

MANUAL .3

WORK FLOW STEPS FOR PREPARATION OF NFS CARDS WITHIN TIME FRAME OF 45 DAYS:

Following are the Process Flow for making a New Ration Card:

- (i) **DEO Level-** The physical application (Hard Copy) in the form be submitted alongwith all the necessary documents such as Copy of Electricity Bill/ UID etc., at the designated counter at the concern Circle office.

Step-1 As soon as the application be submitted the concern DEO will thoroughly check the application .

Step-2 While checking if any deficiency found in the application form at the time of submission.

Step-3 Then the concern DEO will enter few fields, such as **Full Name HoF & UID No & Mobile No.** in the system alongwith the reasons for deficiencies and generate a computerized receipt (Acknowledgement).

Step-4 The Nomenclature of the Acknowledgement will be like 0104011201500001.

i. 01-Circle No. (Like Narela)

ii. 04112015- Current Date

iii. 00001 – Running no of the application on the particular date.

Step-5 The proposed Acknowledgement will also mention/highlight the time limit (5 days) of submission for the requisite documents for preparation of New Ration Cards.

Step-6 The same acknowledgement will also be SMS on the Mobile no. of HoF.

Step-7 If the applicant fails to submit the requisite documents within the specified limit/time (5 Days). Then his/her application shall be rejected by the system and a SMS for the reason will be sent to the applicant.

Step-8 If all the documents submitted by the applicant with the application is found correct.

Step-9 Then a SMS will be sent saying his/her application is found correct and a New Ration Cards will be delivered within 45 days on the given address.

2. FSI-Level- FSI will do the field on the visit on the designated addresses of the applicants and ask for the

data entry for the new Ration Card.

Step-1 DEO will make entry in the NFS System and forward to the concern FSI for recommendation.

Step-2 The concern FSI will check the data entries on the system itself and forward it to the FSO for approval/rejection.

3. FSO Level- The FSO will login and be able see all the entries made by the DEO and if satisfied may approve the preparation of Ration card under NFSA.

Step-1 Accordingly, a SMS will be sent to the beneficiary for approval Ration card under NFSA.

For Modification/Addition/Deletion of any Member:

Process flow for Modification/Addition/Deletion in Ration Card.

1 Addition/Deletion of Member in the existing NFS Ration Card.

The above service is applicable to the existing beneficiaries ration cards holders. As per the requirement, the applicant will submit the filled in modification form with duly signed by the HOF along with copy of Aadhar No. or Aadhar EID or NPR No. of the person whose name is to be added/deleted in the existing NFS Cards.

- ii) **DEO Level:-** The physical application (Hard Copy) in the form be submitted alongwith all the necessary documents such as Copy of Electricity bill/UID etc. at the designated counter at the concern Circle Office.

- Step-1 As soon as the application be submitted the concern DEO will thoroughly check the application.
- Step-2: While checking if any deficiency found in the application form at the time of submission.
- Step-3 Then the concern DEO will enter few fields, such as Full Name HOF & Uid No. & Mobile No. in the system along with the reasons for deficiencies and generate a computerised receipt (Acknowledgement).
- Step-4 The Nomenclature of the Acknowledgement will be like 0104011201500001.
- i. 01-Circle No. (Like Narela)
 - ii. 04112015- Current Date
 - iii. 00001 – Running no of the application on the particular date.
- Step-5 The proposed Acknowledgement will also mention/highlight the time limit (5 days) of submission for the requisite documents for preparation Modification/Addition/Deletion of New Ration Cards.
- Step-6 The same acknowledgement will also be SMS on the Mobile no. of HoF.
- Step-7. If the applicant fails to submit the requisite documents within the specified limit/time (5 Days). then his/her application shall be rejected by the system and a SMS for the reason will be sent to the applicant.
- Step-8 If all the documents submitted by the applicant with the application is found correct.
- Step-9 Then a SMS will be sent saying his/her application is found correct and a duplicate Ration Cards will be delivered within 45 days on the given address, However, the original ration card should be attached with the application form.

2. FSI Level- FSI will do the field on the visit(only address change request application) on the designated addresses of the applicants and ask for the data entry for Modification/Addition/Deletion the Ration Card.

Step-1 DEO will make entry in the NFS System and forward to the concern FSI for recommendation.

Step-2 The concern FSI will check the data entries on the system itself and forward it to the FSO for approval/rejection.

3. FSO Level- The FSO will login and be able see all the entries made by the DEO and if satisfied may approve the reparation of Modification/ Addition/Deletion Ration card under NFSA.

Step-1 Accordingly, a SMS will be sent to the beneficiary for approval Modification/Addition/Deletion of Ration Card for.
In case of clarification, the IT Branch may be contacted.