

Food Civil Supplies and Consumer Affairs Department,
Government of Meghalaya.

RATION CARD MANAGEMENT SYSTEM (RCMS) –USER MANUAL. PUBLIC LOGIN

**Create your profile with RCMS portal to apply online for Ration Card.
[only HoFN ('Head of Family - Oldest female member) shall be registered in the system for
New/Existing RC. If the family does not have any female member (Age more than 18 years)
then HoF (Head of Family – Male member) can be registered in the system for New/Existing
RC]**

The Technical Management Division (TMD)

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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 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 to 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
- Ration Card Split
- Ration Card Transfer
- Ration Card Suspension

1.2 Steps of Login into the Application(Login Type : Public login)

This feature allows the public user to create user’s login request.

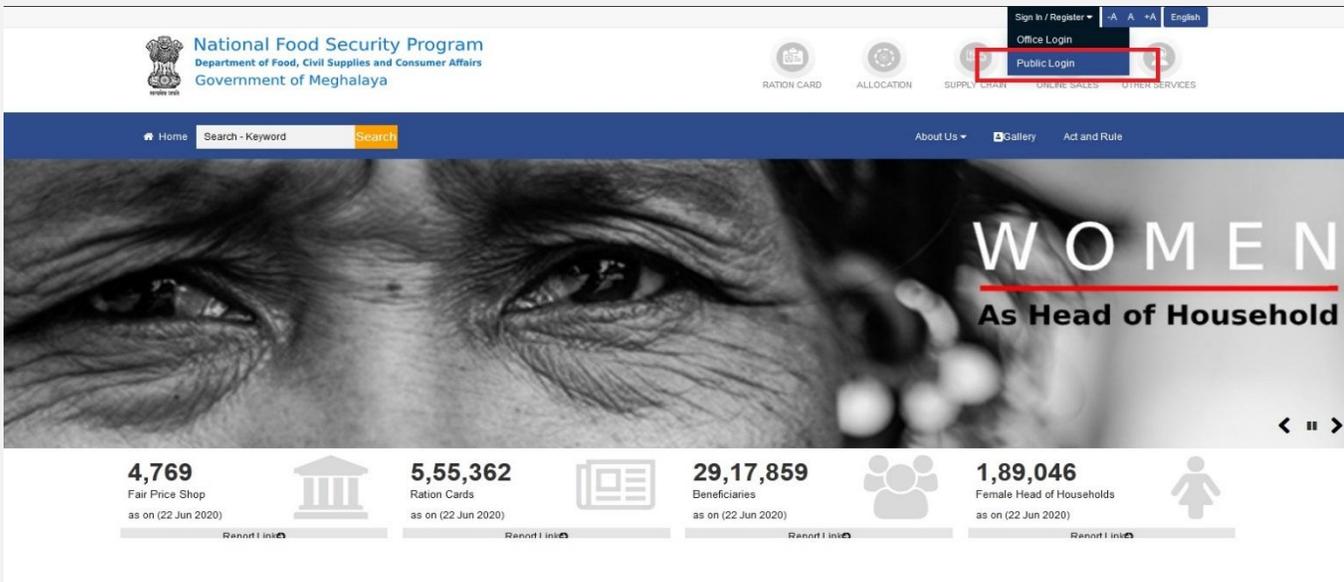
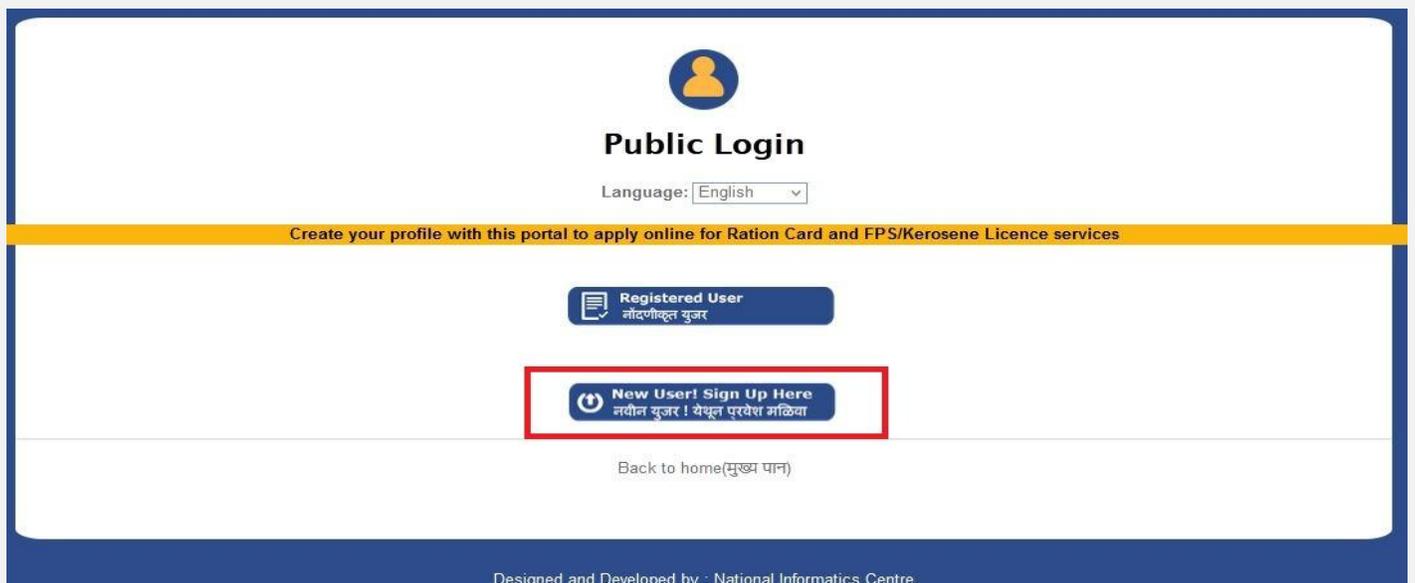


Figure 1: Home Page.

Step 1: Click on “**Public Login** Option” as seen in the screenshot. Once click on the Public Login option following page will be display



Designed and Developed by : National Informatics Centre

Figure : 2 New User page

Step 2: Click on **New User ! Sign up here** option as seen in the screenshot. Once Click the following page will be display.

Language English

Register New HOFN User

[only HoFN (Head of Family - Oldest female member) shall be registered in the system for New/Existing RC. If the family does not have any female member (Age more than 18 years) then HoF (Head of Family – Male member) can be registered in the system for New/Existing RC]

Do you have Ration card No Ration card

Name in local language:

Full Name (as per aadhaar): *

Aadhaar No.: *

Mobile No.: * +91

Email Address

Please enter a valid Email Address

Date of Birth:

Gender: * MALE

Captcha: * EMLF

Verify Aadhaar

Figure : 3 Register new HOFN User.

Step 3: Select the language English , click **No Ration card** and fill the **Personal Details** like your Name, Aadhaar no, Mobile no, Date of birth etc. (In Local Language), as per Aadhaar details and **Click Verify**

Note: Real time Authentication with UIDAI Server.

After successfully authenticated with UIDAI server the following page will be display.

Do you have Ration card No Ration card

Name in local language:

Full Name (as per aadhaar): *

Aadhaar No.: *

Mobile No.: * +91

Email Address

Date of Birth: * Gender: * MALE

Login Id *

Enter Password *

Confirm Password *

State * MEGHALAYA

District * EAST KHASI HILLS

Tahsil * MYLTIEM

Village/Town * LAWSOHTUN

Proposed FPS Name *

Address 1 * LAWSOHTUN BLOCK 4

Address 2 (Like Landmark/Locality/Colony etc...)

PIN * 793004

Service Required * RC Application (शिक्षापत्रिकासाठी अर्ज)

Figure : 4 Ration card details.

Step 4: Enter valid Login ID, Password (its will be use in future during login),districts name, tehsil(block),village, address ,PIN code and Services Required. After filled up all the parameter Click on **Submit** button, on successfully submission the following page will be display.

Note:>>The applicant should feed all these details correctly only to the intended district/subdivision. Such as DISTRICT NAME, TEHSIL(BLOCK) AND VILLAGE NAME.

>>**Password** must be of minimum 8 letters long and must contain at least one numeric, one alphabetic and one special characters.



Figure : 5 Registration successful.

Step 5:Click on Login Option, Once Click on Login Option the following page will be display.

Public Login

Language English ▾

Create your profile with this portal to apply online for Ration Card and FPS/Kerosene Licence services

Head of Family (as per NFSA) Sign In

OR

Sign In with Aadhaar OTP

Enter Aadhaar Number

.....

Generate OTP ←

New User! Sign up here

Sign In with Username

Enter Username

..

Enter Password

Pass..

Sign In ←

[Forgot Password ?](#)

Sign In with Ration Card No

Enter Ration Card No

ENTER RATION CARD NO..

Generate OTP

Back to home(मुख्यपृष्ठ)

Figure : 6 Registered Login page

Note : We can login either using Registered Username and Password or Aadhaar No OTP base.

Step 6: Enter the Registered Username, Password and Click **Sign in** on successful Sign in the following page will be display.

2 Ration Card

This feature allows the applicant to Add/Edit the Ration card details

2.1 Public RC mod Appl (UMA33).

NATIONAL FOOD SECURITY PROGRAM
Food, Civil Supplies & Consumer Affairs Department
Government of Meghalaya

Ration Card Management System (RCMS)

Status: **Verified and Approved**

RCID: 171000555364 Application No:

Language: English

Ration Card and Member Personal details

Add Member

Sl.No	Member Name EN	Member Name LL	Mother Name EN	Mother Name LL	Relation	Gender	Age	DOB	UID No.	Mobile No.	Annual Income	Bank Name	Bank IFSC	Bank A/C No.	NFSA Head	Edit	Delete	InDelete
01	A. K. Singh	ah									30000.00	S...				Edit		

Total Ration Card Annual Income= 30000.00

Card Type Details

Address Details

Gas & Kerosene Oil details

FPS Details

Nominee Details

Family Total Annual Income

Remark:

"Sir, The card is being submitted for verification and approval after all necessary

Submit Ration Card for Verification and approval after filling up all the highlighted form

Figure : 7 Home page of user

Step 7: Click on **Public RC and mod Appl(UMA33)**, System allow to add member, but he/she must have an Aadhaar no. After adding the member applicant must fill all the parameter such as

- **Card Type Details**

Step 8: Click on the Card type details and select the Card type as shown in the screenshot below. And Click **Update**

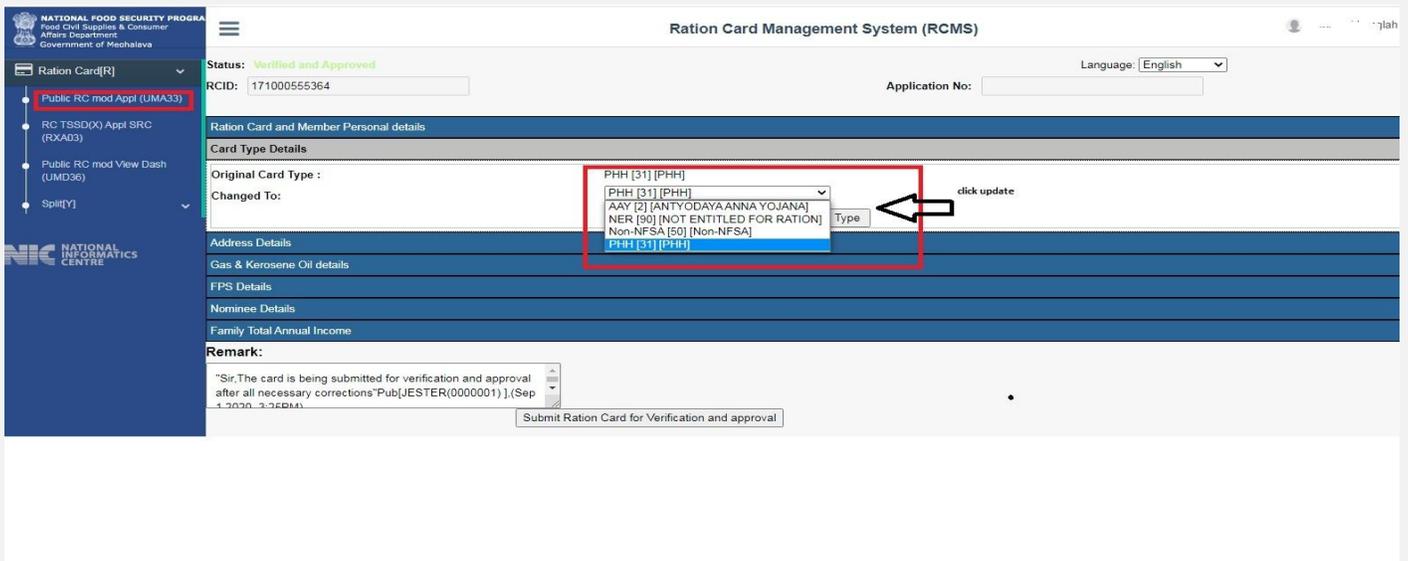


Figure : 8 Card type details

- **Address details**

Step 09: Click on **Address** and fill all the required parameter as shown in the screenshot below. After filling up all the fields Click **Update**.

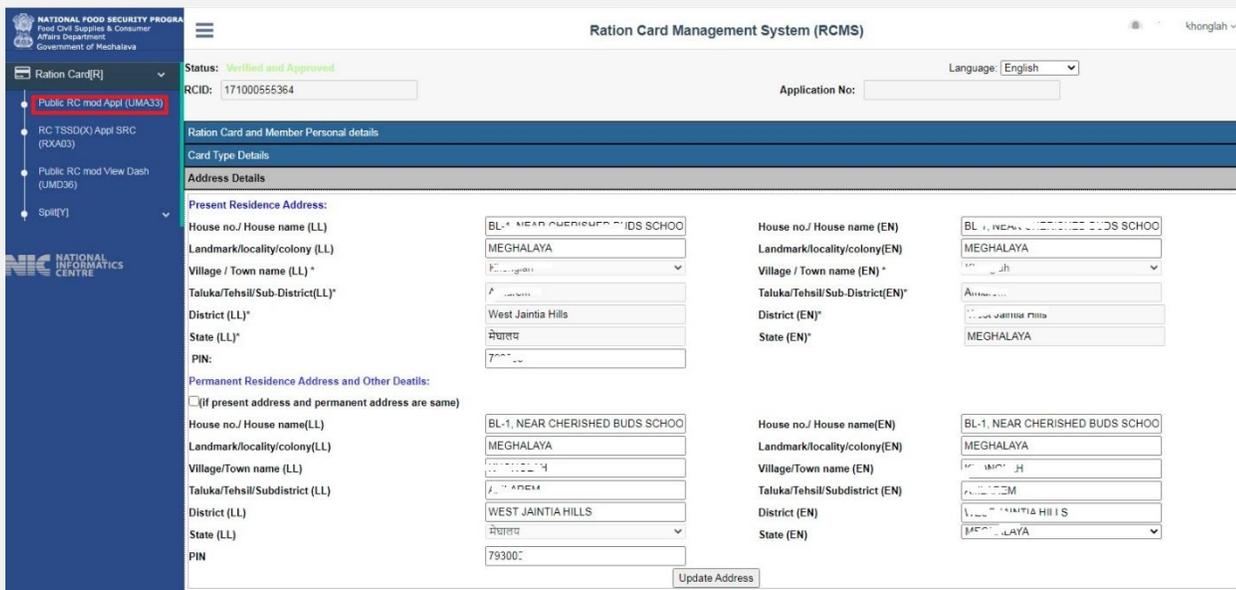


Figure : 9 Address details

- **Gas and Kerosene oil details**

Step 10: Click on **Gas and Kerosene oil details** and fill all the required parameter as shown in the screenshot below. After filling up all the fields Click **Update**.

Figure : 10 Gas and Kerosene oil details

- **FPS details**

Step 11: Click on **FPS details** default FPS will be display (the FPS selected during registration)

Figure : 11 FPS details

- **Nominee Details**

Step 12: Click on **Nominee Details** and fill all the required parameter as shown in the screenshot below. After filling up all the fields Click **Update**.

The screenshot shows the 'Nominee Details' form. It has a search bar for 'Search Nominee by Aadhaar No.' with a 'Search' button. Below are fields for 'Nominee Name', 'Nominee Status', and 'Nominee's Aadhaar No.'. There are 'Update Nominee' and 'Delete Nominee' buttons. A 'Note: Terms and Conditions for Nominee' section contains 8 numbered points regarding eligibility and verification rules.

Figure : 12 Nominee details

Step 13: After filling all the parameters Click on **Submit Ration card for Verification and Approval**.

The screenshot shows the RCMS interface with the status 'Verified and Approved'. The 'Submit Ration Card for Verification and approval' button is highlighted with a red box. A callout arrow points to this button with the text 'After filling up all the highlighted form'. The interface also shows a sidebar with navigation options and a 'Remark' field with a text area.

Figure : 13 Submit Ration card for Verification and Approval.

Note :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 14: Click on “Ok” button, else click on “Cancel” button.

Step 15: Finally, click on “Ok” button. Following message will be display.

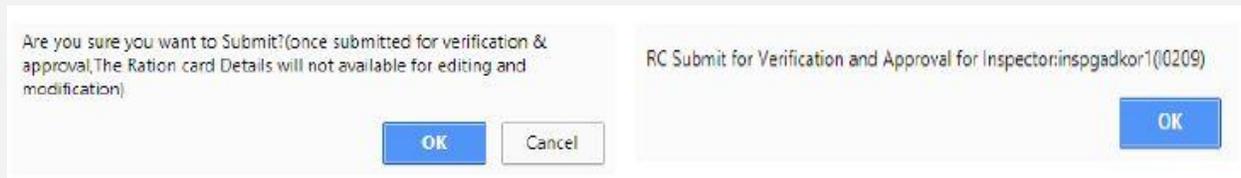


Figure : 14 Verification

2.2 RC TSSD(X) Appl SRC (RXA03)

This feature of the application allows user to transfer the RC from one village to another village within the same or different village(Taluka).

Intra-Taluka:

Sl. No.	Document Type	Enclosure Type	Document Number	Check For Physical Save Documents	Browse & Upload	Download Document
1	Identity Proof	---Select---		<input type="checkbox"/>	<input type="button" value="Browse..."/> No file selected.	
2	Address Proof	---Select---		<input type="checkbox"/>	<input type="button" value="Browse..."/> No file selected.	

Figure : 15 intra block

Transfer :

- **Intra-Taluka**-Ration card can be transfer with in the districts and subdivision.
- **Inter-Taluka**-Ration card can be transfer from one district/subdivision to another districts / subdivision

Surrender :This feature allows the Ration card holder to voluntarily surrender his/her ration card.

Step 16: Click on **RC TSSD(X) Appl SRC (RXA03)**

Step 17: Click on **Transfer** option select the type of **Transfer Intra-Taluka**

Step 18:select Village / Town name *

Step 19: Enter the PIN Code, Type remarks

Step 20: Attached the require Document Type

Step 21:After confirmation, click on “**Submit for Transfer**” button.

Step 22:The Reference no. gets generated like ‘**M03091700035**’.

Step 23:Request goes to Inspector for verification.



Figure : 16 reference

Inter-Taluka

Figure : 17 Inter block

Step 24: Select **Inter-Taluka** as shown in the screenshot

Step 25: Fill up all the require parameter

Step 26: Select the FPS name and RC where you want to transfer

Step 27: Select District*,Taluka/Tehsil/Sub-District *,Village / Town name *,Destination DFSO*,Destination AFSSO * , Enter PIN code and put Remark: *.

Step: 28Attached the require Document Type and Click **Submit button**.

Step 29: After confirmation, click on “**Submit for Transfer**” button.

Step 30: The Reference no. gets generated like ‘**M03101700007**’.

Step 31: Request goes to Inspector for verification.



Figure : 18 reference

2.3 Public RC mod View Dash (UMD36)

Ration Card Dashboard that display all the ration details like Ration Card No., Application ID, Applicant Name, Status and Modification date

Step 32:Click on Public RC mod View Dash (UMD36) it will display all the ration card details.



The screenshot shows the Ration Card Management System (RCMS) interface. The header includes the National Food Security Program logo and the text 'Ration Card Management System (RCMS)'. The main content area is titled 'Ration Card Dashboard' and displays a table of ration card details. The table has columns for SNo., Ration Card No., Application ID, Applicant Name, Status, Modification date, and a 'View' link. The 'Public RC mod View Dash (UMD36)' menu item is highlighted in red.

SNo.	Ration Card No.	Application ID	Applicant Name	Status	Modification date	
1	171000555364	N12375356979	...	Verified and Approved]	2020-09-01 15:25:51	View

Figure : 19Dashboard

3 Split[Y]

3.1 RC Split(Y) Appl SRC (RYA04)

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

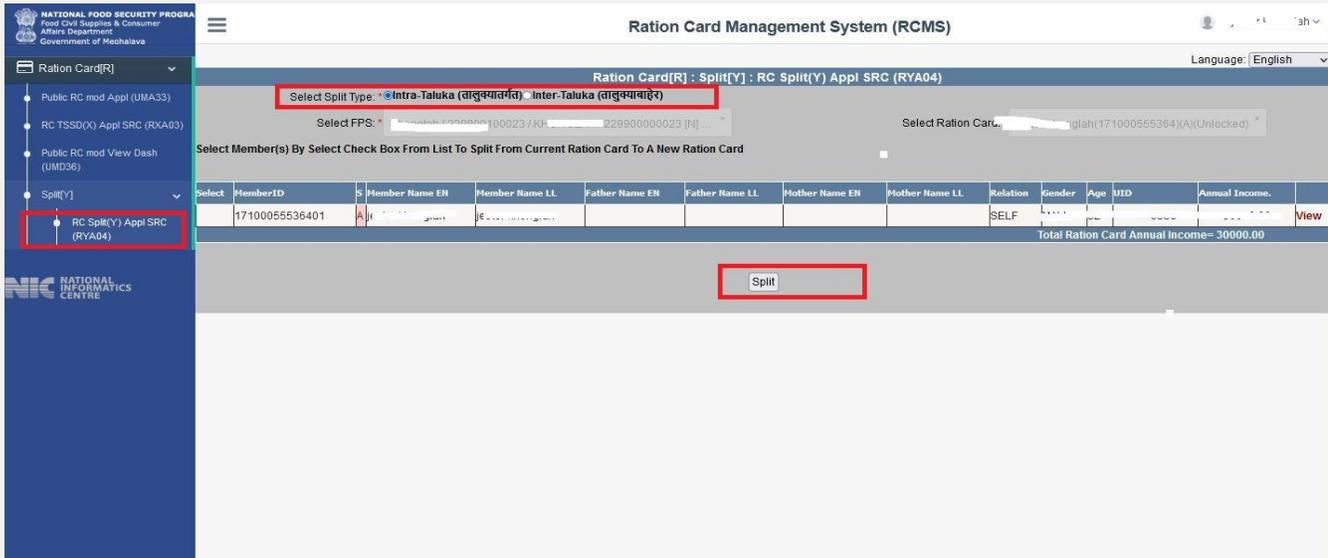


Figure : 20Split Dashboard

- Step 33:** Click on “RC Split(Y) Appl SRC (RYA04)” under the folder,,Split[Y]” from left panel. User is on Apply for RC Split.
- Step 34:** Select the “Select Split Type” as ‘Intra-Taluka”.
- Step 35:** Only Approved RC goes through the Split process.
- Step 36:** Select the FPS and Ration Card from the drop-down list, which ration card you want to split.
- Step 37:** Users have a provision to view the member details of the selected ration card by clicking on “View” link.

RATION CARD SPLIT (INTRA - STATE)

Select Split Type: Intra-Taluka Inter-Taluka

Select FPS: * Kotla Ajner (206) / 104000600012 / J/ ▼ Select Ration Card: * MANJIT KAUR(030001664979)(A)(U) ▼

Select Member(s) By Select Check Box From List To Split From Current Ration Card To A New Ration Card

Select	MemberID	S	Member Name EN	Member Name LL	Father Name EN	Father Name LL	Mother Name EN	Mother Name LL	Relation	Gender	UID	
<input type="checkbox"/>	00000277329701	A	MANJIT KAUR	MANJIT KAUR	GURDIT SINGH				SELF	FEMALE	943327143550	View
<input type="checkbox"/>	00000277329702	A	JASPAL SINGH	JASPAL SINGH	JASPAL SINGH				HUSBAND	MALE	374856163664	View
<input checked="" type="checkbox"/>	00000277329703	A	SUKHJINDER SINGH	SUKHJINDER SINGH	JASPAL SINGH				SON	MALE	772207707520	View
<input type="checkbox"/>	00000277329704	A	SARBJIT KAUR	SARBJIT KAUR	SUKHJINDER SINGH				DAUGHTER IN LAW	FEMALE	500791766715	View
<input checked="" type="checkbox"/>	00000277329705	A	KHUSHPREET KAUR	KHUSHPREET KAUR	A				GRAND DAUGHTER	FEMALE	568187898590	View

Figure 21: intra Taluk Split Selection

- Step 38:** Select the member who you want split from member list by clicking on the checkbox.
- Step 39:** After confirmation, click on “Split” button.
- Step 40:** Selected member list is getting displayed.
- Step 41:** Select the **HoF** by clicking on radio button & member relation from dropdown

FILL NEW / SPLITTED RATION CARD DETAILS (INTRA-TALUKA SPLIT)

Note*: Select Hof and relation from below member list

Select HOF	Relation	Gender	Member Name EN	Member Name LL	DOB	UID	Father Name EN	Father Name LL	Mother Name EN	Mother Name LL
<input checked="" type="radio"/>	SELF *	MALE	SUKHJINDER SINGH	SUKHJINDER SINGH		772207707520	JASPAL SINGH			
<input type="radio"/>	DAUGHTER-भारतीय ▼	FEMALE	KHUSHPREET KAUR	KHUSHPREET KAUR	01/01/1900	568187898590	A			

Figure 22: intra HOF Selection

- Step 42:** Under the section “Select New Location”and“Card Type Details”, select the “New Village/Town” and “Card Type” from the drop-down list.

Select New Location And Card Type Details

New Village / Town: * Burj (181) [0304000223032929] ▼ Card Type: * ABOVE POVERTY LINE [1] ▼

Figure 23: Destination location selection

- Step 43:** Under the section “Address Details”, enter “House No./House Name” and “Landmark/Locality/Colony”(if any).

Step 44: Enter “Pin code” (if any).

The screenshot shows a form titled "Address Details" with a section for "Present Residence Address". The form contains the following fields and values:

Field (LL)	Value	Field (EN)	Value
House no./ House name (LL)	हा ६६/४	House no./ House name (EN)	H 66/4
Landmark/locality/colony (LL)	नेट गंगा प्लाझा	Landmark/locality/colony(EN)	NEAR GANGA PLAZA
Village / Town name (LL)	Burj (181)	Village / Town name (EN)	Burj (181) [0304000223032929]
Taluka/Tehsil/Sub-District(LL)	Khamanon [00223]	Taluka/Tehsil/Sub-District(EN)	Khamanon [00223]
District (LL)	Fatehgarh Sahib [040]	District (EN)	Fatehgarh Sahib [040]
State (LL)	पंजाब	State (EN)	PUNJAB
PIN:	100002		

Figure 24:Enter destination address

Step 45: Under the section “Gas & Kerosene Oil Details”, select “Gas Connection Status” (if any) otherwise “No connection”.

Step 46: Enter the “Gas Consumer Number” (if any).

Step 47: Select the “Gas Consumer Name EN” from the drop-down list.

Step 48: Select the “Gas Agency Name” from the drop-down list (if any).

Step 49: Select the “Gas Consumer Name EN” from the drop-down list.

The screenshot shows a form titled "Gas & Kerosene Oil details" with the following fields and values:

Gas connection status *	GA-Gas Cylinder One	Gas Consumer number	45454
Gas company name	Indian Oil Coporation Limited	Gas agency name	NOT AVAILABLE
Gas Consumer Name EN *	SUKHJINDER SINGH	Gas consumer name II	SUKHJINDER SINGH
K.Oil Eligibility	No		

Figure 25: Gas & kerosene selection

Step 50: Under the section “Attached Enclosures”, select the ‘Enclosure Type’.

Step 51: User either upload the document(.pdf file type only), File size should be in range 0 to 100 kb in size.

Attached Enclosures				
Sl. No.	Document Type	Enclosure Type	Check For Physical Save Documents	Browse & Upload
1	Address Proof	Voter Id Card	<input type="checkbox"/>	Choose file aadhar card 6.pdf
Note* : File Type:.pdf, File Size:0-100 kb *				

Figure 26: Upload Document

- Step 52:** Under the section “**Verify Authority Details**” are getting displayed.
- Step 53:** Enter the Remarks in the remarks field.
- Step 54:** After confirmation, click on “**Submit Request for Split**” button.
- Step 56:** Reference No. gets generated.
- Step 57:** Request goes to AFSO officer for Approval.
- Step 58:** Users have a provision to view/down certificate for the reference purpose.
- Step 59:** Click on “**View/Download Certificate**” button.

Verify Authority Details	
Inspector *	[[0104] Dalbara_singh
Remark:	
Split Request	
<input type="button" value="Submit Request For Split"/> <input type="button" value="Cancel"/>	

Your Reference No : M03101700005
[Click here to download acknowledgment](#)