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)

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

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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 Surrenderand RC Revoke(of surrendered RC),RC Suspension and RC Deletion. Depotmanagement functionalityprovides the feature of creating the new Depot and the management of a Depot . For Inter Taluka , FPS itself is gettingtransferred 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

8
Public Login
Language: English v
Create your profile with this portal to apply online for Ration Card and FPS/Kerosene Licence services
ाहिर Registered User नोंदणीवहत युजर
ा New User! Sign Up Here नवीन युजर ! येथून प्रयेश मळिया
Back to home(मुख्य पान)
Designed and Developed by : National Informatics Centre
Figure 2 Now Hear 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 V
Register New HOFN User	
[only HoFN ('Head of Family - Oldest female member) shall be registered in the system for New/Existing than 18 years) then HoF (Head of Family – Male member) can be registered in the system for New/Existi	RC. If the family does not have any female member (Age more
Do you have Ration card No Ration card	
Name in local language:	
Full Name (as per aadhaar): * iec or Knowe. *	
Aadhaar No.: *	
Mobile No.: * +91	
Email Address	
Please enter a valid Email Address	
Date of Birth: Gender: * MALE V	
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 Ra	tion card ONo Ration card	Login Id * upun. Check User
Name in local la	nguage:	Enter Password *
Full Name (as p	er aadhaar): *	Confirm Password * •••••••
Aadhaar No.: 🗴		State * MEGHALAYA
Mobile No.: *+9	1 //	District * EAST KHASI HILLS
Email Address	Email Address	Tahsil* / MYLLIEM
Date of Birth: *	Gender: * MALE	Village/Town * LAWSOHTUN
		Proposed FPS Name *
		Address 1 * LAWSOHTUN BLOCK 4
		Address 2 Address 2 (Like Landmark/Locality/Colony etc)
		PIN * 793004
		Service Required * RC Application(খিঘাपत्रिकेसाठी 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 DISTRCT 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.

REGISTERED	SUCCESSFULLY WITH LOGIN ID(यश्वस्वी नोंदणी, लॉग इन आयडी :) : LABAN
	Click Here To Login
Toll Free HelpLine No: 1800-22-4950/1967 E-mail: helpline:mhpds@gov.in	This site is designed, hosted and maintained by National Informatics Centre, Ministry of Electronics & Information Technology, Government of India.

Figure : 5 Registration successful.

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

8					
	Public Login				
	Language English v				
Create your profile	with this portal to apply online for Ration Card and FP	Kerosene Licence services			
	Head of Family (as per NFSA) Sign In				
Sign In with Aadhaar OTP	Sign In with Username	Sign In with Ration Card No			
Enter Aadhaar Number	Enter Username	Enter Ration Card No			
•••••		ENTER RATION CARD NO.			
Generate OTP	Pass.	Generate OTP			
New User! Sign up here	Sign In				
	Forgot Password ?				
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).

Red Civil Supplies & Consumer Affeirs Department Government of Mechalava	Ration Card Management System (RCMS)	v delane 🗸 🔍
Ration Card[R] ~	Status: Verified and Approved Language: English RCID: 171000555364 Application No:	
RC TSSD(X) Appl SRC (RXA03)	Ration Card and Member Personal details	
Public RC mod View Dash (UMD36) Split[Y] ~	Add Member HUD Sprember Name EL Hother Name EN Hother Name EL Note in the University in th	lead Edit Delete UnDelete G
NIC NATIONALICS	-	
	Card Type Details	
\$	Address Details	
	Gas & Kerosene Oil details	
	FPS Details	
	Nomine Details	
	Family Iotal Annual Income Permity Iotal Annual Income Per	
	"Sir, The card is being submitted for verification and approval after filling up all the Submit Ration Card for Verification and approval fer filling up all the	

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

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

Food Civil Supplies & Consumer		Ration Card Management System (RCMS)	👤 🤨 jlah			
Government of Mechalava	Status: Verified and Approved RCID: 171000555364	Application No:				
RC TSSD(X) Appl SRC	Ration Card and Member Personal details					
(RXAU3)	Card Type Details					
 Public RC mod View Dash (UMD36) 	Original Card Type :	PHH [31] [PHH]				
• Split[Y]	Changed To:	PHH [31] [PHH] AAY (2] [ANTYODAYA ANNA YOJANA] NER [90] [NOT ENTITLED FOR RATION] Type				
	Address Details	Non-NFSA [50] [Non-NFSA] PHH [31] [PHH]				
	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 corrections"Pub[JESTER(0000001)],(Sep 1 2020 2:2EDM) Submit	Ration Card for Verification and approval				

Figure : 8 Card type details

• Address details

Step 09: Click onAddress and fill all the require parameter as shown in the screenshot below. After filling up all the fields Click Update.

Food Civil Supplies & Consumer Affairs Department Government of Mechalava	=	Ration Card M	anagement System (R	CMS)	(B) khor	iglah ~
Ration Card[R]	Status: Verified and Approved RCID: 171000555364		Applicatio	on No:	Language: English	
RC TSSD(X) Appl SRC	Ration Card and Member Personal details					
(00.00)	Card Type Details					
 Public RC mod View Dash (UMD36) 	Address Details					
SolitiYi	Present Residence Address:					
	House no./ House name (LL)	BL-4 MEAD OUEDIQUED TIDS SCHOO	House no./ Ho	use name (EN)	BL 1, INEMAS CONTRACTOR SCHOOL	
	Landmark/locality/colony (LL) MEGHALAYA Village / Town name (LL) * Fillingerit *		Landmark/loca	ality/colony(EN)	MEGHALAYA	
			Village / Town	Village / Town name (EN) *	🗠 juh 🗸	
	Taluka/Tehsil/Sub-District(LL)*	A caroni	Taluka/Tehsil/	Sub-District(EN)*	Anne	
	District (LL)*	West Jaintia Hills	District (EN)*		C	
	State (LL)*	मेघालय	State (EN)*		MEGHALAYA	
	PIN:	7^^				
	Permanent Residence Address and Other Deatils:					
	(if present address and permanent address are same)					
	House no./ House name(LL)	BL-1, NEAR CHERISHED BUDS SCHOO	House no./ Ho	use name(EN)	BL-1, NEAR CHERISHED BUDS SCHOO	
	Landmark/locality/colony(LL)	MEGHALAYA	Landmark/loca	ality/colony(EN)	MEGHALAYA	
	Village/Town name (LL)	[:::::::::::::::::::::::::::::::::::::	Village/Town n	name (EN)	м. лис. Н	
	Taluka/Tehsil/Subdistrict (LL)	/_ " ADEM	Taluka/Tehsil/	Subdistrict (EN)	ALLITEM	
	District (LL)	WEST JAINTIA HILLS	District (EN)		L	
	State (LL)	मेघालय 🗸	State (EN)		MEAT	
	PIN	793000				
		L	Ipdate Address			

Figure : 9 Address details

• Gas and Kerosene oil details

Step 10: Click onGas and Kerosene oil details and fill all the require parameter as shown in the screenshot below. After filling up all the fields Click Update.

1	NATIONAL FOOD SECURITY PROGRA Food Civil Supplies & Consumer Affairs Department Government of Mechalava	≡		Ratio	on Card Management System (RCMS)		ه ، r khonglah
E	Ration Card[R] ~	Status: Verified and Approved RCID: 171000555364			Application No:	Language: English 🗸	
•	RC TSSD(X) Appl SRC	Ration Card and Member Personal detail	5				
	(RAAUS)	Card Type Details					
•	Public RC mod View Dash (UMD36)	Address Details					
	Solify	Gas & Kerosene Oil details					
1		Gas connection status *	00 0 0,8-4	~	Gas Consumer number	6789089098888	
_		Gas company name	Indian Oil Coporation Limited	~	Gas agency name	NONE	
N	INFORMATICS CENTRE	Gas Consumer Name EN*	Salart (~	Gas consumer name II	and the second sec	
		K.Oil Eligibility	No	~			
			Select K.Oil FPS	~	Update Gas & Kerosene Details		
		FPS Details					
		Nominee Details					
		Family Total Annual Income					
		Remark:					
		"Sir,The card is being submitted for ver after all necessary corrections"Pub[JES -1.2020_3.25EbA	fication and approval TER(0000001)](Sep Submit Ration Carc	I for Verification	n and approval		
							© Copyright NIC 2020

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)

Food Civil Supplies & Consumer Affairs Department Government of Mechalava	Ration Card Management System (RCMS)
Ration Card[R] Public RC mod Appl (UMA33)	Status: Verified and Approved Language: English ✓ RCID: 171000555564 Application No:
RC TSSD(X) Appl SRC (RXA35) Public RC mod View Dash (UMD36) Split(Y) v far Price Shop(F) v	Raion Card and Member Personal details Card Type Details Address Details Gas & Kerosene Oil details FPS Details DEPOIDE SO* OFFICE OF THE SUB DIVISIONAL OFFICER(SUPPLY), AMLAREM(2299) V
NATIONATICS CENTRE	AFS0* AMLAREM(2299001) FPS Name for FPS Name for Foodgrains* Original fps Before Change: FPS Name for Foodgrains*
	Nominee Details
	Famiy Total Annual Income Remark:
	"Sir/The card is being submitted for verification and approval after all necessary corrections"PubJJESTER(0000001)].(Sep 1.000. 2.02000 Submit Ration Card for Verification and approval
	Figure : 11 FPS details

• Nominee Details

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

 Public RC mod View Dash (UMD36) 	Address Details			
0-100	Gas & Kerosene Oil details			
	FPS Details			
III Fair Price Shop[F] ✓	Nominee Details			
	Search Nominee by Aadhaar No.:	Search		
	Nominee:	v		
	Nominee Name:			
	Nominee Status:			
	Nominee's Aadhaar No.:			
		Update Nominee Delete Nominee		
	Note: Terms and Conditions for Nominee			
	1. NTX-by determinizing (to be discussion), who are above sawy me years or age, or who are dimerently-above, and nave no ouner about ramity member (to to be years as on date of nomination) listed in the Kation card, and are not in a position to visit the fail to be the hearend new to be an end where the average dimensional the accession of the failed sectors of the failed			
	2. Only one Nominee is pescible in one Bation card	i dispensation.		
	2. Only one wommer is possible in one watch cald.			
	 Any member of Ration card car not be a Rominee. A Nominee must be their in the same Fos as that of Benefician(, if Nominee's Foster and the same Foster and the	ine has been channed to another Fine than Nominee will automatically be deleted for Ration card		
	5 If any member's are below 16 years and she the becomes adult on a good of	av 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 UII	DAI 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 aadha	ar-card-registered mobile number and nominee's aadhaar-card-registered mobile number. Successful verification of both the OTPs will register the		
	nominee successfully.			
	Family Total Appual Income			
	Remark:			

Figure : 12 Nominee details

Step 13:After filling all the parametersClick on **SubmitRation card for Verification and Approval**.

Food Civil Supplies & Consumer Affairs Department Government of Mechalava	Ration Card Management System (RCMS)
Ration Card[R] Public RC mod Appl (UMA33)	Status: Verified and Approved Language: English Application No:
RC TSSD(X) Appl SRC (RXA03)	Ration Card and Member Personal details
🖡 Public RC mod View Dash 📫	Card Type Details
(UMD36)	Address Details
• Split[Y] 🛃	Cas & Kerosene Oli details
ė 🔿	FPS Details
	Nominee Details
	Family Total Annual Income
	Total Ration Card Annual Income:
	Remark:
	"Sir, The card is being submitted for verification and approval after all necessary Submit Ration Card for Verification and approval Bubmit Ration Card for Verification and approval

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.

Are you sure you want to Submit?(once submitted for verification & approval.The Ration card Details will not available for editing and modification)	RC Submit for Verification and Approval for Inspector:inspgadkor1(l0209)
Figure : 14	4 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:

Affai	a civil supplies & consumer irs Department	=					Ration	Card Manageme	ent System (RCMS)			T Jesteria	torigian •
	ion Cord(D)				;	Ration Card[R]] : Transfer/ Suspens	ion/ Surrender/ De	letion [X] : RC	TSSD(X) Appl SR	C (RXA03)			
Pub	blic RC mod Appl (UMA33)		S	elect Type: *	Transfer	Surrend	der				Language: English v			
e RC	TSSD(X) Appl SRC (RXA03)		8	Belect FPS:		00000000000000000000000000000000000000	~LAH / 229900000023 [N]		Select Ration Card:	* jr - khonglah	n(171000555364)(A)(Unlocked)	
• Pub	blic RC mod View Dash	Ration	Card No Mer	nberID S			Member Name EN	Member Name LL	Father Name EN	Father Name LL	UID	Mobile No.	Annual Income.	
(UM	MD36)	17100	0555364 01	V	erified and Appro	ved (A)	per				*********	. 06	201 0.00	View
o Spli	#[Y] 🗸						FILL ADDRESS V	VHERE RATION CAP	D WILL BE TR		Total Ration	Card Annual Incom	e=	
				Transfe	er Type: *©Intra-T	aluka(तालुक्यातर्गत)) Inter-Taluka(तालुक्याबाहे	र)ाnter-TF SO(तालुक्याब	ाहेर)					_
NIC	INFORMATICS CENTRE	House	no./ House name	(LL)				House n	o./ House name (E	N)*				
		Landm	ark/locality/colon	y (LL)				Landma	rk/locality/colony(EN) *				
		Distric	t*		West Ja	intia Hills [299]	×	Taluka/T	ehsil/Sub-District	*. [Ai	mlarem [01998]		~	
		Village	/ Town name *		Select	-	`							
		PIN:			-			4						_
				_										
				R	emark: *									
								Attached Enclosur	es					11.
		SI.	Document	Enclosure	Туре			Document Number	Check For P	hysical Save	Browse & Up	load	Downloa	d
		No.	Туре						Documents				Documer	nt
		1	Identity Proof	Select-			~	1	1 0		Browse N	o file selected.		
								*						
		2	Address Proof	Select-			~] 0		Browse N	o file selected.		
				1				*						
			1.					1						
							Note*	: File Type:.pdf, File Size	e:0-100 kb *					
								Submit For Transfe	er					

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.

Your Reference No : M03101700005 Click here to download acknowledment

Figure : 16 reference

Inter-Taluka

Affairs Department Government of Mechalava	=					Ration C	ard Managem	ient System (RCMS)			Tester with	ongian •
🔚 Ration Card[R] 🛛 🗸					Ration Card[R] : Transfer/ Suspens	ion/ Surrender/ D	eletion [X] : RC	TSSD(X) Appl SR	C (RXA03)			_
Public RC mod Appl (UMA33)			Select Typ	e: *@Trans	er Surren	der				Language: English v			
RC TSSD(X) Appl SRC (RXA03)			Select FP	B:		*LAH / 229900000023 [I			Select Ration Card:	je khonglahi)(Unlocked) *	
Public RC mod View Dash	Ration C	Card No	MemberID	s		Member Name EN	Member Name LL	Father Name EN	Father Name LL	UID	Mobile No.	Annual Income.	
(UMD36)	171000	555364	01	Verified a	nd Approved (A)					*********	. 06.5	201 0.00	View
∳ Split[Y] ✓	-					FILL ADDRESS V	HERE RATION CA	RD WILL BE TR	ANSFER	Total Ration C	ard Annual Incom	e=	
· · · · · · · · · · · · · · · · · · ·			Tran	sfer Type: *	eintra-Taluka(तालुक्यातर्गत	l) Inter-Taluka(तालुक्याबाहे	र)ाnter-TF SO(तालुक्य	ाबाहेर)					
	House I	no./ House na	me (LL)				House	no./ House name (E	N) *				
	Landma	ark/locality/co	lony (LL)				Landm	ark/locality/colony(EN) *				
	District	*			West Jaintia Hills [299]	~	Taluka	/Tehsil/Sub-District	* AI	mlarem [01998]		~	
	Village	Town name	n.		Select	v]						
	PIN:												
				Remark *									
		15					Attached Enclosu	ires					
	SI.	Document	Enclos	ire Type			Document Number	Check For P	hysical Save	Browse & Uple	oad	Download	
	No.	Туре						Documents				Document	t
	1	Identity Proo	f —Sel	ect		×	*			Browse No	file selected.		
	2	Address Pro	ofSel	ect		~				Browse No	file selected.		
							*						
						Note*	: File Type:.pdf, File Si	ze:0-100 kb *					
							Qubmit For Trans	tor					
	-			W			Submici or frails						

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 AFSO *, 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.

Your Reference No : M03101700007 Click here to download acknowledment

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.

100	AATIONAL FOOD SECURITY PROGRA Food Civil Supplies & Consumer Affairs Department Government of Mechalava	Ξ						Ratio	Card Management System (RCMS)	
E	Ration Card[R] 🗸 🗸								Ration Card DashBoard	
	Public RC mod Appl (UMA33) RC TSSD(X) Appl SRC	SNo.	Ration Card No.	Application ID	Applicant Name	Status	Modification date			
	(RX403) Public RC mod View Dash (UMD36) Split[Y] ~	1	17100055536	4N1237535697	19; ''' j'ah	A [Verified and Approved	2020-09-01 15:25:51 i]	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.

100	NATIONAL FOOD SECURITY PROGRA Food Civil Supplies & Consumer Affairs Department Government of Mechalava	≡				Ratio	n Card Mana	gement Syste	m (RCMS)			ی در ¹	`ah ∽
=	Ration Cord(R)											Language: En	glish 🗸
	j Ration Card(R) 🔍					Ration Card	R] : Split[Y] : R	C Split(Y) Appl S	RC (RYA04)				
			Select Spli	t Type: * Intra-Taluka	। (तालुक्यातर्गत)ाnter-T	aluka (तालुक्याबाहेर)							
•	RC TSSD(X) Appl SRC (RXA03)		Selec	t FPS:*	20000100023/KH				Select Ration	Carc.	nglah(171000		
	Public RC mod View Dash (UMD36)	Select I	Member(s) By Select	Check Box From List	To Split From Current	Ration Card To A Net	w Ration Card						
	Split[Y] 🗸	Select	MemberID	S Member Name EN	Member Name LL	Father Name EN	Father Name LL	Mother Name EN	Mother Name LL	Relation	Gender Age UID	Annual Income	
	RC Split(Y) Appl SRC		17100055536401	Ale	je					SELF	L		View
	(RYA04)										Total Ration Card A	nnual Income= 30000.00	
N							Spl	t				_	
	Figure : 2	0Sp	lit Dashboa	ard									

- 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 MANAGEMENT SYSTEM (RCMS) – USER MANUAL. PUBLIC LOGIN

				RATION CARD	SPLIT (INTR	RA - STATE)				
	Select S	plit Type: * 💿 Intra-	Taluka 🔘 Inter-Talu	uka							
	Se	lect FPS: * Kotla Ajr	ner (206) / 10400060	00012 / J/ 🔻		Select Ration	on Card: * N	IANJIT KAUR(030	00166497	9)(A)(Ur ▼	
Select	Member(s) By S	elect Check Box Fro	m List To Split From	n Current Ration Ca	ard 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	Relation	Gender	UID	
	00000277329701	A MANJIT KAUR	MANJIT KAUR	GURDIT SINGH				SELF	FEMALE	943327143550	View
	00000277329702	A JASPAL SINGH	JASPAL SINGH	JASPAL SINGH				HUSBAND	MALE	374856163664	View
	00000277329703	A SUKHJINDER SINGH	SUKHJINDER SINGH	JASPAL SINGH				SON	MALE	772207707520	View
	00000277329704	A SARBJIT KAUR	SARBJIT KAUR	SUKHJINDER SINGH				DAUGHTER IN LAW	FEMALE	500791766715	View
	00000277329705	A KHUSHPREET KAUR	KHUSHPREET KAUR	A				GRAND DAUGHTER	FEMALE	568187898590	<u>View</u>
					Split						

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: dropdown Select the **HoF** by clicking on radio button & member relation from

ote*⊹Se	lect Hof and relation from b	FI below men	LL NEW / SPLIT	TED RATION CAI	RD DETAI	LS (INTRA-	TALUKA SPI	_IT)		
Select HOF	Relation	Gender	Member Name EN	Member Name LL	DOB	UID	Father Name EN	Father Name LL	Mother Name EN	Mother Name LL
)	SELF *	MALE	SUKHJINDER SINGH	SUKHJINDER SINGH		772207707520	JASPAL SINGH			
	DAUGHTER-मलगी [*]	FEMALE	KHUSHPREET KAUR	KHUSHPREET KAUR	01/01/1900	568187898590	A			

Figure 22: intra HOF Selection

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

Select New Location And Ca	ard Type Details	~~~~/	hormon hormon		, <u> </u>
New Village / Town: *	Burj (181) [0304000223032929]	•	Card Type: *	ABOVE POVERTY LINE [1]	•
hand a shake	and a provide sound and a second		and the second second second		

Figure 23: Destination location selection

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

Step 44: Enter Pin code (n any	Step 44:	ode" (if any).
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Address Details	man have have	man han han han han han han han han han h	
Present Residence Address:			
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-	Khamanon [00223]
District (LL)	Fateboarh Sahib [040]	District (EN)	
			Fatehgarh Sahib [040]
State (LL)	पंजाब	State (EN)	
			PUNJAB
PIN:	100002		
and have a set and the	and the second second	and a second second	

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.

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	Ψ.		

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.

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

Attache	Attached Enclosures								
SI. No.	Document Type	Enclosure Type	Check For Physical Save Documents	Browse & Upload					
1	Address Proof	Voter Id Card	v		Choose file	aadhar card 6.pdf			
Note* :	File Type:.pdf, Fil	e Size:0-100 kb *			5				
Lan			~~~	and and a second second					

rigule 20. Oploau Documen	Figure	ire 26	Upload	Document
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- **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.

S				
S				
S				
	Submit Request For	or Split Ca	ancel	
oronco No	· M021	01700	005	
	erence No Click here to downlo	erence No : M031	erence No : M03101700	erence No : M03101700005 Click here to download acknowledment