed.

Step 72: Else click on “Cancel” button.
### Step 73:
Public User /Inspector/AFSO/DFSO officer has a provision to check the Status of the request from their dashboard.

#### 6.8 FPS LICENSE RENEWAL

**FPS License Renewal** (Login Type: Public Login)

**About the page:**
This page facilitates the user to renew the FPS license online.

**Step 1:** Click on “Public FPS Appl (UFA34)” under the ‘FPS Modification/New Appl. [F]’ from left panel. Screen for modification Form of the FPS gets displayed.

**Step 2:** For the FPS License renewal, click on “EDIT” link.

**Note:** User have a provision to change the language by selecting "Language" field.
Step 3: Under the section “Fair Price Shop details, select the “Normal License Valid To” or/and “Kerosene License Valid To” from the Calendar control.

Step 4: Enter the ‘Fees Amount’.


Step 6: Enter the Remarks in the remarks field.

Step 7: After Confirmation, clicks on 'Submit FPS for Verification and Approval' button, by doing so, the status of the application would be ‘Modified and Submitted for Verification and Approval’.

Step 8: Confirmation pop-up message is getting displayed. Click on “Ok” button to proceed.

Step 9: Click on Print E-challan button for printing E-Challan.
Step 10: Now login via Inspector user.

Step 11: Click on “FPS Mod Verfi Dash (FMD26)” under the Fair Price Shop from the left panel.

Step 12: In For Modification Dashboard based on filtered records, data will get populated in grid and here user can see the details by clicking on view link that has associated with every application id.

Inspector can perform either of the following activity on FPS ID:

1. Verify
2. Re-correction

Step 13: Select the values from the parameters and click on ‘Search’ button.

Step 14: All the related data will get display.

Step 15: There is a view link corresponding to every application id. User can see all the details of that application by clicking on ‘view’ link.

Step 16: Now login via TSO/AFSO Officer user.

Step 17: Click on “FPS Mod Aprvl Dash (FMD27)” under the Fair Price Shop from the left panel.

Step 18: In For Modification Dashboard based on filtered records, data will get populated in grid and here user can see the details by clicking on view link that has associated with every FPS Id.
Step 19: Following action can be taken against this application:

1. Verified & Modified:
   
   If AFSO officer “Forward the Application for Approval” the application, then the application status would get changed into 'Verified & Modified [M]', then request goes to the concern Inspector officer for the re-verification.

2. Re-correction:
   
   If AFSO officer doesn't find the filled information valid then (s)he can send the application for re-correction. Application status would get changed into 'Under Re-correction [R]' and then Public User again has to raise the request for verification.

3. Re-verify:
   
   If AFSO officer doesn't find the filled information valid then (s)he can send the application for re-verification. Application status would get changed into 'verified Again & Modified [VMA]' then request goes to the concern Inspector officer for the re-verification.

4. Reject:
   
   If AFSO officer doesn't find the filled information valid then (s)he can reject the application. In this case Application status would get changed into 'Rejected [J]'.

Step 20: Similarly, if user wants to approve the application.

Step 21: If AFSO Officer approves the application, then the application status would get changed into 'Verified and Approved'.

Step 22: Confirmation pop-up message is getting displayed. Click on “OK” to proceed.

Step 23: Else click on “Cancel” button.
Step 24: Public User /Inspector/AFSO Officer has a provision to check the Status of FPS/Application from their dashboard.

<table>
<thead>
<tr>
<th>SNo.</th>
<th>FPS ID</th>
<th>Application ID</th>
<th>Applicant Name</th>
<th>Status</th>
<th>Modification Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>152214000318</td>
<td>N152214000008</td>
<td>birbal shop</td>
<td>A</td>
<td>2018-04-03 12:10:01</td>
</tr>
<tr>
<td>2</td>
<td>152214000010</td>
<td>A152214000000</td>
<td>birbal shop</td>
<td>AA</td>
<td>2018-04-03 16:22:11</td>
</tr>
</tbody>
</table>
7 MASTER’S

7.1 BANK MASTER

Bank Master (Login Type: ‘Director’)

About the page:
This feature allows the user to create New Bank. The Bank data comprises of Bank Name, Bank Short Name, Bank Type, Associated With Bank, Core Banking Facility.

Step 1: Click on “Bank Master (MBK22)” under the bank [B] of the Master [M] from left panel.

Step 2: Click on “Create New Bank” link from the top right corner.

Step 3: Also, allowing the user to “Edit” the bank details by clicking on “Edit” link.

Step 4: Enter the “Bank Name (LL)”, it should be unique.

Step 5: Enter the “Bank Short Name”, it should be unique.

Step 6: Select the “Bank Type” from the drop down.

Step 7: Select the “Associated Bank” and “Core Banking Facility” (if any).

Step 8: Click on “Submit” button.
Step 9: User has a provision to create new branch by clicking on the link “Create New Branch” against the bank.

Step 10: Or search the Branch under the bank.

Step 11: Also, user has a provision to edit the branch details by clicking on “Edit” button.

Step 12: Enter the “Bank Name (LL)”, it should be unique.

Step 13: Select the “District Name”, “Tehsil Name” and “Village Name” from the drop down list.

Step 14: Enter the “IFSC Code” (Indian Financial System Code) (eg: ICIC0001243).

Step 15: Enter the “MICR Code” (Magnetic Ink Character Recognition Code) (eg: 110230445).

Step 16: Enter the “Pin Code”, 10 digit “Mobile number”.

Step 17: Enter the full “Address”.

Step 18: Click on “Submit” button.
7.2 DFSO MASTER

DFSO Master (Login Type: 'Director')

About the page:
This feature allows the user to create New DFSO user. The data corresponding to the DFSO Office is entered into the system which is a one-time entry.
The fields entered are “Office Name: (LL), Office Name (EN), Office Address. The data is entered through “Create New DFSO”

Step 1: Click on “DFSO Master (MOD24)” under the ‘Office’ of the ‘Master’ from left panel.
Step 2: Click on “Create New DFSO” link from the top right corner.
Step 3: Also, allowing the user to “Edit” the DFSO details by clicking on “Edit” link.

Step 4: Enter the “Office Name (LL)”, it should be unique.
Step 5: Select “Location District”, “Tehsil Name” and “Village/Town Name” from the drop down list.
Step 6: Enter the “Landline no.”, “Mobile No.”, “Pin Code” and “FAX no.”.
Step 7: Also, enter “Email ID”.

FIGURE 360: DFSO MASTER GRID
Step 8: After entering the “Landmark Locality” and “Remarks”, click on “Submit” button.

7.3 AFSO MASTER

AFSO Master (Login Type : ‘Director’)

About the page:
This feature allows the user to create New AFSO. The data corresponding to AFSO like Office Name(EN) Office Name (LL), and Office Address, Pin Code. The data corresponds to the one-time data entry into the system.

Step 1: Click on “AFSO Master (MOA25)” under the ‘Office[O]’ of the ‘Master[M]’ from left panel.

Step 2: Click on “Create New AFSO” link from the top right corner.

Step 3: Also, allowing the user to “Edit” the AFSO details by clicking on “Edit” link.
FIGURE 362: AFSO MASTER GRID

Step 4: Enter the “Office Name (LL)”, it should be unique.

Step 5: Select “Location District”, “Tehsil Name” and “Village/Town Name” from the drop down list.

Step 6: Enter the “Landline no.”, “Mobile No.”, “Pin Code” and “FAX no.”.

Step 7: Also, enter “Email ID”.

Step 8: After entering the “Landmark Locality” and “Remarks”, click on “Submit” button.

FIGURE 363: NEW/EDIT AFSO MASTER

7.4 INSPECTOR MASTER
Inspector Master (Login Type: ‘Director’)

About the page:
This feature allows the user to create a new Inspector. The data corresponding to Inspector like Office Name (EN), Office Name (LL), and Office Address, Pin Code, Pin code, Mobile Number. The data corresponds to one-time data entry into the system.

Step 1: Click on “Inspector Master (MOI26)” under the ‘Office[O]’ of the ‘Master[M]’ from left panel.

Step 2: Click on “Create New Inspector” link from the top right corner.

Step 3: Also, allowing the user to “Edit” the AFSO details by clicking on “Edit” link.

Step 4: Enter the “Office Name (LL)”, it should be unique.

Step 5: Select “Location District”, “Tehsil Name” and “Village/Town Name” from the drop down list.

Step 6: Enter the “Landline no.”, “Mobile No.”, “Pin Code” and “FAX no.”.

Step 7: Also, enter “Email ID”.

Step 8: After entering the “Landmark Locality” and “Remarks”, click on “Submit” button.
FIGURE 365: NEW/EDIT INSPECTOR MASTER

164.100.129.176 says:
Data Submitted Successfully.

OK

7.5 DEO/CSC MASTER

DEO/CSC Master (Login Type: ‘Director’)

About the page:
This feature allows the user to create New DEO/CSC Master. The data corresponding to the DEO (Data entry operator) is entered into the system.
Fields like Office Name, Office Address, Contact person, Mobile Number, User Type is added into the System.
Step 1: Click on “DEO/CSC Master (MOD27)” under the ‘Office[O] of the ‘Master[M]’ from left panel.

Step 2: Click on “Create New DEO/CSC” link from the top right corner.

Step 3: Also, allowing the user to “Edit” the DEO/CSC details by clicking on “Edit” link.

Step 4: For DEO User Type.

Step 5: Enter the “Office Name (LL)”, it should be unique.

Step 6: Select “Location District”, “Tehsil Name” and “Village/Town Name” from the drop down list.

Step 7: Select “DFSO” and “AFSO/TFSO” from the drop-down list.

Step 8: Select the “Inspector” from the drop-down list.

Step 9: Select the “User Type as: DEO” from the drop-down list.

Step 10: Enter the “Pin Code”, “FAX no.”, “Landline no.”, “Email ID” and “Mobile No.”.

Step 11: “Landmark Locality” is auto populated on the basis of selected ‘AFSO/TFSO’.

Step 12: After entering “Remarks”, click on “Submit” button.
Step 13: For CSC User Type.
Step 14: Enter the “Office Name (LL)”, it should be unique.
Step 15: Select “Location District”, “Tehsil Name” and “Village/Town Name” from the drop down list.
Step 16: Select “DFSO” and “AFSO/TFSO” from the drop-down list.
Step 17: Select the “Inspector” from the drop-down list.
Step 18: Select the “User Type as: CSC” from the drop-down list.
Step 19: Enter the “Pin Code”, “FAX no.”, “Landline no.”, “Email ID” and “Mobile No.”.
Step 20: Browse the document of “CSC authentication Letter Upload” on clicking the ‘Choose File’.
Step 21: Browse the document of “Aadhaar Card Upload” on clicking the ‘Choose File’. (if any).
Step 22: Enter the valid ‘Aadhaar Card no. of the CSC Owner’, ‘Name of the CSC Owner’ and select the ‘Gender’ from the drop down list.
Step 23: After entering the “Landmark Locality” and “Remarks”, click on “Submit” button.

FIGURE 368: NEW/EDIT CSC MASTER

Data Submitted Successfully.

OK
7.6 DISTRICT MASTER

**District Master** (Login Type: ‘Director’)

**About the page:**

This feature allows the user to view the District list. Data corresponding to the districts of a state are entered into the system. Fields like District Name (En), District Name (LL), Active/Inactive Status is also captured.

**Step 1:** Click on “District Master (MLD28)” under the ‘Location[L]’ of the ‘Master[M]’ from left panel.

**Step 2:** Search the District by the ‘District Name or District Code’.

**Step 3:** Click on “Search” Button.

**Step 4:** User can “Export to Excel” or “Export to PDF” by clicking on respective button below the district list.

![FIGURE 369: DISTRICT MASTER GRID](image)

7.7 TEHSIL MASTER

**Tehsil Master** (Login Type: ‘Director’)

**About the page:**

This feature allows the user to view all the Tehsil or district wise Tehsil. Data corresponding to the tehsil of a state are entered into the system. Fields like Tehsil Name (En), Tehsil Name (LL).

**Step 1:** Click on “Tehsil Master (MLD29)” under the ‘Location[L]’ of the ‘Master[M]’ from left panel.

**Step 2:** By default all District tehsil list is appearing.

**Step 3:** User can filter the Tehsil List by selecting the “District Name”.

**Step 4:** Search the Tehsil by the ‘Tehsil Name or Tehsil Code’.

**Step 5:** Click on “Search’ Button.

**Step 6:** User can “Export To Excel” or “Export to PDF” by clicking on respective button below the district list.

**FIGURE 370: TEHSIL MASTER GRID**

### 7.8 VILLAGE MASTER

**Village Master (Login Type : ‘Director’)**
About the page:
This feature allows the user to view the tehsil wise village list, also allow the user to map the village with Panchayat name.

Step 1: Click on “Village Master (MLD30)” under the ‘Location[L]’ of the ‘Master[M]’ from left panel.

Step 2: Select the “District Name” and “Tehsil Name” from the drop down list.

Step 3: Search the District by the 'Village Name or Village Code'.

Step 4: Click on “Search” Button.

Step 5: User can “Export to Excel” or “Export to PDF” by clicking on respective button below the district list.

Step 6: If user wants to Enter/Update the Panchayat Name, Census etc., click on “Edit” link.

Step 7: Enter the “Panchayat Name(LL) & Panchayat Name(EN).”

Step 8: Select the “Census” from the drop-down list.

Step 9: Upload the pdf file by clicking on “Choose File” button.

FIGURE 371: VILLAGE MASTER GRID

FIGURE 372: ENTER VILLAGE MASTER DETAILS
7.9 INSPECTOR FPS MAPPING

Inspector FPS Mapping (Login Type : ‘AFSO/TFSO’)

About the page:
This feature allows the user to map the Inspector to the FPS.

Step 1: Click on “Inspector FPS Mapping (PIA31)” under the ‘Inspector [I]’ from left panel.
Step 2: Select the “Inspector Name” from the drop down list.
Step 3: Enter the “Remarks” in the remarks field. (if any)
Step 4: Search the FPS Name/FPS ID by entering ‘FPS Name or FPS ID’.
Step 5: Click on ‘Search’ Button.
Step 6: Select/Unselect the FPS from the list by clicking on checkbox control which user wants to map the Inspector.
Step 7: After confirmation, click on “Submit” button.
Step 8: Login via "DFSO"

Step 9: Click on “Inspector FPS Mapping Aprvl Dash (PID32)” under the ‘Inspector [I]’ from left panel.

Step 10: Select the “AFSO Name” and “Inspector Name” from the drop down list, data will get populated.

DFSO Officer can perform either of the following action:

1. Approve
2. Reject

Step 11: Enter the “Remarks” in the remarks field. (if any)

Step 12: Search the FPS Name/FPS ID by entering the ‘FPS Name or FPS ID’.

Step 13: Click on “Search’ Button.

Step 14: FPS mapping request is getting displayed.

Step 15: Checked the FPS by selecting the checkbox “Approve/ Reject” against the FPS.

Step 16: After confirmation, click on “Submit” button

Step 17: Confirmation “Successfully approved/Rejected ” message is getting displayed.
Step 18: If user wants to view FPS mapping against the Inspector.

Step 19: Click on “Inspector FPS Mapping View Dash (PID33)” under the ‘Inspector [I]’ from left panel.

Step 20: Select the “AFSO Name” and “Inspector Name” from the drop down list, data will get populated.

Step 21: Search the FPS Name/FPS ID by entering the ‘FPS Name or FPS ID’.

Step 22: Click on ‘Search’ Button.

Step 23: User can “Export to Excel” or “Export to PDF” by clicking on respective button below the district list.

7.10 FPS- DEPOT MAPPING

FPS Depot Mapping (Login Type : ‘DFSO’)
About the page:
This feature allows the user to map the FPS to the Depot.

Step 1: Click on “FPS Depot Mapping [PDA32]” under the ‘Depot [D]’ from left panel.
Step 2: Select the “TFSO” and “FPS” from the drop down list.
Step 3: Select the “Commodity” and “Transporter Group” from the drop down list.
Step 4: Select the “District” and “Godown” from the drop down list.
Step 5: Click on “Add” button.
Step 6: Search the FPS Name/FPS ID by entering ‘FPS Name or FPS ID’ (if any).
Step 7: Click on “Search” Button.
Step 8: FPS – Depot mapping grid getting displayed.
Step 9: User can delete the mapping by clicking on “Delete” link under action.
Step 10: If user wants to delete all mapping, click on “Delete All”.
Step 11: After confirmation, click on “Save” button.
**Step 12:** User can delete the Saved FPS Depot mapping by clicking on “Delete” link.

**Step 13:** Also delete multiple Saved FPS Depot mapping by the selection of checkboxes and click on “Delete All” button.

![Saved FPS Depot Mapping List](image)

**FIGURE 379: SAVED FPS DEPOT MAPPING LIST**

### 8 REPORTS

#### 8.1 DFSO SCHEME-WISE UID COUNT [PP]

This Preprocessed Report gives the estimate of the valid Aadhaar records, DFSO wise and Scheme wise.

**DFSO Scheme-wise UID Count [PP]**
This Preprocessed report gives the Ration card count and also the member count DFSO wise and Scheme wise.

**DFSO wise RCCount [PP]**
Fig. 381: DFSO Wise RCCount [PP]

8.3 DFSO Wise Scheme-Wise Ration Card Aadhaar Authentication [PP]

This Preprocessed Report gives the count and percentage of the authenticated Aadhaar records, DFSO wise and Scheme wise.

DFSO Wise Scheme-wise Ration Card Aadhaar Authentication [PP]
8.4 DFSO WISE UNIT WISE RCCOUNT (RURAL/URBAN) [PP]

This Preprocessed report gives the Ration card count and also the member count against the Area Type (Rural , Urban), DFSO wise and Scheme wise.
### DFSO Wise Unit wise RCCount (Rural/Urban) [PP]

**State:** MAHARASHTRA

**DFSO:** COLLECTOR OFFICE (BRANCH SUPPLY) [PP]

**Area Type:** Rural, Urban

**Report Name:** DFSO Wise Unit wise RCCount (Rural/Urban) [PP]

**District:** Nandurbar [497]

**Scheme:** APL (Farmer)[1], AAY[2], BPL Yellow[3]

**Updated On:** 10-10-2017 12:00:00 AM

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>RCs</td>
<td>Units</td>
<td>RCs</td>
</tr>
<tr>
<td>1</td>
<td>COLLECTOR OFFICE (BRANCH SUPPLY), NANDURBAR [497]</td>
<td>1</td>
<td>1812</td>
<td>15</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>6</td>
<td>8</td>
<td>11000</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>5</td>
<td>1</td>
<td>10884</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>6</td>
<td>24</td>
<td>15140</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>5</td>
<td>45</td>
<td>16017</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>6</td>
<td>24</td>
<td>15095</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>1</td>
<td>1</td>
<td>5424</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>1</td>
<td>0</td>
<td>1856</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>1</td>
<td>0</td>
<td>2822</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>1</td>
<td>0</td>
<td>1574</td>
</tr>
</tbody>
</table>

**Rural**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>RCs</td>
<td>Units</td>
<td>RCs</td>
<td>Units</td>
<td>RCs</td>
</tr>
<tr>
<td>404</td>
<td>404</td>
<td>425</td>
<td>425</td>
<td>2084</td>
</tr>
<tr>
<td>365</td>
<td>730</td>
<td>78</td>
<td>78</td>
<td>3257</td>
</tr>
<tr>
<td>480</td>
<td>1440</td>
<td>12</td>
<td>36</td>
<td>4262</td>
</tr>
<tr>
<td>1089</td>
<td>4356</td>
<td>15</td>
<td>60</td>
<td>7587</td>
</tr>
<tr>
<td>633</td>
<td>3165</td>
<td>20</td>
<td>100</td>
<td>6253</td>
</tr>
<tr>
<td>282</td>
<td>1692</td>
<td>8</td>
<td>48</td>
<td>3599</td>
</tr>
<tr>
<td>147</td>
<td>819</td>
<td>4</td>
<td>20</td>
<td>1936</td>
</tr>
<tr>
<td>54</td>
<td>422</td>
<td>2</td>
<td>15</td>
<td>1071</td>
</tr>
<tr>
<td>29</td>
<td>180</td>
<td>.</td>
<td>483</td>
<td>483</td>
</tr>
<tr>
<td>13</td>
<td>150</td>
<td>10</td>
<td>278</td>
<td>2780</td>
</tr>
<tr>
<td>6</td>
<td>66</td>
<td>.</td>
<td>147</td>
<td>1617</td>
</tr>
<tr>
<td>2</td>
<td>24</td>
<td>.</td>
<td>89</td>
<td>1088</td>
</tr>
<tr>
<td>1</td>
<td>32</td>
<td>.</td>
<td>455</td>
<td>455</td>
</tr>
</tbody>
</table>

**GOVERNMENT OF MAHARASHTRA**

**Department of Food Civil Supplies and Consumer Affairs**

**DFSO Wise Unit wise RCCount (Rural/Urban) [PP]**

**District:** Nandurbar [497]

**Updated On:** 10/10/2017 03:33:29 PM
8.5 DFSO WISE UNIT WISE RCCOUNT(SCHEME WISE)[PP]

This Preprocessed report gives the Ration card count and also the member count DFSO wise and Scheme wise Unit wise.

**DFSO Wise Unit Wise RCCount(Scheme Wise) [PP]**

---

**FIGURE 383:** DFSO WISE UNIT WISE RCCOUNT (RURAL/URBAN) [PP]
8.6 DISTRICT WISE VALID MOBILE NUMBER COUNT IN RATION CARDS

This report gives the count of valid Mobile Number in Ration card, District wise.

**District Wise Valid Mobile Number count in Ration Cards**

![Image](image_url)

**FIGURE 385: DISTRICT WISE VALID MOBILE NUMBER COUNT IN RATION CARDS**

8.7 DISTRICT- WISE RC STATUS [PP]
This Preprocessed Report gives the Ration Card count and also the member count, status wise and DFSO wise.

### District-Wise-RC Status [PP]

![District-Wise-RC Status [PP]](image)

**FIGURE 386: DISTRICT-WISE-RC STATUS [PP]**

#### 8.8 FPS DETAILS WITH RC COUNT

This report gives FPS wise valid/invalid/Duplicate Aadhaar based Ration card count along with their member count.

**FPS Detail With RC Count**

![FPS Detail With RC Count](image)
This report gives the FPS wise Ration card details along with member details.

**FPS-wise RC & Member Details**

![Figure 387: FPS DETAIL WITH RC COUNT](image)
8.10 FPS-WISE RC COUNT (SCHEME WISE)

This report gives the FPS wise Ration card count and also member count status wise scheme wise.
8.11 MY RATION CARD

This report gives the Ration card details along with the member details.
8.12 TFSO WISE UNIT WISE RC COUNT(SCHEME WISE)

This report gives the Ration card count and also member count, TFSO wise Scheme wise.

### TFSO Wise Unit Wise RC Count(Scheme Wise)

<table>
<thead>
<tr>
<th>State</th>
<th>MAHARASHTRA</th>
<th>District</th>
<th>Nandurbar[497]</th>
</tr>
</thead>
<tbody>
<tr>
<td>DFSO</td>
<td>COLLECTOR OFFICE (BRANCH SUPPLY), NANDURBAR[1497]</td>
<td>TFSO</td>
<td>TAHISL OFFICE, NAVAPUR[1497]</td>
</tr>
<tr>
<td>Scheme Name</td>
<td>APL (Farmer)[1], AAY[2], BPL [1]</td>
<td>Report Name</td>
<td>TFSO Wise Unit Wise RC Count(Scheme Wise)</td>
</tr>
</tbody>
</table>
## FIGURE 391: TFSO WISE UNIT WISE RC COUNT(SHEME WISE)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>RCs</td>
<td>Units</td>
<td>RCs</td>
<td>Units</td>
<td>RCs</td>
</tr>
<tr>
<td>32</td>
<td>32</td>
<td>604</td>
<td>501</td>
<td>1388</td>
</tr>
<tr>
<td>8</td>
<td>16</td>
<td>812</td>
<td>1226</td>
<td>3722</td>
</tr>
<tr>
<td>7</td>
<td>21</td>
<td>640</td>
<td>1920</td>
<td>1874</td>
</tr>
<tr>
<td>14</td>
<td>44</td>
<td>1402</td>
<td>5608</td>
<td>4084</td>
</tr>
<tr>
<td>16</td>
<td>80</td>
<td>914</td>
<td>4570</td>
<td>2524</td>
</tr>
<tr>
<td>5</td>
<td>30</td>
<td>478</td>
<td>2868</td>
<td>1241</td>
</tr>
<tr>
<td>1</td>
<td>7</td>
<td>211</td>
<td>1477</td>
<td>528</td>
</tr>
<tr>
<td>1</td>
<td>8</td>
<td>97</td>
<td>776</td>
<td>252</td>
</tr>
<tr>
<td>7</td>
<td>38</td>
<td>342</td>
<td>113</td>
<td>1017</td>
</tr>
<tr>
<td>22</td>
<td>220</td>
<td>55</td>
<td>550</td>
<td>166</td>
</tr>
<tr>
<td>10</td>
<td>190</td>
<td>32</td>
<td>320</td>
<td>83</td>
</tr>
</tbody>
</table>

**TABLE:**

- **S.No.**
- **TFSO**
- **RC Units**
- **APL (Farmer)[1]**
- **AAY[2]**
- **BPL Yellow[3]**
- **APL White[4]**

**District:** Nandurbar (497)

**COLLECTOR OFFICE (BRANCH SUPPLY), NANDURBAR (1497)**

1. TAHSEL OFFICE, NAVAPUR (1497/282)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>2337</td>
<td>2337</td>
<td>1</td>
<td>1</td>
<td>133</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>2650</td>
<td>2650</td>
<td>1</td>
<td>1</td>
<td>165</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>2766</td>
<td>2766</td>
<td>1</td>
<td>1</td>
<td>182</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>3217</td>
<td>3217</td>
<td>1</td>
<td>1</td>
<td>305</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>2641</td>
<td>2641</td>
<td>1</td>
<td>1</td>
<td>157</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>1440</td>
<td>1440</td>
<td>1</td>
<td>1</td>
<td>119</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>822</td>
<td>822</td>
<td>1</td>
<td>1</td>
<td>48</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>366</td>
<td>366</td>
<td>1</td>
<td>1</td>
<td>40</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>126</td>
<td>126</td>
<td>1</td>
<td>1</td>
<td>18</td>
</tr>
</tbody>
</table>
8.13 TFSO WISE UNIT WISE RC COUNT (STATUS WISE)

This report gives the Ration card count and also member count, TFSO wise status wise.

**TFSO Wise Unit Wise RC Count (Status Wise)**

![Figure 392: TFSO WISE UNIT WISE RC COUNT (STATUS WISE)](image)
8.14 6 PM REPORT

This report gives the Login details with status wise district wise DFSO wise TFSO wise at a particular duration. (The data will be updated at 6 PM regularly).

6 PM Report

![Diagram of 6 PM Report]

FIGURE 393: 6 PM REPORT
8.15 USER LOGIN REPORT

This report gives the User Login details along with login and logout history.

**User Login Report**

![User Login Report Image]

**FIGURE 394: USER LOGIN REPORT**
## 9 STATUS ABBREVIATIONS DESCRIPTION

<table>
<thead>
<tr>
<th>FPS/RC/Depot</th>
<th>Status Name</th>
<th>Status Abbreviations</th>
</tr>
</thead>
<tbody>
<tr>
<td>FPS/RC</td>
<td>Yet to be Scanned</td>
<td>U</td>
</tr>
<tr>
<td>FPS/RC</td>
<td>Saved as Draft/Under Modification</td>
<td>S</td>
</tr>
<tr>
<td>FPS/RC</td>
<td>Modified &amp; Submitted for Verif. &amp; Appr.</td>
<td>M</td>
</tr>
<tr>
<td>FPS/RC</td>
<td>Under Deletion</td>
<td>L</td>
</tr>
<tr>
<td>FPS/RC</td>
<td>Under Recorrection</td>
<td>R</td>
</tr>
<tr>
<td>FPS/RC/Depot</td>
<td>Verified &amp; Approved</td>
<td>A</td>
</tr>
<tr>
<td>FPS/RC</td>
<td>Deleted</td>
<td>D</td>
</tr>
<tr>
<td>FPS/RC/Depot</td>
<td>Rejected</td>
<td>J</td>
</tr>
<tr>
<td>FPS/RC/Depot</td>
<td>Saved as Draft/Under Modification for New Application</td>
<td>SN</td>
</tr>
<tr>
<td>FPS/RC/Depot</td>
<td>Modified &amp; Submitted for Verif. &amp; Appr. For New Application</td>
<td>MN</td>
</tr>
<tr>
<td>FPS/RC/Depot</td>
<td>Under Re-correction for New Application</td>
<td>RN</td>
</tr>
<tr>
<td>RC/Depot</td>
<td>Under Deletion(Member)</td>
<td>LN</td>
</tr>
<tr>
<td>FPS/RC</td>
<td>Verified for New Application</td>
<td>VN</td>
</tr>
<tr>
<td>FPS</td>
<td>Verified &amp; Modified</td>
<td>VM</td>
</tr>
<tr>
<td>FPS</td>
<td>Verified &amp; Under Delete</td>
<td>VL</td>
</tr>
<tr>
<td>FPS</td>
<td>Verified Again &amp; Modified</td>
<td>VMA</td>
</tr>
<tr>
<td>FPS</td>
<td>Verified Again &amp; Under Delete</td>
<td>VLA</td>
</tr>
<tr>
<td>FPS</td>
<td>Re-verified for New Application</td>
<td>YN</td>
</tr>
<tr>
<td>FPS</td>
<td>Forwarded for Approval for New Application</td>
<td>AN</td>
</tr>
<tr>
<td>FPS</td>
<td>Remapping for New Application</td>
<td>PN</td>
</tr>
<tr>
<td>RC</td>
<td>Saved as Draft/Under Modification For Bulk Transfer</td>
<td>BS</td>
</tr>
<tr>
<td>RC</td>
<td>Under Intra-RC Bulk Transfer</td>
<td>B</td>
</tr>
<tr>
<td>RC</td>
<td>Under Re-correction for Bulk Transfer</td>
<td>BR</td>
</tr>
<tr>
<td>RC</td>
<td>Under Intra-RC Bulk Transfer</td>
<td>BV</td>
</tr>
<tr>
<td>RC</td>
<td>Request for RC Split</td>
<td>SS</td>
</tr>
<tr>
<td>RC</td>
<td>Verified for RC Split</td>
<td>VS</td>
</tr>
<tr>
<td>RC</td>
<td>Verified and Approved for RC Split</td>
<td>AS</td>
</tr>
<tr>
<td>RC</td>
<td>Rejected for RC Split</td>
<td>JS</td>
</tr>
<tr>
<td>RC</td>
<td>Saved Approved Inter Taluka RC Split</td>
<td>DS</td>
</tr>
<tr>
<td>RC</td>
<td>Modified Approved Inter Taluka RC Split</td>
<td>MS</td>
</tr>
</tbody>
</table>
10 GLOSSARY

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAY</td>
<td>Antodaya Anna Yojana</td>
</tr>
<tr>
<td>APL</td>
<td>Above Poverty Line</td>
</tr>
<tr>
<td>BDO</td>
<td>Block Development Officer</td>
</tr>
<tr>
<td>BPL</td>
<td>Below Poverty Line</td>
</tr>
</tbody>
</table>

RC | Inspected Approved Inter Taluka RC Split | IS  
RC | Requested for RC Transfer | ST  
RC | Inspected for RC Transfer | VT  
RC | Verified and Approved for RC Transfer | AT  
RC | Rejected for RC Transfer | JT  
RC | Saved Approved Inter Taluka RC Transfer | DT  
RC | Modified Approved Inter Taluka RC Transfer | MT  
RC | Inspected Approved Inter Taluka RC Transfer | IT  
RC | Requested for RC Suspension | SP  
RC | Verified for RC Suspension | VP  
RC | Verified and Approved for RC Suspension | AP  
RC | Rejected for RC Suspension | JP  
RC | Requested for Revoke to suspended RC | SK  
RC | Verified & Approved for Revoke to suspended RC | VK  
RC | Verified and Approved for Revoke to suspended RC | AK  
RC | Rejected for Revoke to suspended RC | JK  
RC | Requested for RC Surrender | SR  
RC | Verified for RC Surrender | VR  
RC | Verified and Approved for RC Surrender | AR  
RC | Rejected for RC Surrender | JR  
RC | Requested for RC Deletion | SD  
RC | Verified for RC Deletion | VD  
RC | Verified and Approved for RC Deletion | AD  
RC | Rejected for RC Deletion | JD  

National Informatics Centre
<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAS</td>
<td>Common Application Software</td>
</tr>
<tr>
<td>DCS</td>
<td>Data Correction Service</td>
</tr>
<tr>
<td>DCSO</td>
<td>District Civil Supply Officer</td>
</tr>
<tr>
<td>DEO</td>
<td>Data Entry Operator</td>
</tr>
<tr>
<td>Deity</td>
<td>Department of Electronics &amp; Information Technology</td>
</tr>
<tr>
<td>DFSO</td>
<td>District Food Supply Office</td>
</tr>
<tr>
<td>DoF&amp;PD</td>
<td>Department of Food &amp; Public Distribution</td>
</tr>
<tr>
<td>ECIL</td>
<td>Electronics Corporation of India Limited</td>
</tr>
<tr>
<td>ePDS</td>
<td>Electronics Public Distribution System</td>
</tr>
<tr>
<td>F&amp;CS</td>
<td>Food &amp; Civil Supplies</td>
</tr>
<tr>
<td>FCI</td>
<td>Food Corporation of India</td>
</tr>
<tr>
<td>FEAST</td>
<td>Food &amp; Essential Commodities Assurance &amp; Security Target</td>
</tr>
<tr>
<td>FPS</td>
<td>Fair Price Shop</td>
</tr>
<tr>
<td>FSI</td>
<td>Food Supply Inspector</td>
</tr>
<tr>
<td>FSO</td>
<td>Food Supply Officer</td>
</tr>
<tr>
<td>ICT</td>
<td>Information &amp; Communication Technology</td>
</tr>
<tr>
<td>KOD</td>
<td>Kerosene Oil Depot</td>
</tr>
<tr>
<td>MIS</td>
<td>Management Information System</td>
</tr>
<tr>
<td>MMASY</td>
<td>Mukhya Mantri Khadya Surraksha Abhiyan Scheme</td>
</tr>
<tr>
<td>NIC</td>
<td>National Informatics Centre</td>
</tr>
<tr>
<td>PDS</td>
<td>Public Distribution System</td>
</tr>
<tr>
<td>PHH</td>
<td>Priority House Hold</td>
</tr>
<tr>
<td>PoS</td>
<td>Point of Sale</td>
</tr>
<tr>
<td>RC</td>
<td>Ration Card</td>
</tr>
<tr>
<td>RCMS</td>
<td>Ration Card Management System</td>
</tr>
<tr>
<td>SDM</td>
<td>Social Division Magistrate</td>
</tr>
<tr>
<td>SFY</td>
<td>State Food Yojana</td>
</tr>
<tr>
<td>SMS</td>
<td>Short Messaging Service</td>
</tr>
<tr>
<td>SWS</td>
<td>Social Welfare Scheme</td>
</tr>
<tr>
<td>TPDS</td>
<td>Targeted Public Distribution System</td>
</tr>
<tr>
<td>TSO</td>
<td>Taluka Supply Office</td>
</tr>
<tr>
<td>S. No.</td>
<td>Module Category</td>
</tr>
<tr>
<td>-------</td>
<td>-----------------</td>
</tr>
<tr>
<td>1</td>
<td><strong>Ration Card[R]</strong></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td></td>
</tr>
<tr>
<td>Page</td>
<td>Module/Action</td>
</tr>
<tr>
<td>------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>24</td>
<td>RC Intra-T BT View Dash (RID17)</td>
</tr>
<tr>
<td>25</td>
<td>RC Inter-T BT Appl (REA08)</td>
</tr>
<tr>
<td>26</td>
<td>RC Inter-T BT View Dash (RED18)</td>
</tr>
<tr>
<td>27</td>
<td>RC Inter-T BT V&amp;A Dash (RED19)</td>
</tr>
<tr>
<td>28</td>
<td>RC Inter-T BT View Dash (RED20)</td>
</tr>
<tr>
<td>29</td>
<td>RC Inter-D BT Appl (RDA09)</td>
</tr>
<tr>
<td>30</td>
<td>RC Inter-D BT V&amp;A Dash (RDD21)</td>
</tr>
<tr>
<td>31</td>
<td>RC Inter-D BT View Dash (RDD22)</td>
</tr>
<tr>
<td>32</td>
<td>RC Modification/New Appl. Certificate(C)</td>
</tr>
<tr>
<td>33</td>
<td>Depot/Godown(D)</td>
</tr>
<tr>
<td>34</td>
<td>New Godown View Dash (GND23)</td>
</tr>
<tr>
<td>35</td>
<td>New Godown V&amp;A Dash (GND24)</td>
</tr>
<tr>
<td>36</td>
<td>Fair Price Shop(F)</td>
</tr>
<tr>
<td>37</td>
<td>Modification[M]</td>
</tr>
<tr>
<td>38</td>
<td>FPS Mod Verfi Dash (FMD26)</td>
</tr>
<tr>
<td>39</td>
<td>FPS Mod Aprvl Dash (FMD27)</td>
</tr>
<tr>
<td>40</td>
<td>New FPS Appl (FNA12)</td>
</tr>
<tr>
<td>41</td>
<td>New FPS View Dash (FND28)</td>
</tr>
<tr>
<td>42</td>
<td>New FPS Verif Dash (FND29)</td>
</tr>
<tr>
<td>43</td>
<td>New FPS Fwd Dash (FND30)</td>
</tr>
<tr>
<td>44</td>
<td>New FPS Aprvl Dash (FND31)</td>
</tr>
<tr>
<td>45</td>
<td>FPS Modification/ New Appl. Certificate(C)</td>
</tr>
<tr>
<td>46</td>
<td>HoF Reset(H)</td>
</tr>
<tr>
<td>47</td>
<td>HoF Reset Distt Dash (HRD14)</td>
</tr>
<tr>
<td>48</td>
<td>Reset Password(P)</td>
</tr>
<tr>
<td>49</td>
<td>Session Management[SM]</td>
</tr>
<tr>
<td>50</td>
<td>Content Management[CM]</td>
</tr>
<tr>
<td>51</td>
<td>Menu Sub Category Master (ACM18)</td>
</tr>
<tr>
<td>52</td>
<td>Menu Category Icons (ACM19)</td>
</tr>
<tr>
<td>Page</td>
<td>Menu Item</td>
</tr>
<tr>
<td>------</td>
<td>---------------------------------------------------------------------------</td>
</tr>
<tr>
<td>53</td>
<td>Add Menu Items</td>
</tr>
<tr>
<td>54</td>
<td>Master [M]</td>
</tr>
<tr>
<td>55</td>
<td>Bank [B]</td>
</tr>
<tr>
<td>56</td>
<td>Branch Master (MBR23)</td>
</tr>
<tr>
<td>57</td>
<td>Offices [O]</td>
</tr>
<tr>
<td>58</td>
<td>Branch Master (MBR23)</td>
</tr>
<tr>
<td>59</td>
<td>Inspector Master (MOI26)</td>
</tr>
<tr>
<td>60</td>
<td>DEO/CSC Master (MOD27)</td>
</tr>
<tr>
<td>61</td>
<td>Location [L]</td>
</tr>
<tr>
<td>62</td>
<td>Tehsil Master (MLT29)</td>
</tr>
<tr>
<td>63</td>
<td>Village Master (MLV30)</td>
</tr>
<tr>
<td>64</td>
<td>Mapping [P]</td>
</tr>
<tr>
<td>65</td>
<td>Inspector FPS Mapping Aprvl Dash (PID32)</td>
</tr>
<tr>
<td>66</td>
<td>Inspector FPS Mapping View Dash (PID33)</td>
</tr>
<tr>
<td>67</td>
<td>Inspector Village Mapping View Dash (PID34)</td>
</tr>
<tr>
<td>69</td>
<td>Analytics [L]</td>
</tr>
<tr>
<td>70</td>
<td>Mobile Seeding (LGC02)</td>
</tr>
<tr>
<td>71</td>
<td>RC Deletion (LGC03)</td>
</tr>
<tr>
<td>72</td>
<td>New RC Application (LGC04)</td>
</tr>
<tr>
<td>73</td>
<td>New RC Surrender (LGC05)</td>
</tr>
<tr>
<td>74</td>
<td>New RC Suspension (LGC06)</td>
</tr>
<tr>
<td>75</td>
<td>New RC Deletion (LGC07)</td>
</tr>
<tr>
<td>76</td>
<td>New RC Transfer/Split (LGC08)</td>
</tr>
<tr>
<td>77</td>
<td>Modification [M]</td>
</tr>
<tr>
<td>78</td>
<td>Public RC mod View Dash (UMD36)</td>
</tr>
<tr>
<td>79</td>
<td>Public New RC Appl (UNA35)</td>
</tr>
<tr>
<td>80</td>
<td>Public RC New View Dash (UND37)</td>
</tr>
<tr>
<td>81</td>
<td>FPS Modification/ New Appl. [F]</td>
</tr>
<tr>
<td>No.</td>
<td>Section</td>
</tr>
<tr>
<td>-----</td>
<td>---------</td>
</tr>
<tr>
<td>82</td>
<td>Login Registration[LR]</td>
</tr>
<tr>
<td>83</td>
<td>Login Registration[LR]</td>
</tr>
<tr>
<td>84</td>
<td>Login Registration[LR]</td>
</tr>
<tr>
<td>85</td>
<td>DFSO Scheme Wise UID Count [PP][DSUC-98]</td>
</tr>
<tr>
<td>86</td>
<td>DFSO Wise RCCount [PP][DSRC-105]</td>
</tr>
<tr>
<td>87</td>
<td>DFSO Wise Scheme Wise Ration Card Aadhar Authentication [PP][DSRA-103]</td>
</tr>
<tr>
<td>88</td>
<td>DFSO Wise Unit Wise RCCount (Rural/Urban) [PP][RID-107]</td>
</tr>
<tr>
<td>89</td>
<td>DFSO Wise Unit Wise RCCount(Scheme Wise) [PP][RID-96]</td>
</tr>
<tr>
<td>90</td>
<td>District Wise Valid Mobile Number count in Ration Cards [RCDW-81]</td>
</tr>
<tr>
<td>91</td>
<td>District-Wise-RC Status [PP][RCDW-80]</td>
</tr>
<tr>
<td>92</td>
<td>FPS Detail With RC Count (ePDS-DCS)[FSRE-83]</td>
</tr>
<tr>
<td>93</td>
<td>FPS License Report[FLRR-99]</td>
</tr>
<tr>
<td>94</td>
<td>FPS-wise RC &amp; Member Details[FRMD-86]</td>
</tr>
<tr>
<td>95</td>
<td>FPS-Wise-RC Status (Scheme Wise)[RCFW-97]</td>
</tr>
<tr>
<td>96</td>
<td>List of Inter FPS Suspected Duplicate Ration Card Members[RCDL-92]</td>
</tr>
<tr>
<td>97</td>
<td>MTRA FPS License Report[MFLR-100]</td>
</tr>
<tr>
<td>98</td>
<td>My Ration Card[RID-88]</td>
</tr>
<tr>
<td>100</td>
<td>Ration Card History[RCDW-82]</td>
</tr>
<tr>
<td>No.</td>
<td>Module</td>
</tr>
<tr>
<td>-----</td>
<td>--------------------------------</td>
</tr>
<tr>
<td>101</td>
<td>RC Cleaning Status</td>
</tr>
<tr>
<td>102</td>
<td>Search an Aadhaar Number in all Ration Cards of the State [RID-79]</td>
</tr>
<tr>
<td>103</td>
<td>TFSO Wise Unit Wise RC Count(Scheme Wise) [RID-95]</td>
</tr>
<tr>
<td>104</td>
<td>TFSO Wise Unit Wise RC Count (Status Wise) [RID-84]</td>
</tr>
<tr>
<td>106</td>
<td>Miscellaneous</td>
</tr>
<tr>
<td>107</td>
<td>Bank Branch Details [RID-94]</td>
</tr>
<tr>
<td>108</td>
<td>Bank Details [RID-93]</td>
</tr>
<tr>
<td>110</td>
<td>Ration Card [R]</td>
</tr>
<tr>
<td>112</td>
<td></td>
</tr>
<tr>
<td>113</td>
<td></td>
</tr>
</tbody>
</table>
### Flow Chart and Description

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Functionality</th>
<th>Source/Destination</th>
<th>Status</th>
<th>Public User (RC Applicants)</th>
<th>Public User (FPS License Applicants)</th>
<th>DEO</th>
<th>Inspector</th>
<th>TFSO</th>
<th>DFSO</th>
<th>Director</th>
<th>Admins trator</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>RC Modification Request</td>
<td>Yet to be Scanned [U]</td>
<td></td>
<td></td>
<td></td>
<td>U→S, U→M, U→L</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Saved as Draft/Under Modification [S]</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>S→M, S→L</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Modified &amp; Submitted for Verif. &amp; Appr. [M]</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>View</td>
<td>M→A,</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Under Deletion [L]</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>View</td>
<td>L→D, L→R</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Under Recorrection [R]</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>View</td>
<td>View</td>
<td></td>
<td></td>
<td></td>
<td>A→M, A→L, A→R, Reset HoF</td>
</tr>
<tr>
<td>6</td>
<td>Verified &amp; Approved [A]</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>View</td>
<td>View</td>
<td></td>
<td></td>
<td>View</td>
<td>View</td>
</tr>
<tr>
<td>7</td>
<td>Deleted [D]</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>View</td>
<td>View</td>
<td></td>
<td></td>
<td></td>
<td>View</td>
</tr>
<tr>
<td>8</td>
<td>Saved as Draft/Under Modification for New Application [SN]</td>
<td></td>
<td></td>
<td>SN→MN, SN→D</td>
<td></td>
<td>View</td>
<td>View</td>
<td>View</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Modified &amp; Submitted for Verif. &amp; Appr. For New Application [MN]</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>View</td>
<td>View</td>
<td>MN→VN, MN→RN</td>
<td>View</td>
<td>View</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FPS Modification Request</td>
<td>Under Recorrection for New Application [RN]</td>
<td>RN→SN , RN→D, RN→MN</td>
<td>RN→SN , RN→D, RN→MN</td>
<td>View</td>
<td>View</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>--------------------------</td>
<td>---------------------------------------------</td>
<td>----------------------</td>
<td>----------------------</td>
<td>------</td>
<td>------</td>
<td>---</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td>Verified for New Application [VN]</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td>Verified and Approved [A]</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td>Reject [J]</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td>Yet to be Scanned [U]</td>
<td>U→S , U→M , U→L</td>
<td></td>
<td>View</td>
<td>View</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
<td>Approved FPS [A]</td>
<td>A→S , A→M</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td></td>
<td>Saved as Draft/Under Modification [S]</td>
<td>S→M</td>
<td>S→M , S→L</td>
<td>View</td>
<td>View</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td></td>
<td>Modified &amp; Submitted for Verif. &amp; Appr. [M]</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td></td>
<td>Under Deletion [L]</td>
<td></td>
<td></td>
<td>View</td>
<td>View</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td></td>
<td>Verified &amp; Modified [VM]</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td></td>
<td>Verified &amp; Under_Delete [VL]</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Ration Card Management System (RCMS) – User Manual (Draft)

<table>
<thead>
<tr>
<th>Page</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>22</td>
<td>Verified Again &amp; Modified [VMA]</td>
</tr>
<tr>
<td>23</td>
<td>Verified Again &amp; Under_Delete [VLA]</td>
</tr>
<tr>
<td>24</td>
<td>Verification &amp; Approved [A]</td>
</tr>
<tr>
<td>25</td>
<td>Deleted [D]</td>
</tr>
<tr>
<td>26</td>
<td>Reject [J]</td>
</tr>
<tr>
<td>27</td>
<td>Saved as Draft/Under Modification for New Application [SN]</td>
</tr>
<tr>
<td>28</td>
<td>Modified &amp; Submitted for Verif. &amp; Appr. For New Application [MN]</td>
</tr>
<tr>
<td>29</td>
<td>Submitted for Deletion (D)</td>
</tr>
<tr>
<td>30</td>
<td>Under Recorrection for New Application [RN]</td>
</tr>
<tr>
<td>31</td>
<td>New FPS Request</td>
</tr>
<tr>
<td>32</td>
<td>Verified for New Application [VN]</td>
</tr>
<tr>
<td>33</td>
<td>Reverified for New Application [YN]</td>
</tr>
<tr>
<td>34</td>
<td>Forwarded for Approval for New Application [AN]</td>
</tr>
<tr>
<td>35</td>
<td>Remapping for New Application [PN]</td>
</tr>
</tbody>
</table>

VMA→VM, VMA→R, VLA→VL, VLA→R, View
SN→MN, SN→D, SN→MN, SN→D, View
View
View
View
View
View
View
View
View
View
View
View
View
View
View
View
View
View
View
View
View
View
View
View
<table>
<thead>
<tr>
<th></th>
<th>Ration Card Management System (RCMS) – User Manual (Draft)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>New Depot Request</strong></td>
</tr>
<tr>
<td>35</td>
<td>Verified and Approved [A]</td>
</tr>
<tr>
<td>36</td>
<td>Reject [J]</td>
</tr>
<tr>
<td>37</td>
<td>Saved as Draft/Under Modification For New Application [SN]</td>
</tr>
<tr>
<td>39</td>
<td>Submitted for Deletion (LN)</td>
</tr>
<tr>
<td>40</td>
<td>Under Re-correction For New Application [RN]</td>
</tr>
<tr>
<td>41</td>
<td>Verified &amp; Approved [A]</td>
</tr>
<tr>
<td>42</td>
<td>Reject [J]</td>
</tr>
<tr>
<td>43</td>
<td>Approved RCs[A]</td>
</tr>
<tr>
<td>44</td>
<td>Saved as Draft/Under Modification For Bulk Transfer [BS]</td>
</tr>
<tr>
<td>46</td>
<td>Under Re-correction for Bulk Transfer [BR]</td>
</tr>
<tr>
<td>47</td>
<td>Verified &amp; Approved[A]</td>
</tr>
<tr>
<td>48</td>
<td>Reject [J]</td>
</tr>
<tr>
<td>49</td>
<td>Inter Taluka FPS &amp; RCs</td>
</tr>
<tr>
<td>Page</td>
<td>Section</td>
</tr>
<tr>
<td>------</td>
<td>---------</td>
</tr>
<tr>
<td>50</td>
<td>Bulk Transfer</td>
</tr>
<tr>
<td>51</td>
<td>Bulk Transfer</td>
</tr>
<tr>
<td>52</td>
<td>Bulk Transfer</td>
</tr>
<tr>
<td>53</td>
<td></td>
</tr>
<tr>
<td>54</td>
<td></td>
</tr>
<tr>
<td>55</td>
<td>Inter DFSO FPS &amp; RCs Bulk Transfer</td>
</tr>
<tr>
<td>56</td>
<td>Inter DFSO FPS &amp; RCs Bulk Transfer</td>
</tr>
<tr>
<td>57</td>
<td>Inter DFSO FPS &amp; RCs Bulk Transfer</td>
</tr>
<tr>
<td>58</td>
<td>Inter DFSO FPS &amp; RCs Bulk Transfer</td>
</tr>
<tr>
<td>59</td>
<td></td>
</tr>
<tr>
<td>60</td>
<td></td>
</tr>
<tr>
<td>61</td>
<td>RC Split Request (Intra-Taluka)</td>
</tr>
<tr>
<td>62</td>
<td>RC Split Request (Intra-Taluka)</td>
</tr>
<tr>
<td>63</td>
<td>RC Split Request (Intra-Taluka)</td>
</tr>
</tbody>
</table>
### Ration Card Management System (RCMS) – User Manual (Draft)

<table>
<thead>
<tr>
<th></th>
<th>Ration Card Transfer Request (Inter-Taluka)</th>
<th>Source</th>
<th></th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>64</td>
<td>Verified and Approved for RC Split[AS]</td>
<td></td>
<td></td>
<td>View</td>
</tr>
<tr>
<td>65</td>
<td>Rejected for RC Split[JS]</td>
<td></td>
<td></td>
<td>View</td>
</tr>
<tr>
<td>66</td>
<td>Approved RCs[A]</td>
<td>A→SS</td>
<td>A→SS</td>
<td></td>
</tr>
<tr>
<td>67</td>
<td>Request for RC Split[SS]</td>
<td></td>
<td>SS→VS, SS→JS</td>
<td>View</td>
</tr>
<tr>
<td>68</td>
<td>Verified for RC Split[VS]</td>
<td></td>
<td>VS→DS, VS→JS</td>
<td>View</td>
</tr>
<tr>
<td>69</td>
<td>Saved Approved Inter Taluka RC Split[DS]</td>
<td></td>
<td></td>
<td>View</td>
</tr>
<tr>
<td>70</td>
<td>Rejected for RC Split[JS]</td>
<td></td>
<td></td>
<td>View</td>
</tr>
<tr>
<td>71</td>
<td>Saved Approved Inter Taluka RC Split[DS]</td>
<td>DS→MS, DS→JS</td>
<td>View</td>
<td></td>
</tr>
<tr>
<td>72</td>
<td>Modified Approved Inter Taluka RC Split[MS]</td>
<td></td>
<td>MS→IS, MS→JS</td>
<td>View</td>
</tr>
<tr>
<td>73</td>
<td>Inspected Approved Inter Taluka RC Split[IS]</td>
<td></td>
<td>IS→AS, IS→JS</td>
<td>View</td>
</tr>
<tr>
<td>74</td>
<td>Verified and Approved for RC Split[AS]</td>
<td></td>
<td></td>
<td>View</td>
</tr>
<tr>
<td>75</td>
<td>Rejected for RC Split[JS]</td>
<td></td>
<td></td>
<td>View</td>
</tr>
<tr>
<td>76</td>
<td>Approved RCs[A]</td>
<td>A→ST</td>
<td>A→ST</td>
<td></td>
</tr>
<tr>
<td>77</td>
<td>Requested for RC Transfer[ST]</td>
<td></td>
<td>ST→VT, ST→JT</td>
<td>View</td>
</tr>
<tr>
<td>78</td>
<td>Inspected for RC Transfer[VT]</td>
<td></td>
<td>VT→AT, VT→JT</td>
<td>View</td>
</tr>
<tr>
<td>79</td>
<td>Verified and Approved for RC Transfer[AT]</td>
<td></td>
<td></td>
<td>View</td>
</tr>
<tr>
<td>80</td>
<td>Rejected for RC Transfer[JT]</td>
<td></td>
<td></td>
<td>View</td>
</tr>
<tr>
<td>81</td>
<td>Ration Card Transfer Source</td>
<td>Approved RCs[A]</td>
<td>A→ST</td>
<td>A→ST</td>
</tr>
<tr>
<td>82</td>
<td>Requested for RC Transfer[ST]</td>
<td></td>
<td>ST→VT, View</td>
<td></td>
</tr>
</tbody>
</table>
### Ration Card Management System (RCMS) – User Manual (Draft)

<table>
<thead>
<tr>
<th>Step</th>
<th>Process</th>
<th>Destination</th>
<th>View</th>
<th>View</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>83</td>
<td>Request (Inter Taluka)</td>
<td>Inspected for RC Transfer[VT]</td>
<td>ST→JT</td>
<td>View</td>
<td>VT→DT, VT→JT</td>
</tr>
<tr>
<td>84</td>
<td></td>
<td>Saved Approved Inter Taluka RC Transfer[DT]</td>
<td>View</td>
<td>View</td>
<td>View</td>
</tr>
<tr>
<td>85</td>
<td></td>
<td>Rejected for RC Transfer[JT]</td>
<td>View</td>
<td>View</td>
<td>View</td>
</tr>
<tr>
<td>86</td>
<td></td>
<td>Saved Approved Inter Taluka RC Transfer[DT]</td>
<td>DT→MT, DT→JT</td>
<td>View</td>
<td>View</td>
</tr>
<tr>
<td>87</td>
<td></td>
<td>Modified Approved Inter Taluka RC Transfer[MT]</td>
<td>View</td>
<td>MT→IT, MT→JT</td>
<td>View</td>
</tr>
<tr>
<td>88</td>
<td></td>
<td>Inspected Approved Inter Taluka RC Transfer[IT]</td>
<td>View</td>
<td>View</td>
<td>VT→JT</td>
</tr>
<tr>
<td>89</td>
<td></td>
<td>Verified and Approved for RC Transfer[AT]</td>
<td>View</td>
<td>View</td>
<td>View</td>
</tr>
<tr>
<td>90</td>
<td></td>
<td>Rejected for RC Transfer[JT]</td>
<td>View</td>
<td>View</td>
<td>View</td>
</tr>
<tr>
<td>91</td>
<td>Ration Card Suspension Request</td>
<td>Approved RCs[A]</td>
<td>A→SP</td>
<td>View</td>
<td>View</td>
</tr>
<tr>
<td>92</td>
<td></td>
<td>Requested for RC Suspension[SP]</td>
<td>SP→VP, SP→JP</td>
<td>View</td>
<td>View</td>
</tr>
<tr>
<td>93</td>
<td></td>
<td>Verified for RC Suspension[VP]</td>
<td>View</td>
<td>VP→AP, VP→JP</td>
<td>View</td>
</tr>
<tr>
<td>94</td>
<td></td>
<td>Verified and Approved for RC Suspension[AP]</td>
<td>View</td>
<td>View</td>
<td>View</td>
</tr>
<tr>
<td>95</td>
<td></td>
<td>Rejected for RC Suspension[JP]</td>
<td>View</td>
<td>View</td>
<td>View</td>
</tr>
<tr>
<td>96</td>
<td>Suspended Ration Card Revoke Request</td>
<td>Verified and Approved for RC Suspension[AP]</td>
<td>AP→SK</td>
<td>View</td>
<td>View</td>
</tr>
<tr>
<td>97</td>
<td></td>
<td>Requested for Revoke to suspended RC[SK]</td>
<td>View</td>
<td>SK→VK, SK→JK</td>
<td>View</td>
</tr>
<tr>
<td>Step</td>
<td>Description</td>
<td>Details</td>
<td>Permissions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
<td>---------</td>
<td>-------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>98</td>
<td>Verified &amp; Approved for Revoke to suspended RC [VK]</td>
<td>View</td>
<td>VK→AK, VK→JK</td>
<td></td>
<td></td>
</tr>
<tr>
<td>99</td>
<td>Verified and Approved for RC Suspension [AK]</td>
<td>View</td>
<td>View</td>
<td></td>
<td></td>
</tr>
<tr>
<td>100</td>
<td>Rejected for Revoke to suspended RC [JK]</td>
<td>View</td>
<td>View</td>
<td></td>
<td></td>
</tr>
<tr>
<td>101</td>
<td>Approved RCs [A]</td>
<td>A→SR</td>
<td>A→SR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>102</td>
<td>Requested for RC Surrender [SR]</td>
<td>SR→VR, SR→JR</td>
<td>View</td>
<td></td>
<td></td>
</tr>
<tr>
<td>103</td>
<td>Verified for RC Surrender [VR]</td>
<td>View</td>
<td>VR→AR, VR→JR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>104</td>
<td>Verified and Approved for RC Surrender [AR]</td>
<td>View</td>
<td>View</td>
<td></td>
<td></td>
</tr>
<tr>
<td>105</td>
<td>Rejected for RC Surrender [JR]</td>
<td>View</td>
<td>View</td>
<td></td>
<td></td>
</tr>
<tr>
<td>106</td>
<td>Approved RCs [A]</td>
<td>A→SD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>107</td>
<td>Requested for RC Deletion [SD]</td>
<td>SD→VD, SD→JD</td>
<td>View</td>
<td></td>
<td></td>
</tr>
<tr>
<td>108</td>
<td>Verified for RC Deletion [VD]</td>
<td>View</td>
<td>VD→AD, VD→JD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>109</td>
<td>Verified and Approved for RC Deletion [AD]</td>
<td>View</td>
<td>View</td>
<td></td>
<td></td>
</tr>
<tr>
<td>110</td>
<td>Rejected for RC Deletion [JD]</td>
<td>View</td>
<td>View</td>
<td></td>
<td></td>
</tr>
<tr>
<td>111</td>
<td>Approved RCs [A]</td>
<td>A→M</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>112</td>
<td>Submitted for Approval [M]</td>
<td>M→S, M→J</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>113</td>
<td>Saved as Draft/Under Modification [S]</td>
<td>S→M</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>114</td>
<td>Modified &amp; Submitted for Verif. &amp; Appr. [M]</td>
<td>View</td>
<td>M→V, M→R</td>
<td></td>
<td></td>
</tr>
<tr>
<td>115</td>
<td>Verify for Modification [V]</td>
<td>View</td>
<td>V→A, V</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Page</td>
<td>Description</td>
<td>Statuses</td>
<td>Actions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
<td>----------</td>
<td>---------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>116</td>
<td>Under Recorrection [R]</td>
<td>R→S, R→M</td>
<td>View</td>
<td></td>
<td></td>
</tr>
<tr>
<td>117</td>
<td>Verified &amp; Approved [A]</td>
<td></td>
<td>View</td>
<td></td>
<td></td>
</tr>
<tr>
<td>118</td>
<td>Approved RCs [A]</td>
<td>A→S, A→M</td>
<td>View</td>
<td></td>
<td></td>
</tr>
<tr>
<td>119</td>
<td>Saved as Draft/Under Modification [S]</td>
<td>S→M</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>120</td>
<td>Modified &amp; Submitted for Verif. &amp; Appr. [M]</td>
<td>View</td>
<td>M→A, M→R</td>
<td></td>
<td></td>
</tr>
<tr>
<td>121</td>
<td>Under Recorrection [R]</td>
<td>R→S, R→M</td>
<td>View</td>
<td></td>
<td></td>
</tr>
<tr>
<td>122</td>
<td>Verified &amp; Approved [A]</td>
<td></td>
<td>View</td>
<td></td>
<td></td>
</tr>
<tr>
<td>123</td>
<td>DFSO Master</td>
<td></td>
<td>New/Edit/View</td>
<td></td>
<td></td>
</tr>
<tr>
<td>124</td>
<td>TFSO Master</td>
<td></td>
<td>New/Edit/View</td>
<td></td>
<td></td>
</tr>
<tr>
<td>125</td>
<td>Inspector Master</td>
<td></td>
<td>New/Edit/View</td>
<td></td>
<td></td>
</tr>
<tr>
<td>126</td>
<td>DEO/CSC Master</td>
<td></td>
<td>New/Edit/View</td>
<td></td>
<td></td>
</tr>
<tr>
<td>127</td>
<td>District Master</td>
<td></td>
<td>View</td>
<td></td>
<td></td>
</tr>
<tr>
<td>128</td>
<td>Tehsil Master</td>
<td></td>
<td>View</td>
<td></td>
<td></td>
</tr>
<tr>
<td>129</td>
<td>Village Master</td>
<td></td>
<td>Edit/View</td>
<td></td>
<td></td>
</tr>
<tr>
<td>130</td>
<td>Inspector FPS Mapping</td>
<td></td>
<td>Request for Mapping, Action (Approve, Reject)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>131</td>
<td>FPS Depot Mapping</td>
<td></td>
<td>FPS Depot Mapping</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No.</td>
<td>Feature</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----</td>
<td>------------------------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>132</td>
<td>Inspector Village Mapping View</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>