# Department of civil supplies and consumer affairs

# Government of Puducherry

## *PDS Online Services – Front End User Manual*

The PDS Online Services - Frontend System has been developed for the consumers, they can apply for the services through online to the Department of Civil supplies and Consumer affairs.

To access the services are explained as follows,

### 1. *Overall Details (Start Page)*

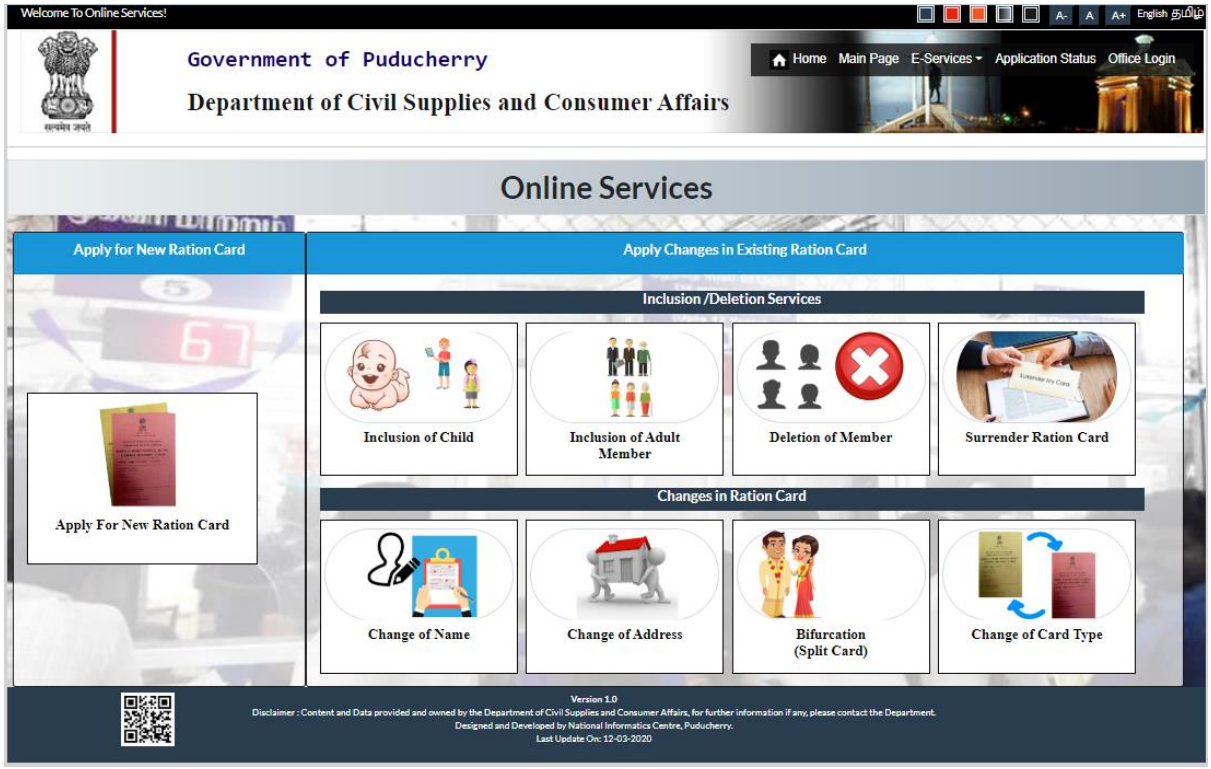
| Types of Service | Required Documents | Application Fee ( * , ** ) |
|---|---|---|
| Inclusion of Child Name | Birth Certificate | [illegible] |
| | Aadhaar Card | |
| | Study Certificate (if age is more than 5) | |
| Inclusion of Adult Name | Deletion Certificate | |
| | Marriage Certificate | |
| Change of Address | Electricity Bill | [illegible] |
| | Rental agreement / Property Tax Bill | |
| Deletion of Member | Death Certificate | [illegible] |
| | Marriage Certificate | |
| Change of Name | Birth Certificate | |
| | Court Order | |
| Bifurcation | (Electricity Bill / Gas Connection Bill / Rent Deed) | [illegible] |
| | Photograph of the Applicant | |
| New Ration Card | Surrender Certificate/ Deletion Certificate | |
| | Head of Family Photo | |
| | (Electricity Bill / Gas Connection Bill / Rent Deed) | |
| Card Type Conversion | Income certificate | [illegible] |
| Surrender | - | [illegible] |

Download ERation Card  Click here to proceed

* Payment once made, it will not be refunded
** Subject may change

- In this start page of the website, the applicant before enter into the system they can know the types of service we are currently providing, document required for each service and also the fee details.

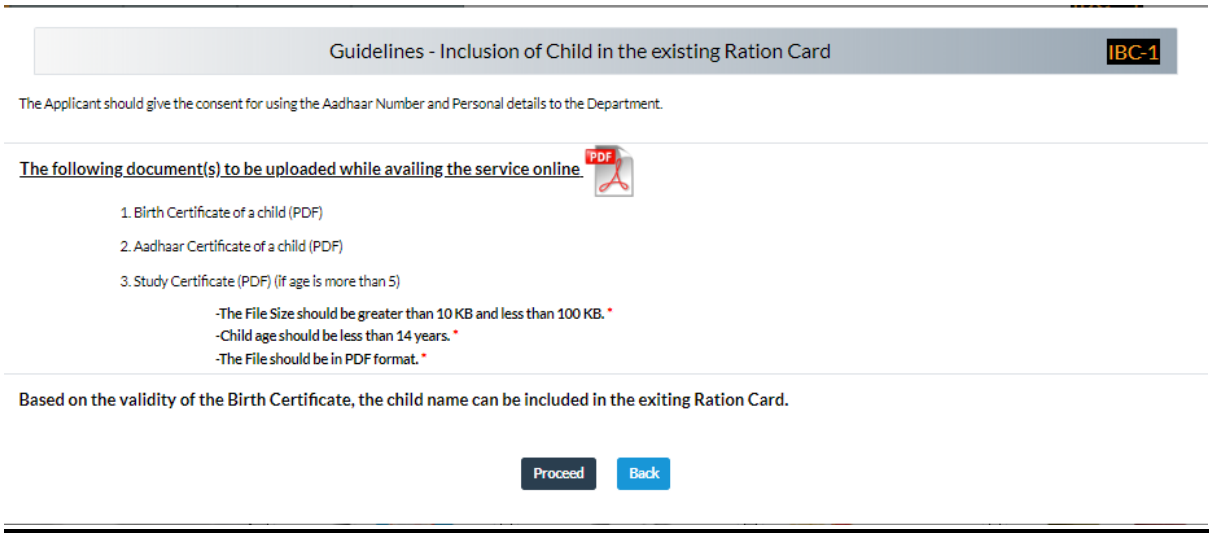
## 2. ***Home Page***




- In this Home page of the website, the applicant can enters into the services by clicking the menus given in the page.

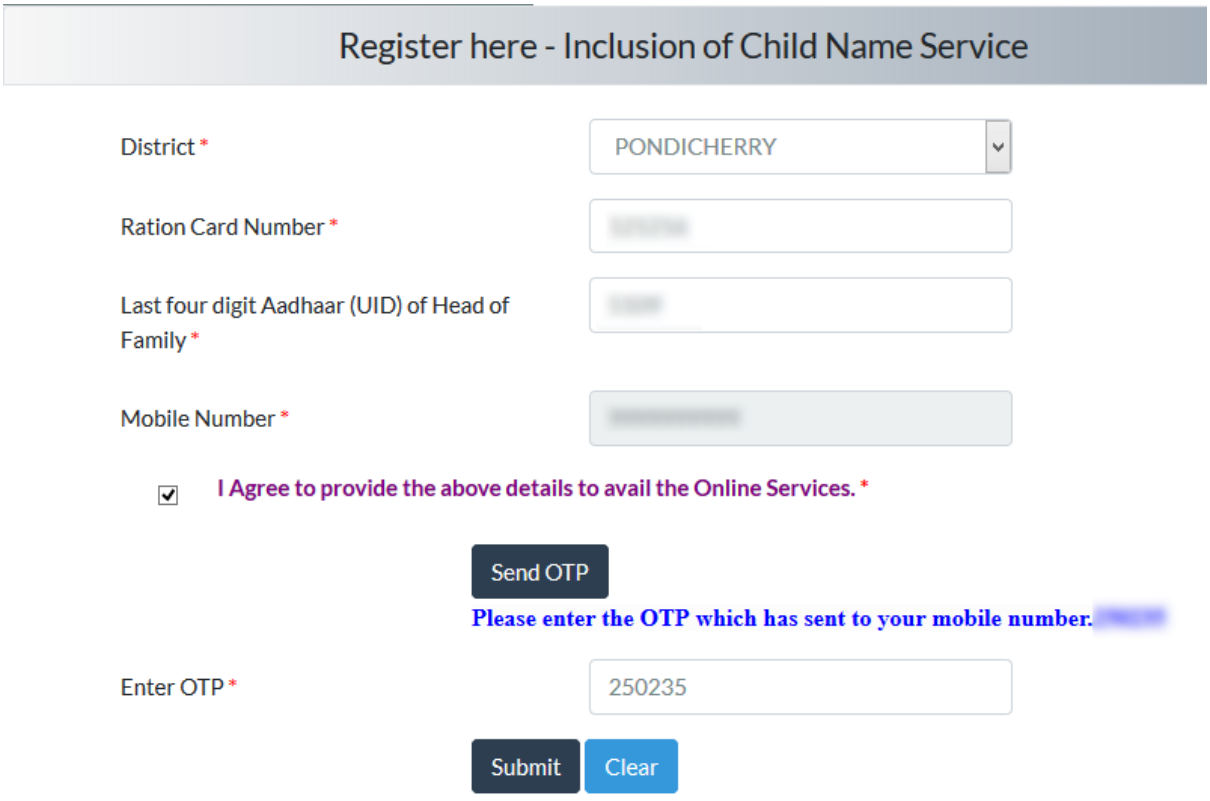
## *3. Inclusion of Child Birth (IBC)*

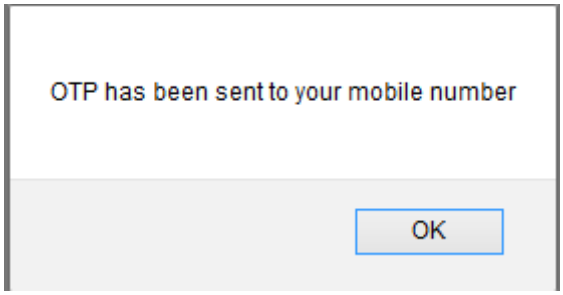
### *3.1. IBC Guidelines*




- Guidelines page of the Inclusion of Birth Child (IBC) service. Here information given for intending to advise applicant about the document and steps to be followed further before availing the services.

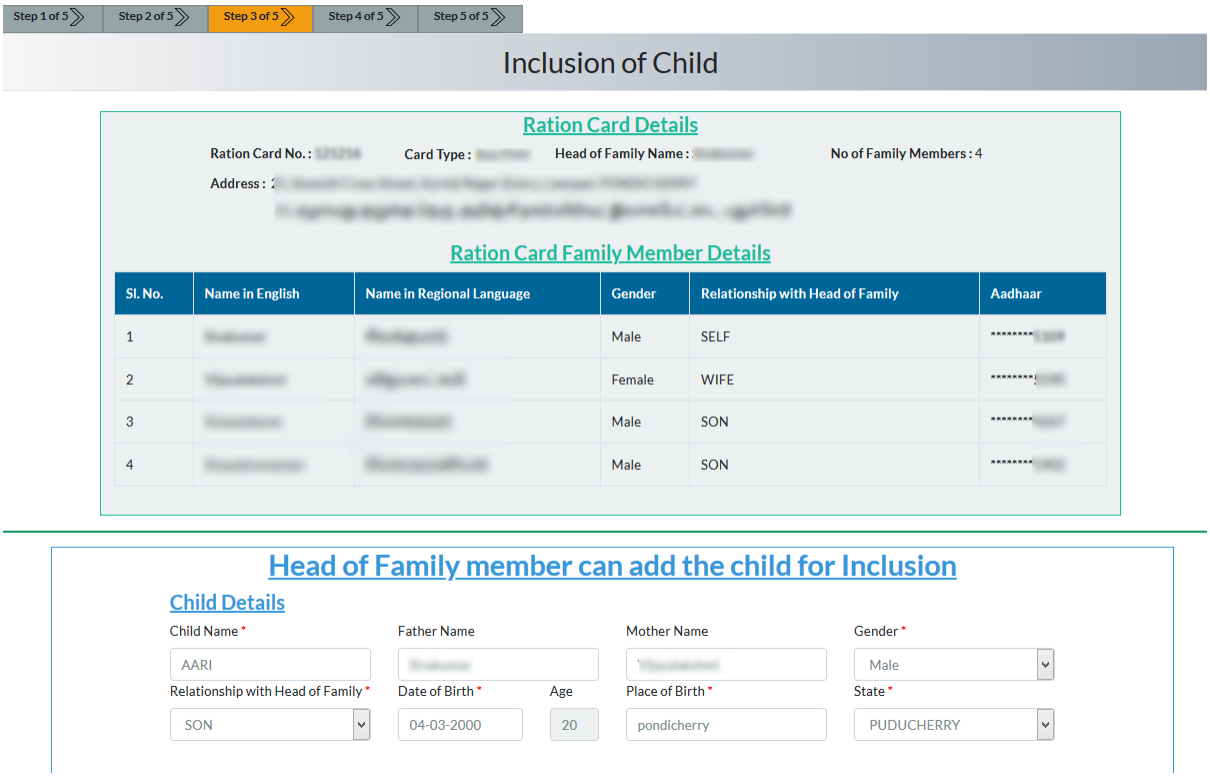
### *3.2. IBC Registration Page*

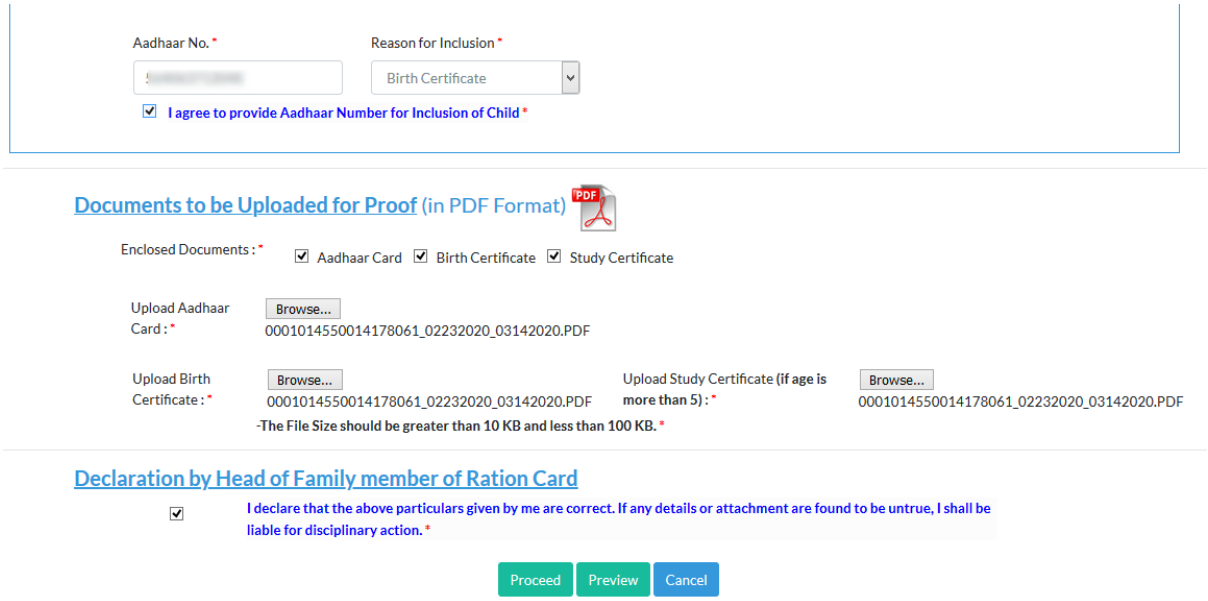




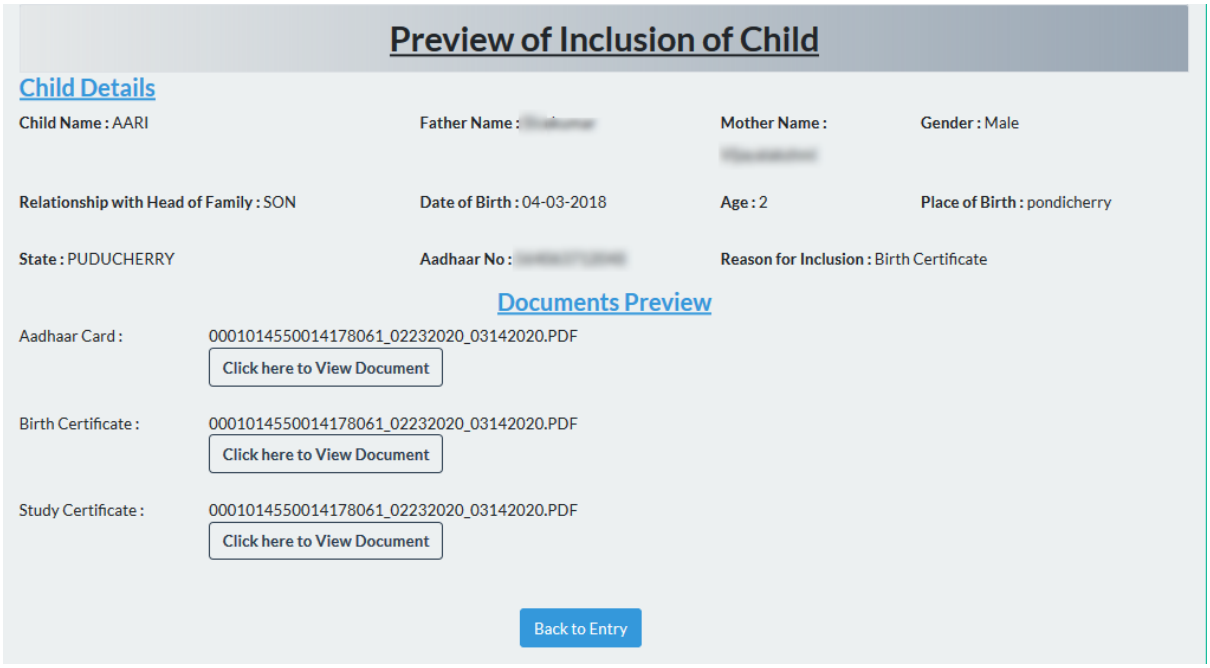

- In this registration page, applicant should give the correct details of their District, Ration card number, Last four digits Aadhaar(UID) of Head of Family and Mobile number. Applicant should also check the agree button before proceeding the registration.
- Once the system verified all the details which entered by the applicant, it will send the OTP to the registered mobile number. The applicant can enter the OTP in the textbox and click the submit button to apply for the particular service.

## ***3.3. IBC Application Form and Preview***

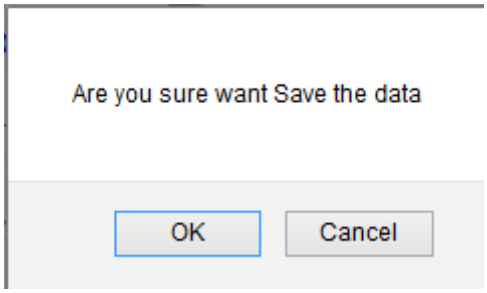





- Here applicant should fill the IBC application form as per the instructions given. Before start to filling the application, they must check the ration card and family member details whether the rendered information from the system are their own details or not.
- Then the head of family can enter the information of their child details and upload the mentioned documents for verification. Applicant should also check the agree button before submitting or previewing the application form.
- Once fill the application form, uploaded the documents and check the agree button, they can view the already entered information and document details in the below preview form for final submission.

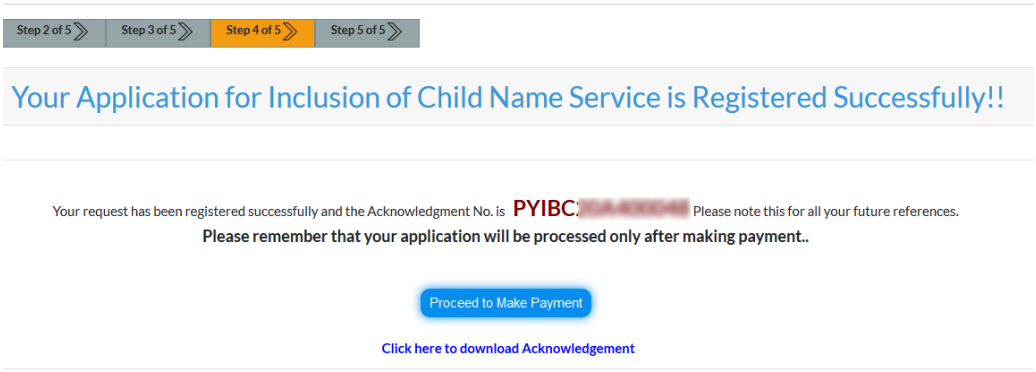


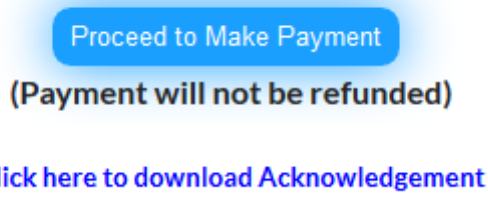

- After checked the information in the preview form, they can go back to the application form and finally submit their application.




- When finally submitting the application by the applicant the system will ask the confirmation to the applicant, they should give the confirmation to save the data into the system.

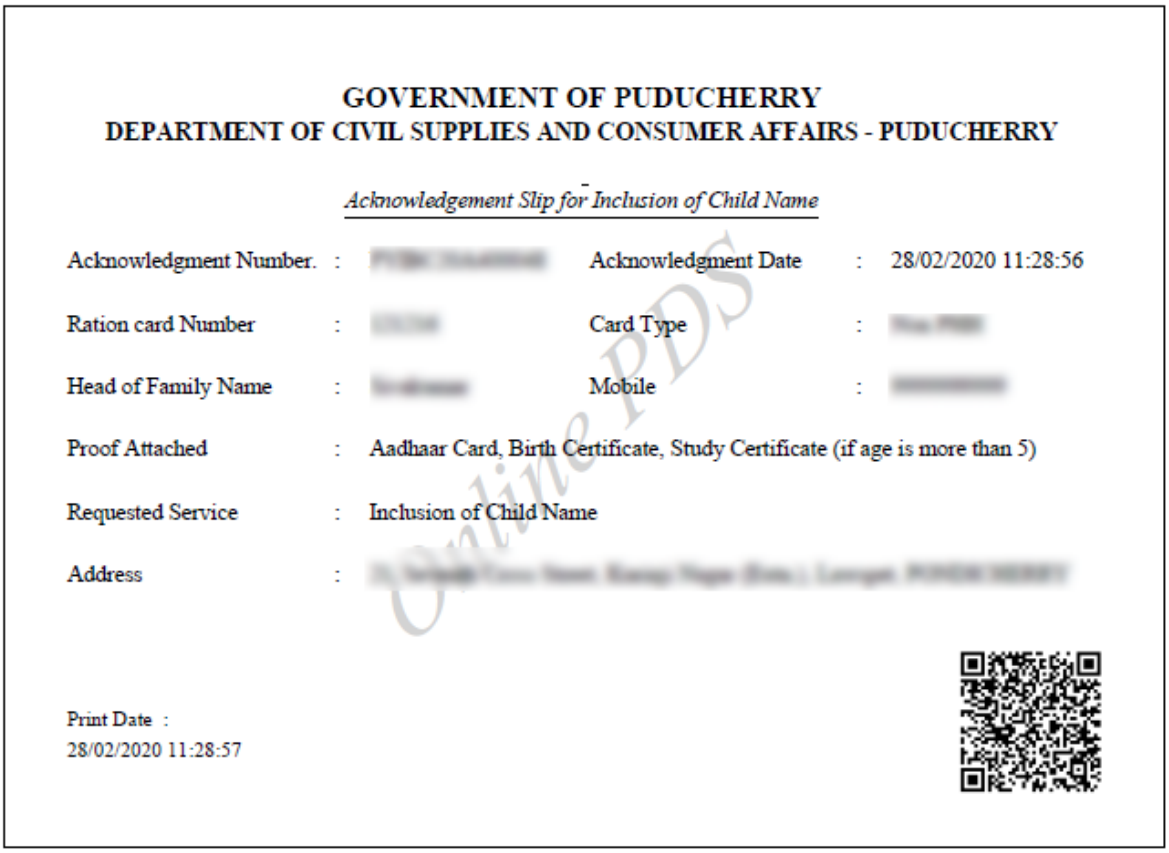
## ***3.4. IBC Acknowledgment Page***




- This acknowledgment page will be generated once the applicant submitted the application. The system will generate the acknowledgment number for all the submitted application by the applicant. By having this acknowledgment number, the applicant can check their application status in the online for future references.
- The applicant will also receive the acknowledgment number and application status through SMS in the registered mobile number for future references
- The applicant should pay the fees as per the instruction given in the start page of the website. Because the application will be processed only after making the payment by the applicant. The applicant can pay the fee for the submitted application from this page.
- The applicants can also download the Acknowledgment slip from this page.

## ***3.5. IBC Acknowledgment Slip***



**GOVERNMENT OF PUDUCHERRY**
**DEPARTMENT OF CIVIL SUPPLIES AND CONSUMER AFFAIRS - PUDUCHERRY**

*Acknowledgement Slip for Inclusion of Child Name*

| | | | | |
|---|---|---|---|---|
| Acknowledgment Number. | : | [illegible] | Acknowledgment Date | : 28/02/2020 11:28:56 |
| Ration card Number | : | [illegible] | Card Type | : [illegible] |
| Head of Family Name | : | [illegible] | Mobile | : [illegible] |
| Proof Attached | : | Aadhaar Card, Birth Certificate, Study Certificate (if age is more than 5) | | |
| Requested Service | : | Inclusion of Child Name | | |
| Address | : | [illegible] | | |

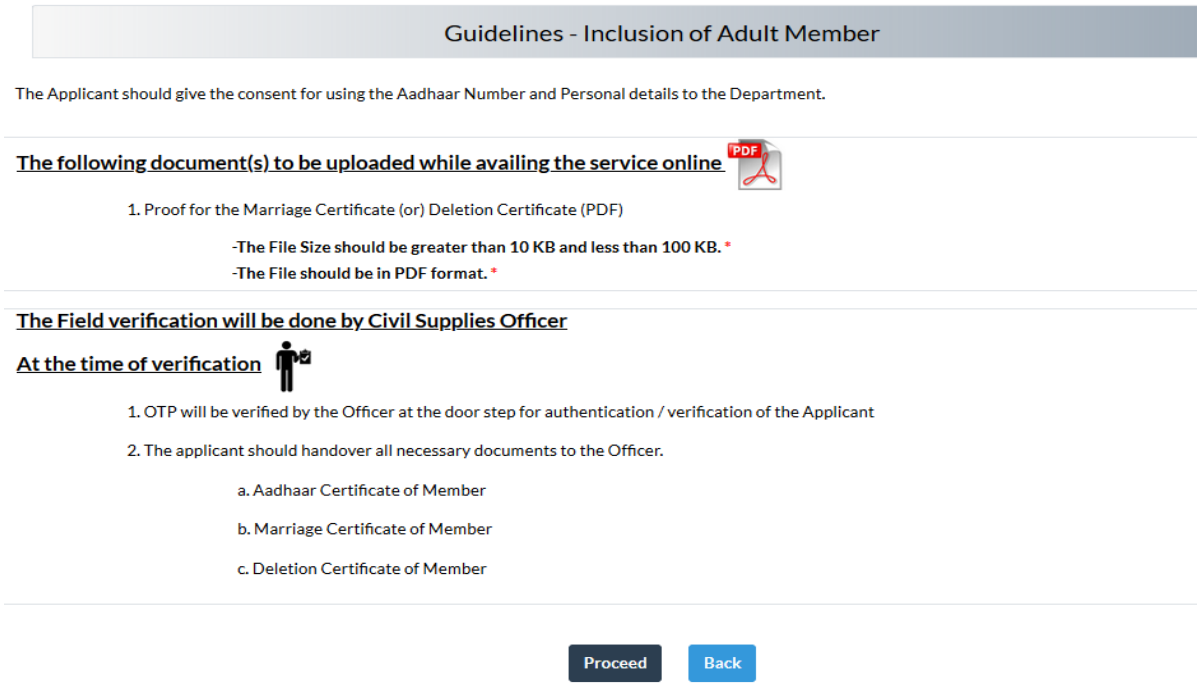
Online PDS

Print Date :
28/02/2020 11:28:57

- Applicant can have this acknowledgment slip for future references. If any problem in the application to be processed by the department, the applicant can contact the department with this acknowledgement slip. Acknowledgment number is unique for all the application.
- By Scanning the QR code given in this page, the department or applicant can get the acknowledgement no, Head of Family Name, Service type applied, District, Date of applied the application.

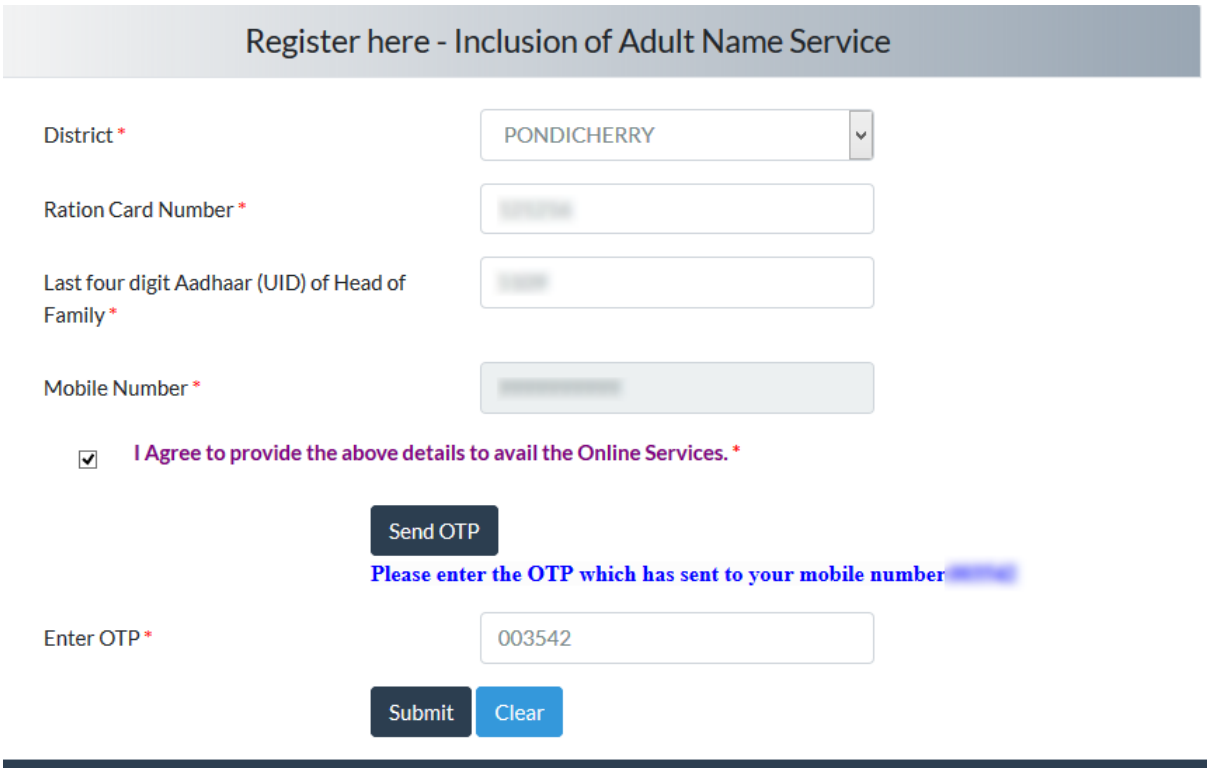
## 4. *Inclusion Of Adult Member (IMC)*

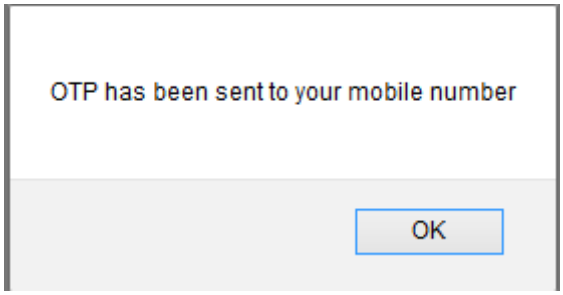
### 4.1. *IMC Guidelines*




- Guidelines page of the Inclusion of Adult Member (IMC) service. Here information given for intending to advise applicant about the document and steps to be followed further before availing the services.

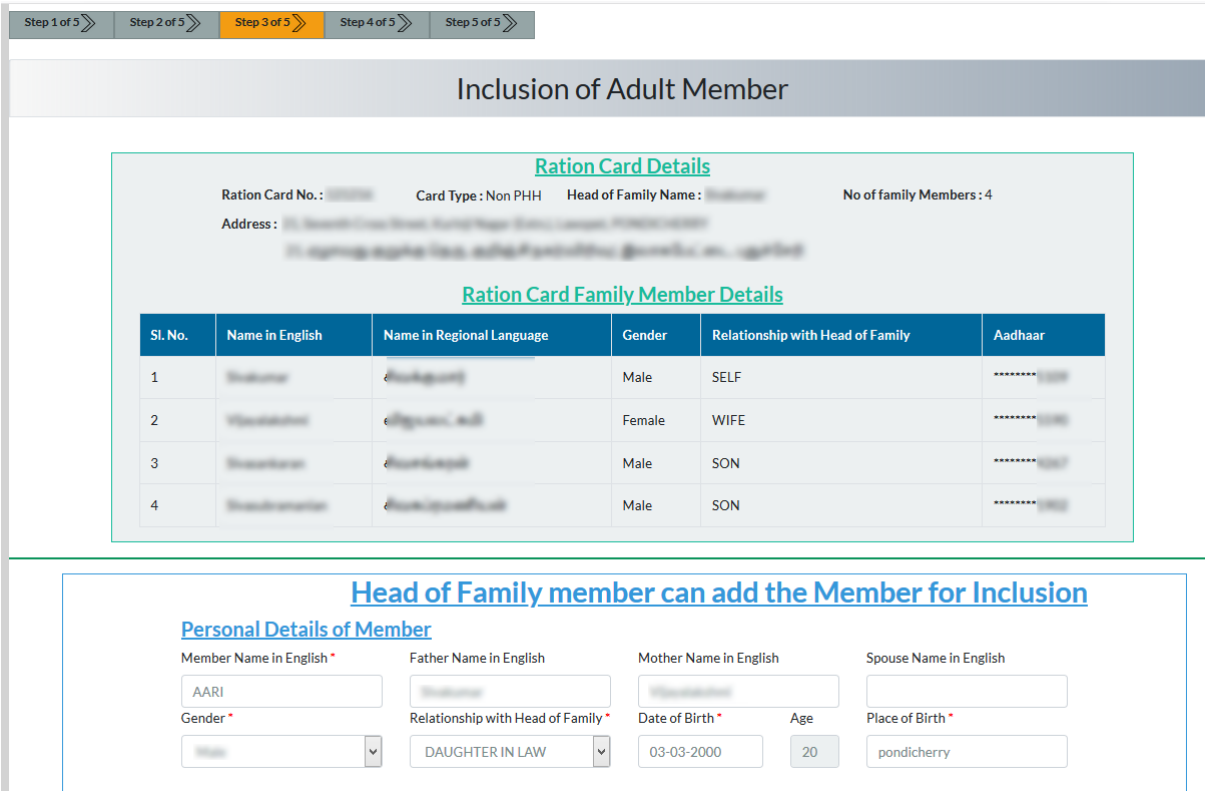
### 4.2. *IMC Registration Page*

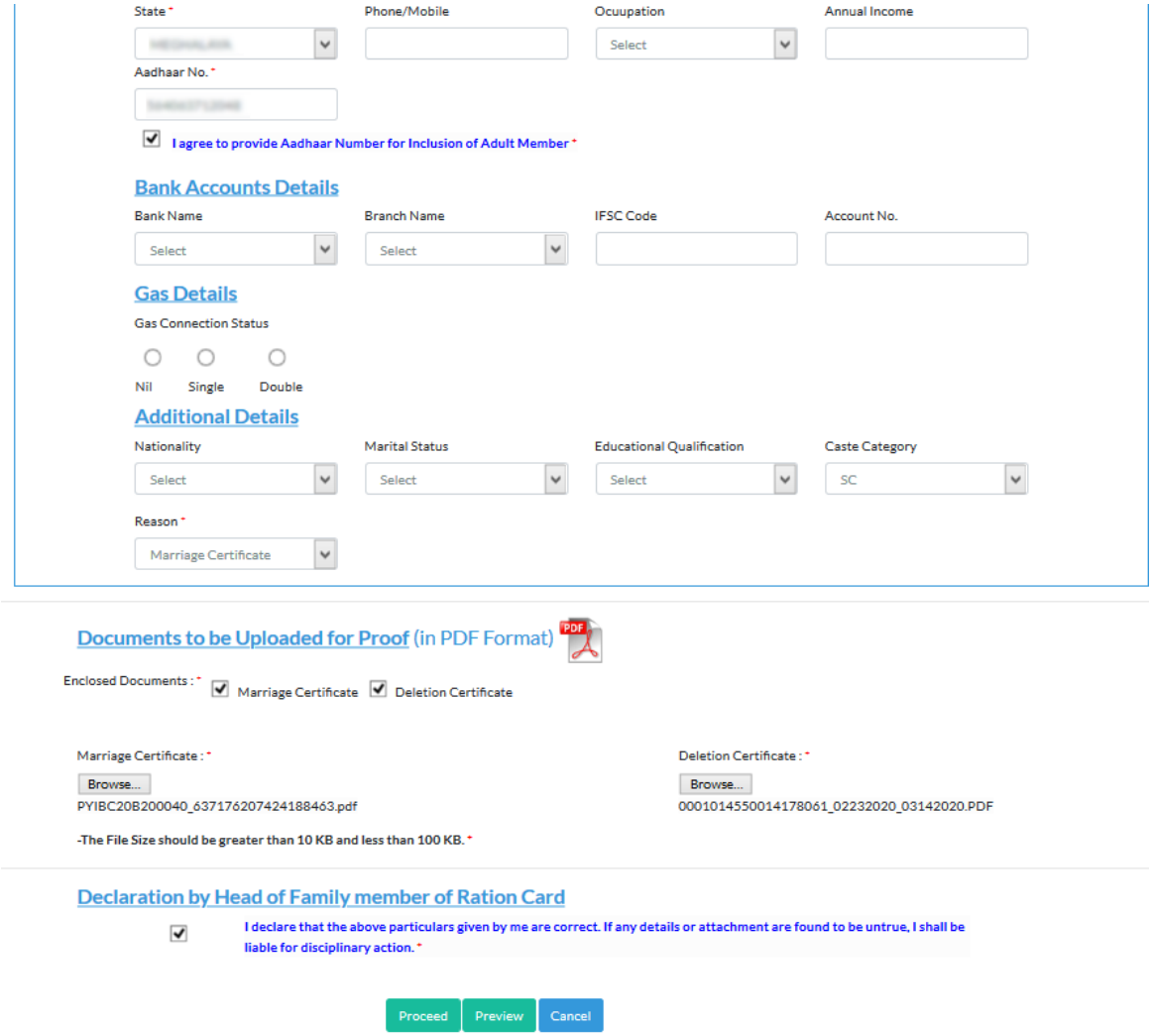




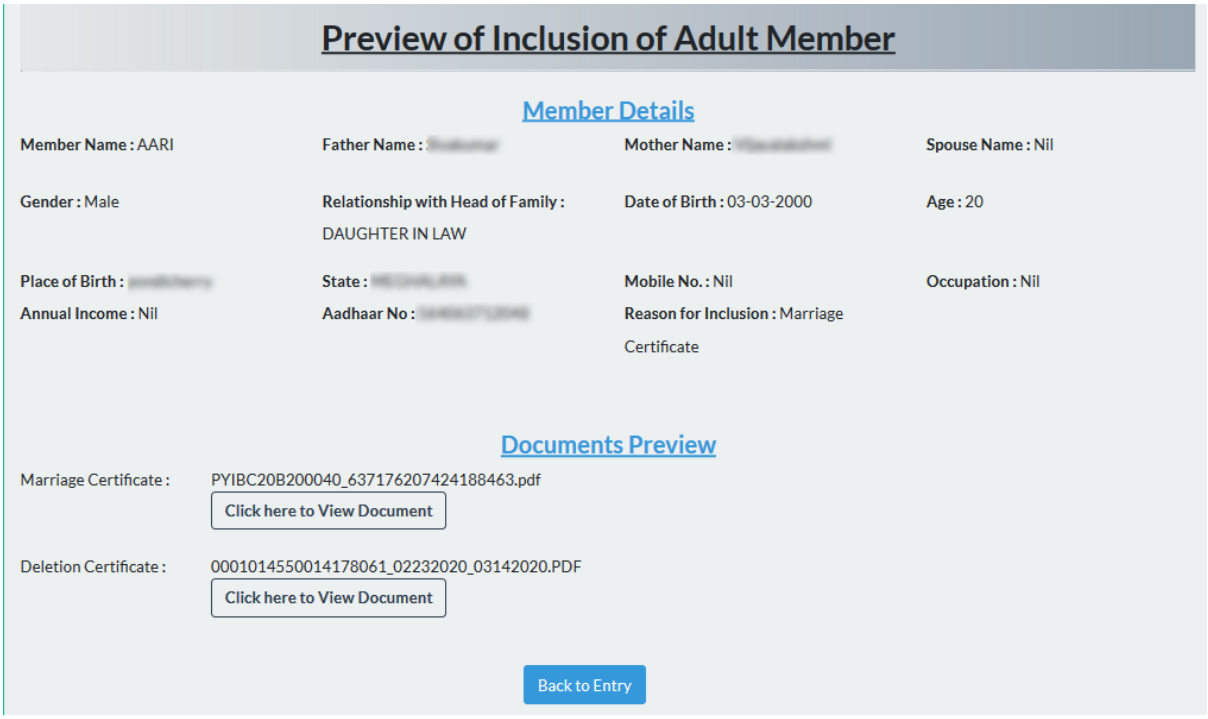

- In this registration page, applicant should give the correct details of their District, Ration card number, Last four digits Aadhaar(UID) of Head of Family and Mobile number. Applicant should also check the agree button before proceeding the registration.
- Once the system verified all the details which entered by the applicant, it will send the OTP to the registered mobile number. The applicant can enter the OTP in the textbox and click the submit button to apply for the particular service.

## *4.3. IMC Application Form and Preview*

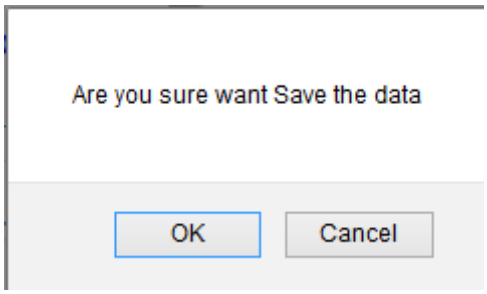





- Here applicant should fill the IMC application form as per the instructions given. Before start to filling the application, they must check the ration card and family member details whether the rendered information from the system are their own details or not.
- Then the head of family can enter the information of adult member and upload the mentioned documents for verification. Applicant should also check the agree button before submitting or previewing the application form.
- Once fill the application form, uploaded the documents and check the agree button, they can view the already entered information and document details in the below preview form for final submission.

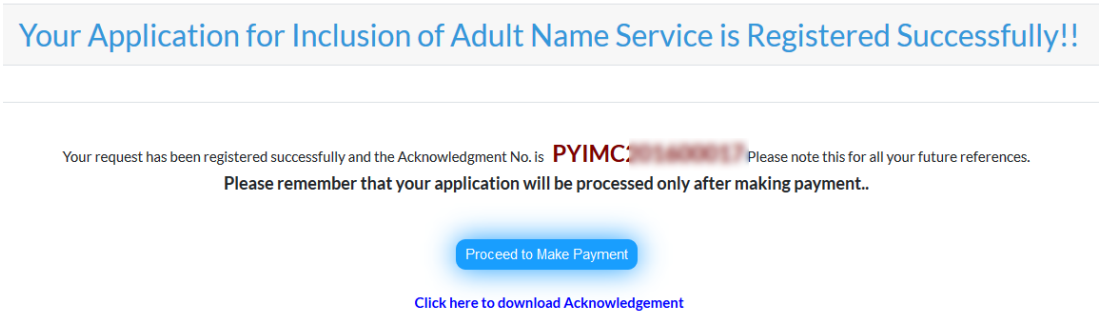



- After checked the information in the preview form, they can go back to the application form and finally submit their application.




- When finally submitting the application by the applicant the system will ask the confirmation to the applicant, they should give the confirmation to save the data into the system.

### *4.4. IMC Acknowledgment Page*



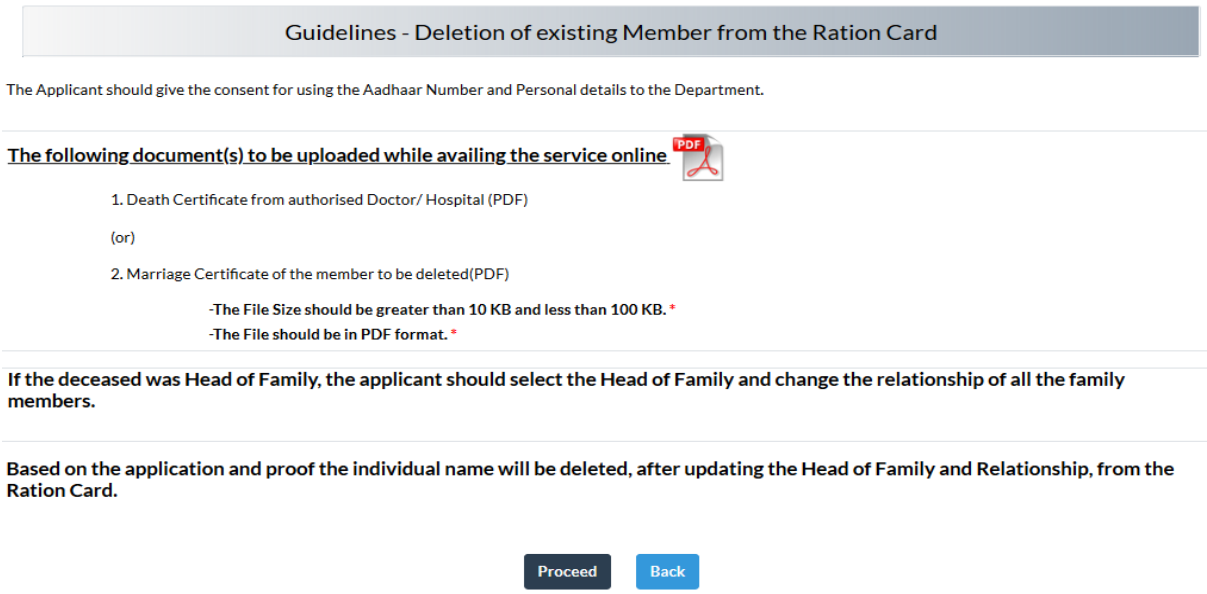

- This acknowledgment page will be generated once the applicant submitted the application. The system will generate the acknowledgment number for all the submitted application by the

applicant. By having this acknowledgment number, the applicant can check their application status in the online for future references.

- The applicant will also receive the acknowledgment number and application status through SMS in the registered mobile number for future references
- The applicant should pay the fees as per the instruction given in the start page of the website. Because the application will be processed only after making the payment by the applicant. The applicant can pay the fee for the submitted application from this page.
- They can also download the Acknowledgment slip from this page.

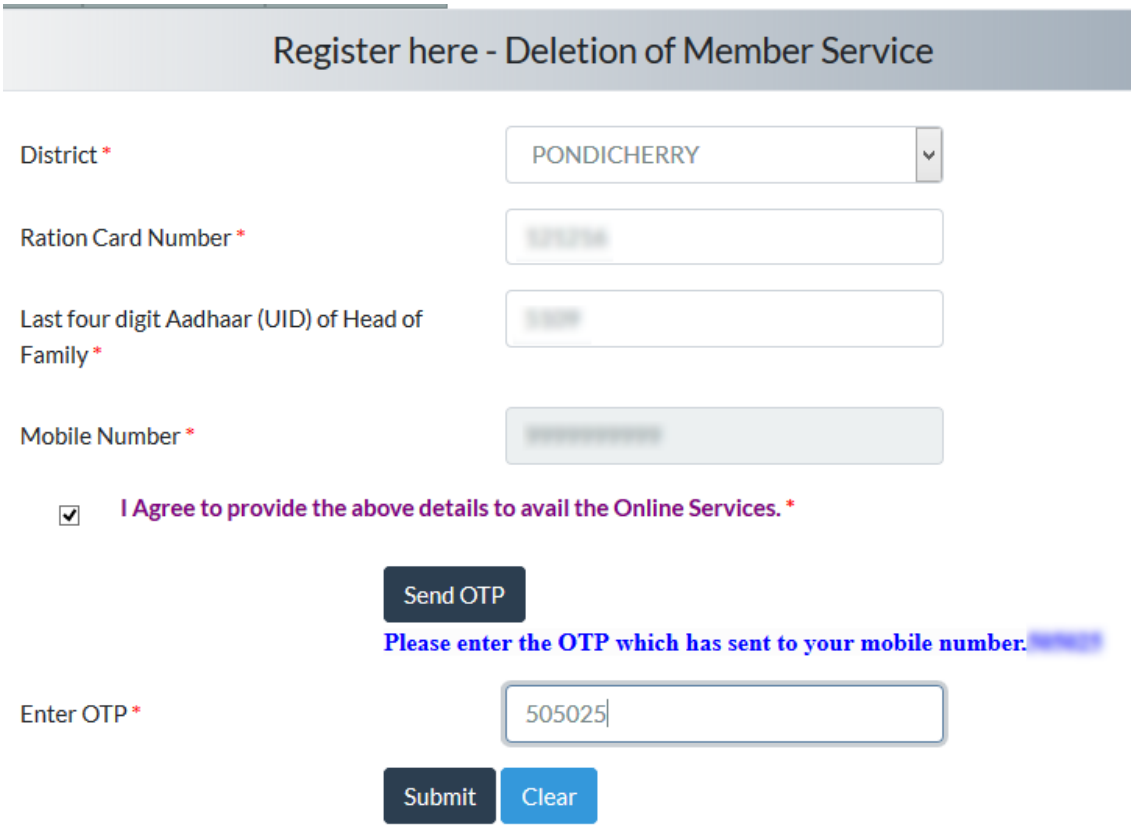
## 5. ***Deletion (DEL)***

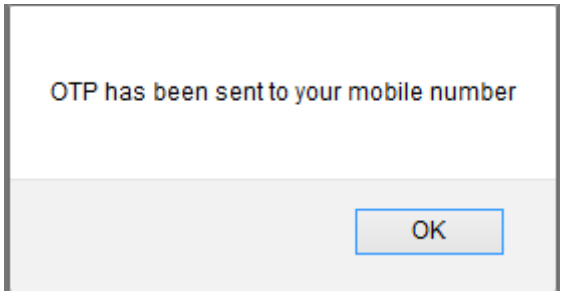
### 5.1. ***DEL Guidelines***




- Guidelines page of the Deletion(DEL) service. Here information given for intending to advise applicant about the document and steps to be followed further before availing the services.

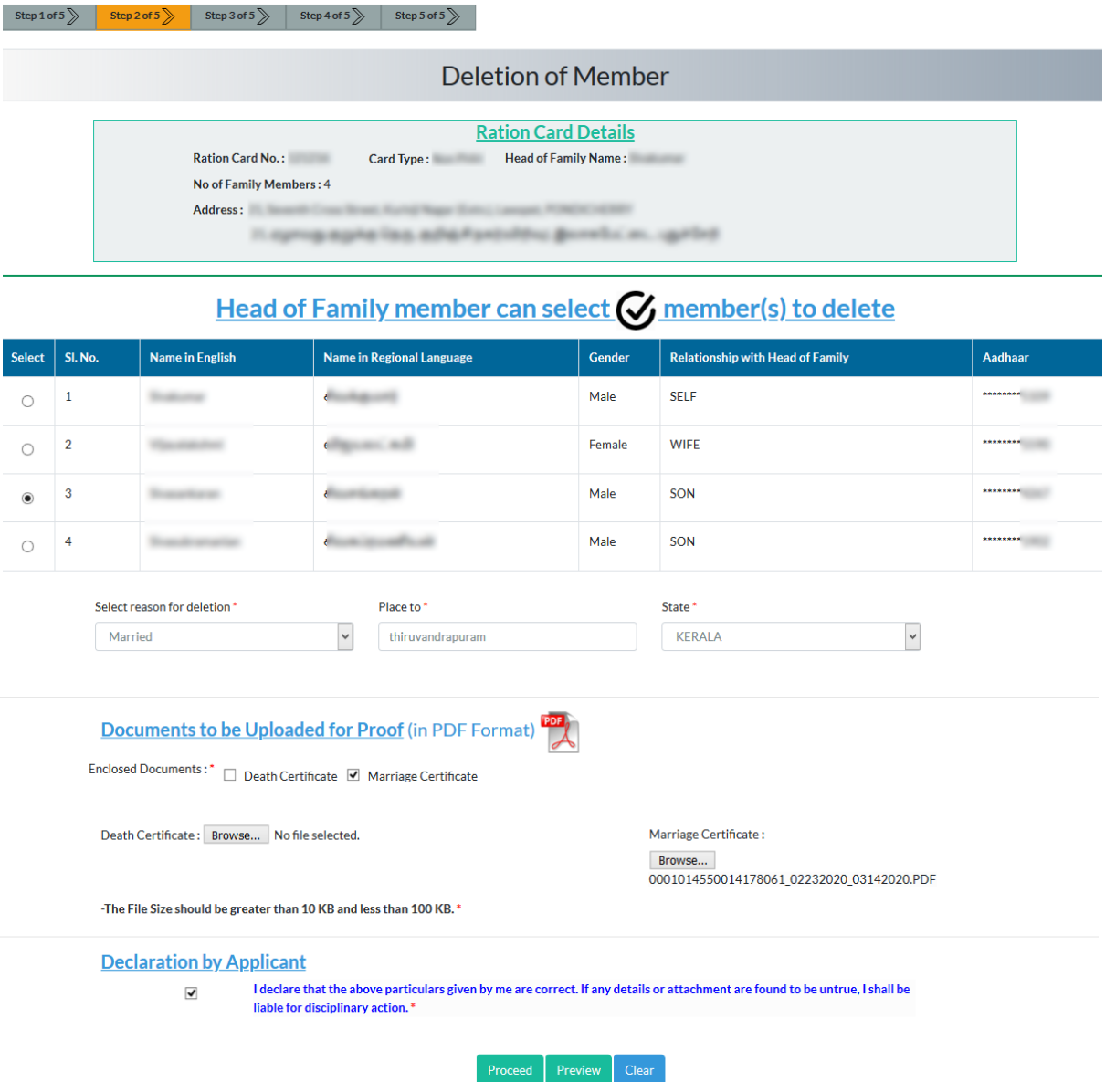
### 5.2. ***Deletion Registration Page***



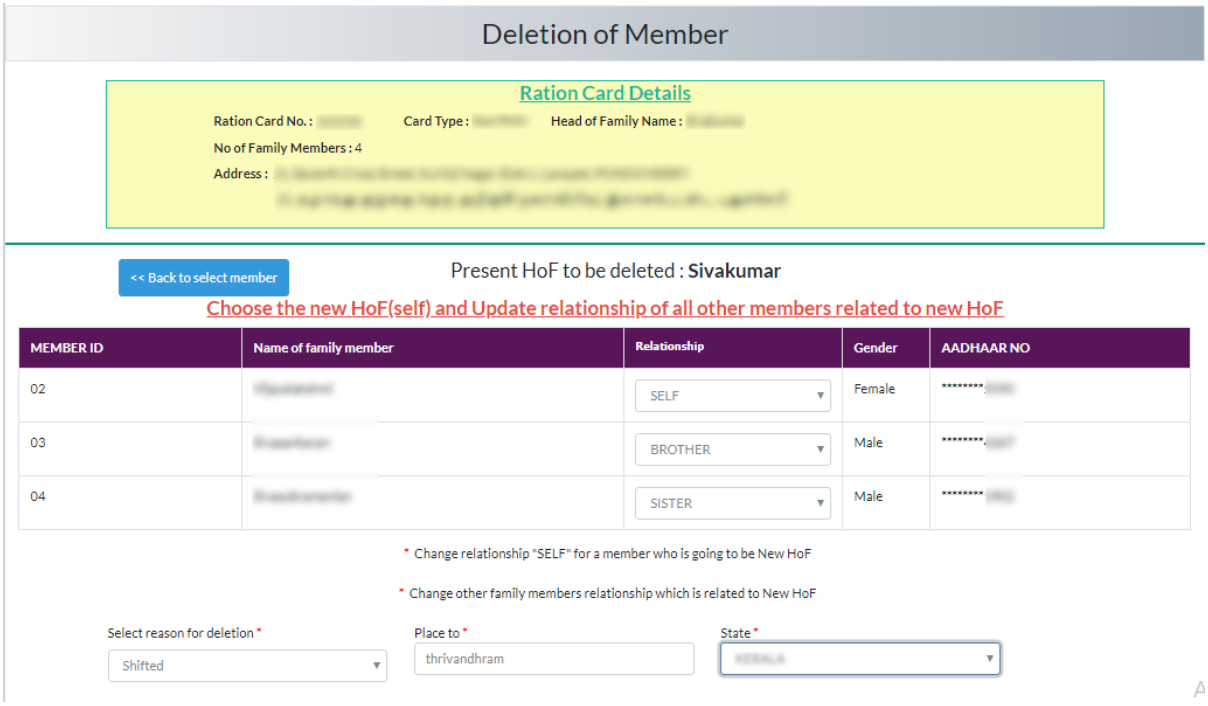



- In this registration page, applicant should give the correct details of their District, Ration card number, Last four digits Aadhaar(UID) of Head of Family and Mobile number. Applicant should also check the agree button before proceeding the registration.
- Once the system verified all the details which entered by the applicant, it will send the OTP to the registered mobile number. The applicant can enter the OTP in the textbox and click the submit button to apply for the particular service.

## *5.3. Deletion Application Form and Preview*

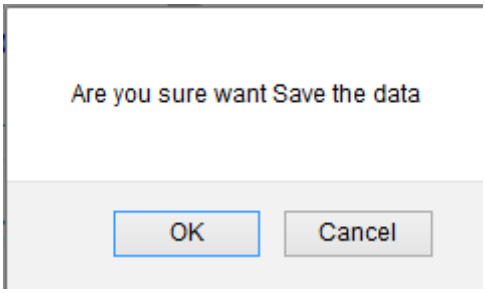


- Here applicant should fill the Deletion application form as per the instructions given. Before start to filling the application, they must check the ration card and family member details whether the rendered information from the system are their own details or not.
- Then the head of family can select the members to delete and upload the mentioned documents for verification. Applicant should also check the agree button before submitting or previewing the application form.
- If the applicant selected the self to delete, they must change the relationship for all the members in the ration card. . If the deletion member is not Head of Family, they can complete the steps with the above screenshots.
- Below are the screenshots to change the relationship when delete the Head of Family from the card.



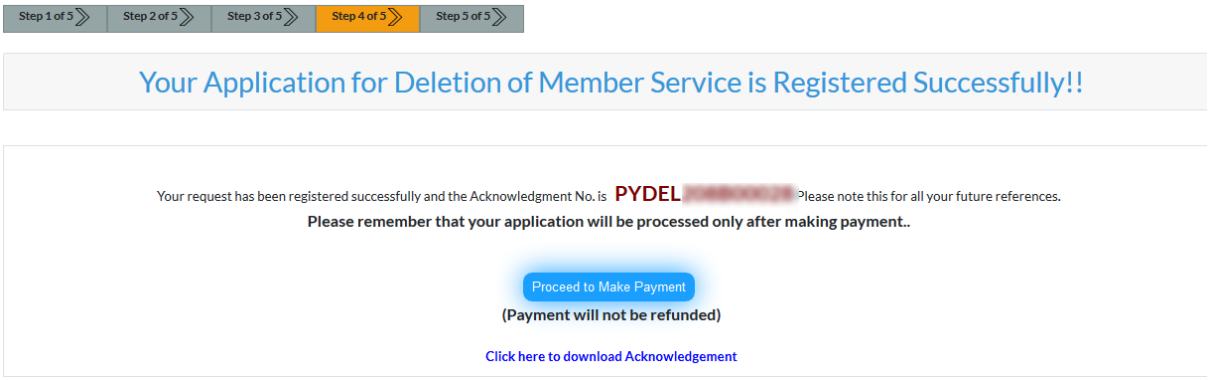

- Once fill the application form, uploaded the documents and check the agree button, they can view the already entered information and document details in the below preview form for final submission.

- After checked the information in the preview form, they can go back to the application form and finally submit their application.



- When finally submitting the application by the applicant the system will ask the confirmation to the applicant, they should give the confirmation to save the data into the system.

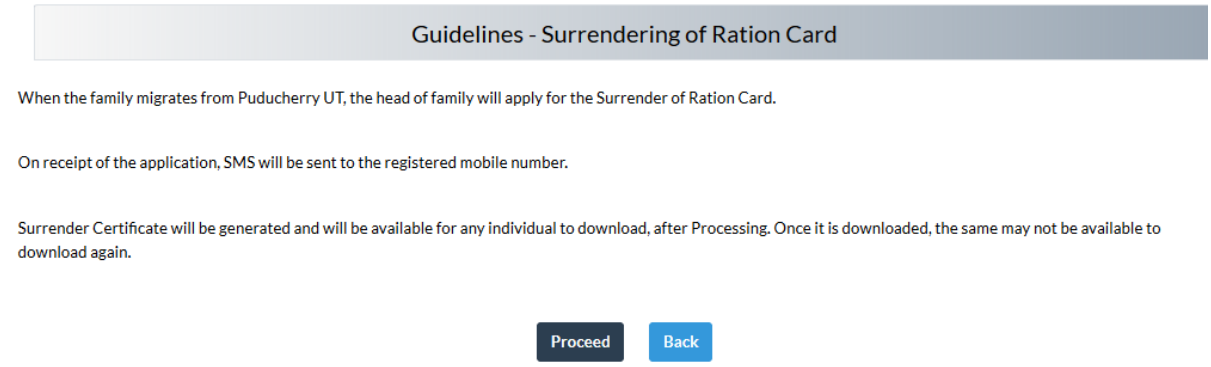
## *5.4. Deletion Acknowledgment Page*




- This acknowledgment page will be generated once the applicant submitted the application. The system will generate the acknowledgment number for all the submitted application by the applicant. By having this acknowledgment number, the applicant can check their application status in the online for future references.
- The applicant will also receive the acknowledgment number and application status through SMS in the registered mobile number for future references
- The applicant should pay the fees as per the instruction given in the start page of the website. Because the application will be processed only after making the payment by the applicant. The applicant can pay the fee for the submitted application from this page.
- They can also download the Acknowledgment slip from this page.

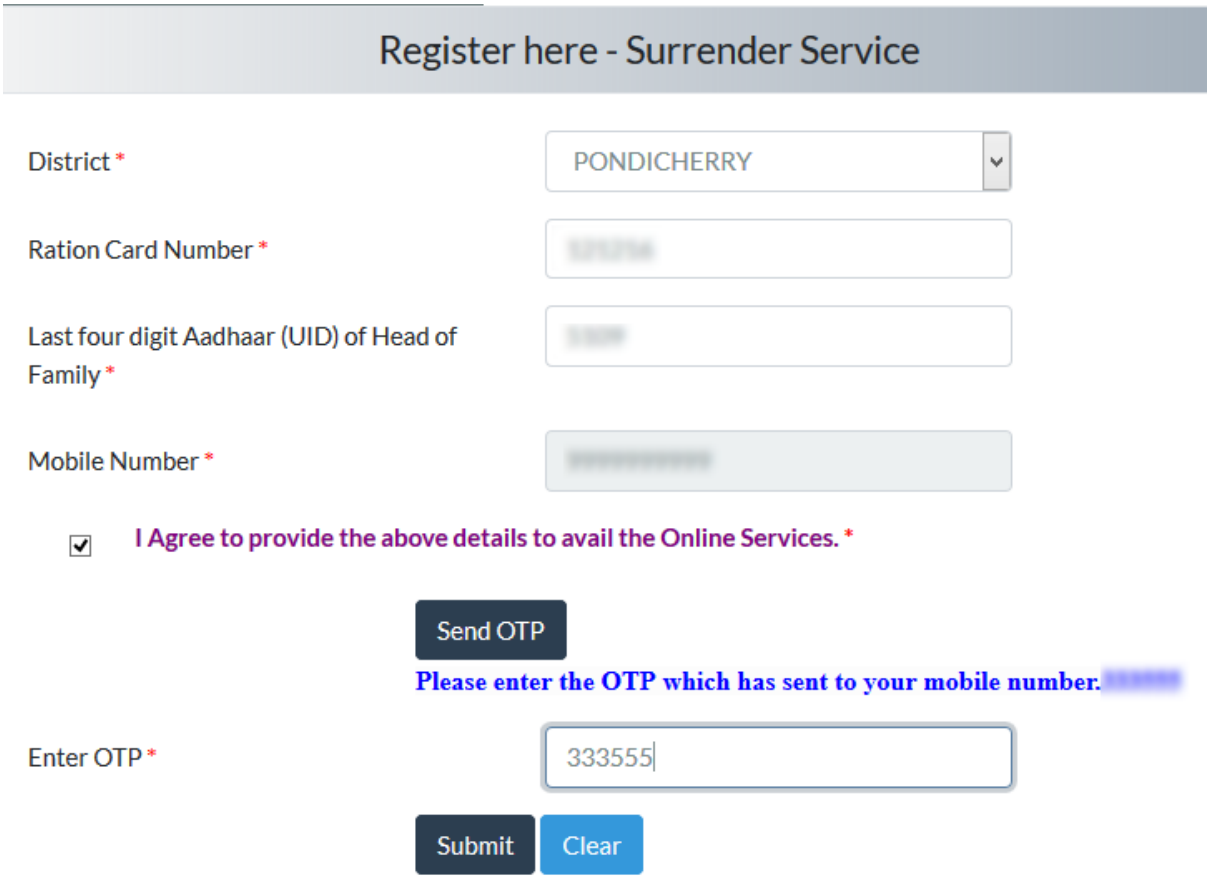
## 6. ***Surrender(SUR) Guidelines***

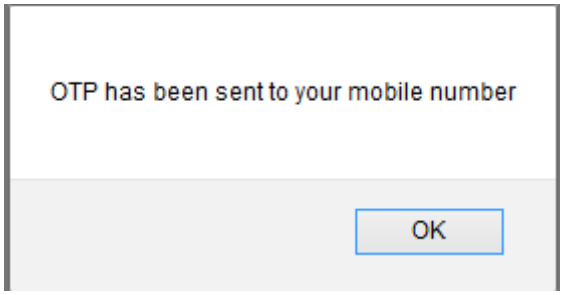
### 6.1. ***SUR Guidelines***




- Guidelines page of the Surrender(SUR) service. Here information given for intending to advise applicant about the document and steps to be followed further before availing the services.

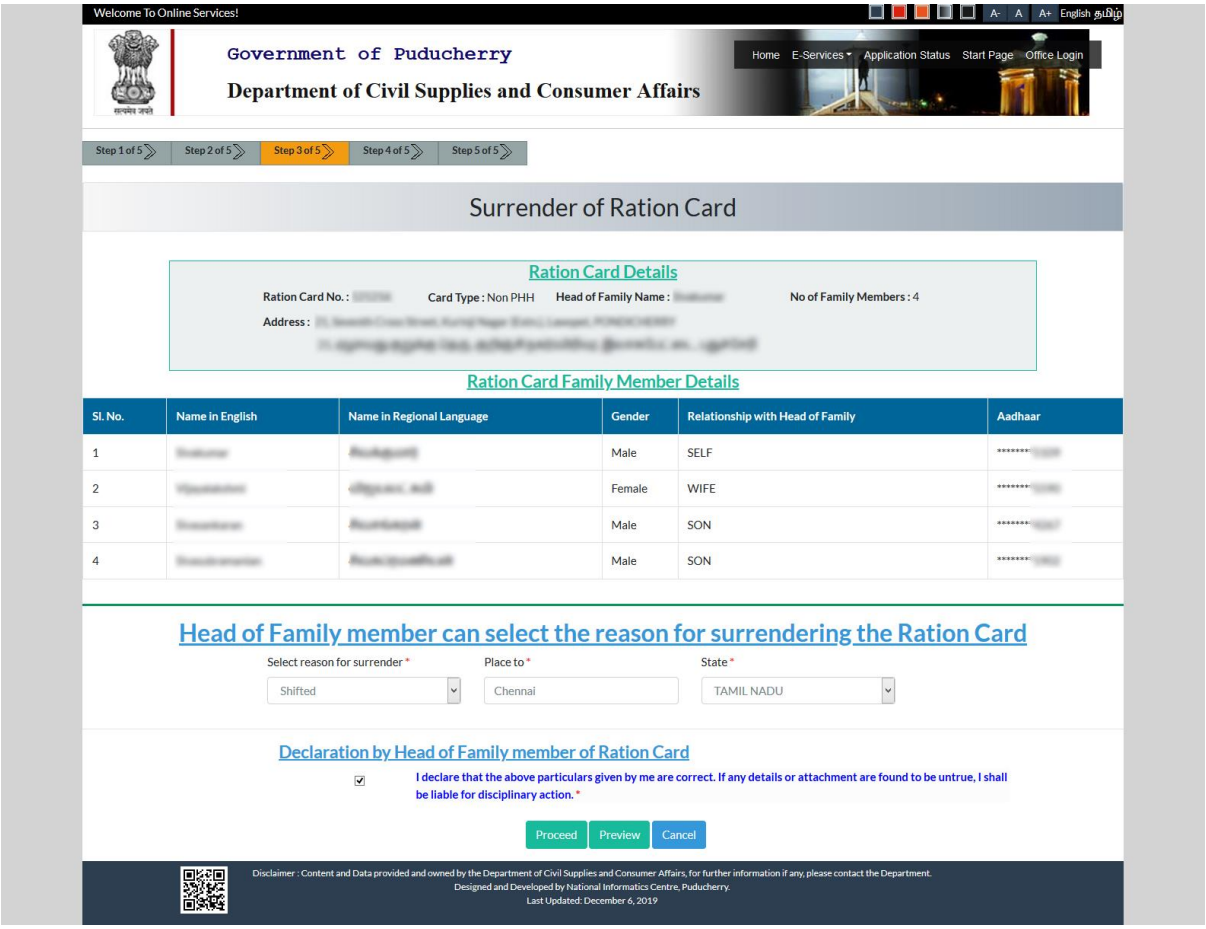
### 6.2. ***Surrender Registration Page***





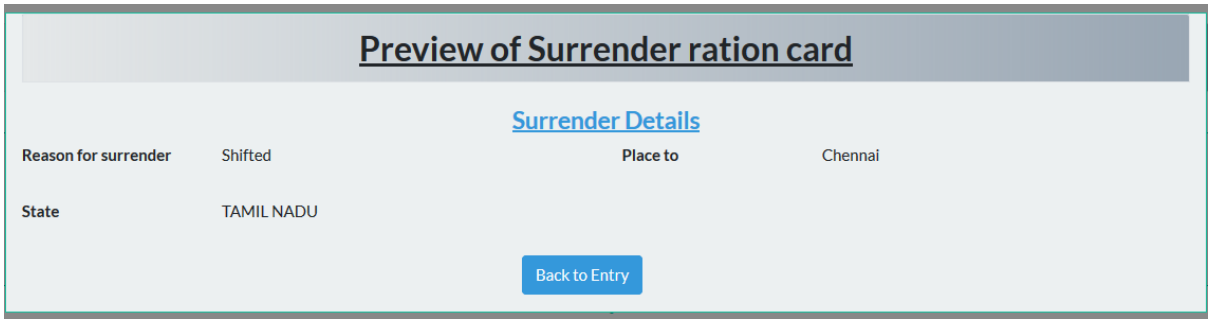

- In this registration page, applicant should give the correct details of their District, Ration card number, Last four digits Aadhaar(UID) of Head of Family and Mobile number. Applicant should also check the agree button before proceeding the registration.
- Once the system verified all the details which entered by the applicant, it will send the OTP to the registered mobile number. The applicant can enter the OTP in the textbox and click the submit button to apply for the particular service.

## *6.3. Surrender Application Form and Preview*

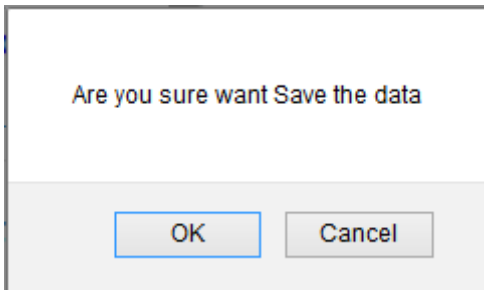



- Here applicant should fill the Surrender application form as per the instructions given. Before start to filling the application, they must check the ration card and family member details whether the rendered information from the system are their own details or not.

- Then the head of family can select the reason for surrendering the Ration card. There is no any document to be uploading for surrender the application. Applicant should also check the agree button before submitting or previewing the application form.
- Once fill the application form, uploaded the documents and check the agree button, they can view the already entered information and document details in the below preview form for final submission.

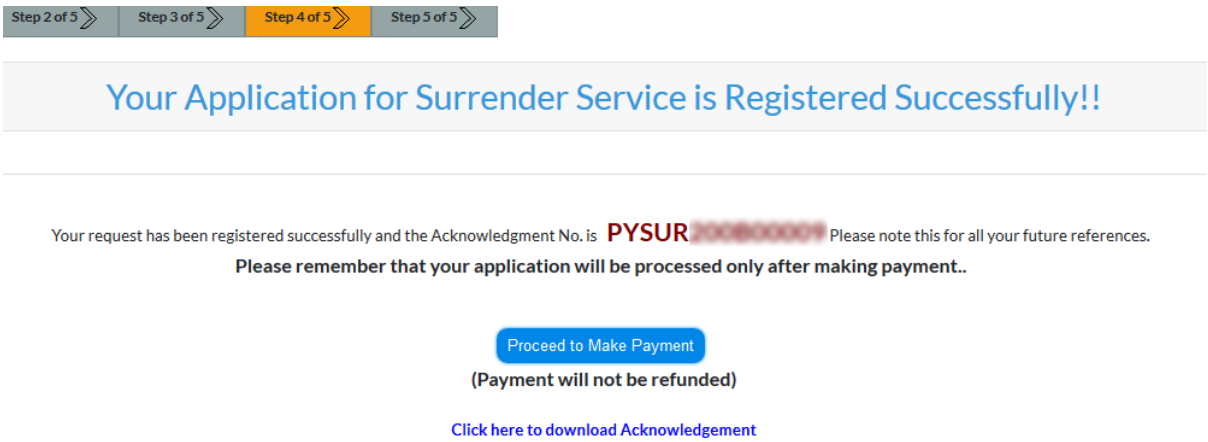



- After checked the information in the preview form, they can go back to the application form and finally submit their application.




- When finally submitting the application by the applicant the system will ask the confirmation to the applicant, they should give the confirmation to save the data into the system.

### *6.4. Surrender Acknowledgment Page*

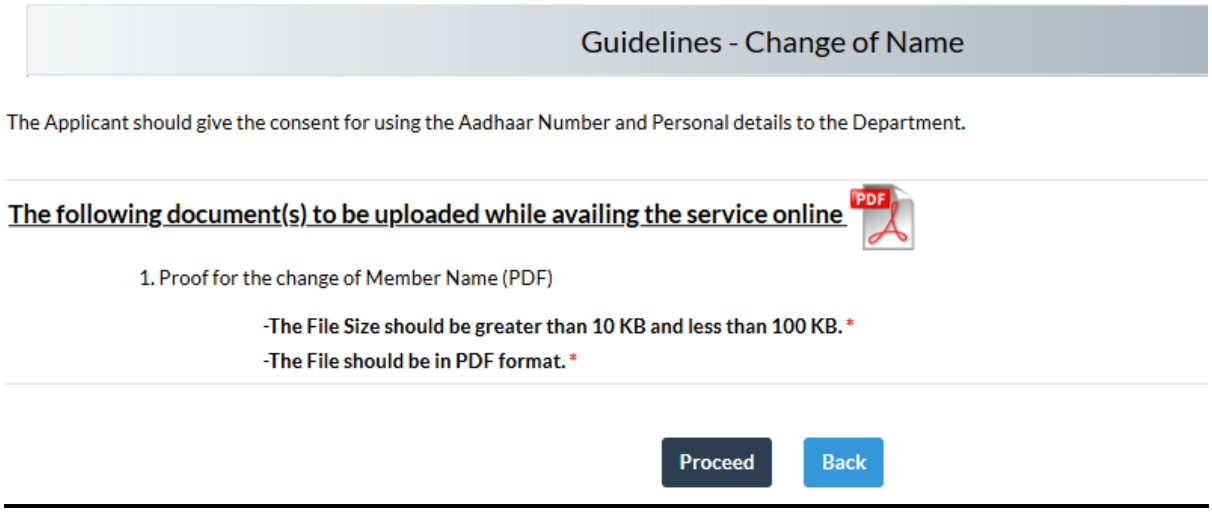



- This acknowledgment page will be generated once the applicant submitted the application. The system will generate the acknowledgment number for all the submitted application by the applicant. By having this acknowledgment number, the applicant can check their application status in the online for future references.

- The applicant will also receive the acknowledgment number and application status through SMS in the registered mobile number for future references
- The applicant should pay the fees as per the instruction given in the start page of the website. Because the application will be processed only after making the payment by the applicant. The applicant can pay the fee for the submitted application from this page.
- They can also download the Acknowledgment slip from this page.

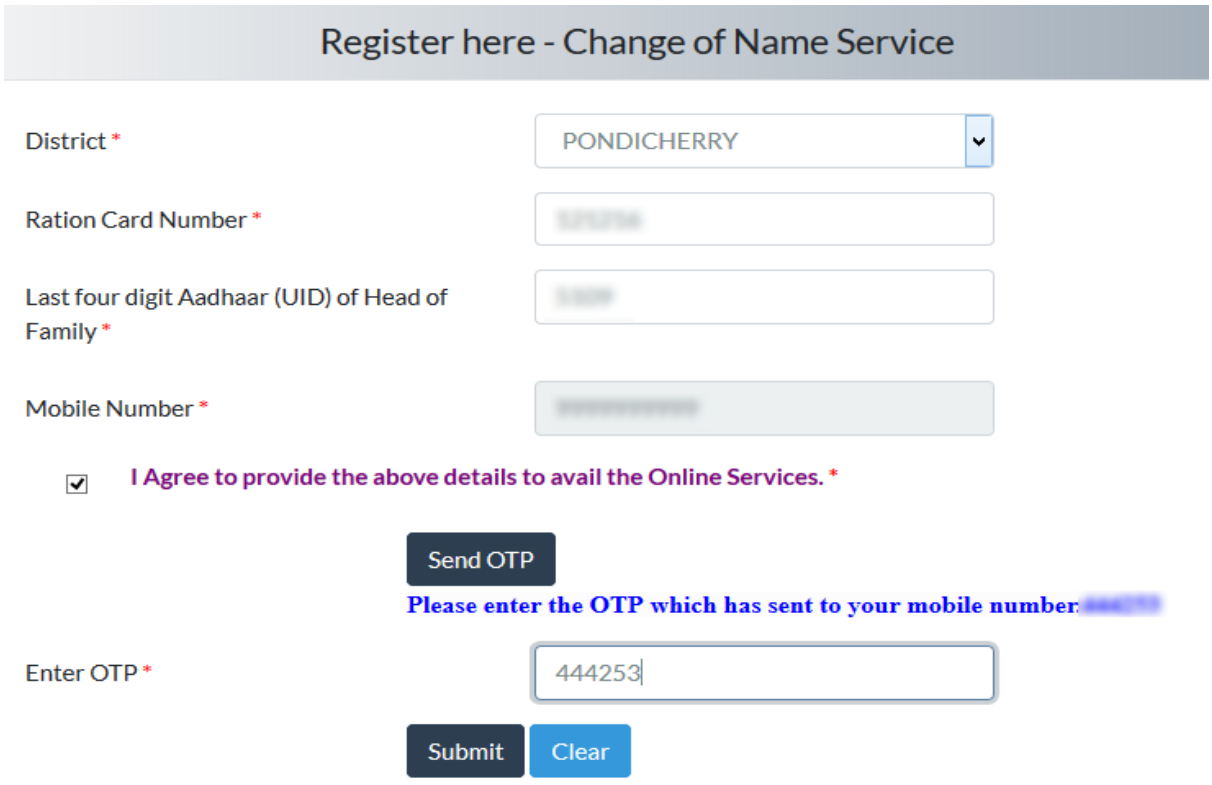
## 7. ***Change of Name(CHN)***

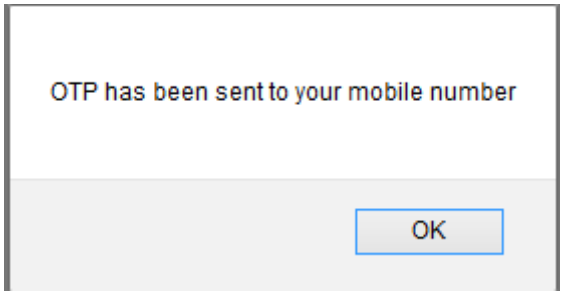
### 7.1. ***CHN Guidelines***




- Guidelines page of the Change of Name(CHN) service. Here information given for intending to advise applicant about the document and steps to be followed further before availing the services.

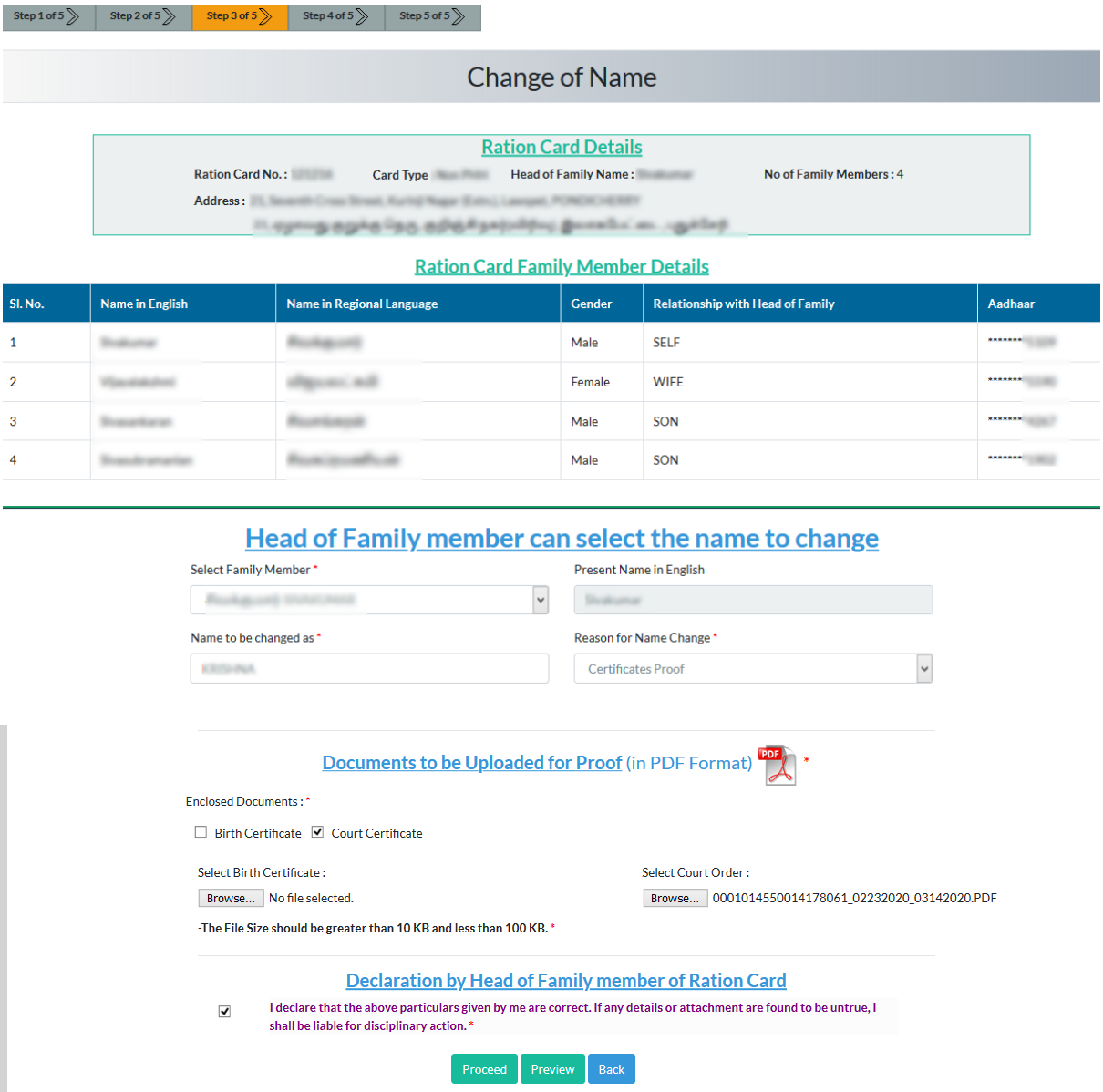
### 7.2. ***CHN Registration Page***



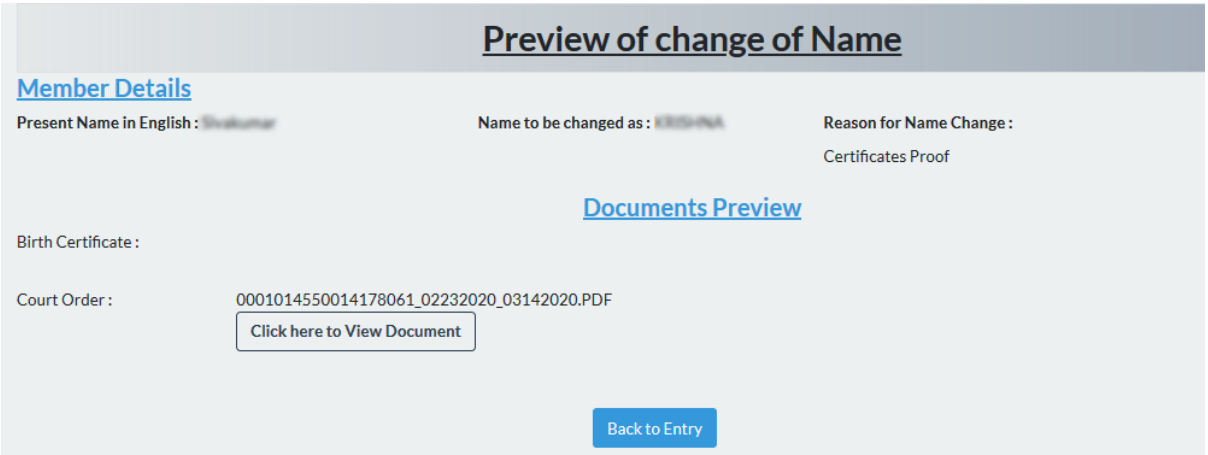



- In this registration page, applicant should give the correct details of their District, Ration card number, Last four digits Aadhaar(UID) of Head of Family and Mobile number. Applicant should also check the agree button before proceeding the registration.
- Once the system verified all the details which entered by the applicant, it will send the OTP to the registered mobile number. The applicant can enter the OTP in the textbox and click the submit button to apply for the particular service.

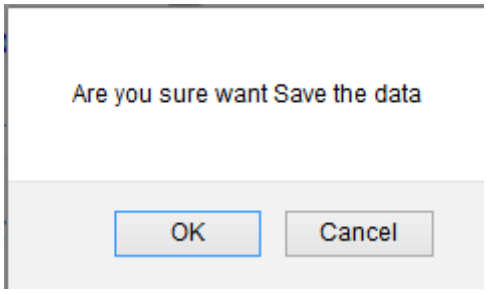
## *7.3. CHN Application Form and Preview*



- Here applicant should fill the Change of Name application form as per the instructions given. Before start to filling the application, they must check the ration card and family member details whether the rendered information from the system are their own details or not.
- Then the head of family can select the name to change from the dropdown and enter the new name to be changed, should enter the reason to change and need to upload the mentioned documents for verification. Applicant should also check the agree button before submitting or previewing the application form.
- Once fill the application form, uploaded the documents and check the agree button, they can view the already entered information and document details in the below preview form for final submission.

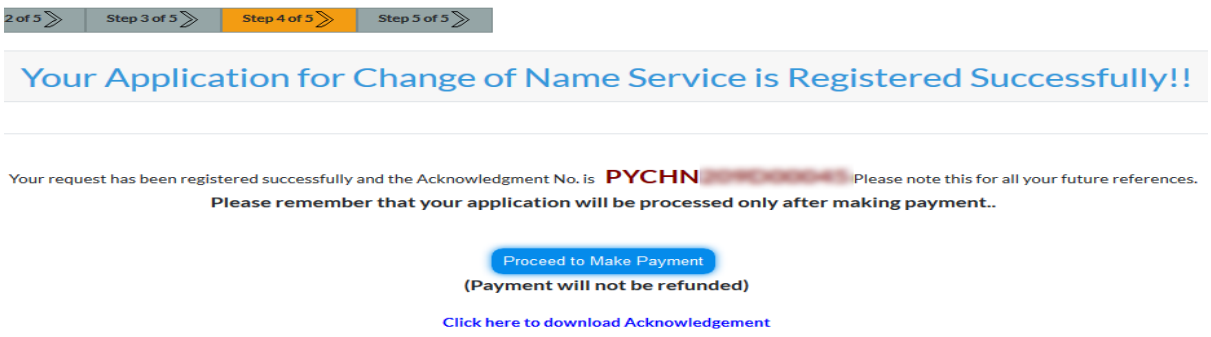



- After checked the information in the preview form, they can go back to the application form and finally submit their application.




- When finally submitting the application by the applicant the system will ask the confirmation to the applicant, they should give the confirmation to save the data into the system.

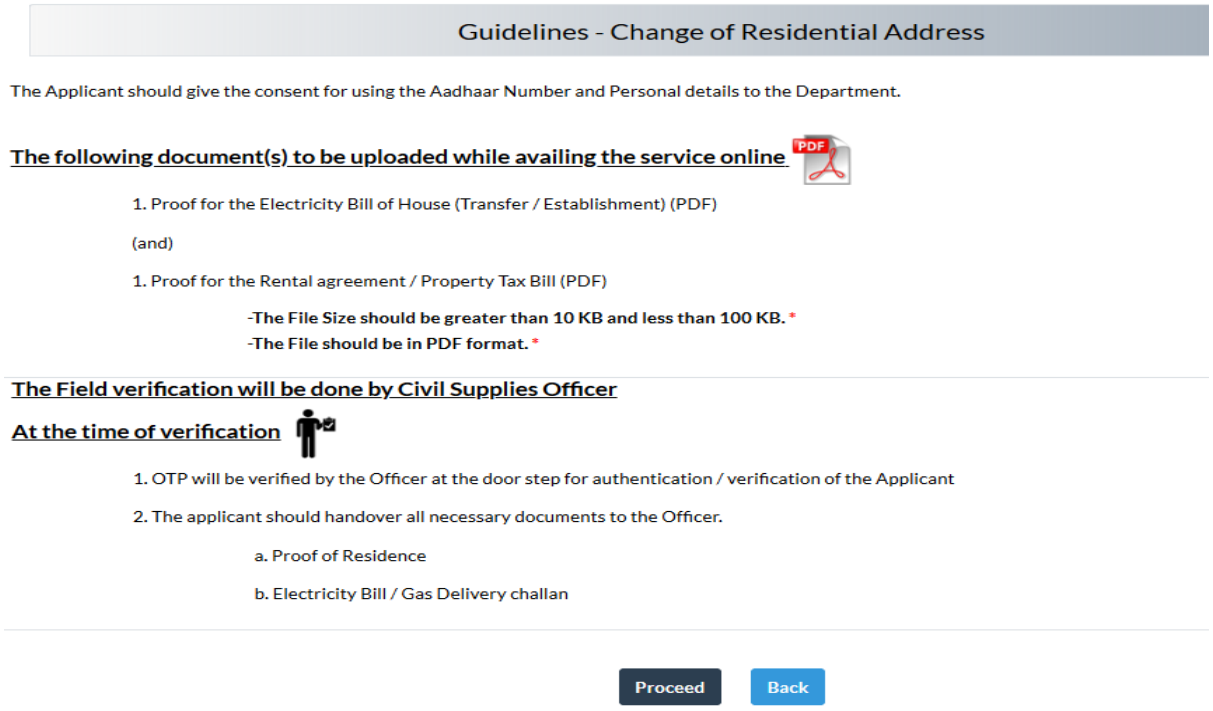
### *7.4. CHN Acknowledgment Page*



- This acknowledgment page will be generated once the applicant submitted the application. The system will generate the acknowledgment number for all the submitted application by the applicant. By having this acknowledgment number, the applicant can check their application status in the online for future references.
- The applicant will also receive the acknowledgment number and application status through SMS in the registered mobile number for future references
- The applicant should pay the fees as per the instruction given in the start page of the website. Because the application will be processed only after making the payment by the applicant. The applicant can pay the fee for the submitted application from this page.
- They can also download the Acknowledgment slip from this page.

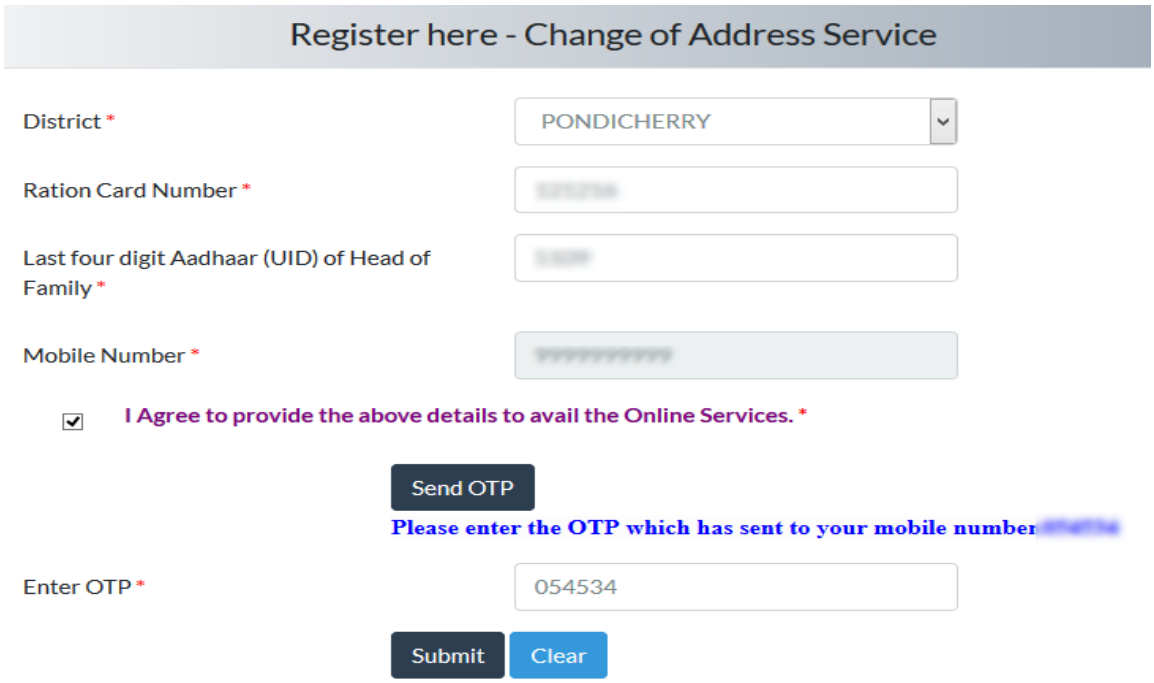
## 8. *Change of Address(CHA)*

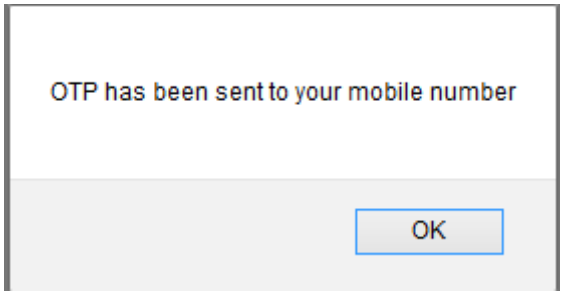
### 8.1. *CHA Guidelines*




- Guidelines page of the Change of Name(CHN) service. Here information given for intending to advise applicant about the document and steps to be followed further before availing the services.

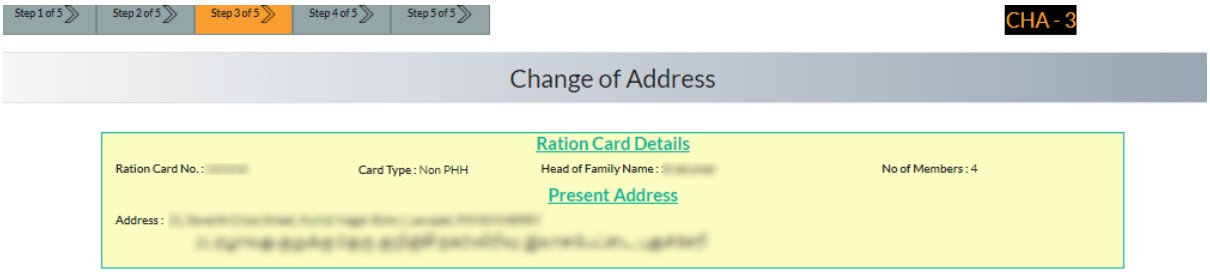
### 8.2. *CHA Registration Page*



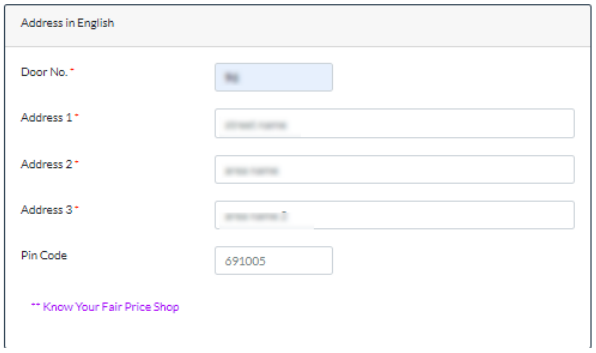


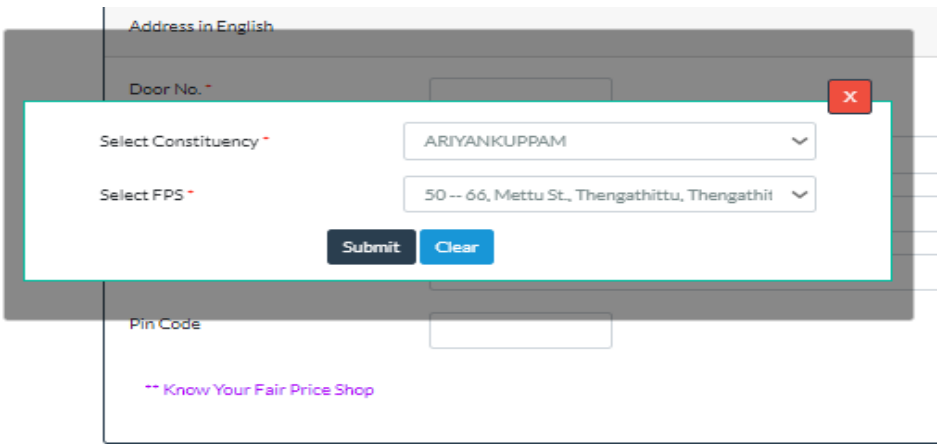

- In this registration page, applicant should give the correct details of their District, Ration card number, Last four digits Aadhaar(UID) of Head of Family and Mobile number. Applicant should also check the agree button before proceeding the registration.
- Once the system verified all the details which entered by the applicant, it will send the OTP to the registered mobile number. The applicant can enter the OTP in the textbox and click the submit button to apply for the particular service.

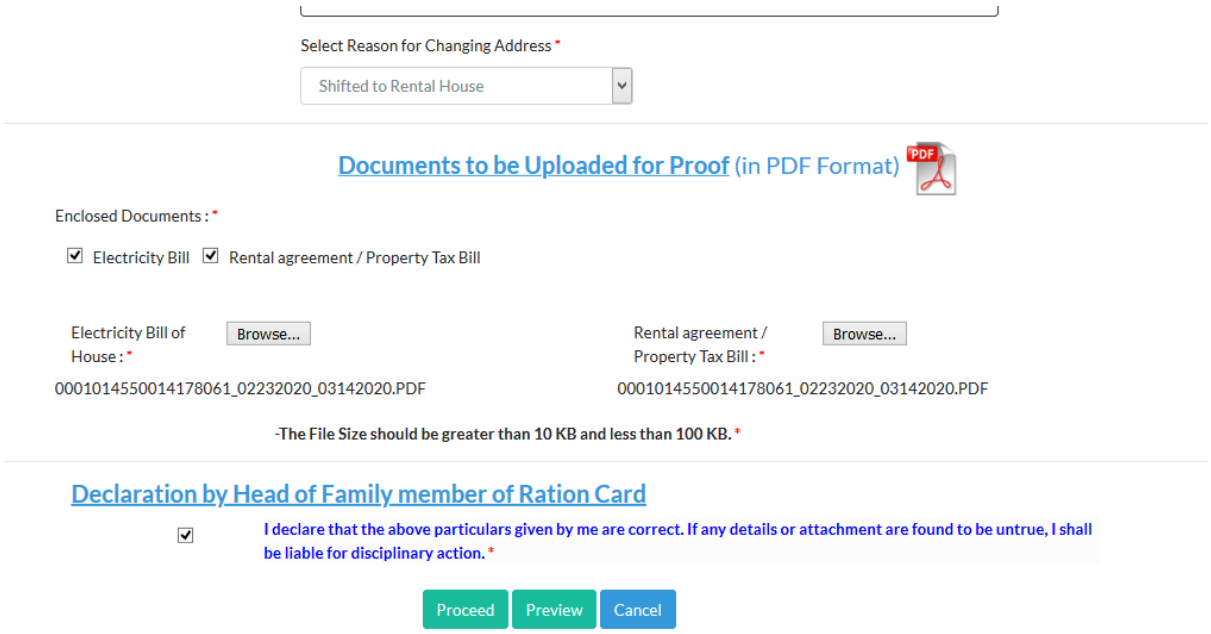
## *8.3. CHA Application Form and Preview*



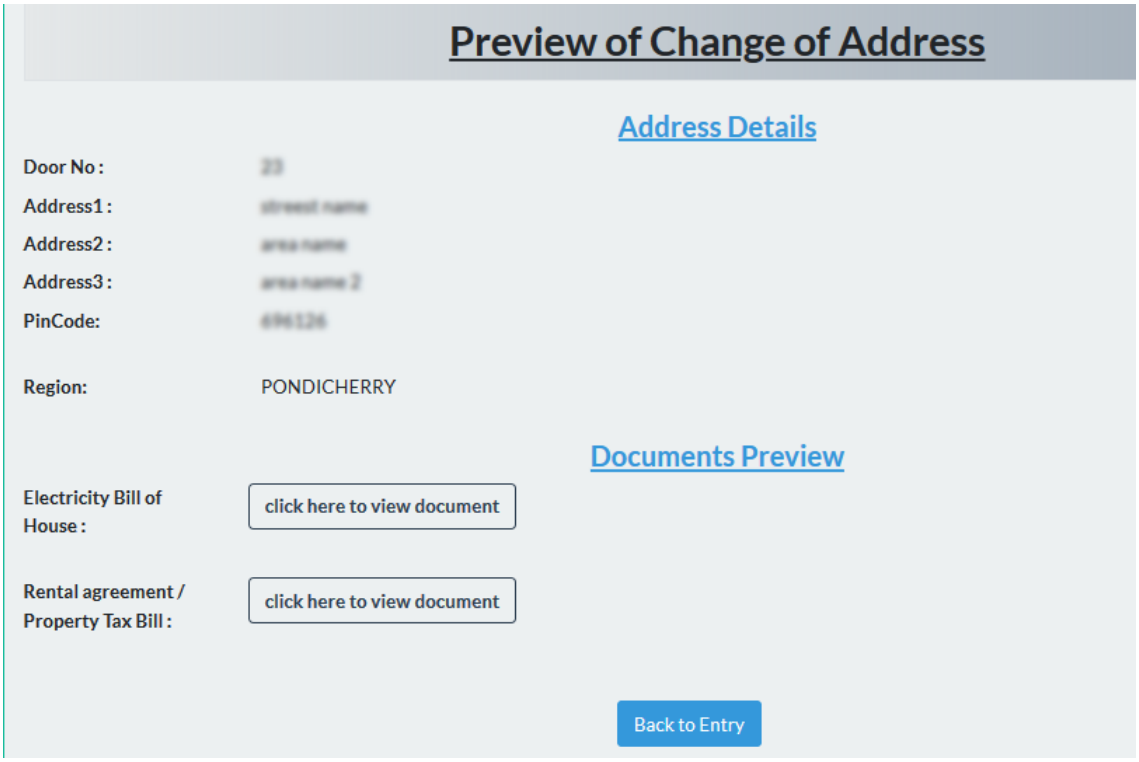

Head of Family member can enter the New Address to be Changed



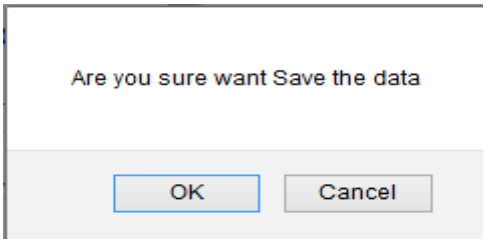






- Here applicant should fill the Change of Address application form as per the instructions given. Before start to filling the application, they must check the ration card details and current ration card address whether the rendered information from the system are their own details or not.
- Then the head of family can enter the new address to be changed and need to upload the mentioned documents for verification. They can also recommend the Fair price shop for changing the new address. Applicant should also check the agree button before submitting or previewing the application form.
- Once fill the application form, uploaded the documents and check the agree button, they can view the already entered information and document details in the below preview form for final submission.

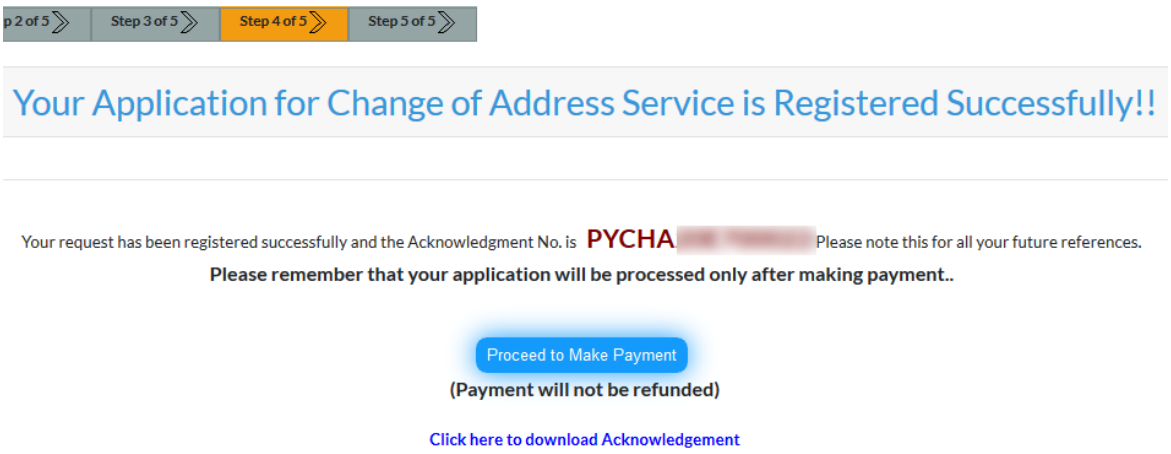



- After checked the information in the preview form, they can go back to the application form and finally submit their application.




- When finally submitting the application by the applicant the system will ask the confirmation to the applicant, they should give the confirmation to save the data into the system.

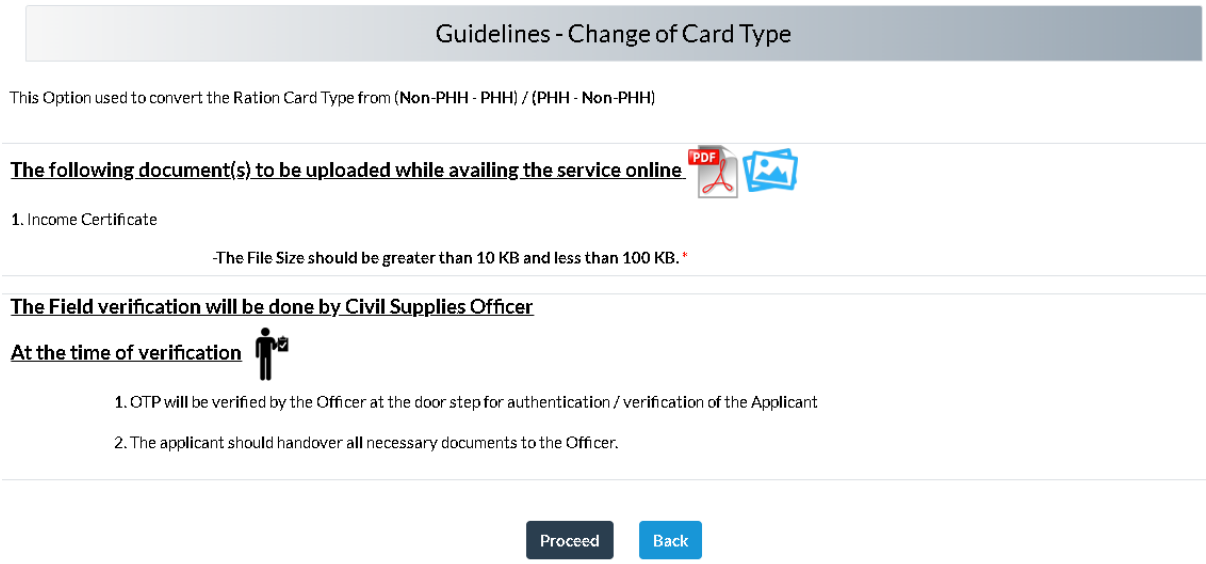
### *8.4. CHA Acknowledgment Page*



- This acknowledgment page will be generated once the applicant submitted the application. The system will generate the acknowledgment number for all the submitted application by the applicant. By having this acknowledgment number, the applicant can check their application status in the online for future references.
- The applicant will also receive the acknowledgment number and application status through SMS in the registered mobile number for future references
- The applicant should pay the fees as per the instruction given in the start page of the website. Because the application will be processed only after making the payment by the applicant. The applicant can pay the fee for the submitted application from this page.
- They can also download the Acknowledgment slip from this page.

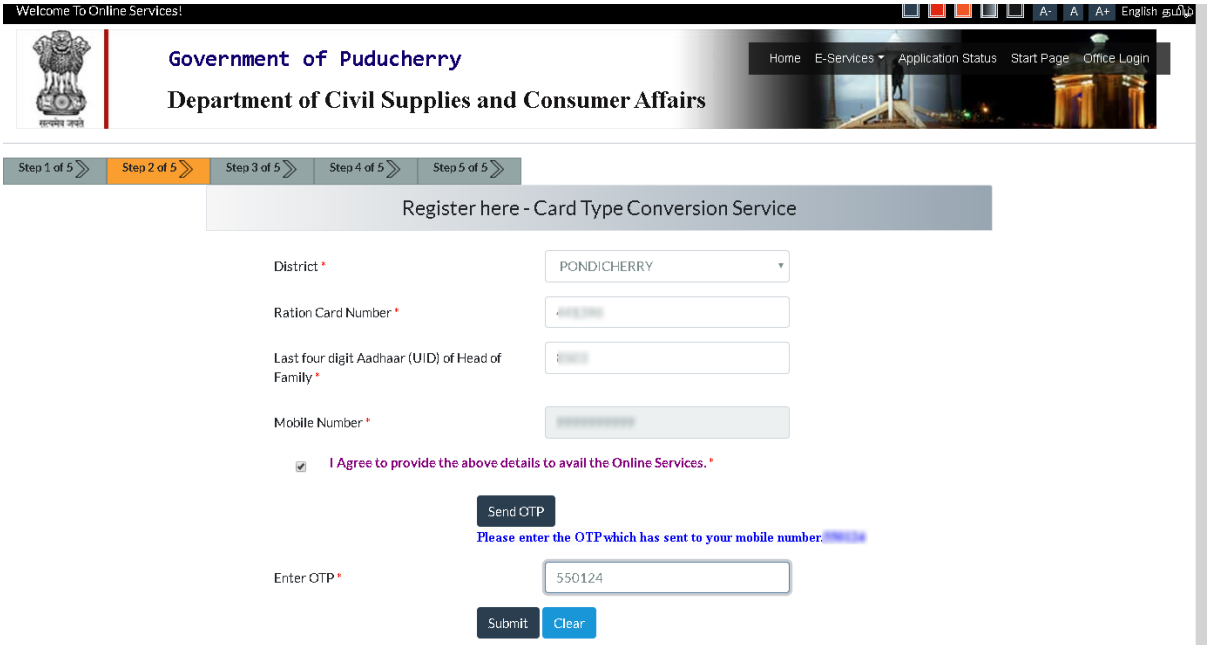
## 9. *Card Type Conversion(CTC)*

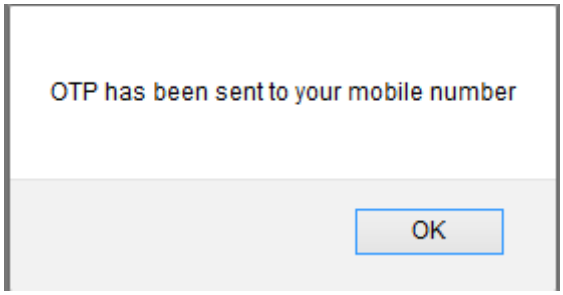
### 9.1. *CTC Guidelines*




- Guidelines page of the Card Type Conversion(CTC) service. Here information given for intending to advise applicant about the document and steps to be followed further before availing the services.

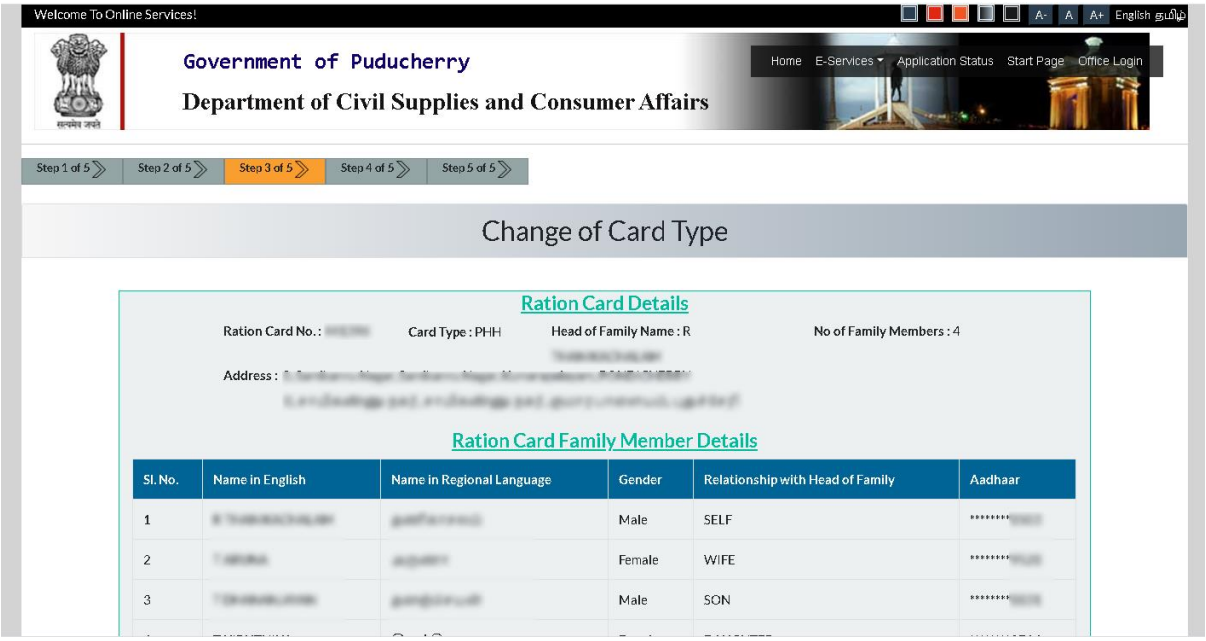
### 9.2. *CTC Registration Page*

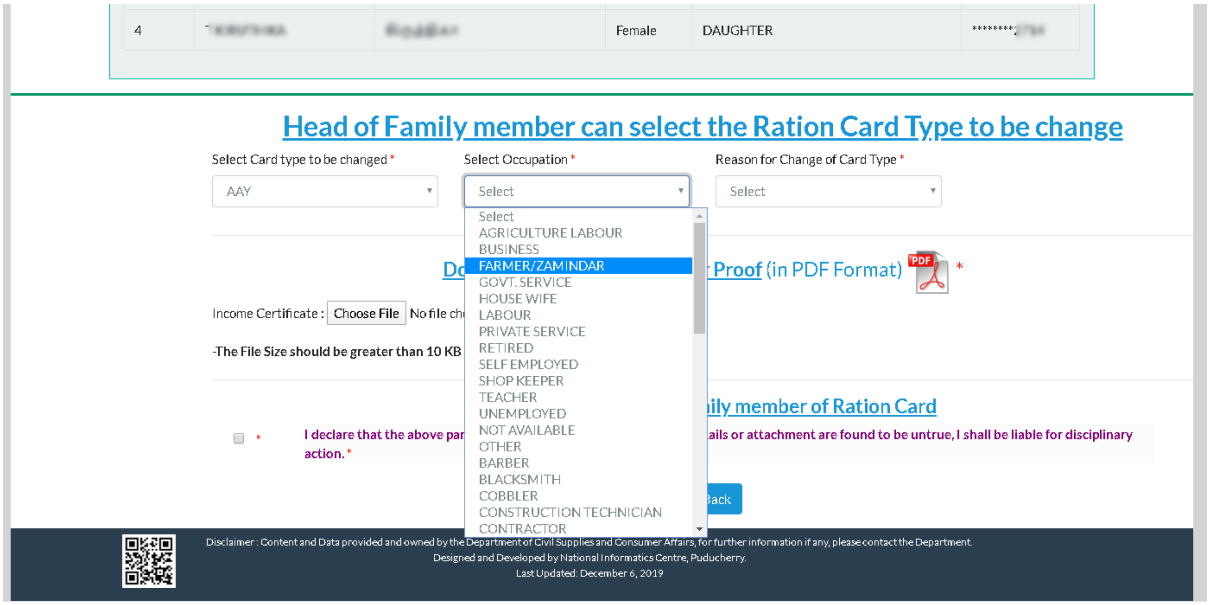


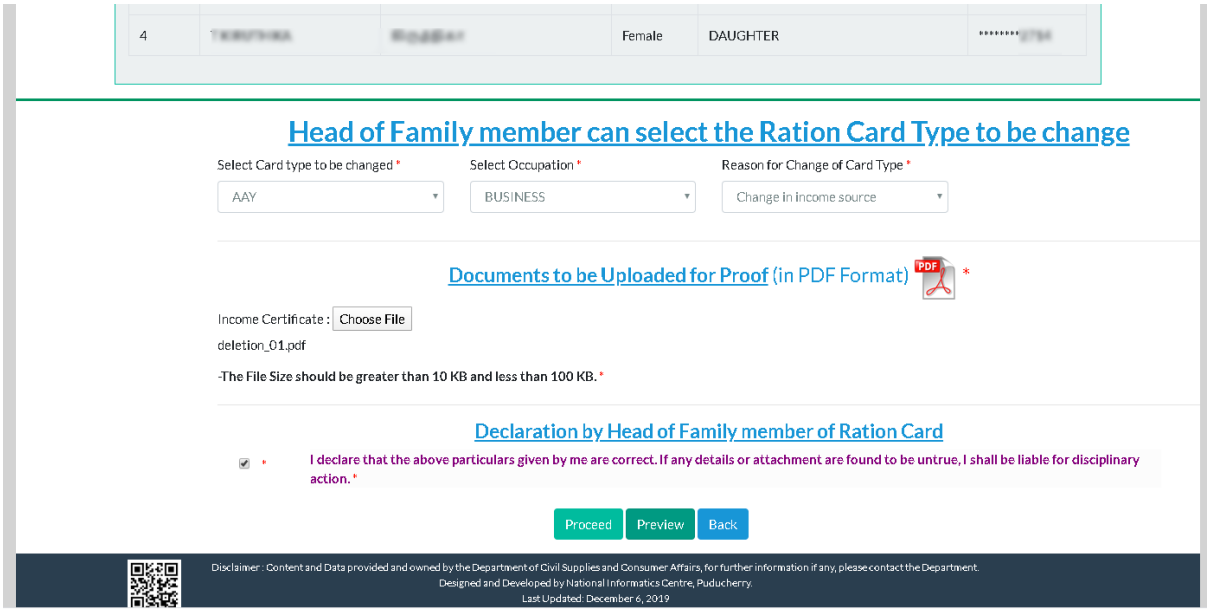



- In this registration page, applicant should give the correct details of their District, Ration card number, Last four digits Aadhaar(UID) of Head of Family and Mobile number. Applicant should also check the agree button before proceeding the registration.
- Once the system verified all the details which entered by the applicant, it will send the OTP to the registered mobile number. The applicant can enter the OTP in the textbox and click the submit button to apply for the particular service.

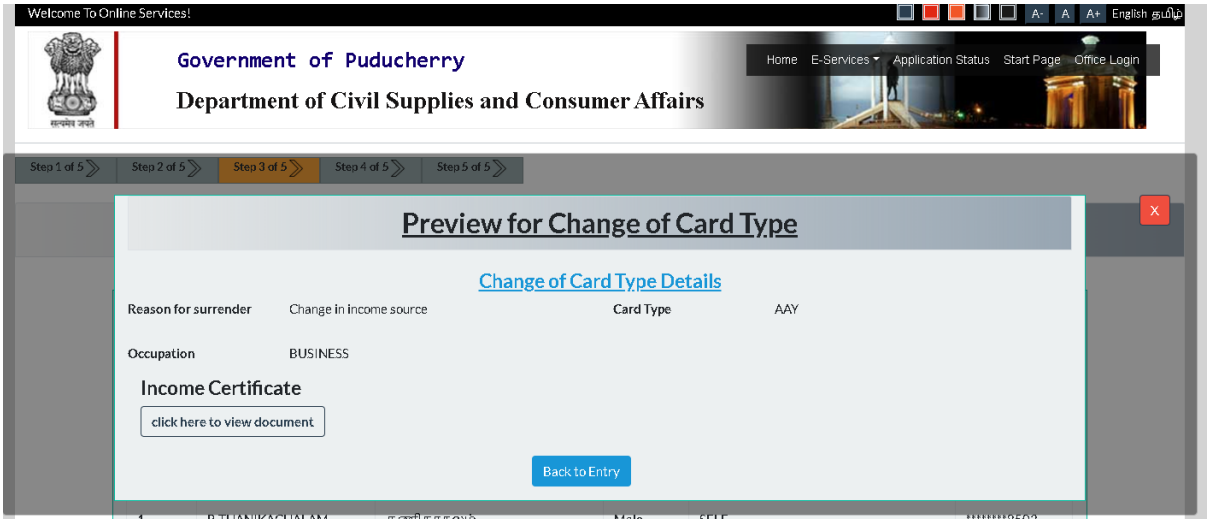
### *9.3. CTC Application Form and Preview*



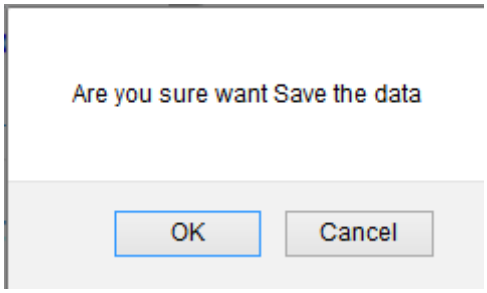



- Here applicant should fill the CTC application form as per the instructions given. Before start to filling the application, they must check the ration card details and member details whether the rendered information from the system are their own details or not.
- Then the head of family can select the new card type to be changed, reason to change and need to upload the mentioned documents for verification. Applicant should also check the agree button before submitting or previewing the application form.
- Once fill the application form, uploaded the documents and check the agree button, they can view the already entered information and document details in the below preview form for final submission.

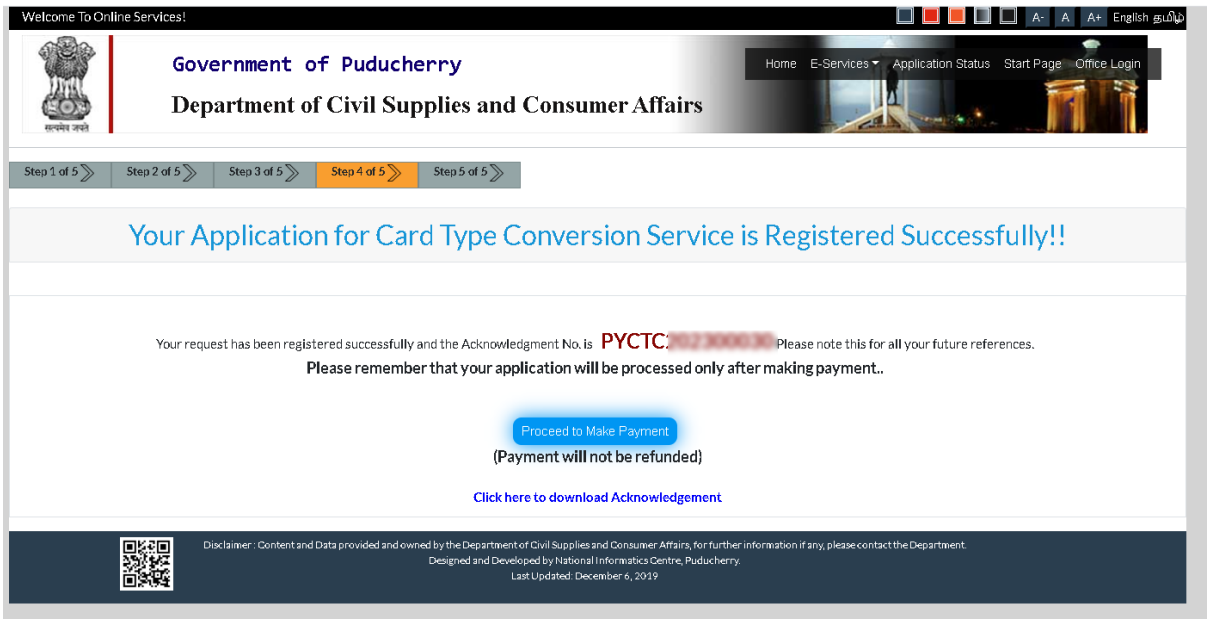



- After checked the information in the preview form, they can go back to the application form and finally submit their application.




- When finally submitting the application by the applicant the system will ask the confirmation to the applicant, they should give the confirmation to save the data into the system.

### *9.4. CTC Acknowledgment Page*

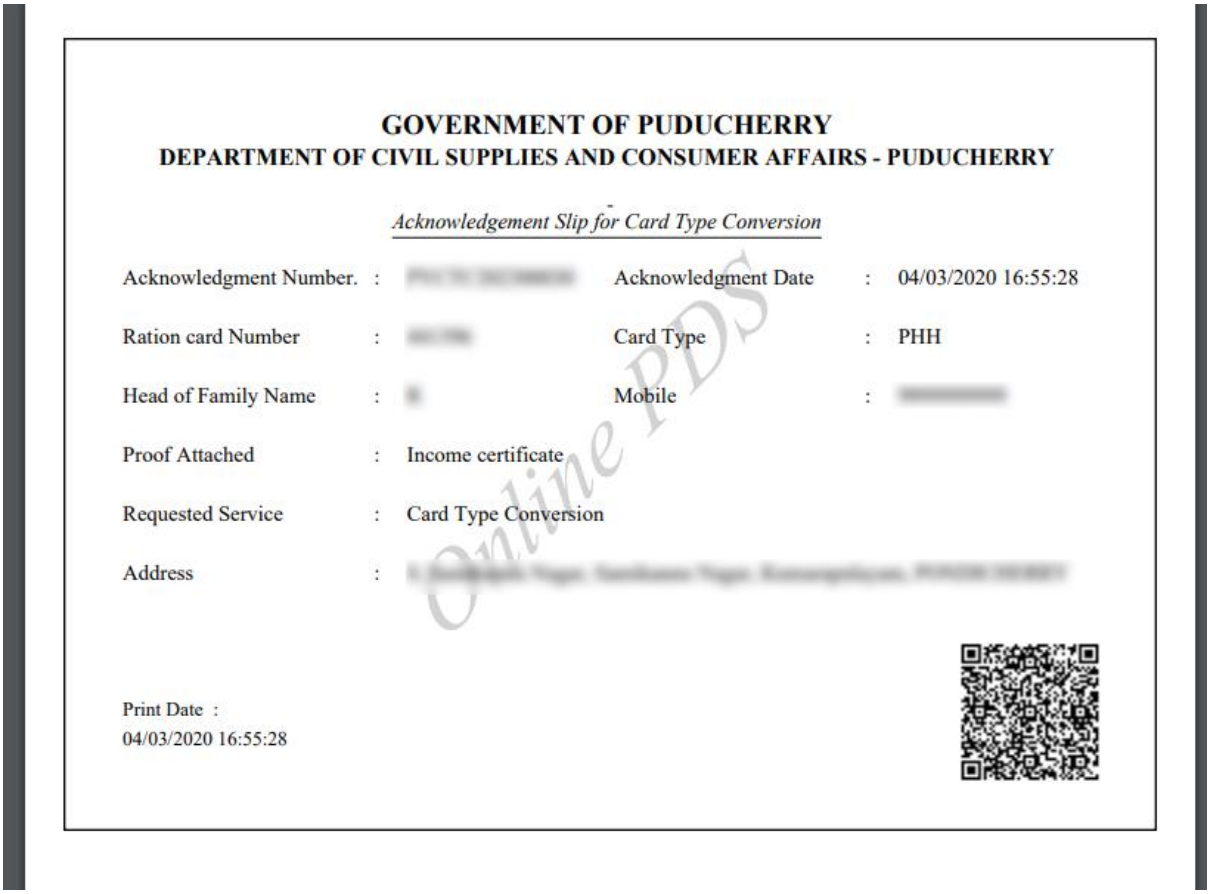



- This acknowledgment page will be generated once the applicant submitted the application. The system will generate the acknowledgment number for all the submitted application by the

applicant. By having this acknowledgment number, the applicant can check their application status in the online for future references.

- The applicant will also receive the acknowledgment number and application status through SMS in the registered mobile number for future references
- The applicant should pay the fees as per the instruction given in the start page of the website. Because the application will be processed only after making the payment by the applicant. The applicant can pay the fee for the submitted application from this page.
- They can also download the Acknowledgment slip from this page.

### *9.5. CTC Acknowledgement Slip*



**GOVERNMENT OF PUDUCHERRY**
**DEPARTMENT OF CIVIL SUPPLIES AND CONSUMER AFFAIRS - PUDUCHERRY**

*Acknowledgement Slip for Card Type Conversion*

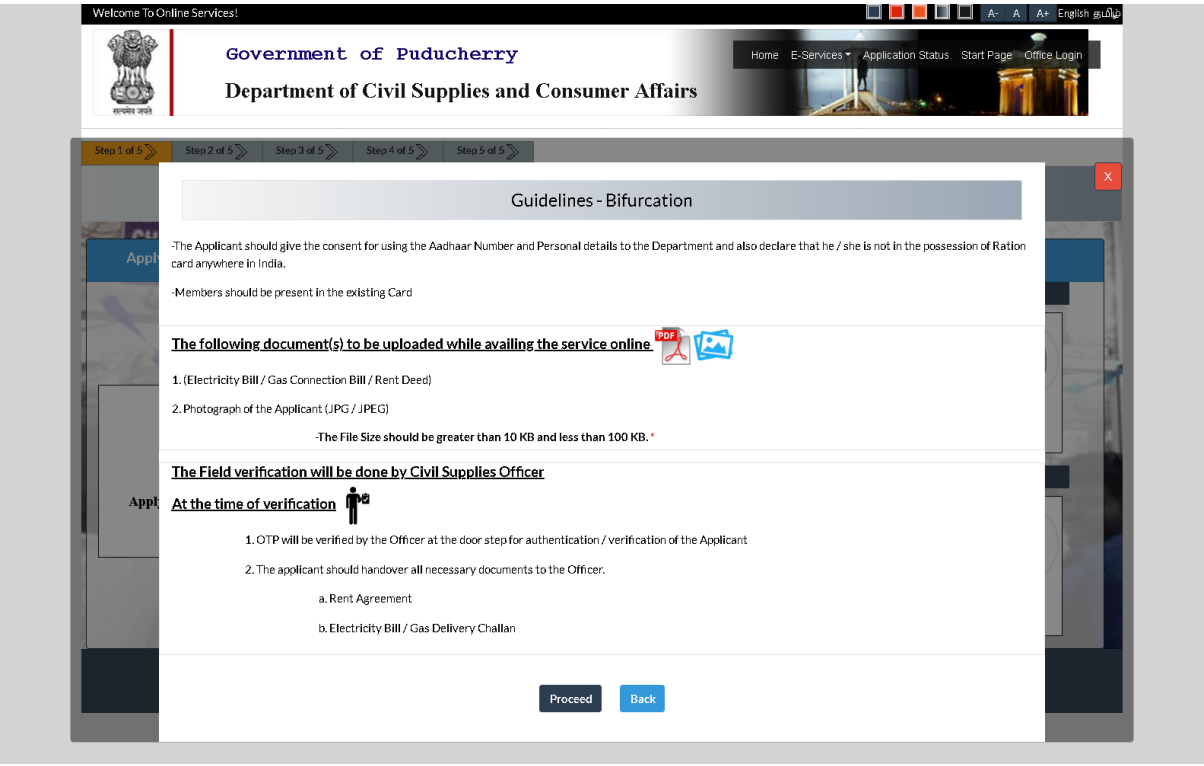
| | | | | |
|---|---|---|---|---|
| Acknowledgment Number. | : | [illegible] | Acknowledgment Date | : 04/03/2020 16:55:28 |
| Ration card Number | : | [illegible] | Card Type | : PHH |
| Head of Family Name | : | [illegible] | Mobile | : [illegible] |
| Proof Attached | : | Income certificate | | |
| Requested Service | : | Card Type Conversion | | |
| Address | : | [illegible] | | |

Print Date :
04/03/2020 16:55:28

Online PDS

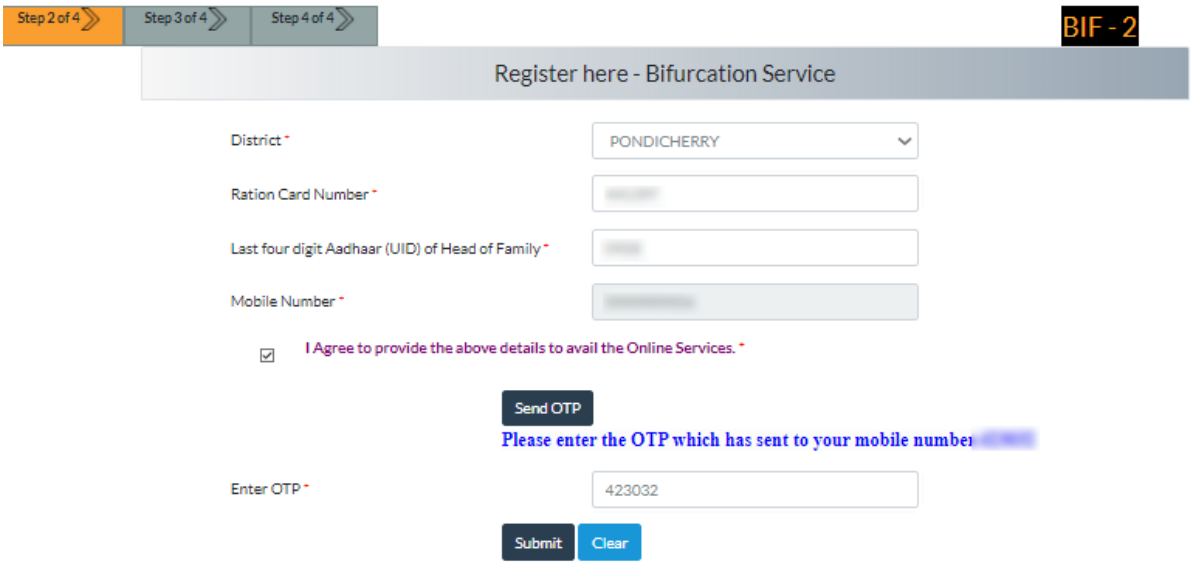
## *10. Bifurcation(BIF)*

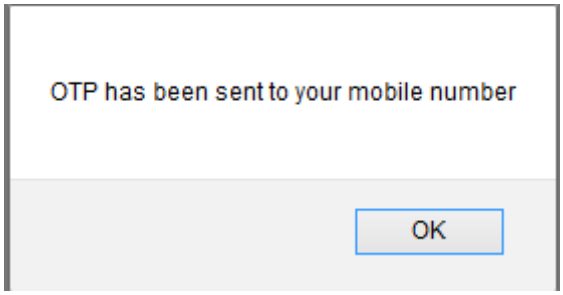
### *10.1. BIF Guidelines*




- Guidelines page of the Bifurcation(BIF) service. Here information given for intending to advise applicant about the document and steps to be followed further before availing the services.

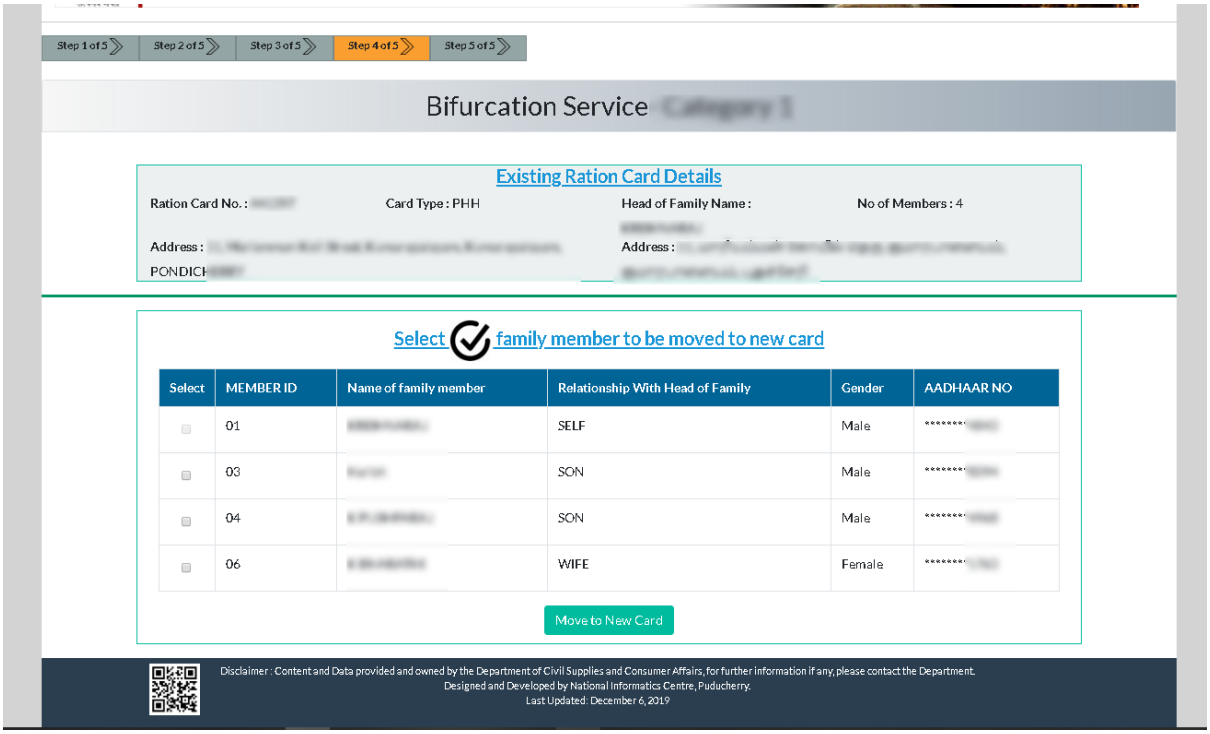
### *10.2. BIF Registration Page*






- In this registration page, applicant should give the correct details of their District, Ration card number, Last four digits Aadhaar(UID) of Head of Family and Mobile number. Applicant should also check the agree button before proceeding the registration.
- Once the system verified all the details which entered by the applicant, it will send the OTP to the registered mobile number. The applicant can enter the OTP in the textbox and click the submit button to apply for the particular service.

## *10.3. Bifurcation Application Form and Preview*



## Family members in new card

| MEMBER ID | Name of family member | Relationship | Gender | AADHAAR NO |
|---|---|---|---|---|
| 06 | [redacted] | SISTER | Female | ---------[redacted] |
| 04 | [redacted] | SELF | Male | ---------[redacted] |

* Assign relationship "SELF" for a member who is going to be HoF in New Card

* Assign the family members relationship which is related to HoF in New Card

## Address Details

**Present Address**

Door No. *

Address 1 *

Address 2 *

Address 3 *

Pin Code

**Permanent Address**

Door No. *

Address 1 *

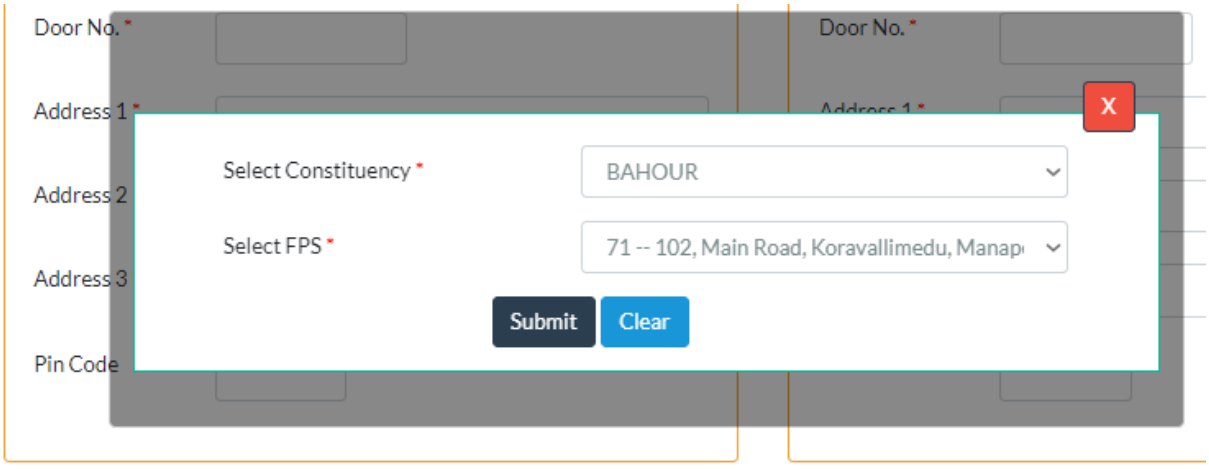
Address 2 *

Address 3 *

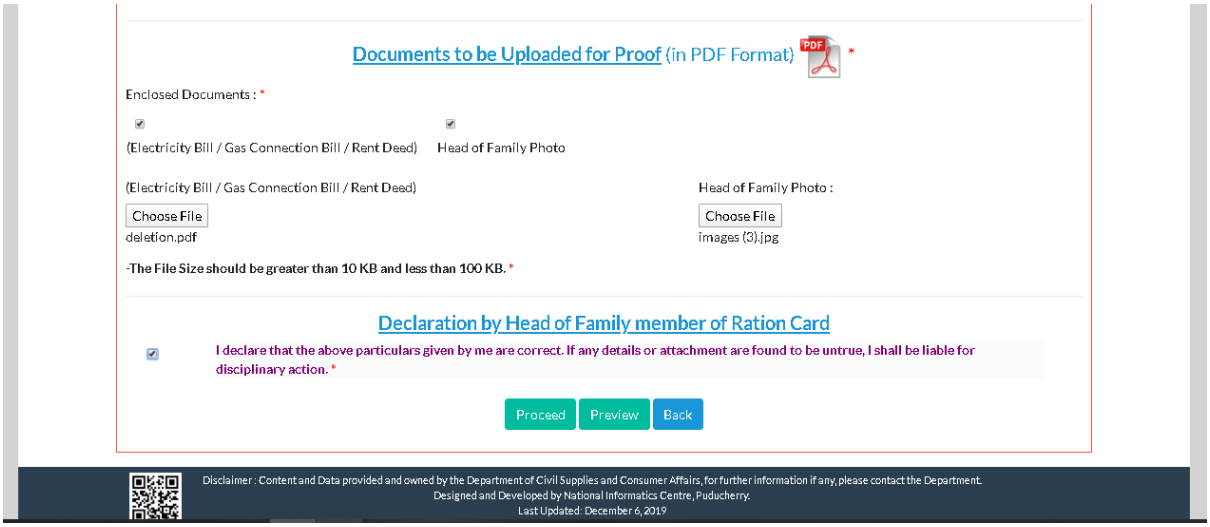
Pin Code

** Know Your Fair Price Shop

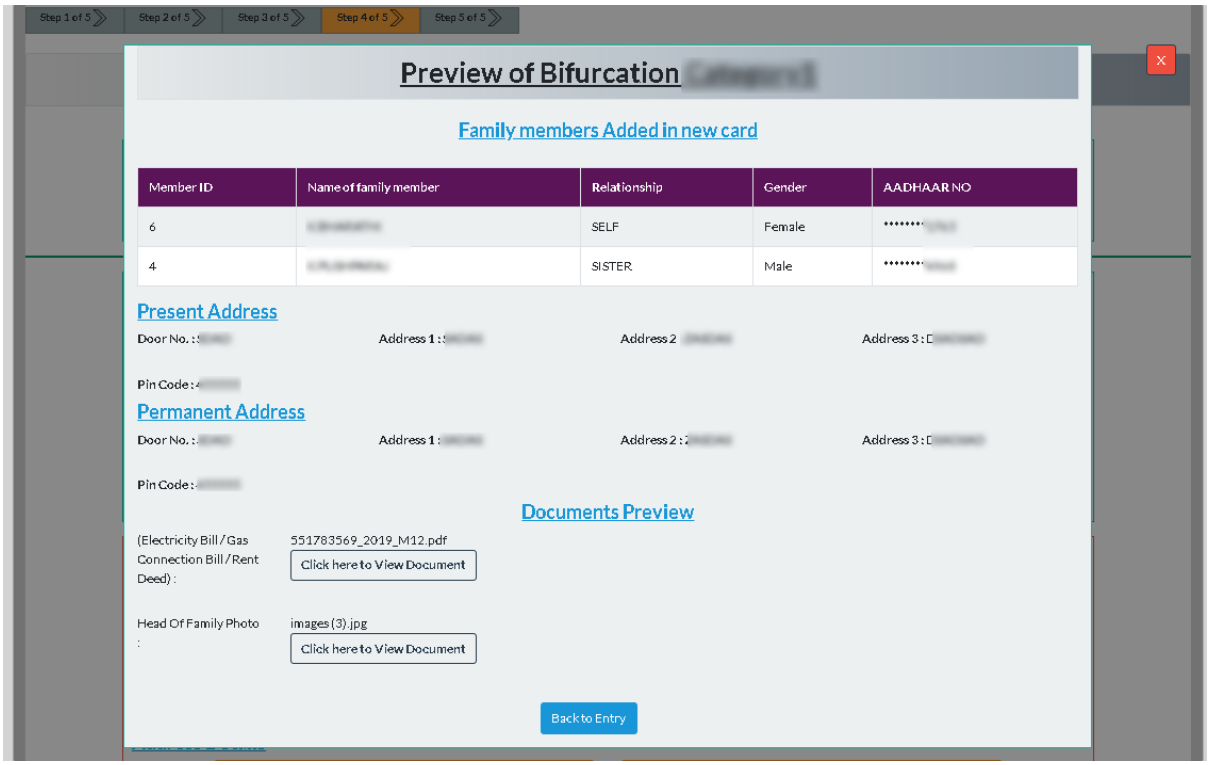
☐ Permanent address same as Present address



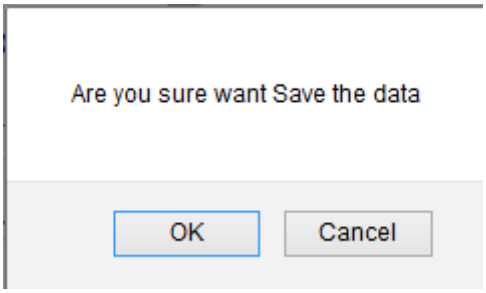

** Know Your Fair Price Shop




- Here applicant should fill the Bifurcation application form as per the instructions given. Before start to filling the application, they must check the ration card details and member details whether the rendered information from the system are their own details or not.
- Then the applicant can select the member to be moved to new card. Once selected the member, relationship must be given for the entire member in the new ration card. One should be selected as self in the new card for assigning the Head of Family. They can also recommend the Fair price shop for changing the new address and need to upload the mentioned documents for verification. Applicant should also check the agree button before submitting or previewing the application form.
- Once fill the application form, uploaded the documents and check the agree button, they can view the already entered information and document details in the below preview form for final submission.



- After checked the information in the preview form, they can go back to the application form and finally submit their application.




When finally submitting the application by the applicant the system will ask the confirmation to the applicant, they should give the confirmation to save the data into the system.

### *10.4. Bifurcation Acknowledgment Page*

- This acknowledgment page will be generated once the applicant submitted the application. The system will generate the acknowledgment number for all the submitted application by the applicant. By having this acknowledgment number, the applicant can check their application status in the online for future references.
- The applicant will also receive the acknowledgment number and application status through SMS in the registered mobile number for future references
- There is no payment option for Bifurcation service. Without paying the fees, their submitted application will be started to process by the department.
- The applicant can also download the Acknowledgment slip from this page.

## *10.5. BIF Acknowledgement Slip*

**GOVERNMENT OF PUDUCHERRY**
**DEPARTMENT OF CIVIL SUPPLIES AND CONSUMER AFFAIRS - PUDUCHERRY**

*Acknowledgement Slip for Bifurcation*

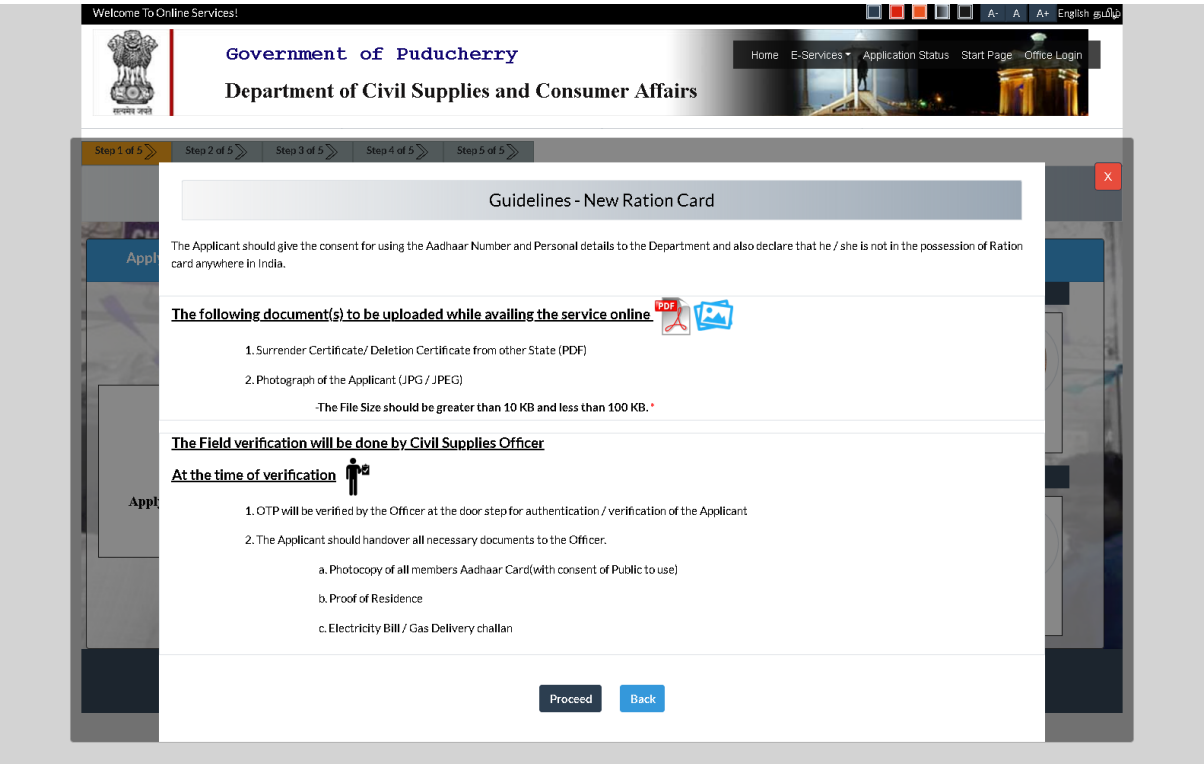
| | | | | |
|---|---|---|---|---|
| Acknowledgment Number. | : | [illegible] | Acknowledgment Date | : 04/03/2020 17:15:00 |
| Ration card Number | : | [illegible] | Card Type | : PHH |
| Head of Family Name | : | [illegible] | Mobile | : [illegible] |
| Proof Attached | : | Marriage Certificate, Photo | | |
| Requested Service | : | Bifurcation - Category 1 | | |
| Address | : | [illegible] PONDICHERRY | | |

Online PDS

Print Date :
04/03/2020 17:15:00

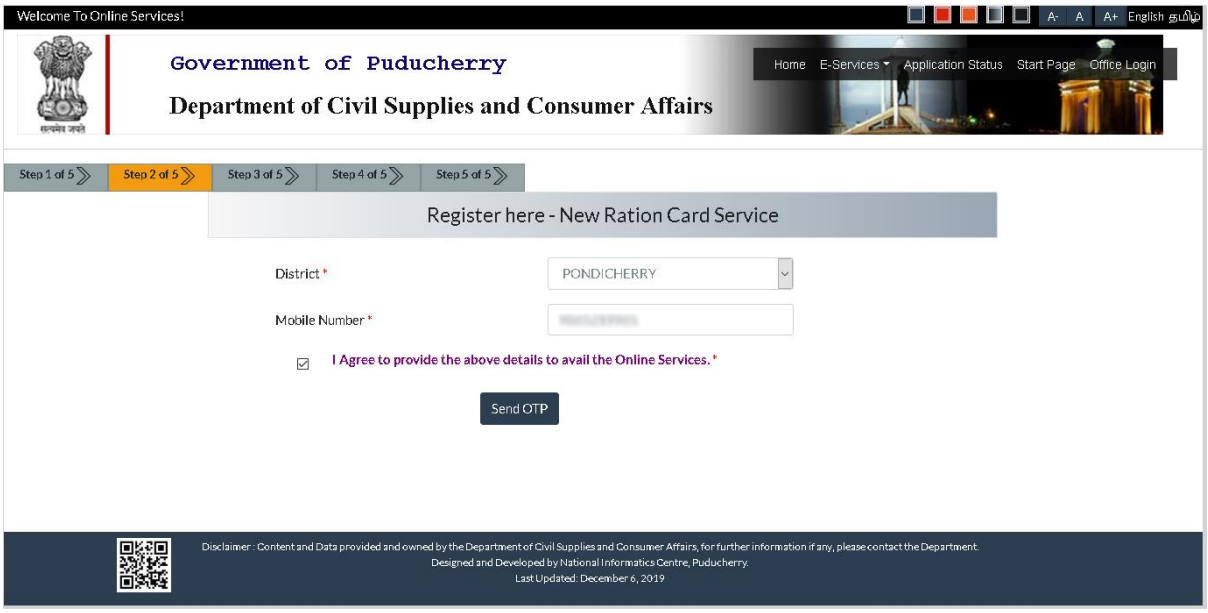
## *11. New Ration Card (NRC)*

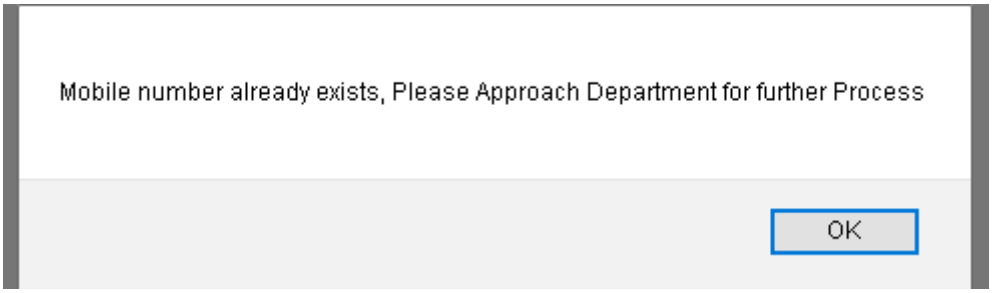
### *11.1. NRC Guidelines*

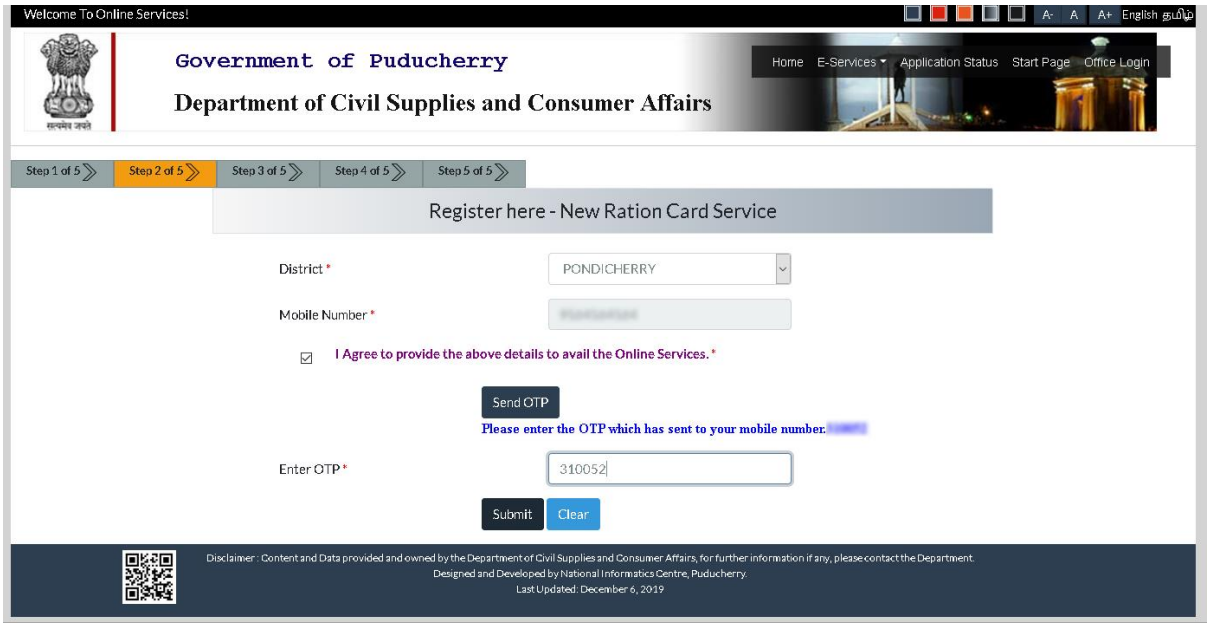


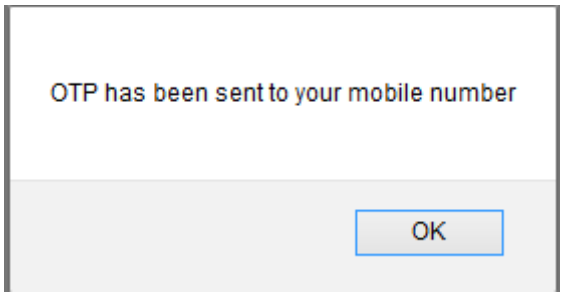

- Guidelines page of the New Ration Card(NRC) service. Here information given for intending to advise applicant about the document and steps to be followed further before availing the services.

### *11.2. NRC Registration Page*



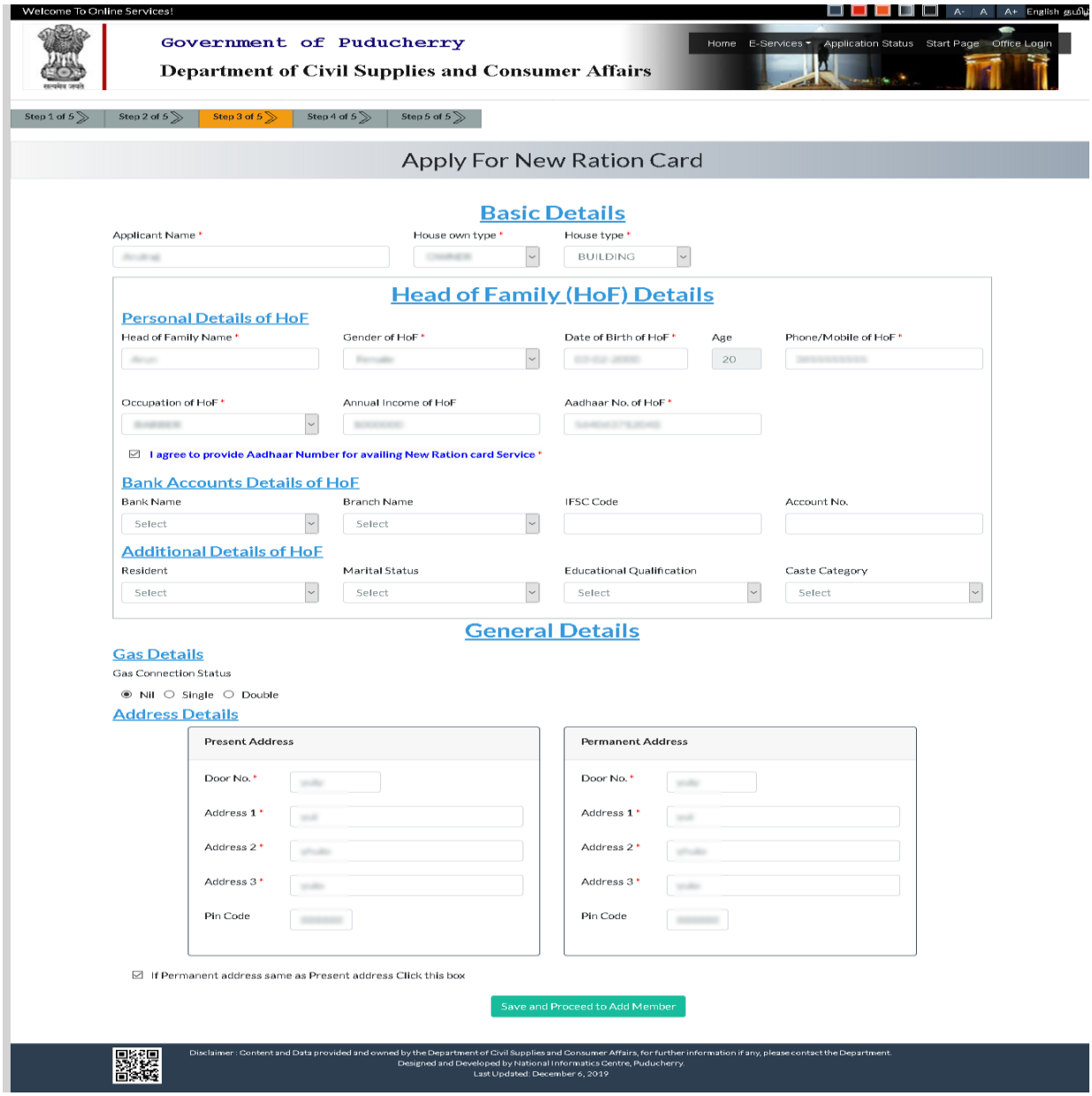


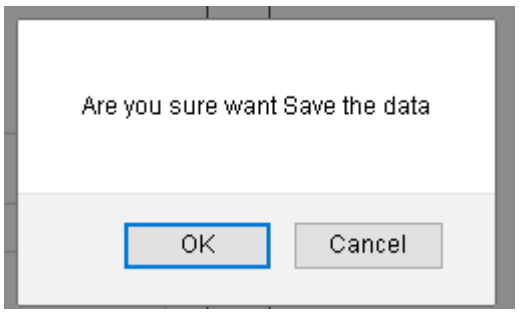



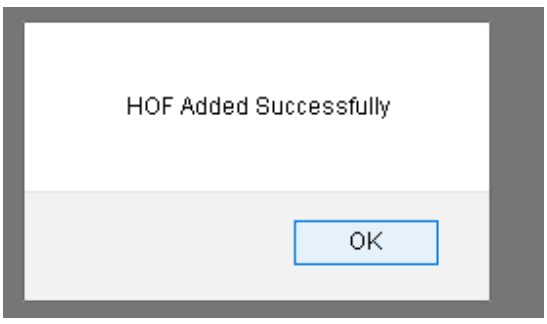



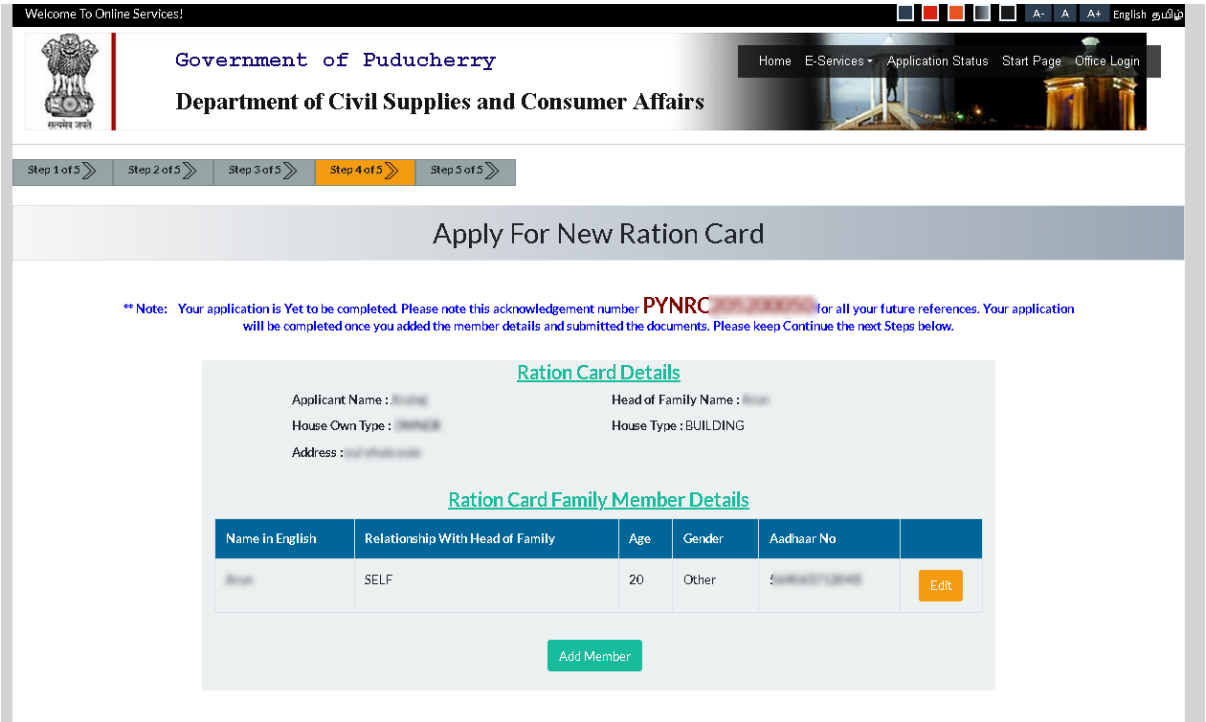

- In this registration page for NRC, applicant only gives the District and Mobile number for applying New ration card. The system will validate the mobile number if it is already exists for existing ration card. Mobile number used at the time of registration must be unique for the every ration card. Applicant should also check the agree button before proceeding the registration.
- Once the system verified all the details which entered by the applicant, it will send the OTP to the registered mobile number. The applicant can enter the OTP in the textbox and click the submit button to apply for the particular service.

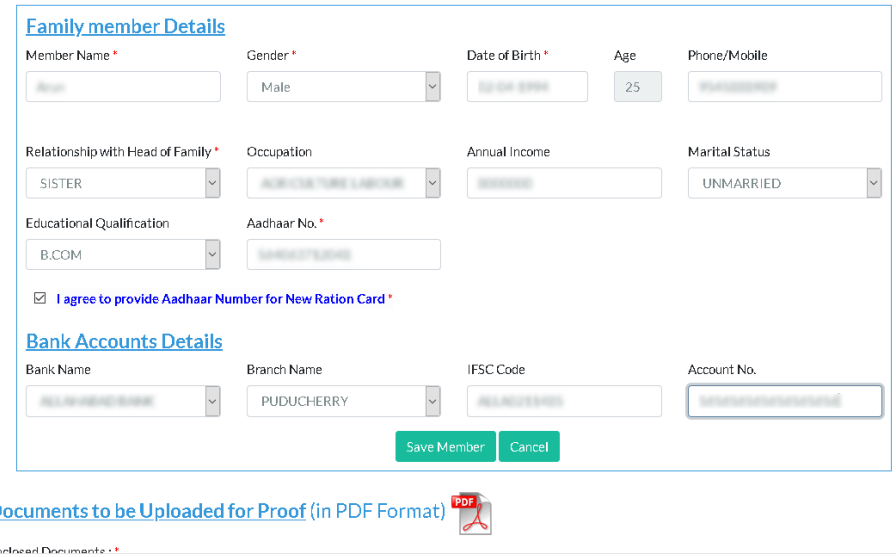
## *11.3. NRC Application Form and Preview*



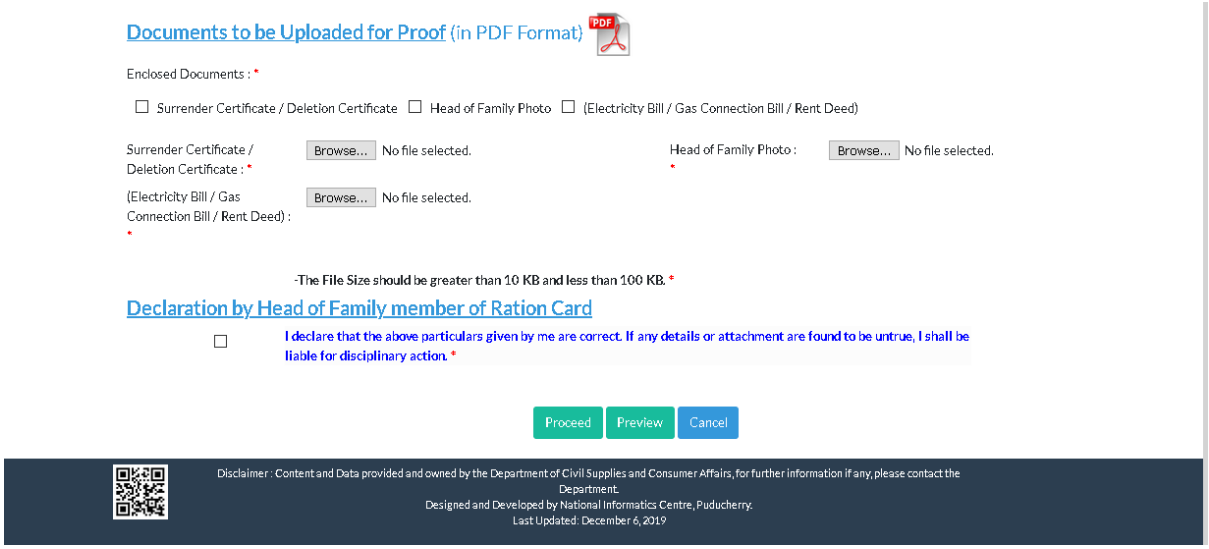





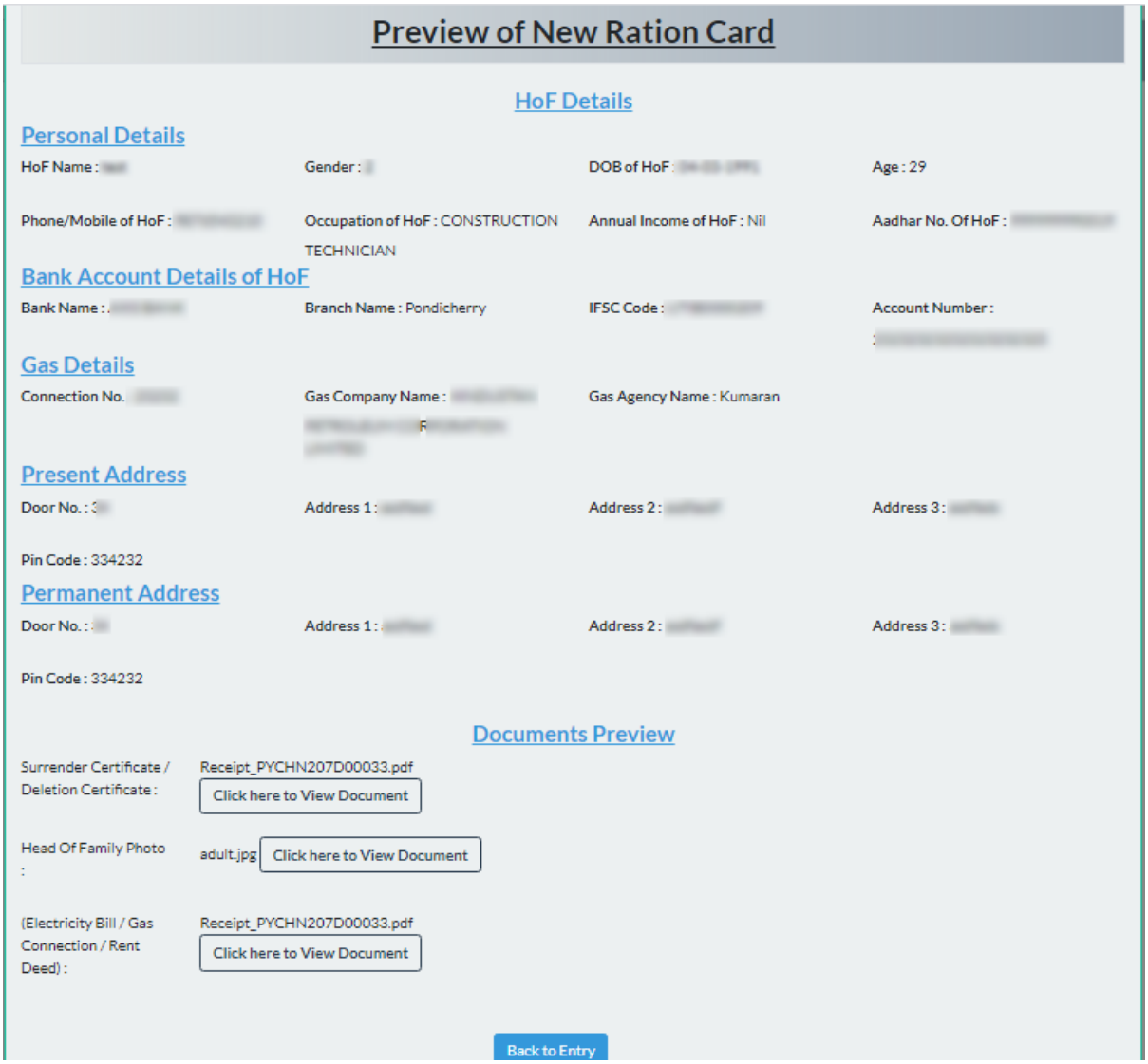




Documents to be Uploaded for Proof (in PDF Format)

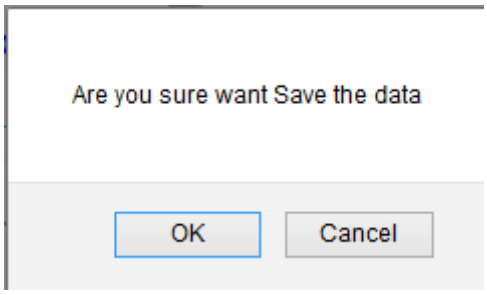
Enclosed Documents : *




- Here applicant should fill the NRC application form as per the instructions given. The applicant should enter the basic details, Head of Family details and general details in the first form and they can also recommend the Fair price shop for their entered address.
- When the applicant clicks the save and proceed button in the first form, the Head of Family will be added successfully and the system will also generate the Acknowledgement number during this stage. But the application will be received successfully to the department once the member and required documents are added.
- In the second form, the applicant can add the member one by one and finally need to upload the mentioned documents for verification before submitting the application. Applicant should also check the agree button before submitting or previewing the application form.
- Once fill the application form, uploaded the documents and check the agree button, they can view the already entered information and document details in the below preview form for final submission.

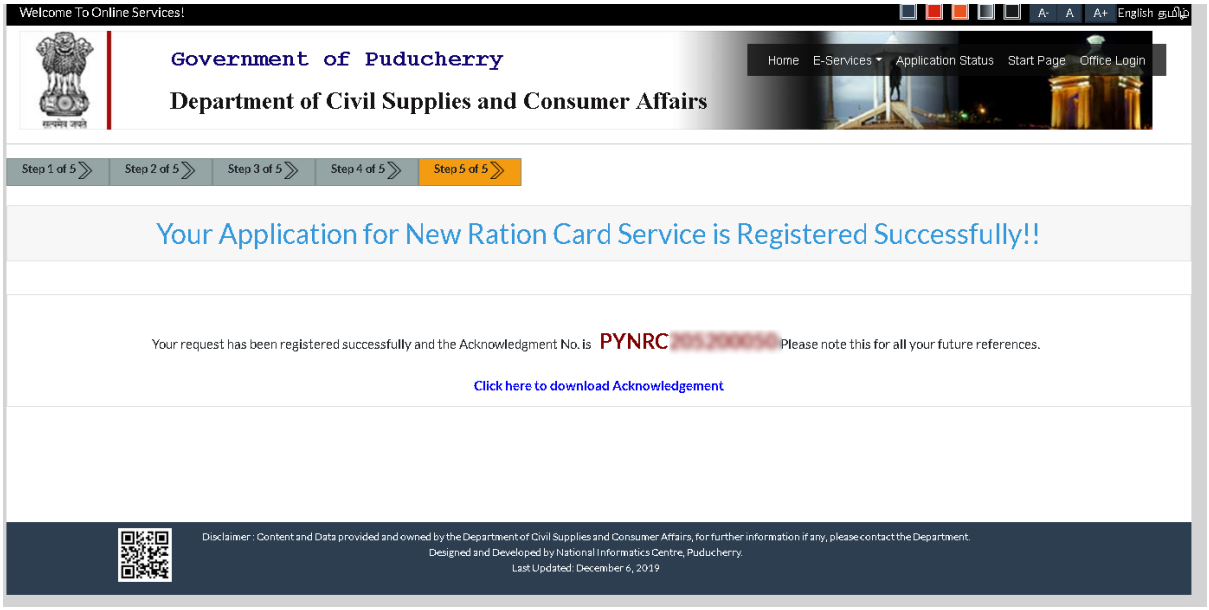



- After checked the information in the preview form, they can go back to the application form and finally submit their application.



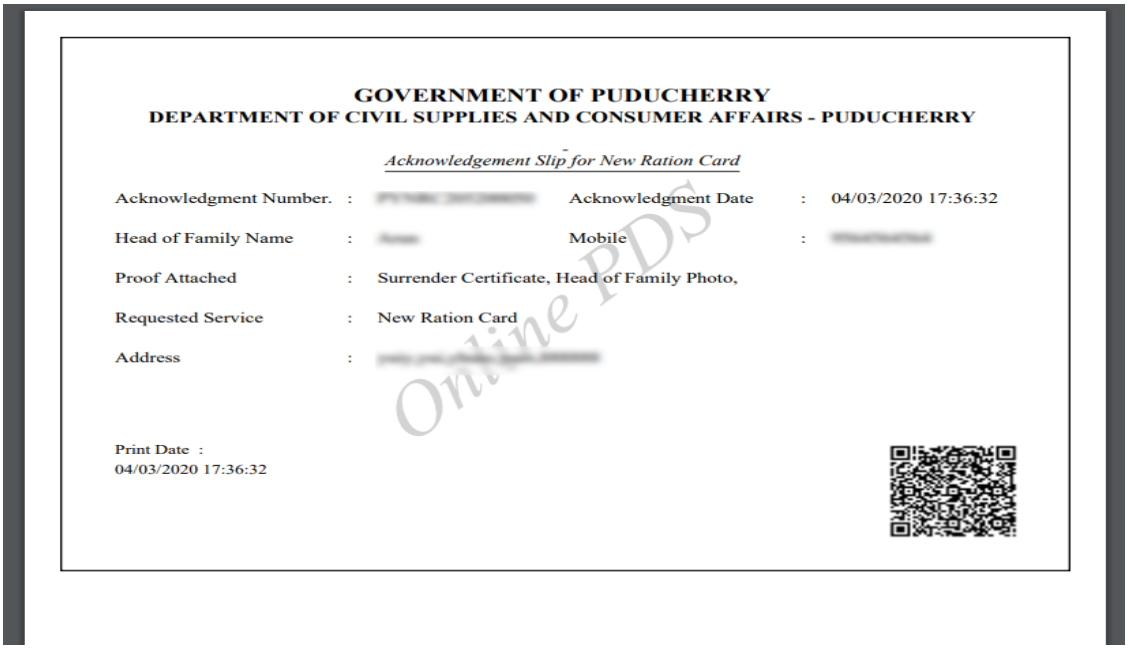

- When finally submitting the application by the applicant the system will ask the confirmation to the applicant, they should give the confirmation to save the data into the system.

## *11.4. NRC Acknowledgment Page*




- This acknowledgment page will be generated once the applicant submitted the application. The system will generate the acknowledgment number for all the submitted application by the applicant. By having this acknowledgment number, the applicant can check their application status in the online for future references.
- The applicant will also receive the acknowledgment number and application status through SMS in the registered mobile number for future references
- There is no payment for Bifurcation service. Without paying the fees, their submitted application will be start to process by the department.
- The applicant can also download the Acknowledgment slip from this page.

## *11.5. NRC Acknowledgement Slip*



**GOVERNMENT OF PUDUCHERRY**
**DEPARTMENT OF CIVIL SUPPLIES AND CONSUMER AFFAIRS - PUDUCHERRY**

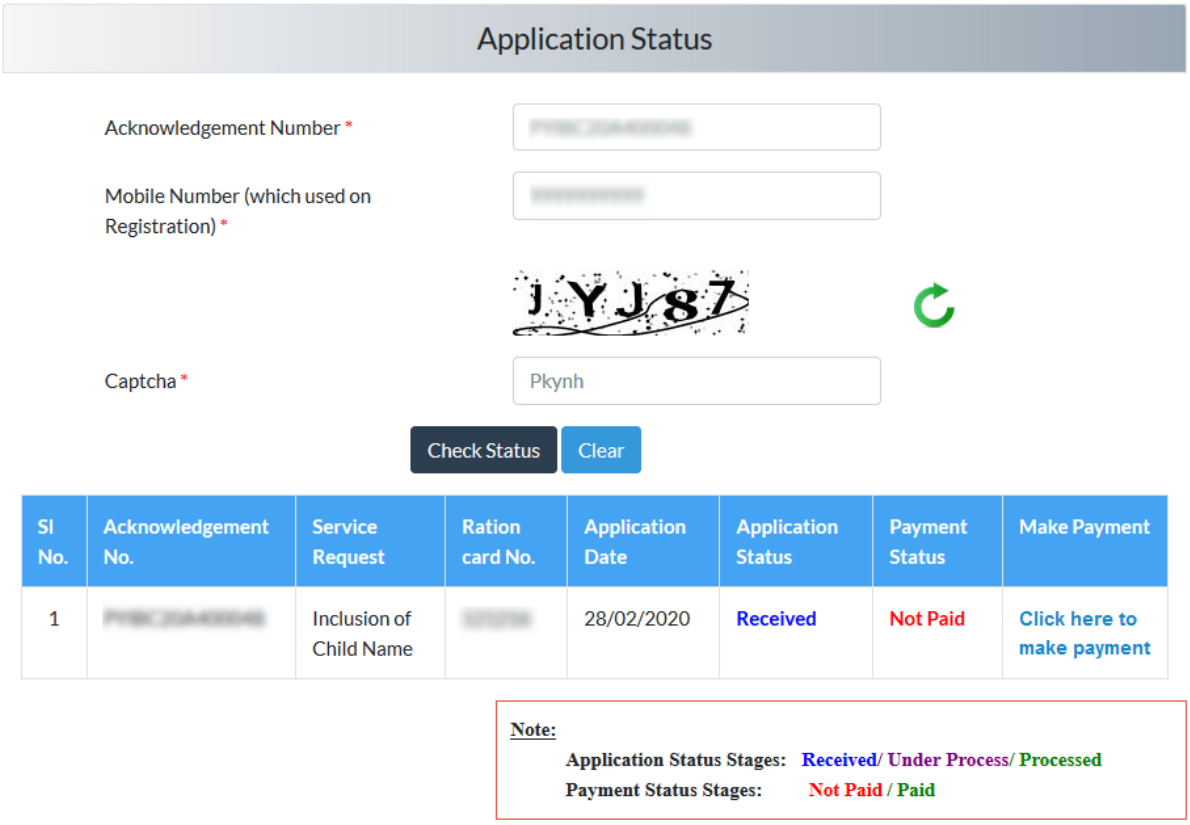
*Acknowledgement Slip for New Ration Card*

| | | | | |
|---|---|---|---|---|
| Acknowledgment Number. | : | | Acknowledgment Date | : 04/03/2020 17:36:32 |
| Head of Family Name | : | | Mobile | : |
| Proof Attached | : | Surrender Certificate, Head of Family Photo, | | |
| Requested Service | : | New Ration Card | | |
| Address | : | | | |

Print Date :
04/03/2020 17:36:32

Online PDS

## *12. Application Status*




- Here the applicant can check their application status for all the services anytime in the online by using their Acknowledgment number and Mobile number.
- The system will generate the status of the application once validate the Acknowledgment number and Mobile number given by the applicant.
- If the application status is still in Received stage, the applicant not yet paid the fees for the application. If it is under process or processed stage, the applicant has already paid the fees and it has been started to process by the department.
- If the application still in the received stage, the applicant can pay the fees online from here by clicking the option **"Click here to make payment".**

***PDS Online Service – Backend System User Manual***

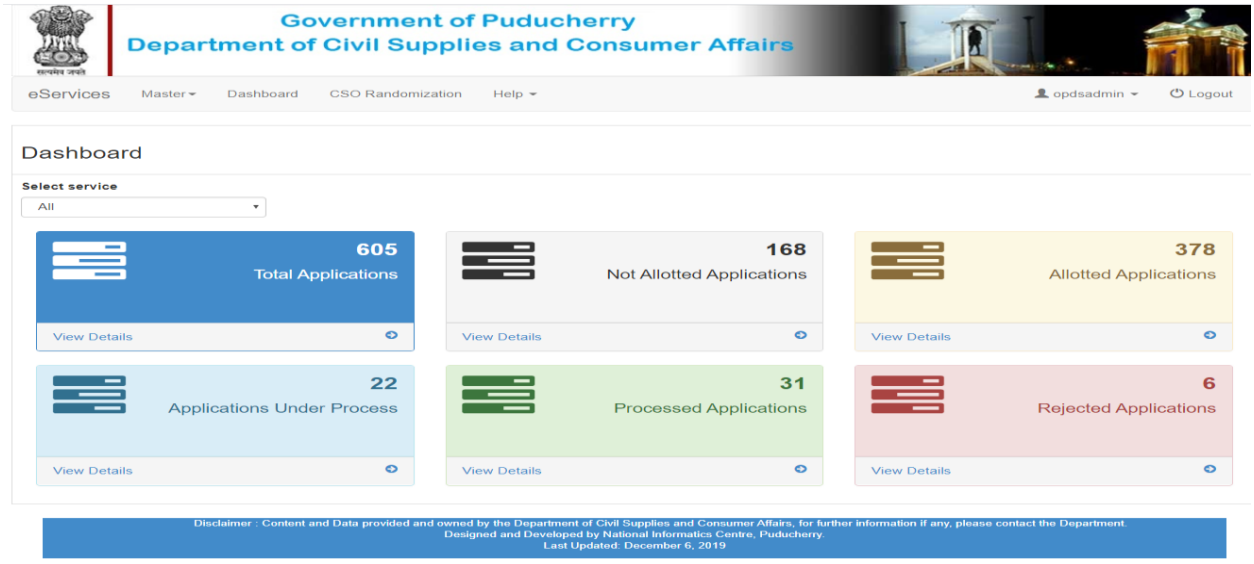
The PDS Online Service - Backend System has been developed for the Civil Supplies and Consumer Affairs department to process the applications received online.

All the masters and randomization of applications are created and maintained by the Admin user. The activities to be done by the admin user are explained as follows,

# Admin User Login:

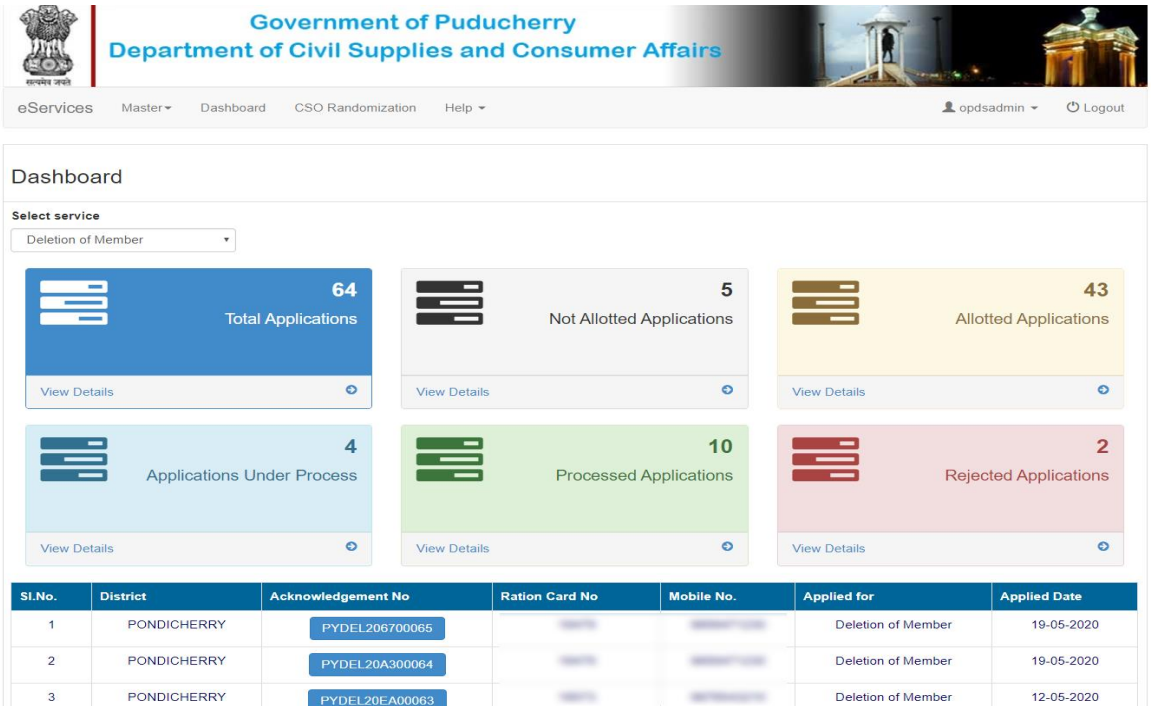
The admin user can login with their provided user credentials

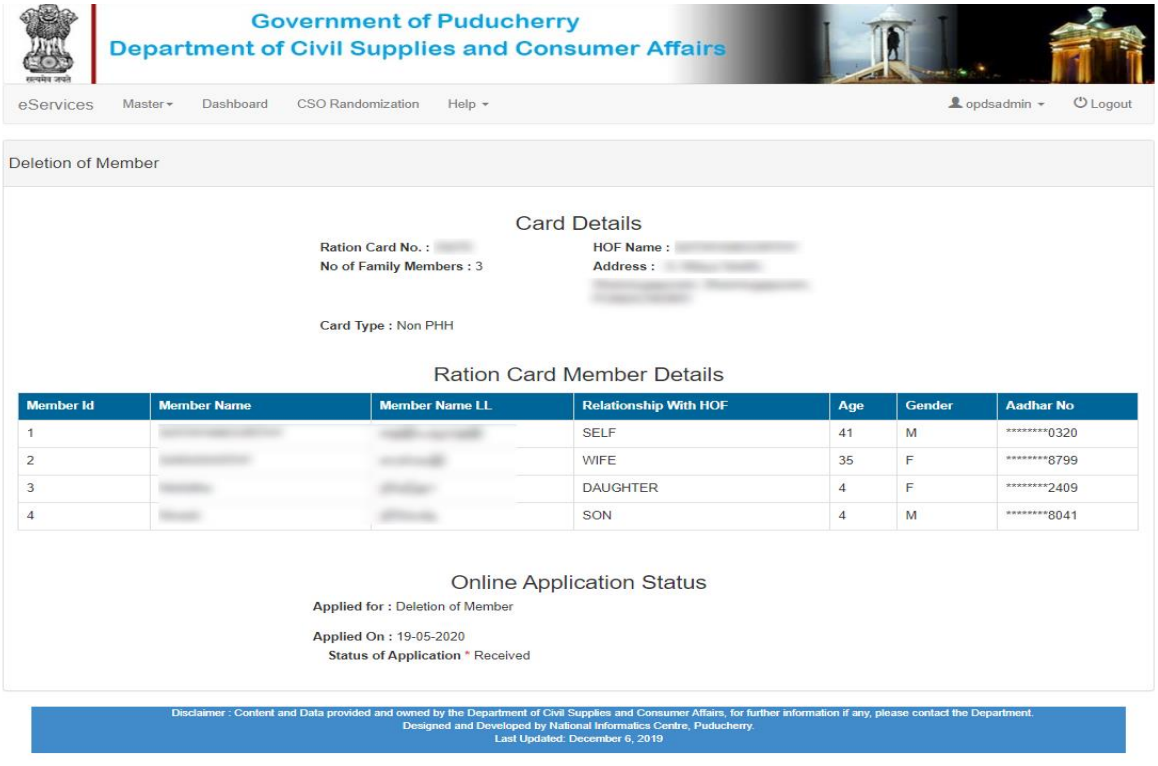
**Dashboard:**




The admin user on successful login can view the dashboard, which shows the overall and service wise total, allotted, not allotted, Under Process, Processed, and Rejected application count.

## Dashboard:

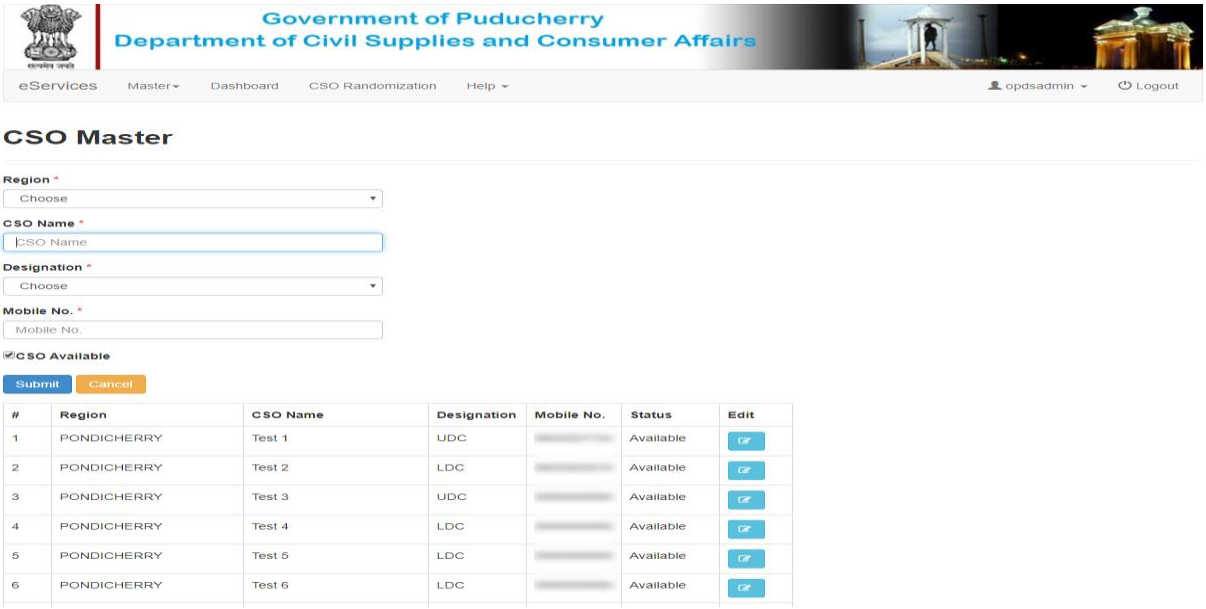



The list of application received online are listed while clicking the view details in dashboard and by clicking the Acknowledgement No. the details of that application can be viewed.

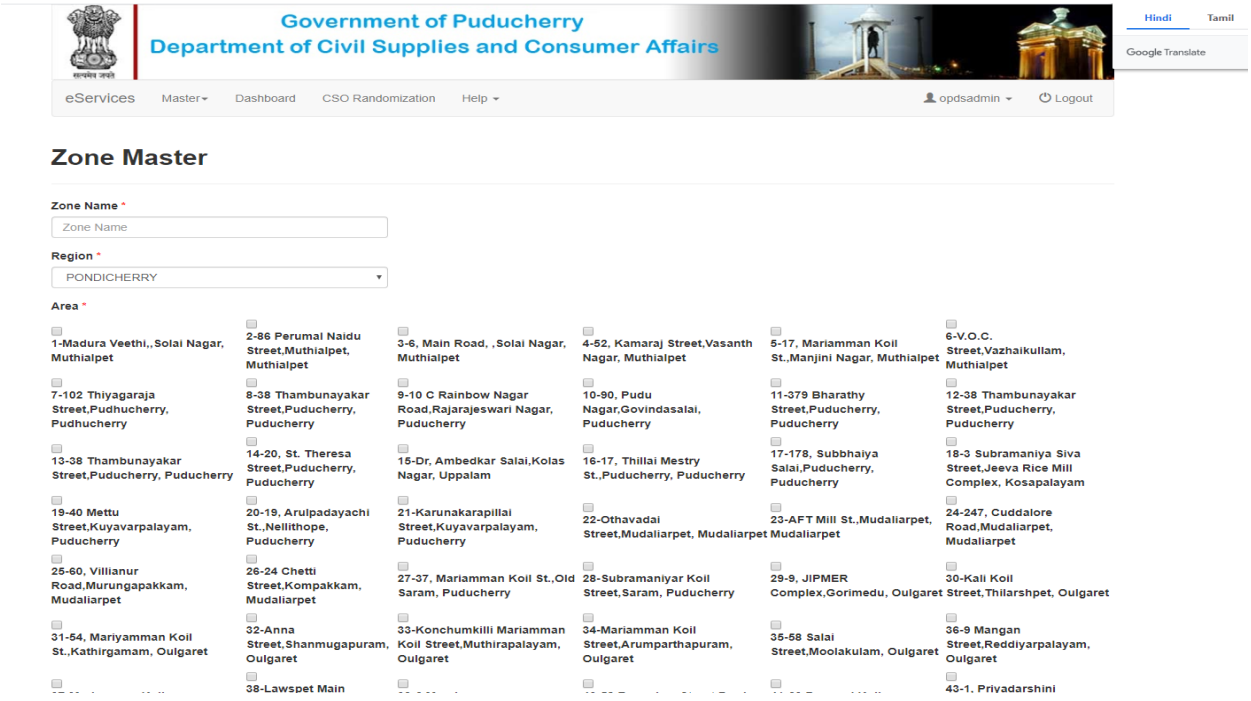
## Master Creation

## CSO Master:



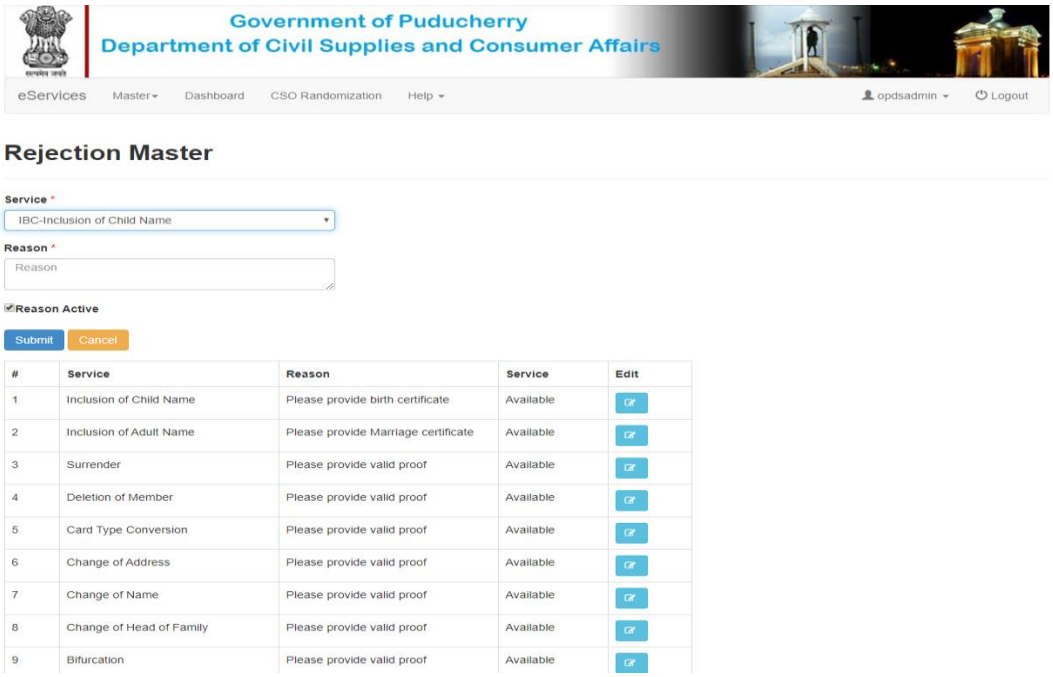

The CSO/CSI users can be included using this CSO Master Creation option. Here the CSO users are included region wise. The CSO's names, designation, Mobile No. are captured here.

## Zone Master:



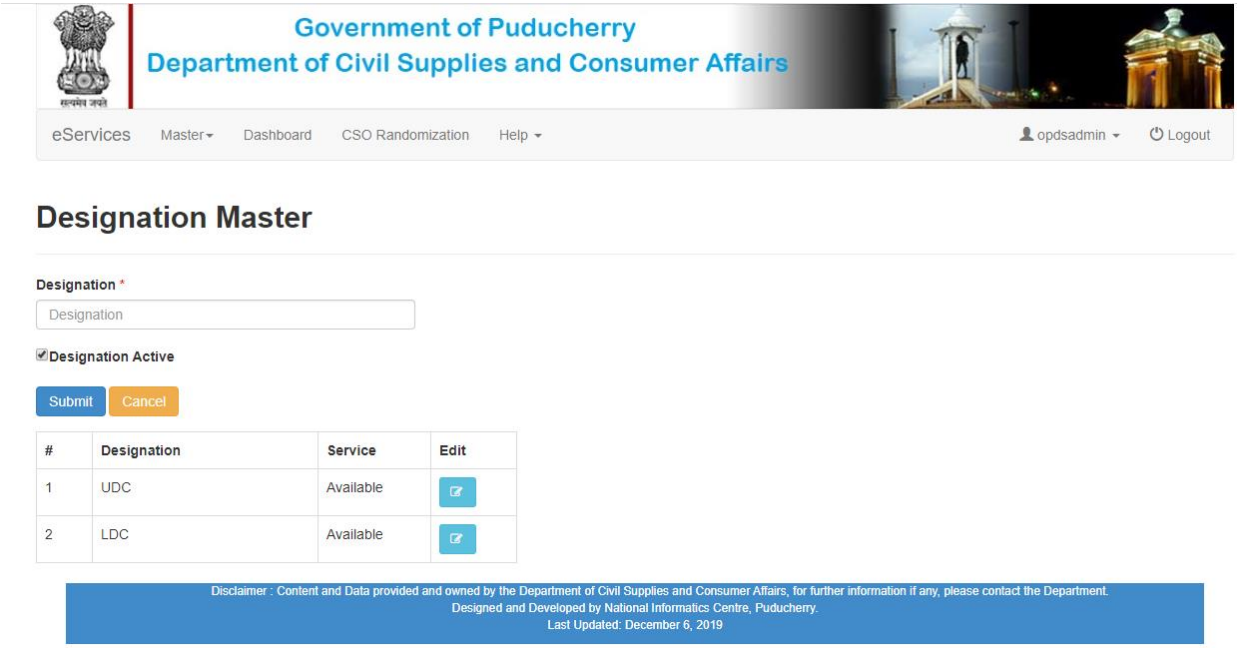

The zone master is created for the online application randomization process. Here the zone name is given, region is selected and all the FPS of that region is displayed as area. While creating the zone the admin should map the area which pertains to that zone.

## Rejection Master:



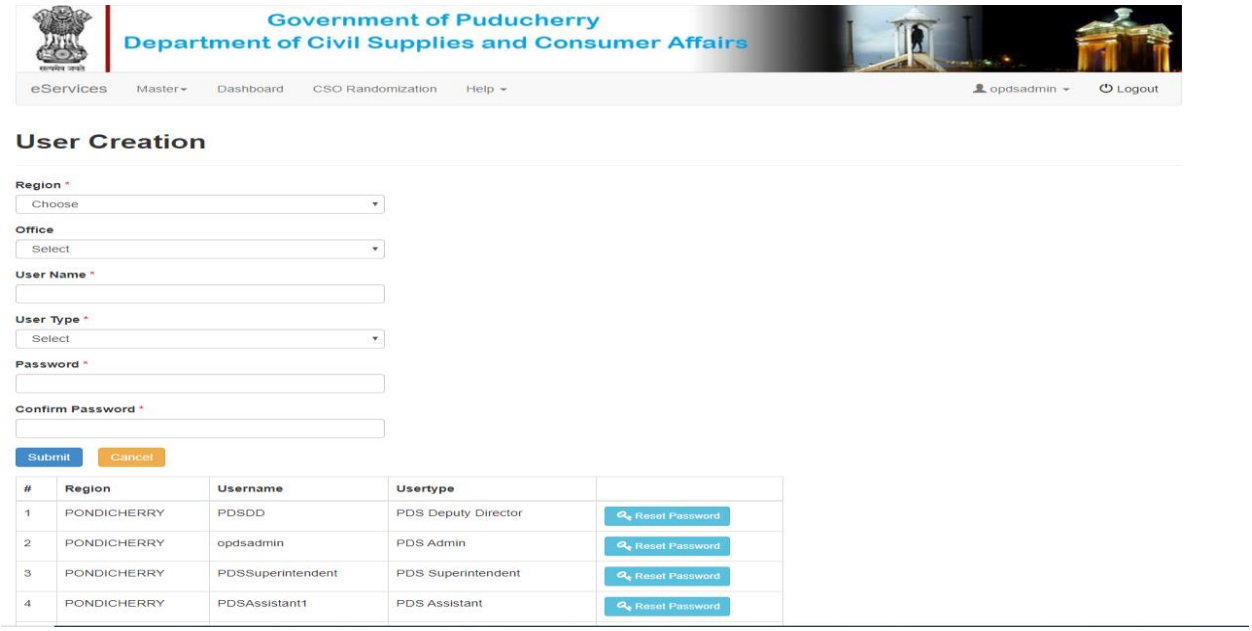

The Rejection master helps to include the service wise application rejection reason.

## Designation Master:



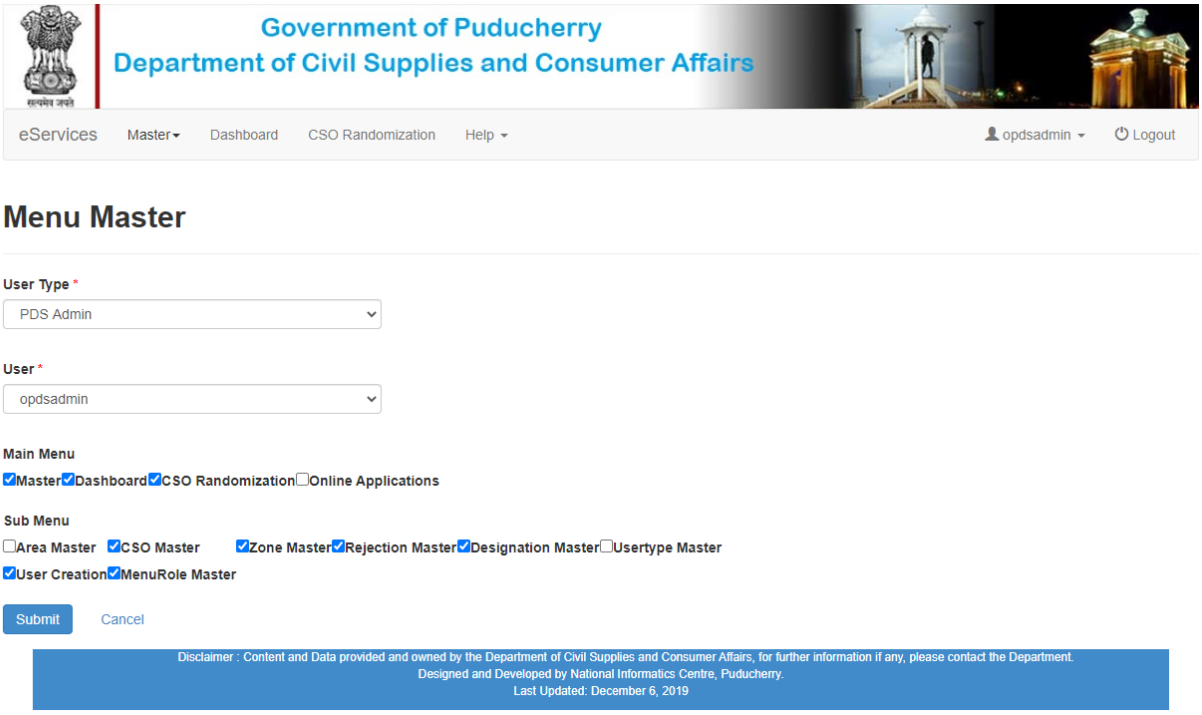

The designation's CSO/CSI user can be included using this Designation master.

## User Creation:



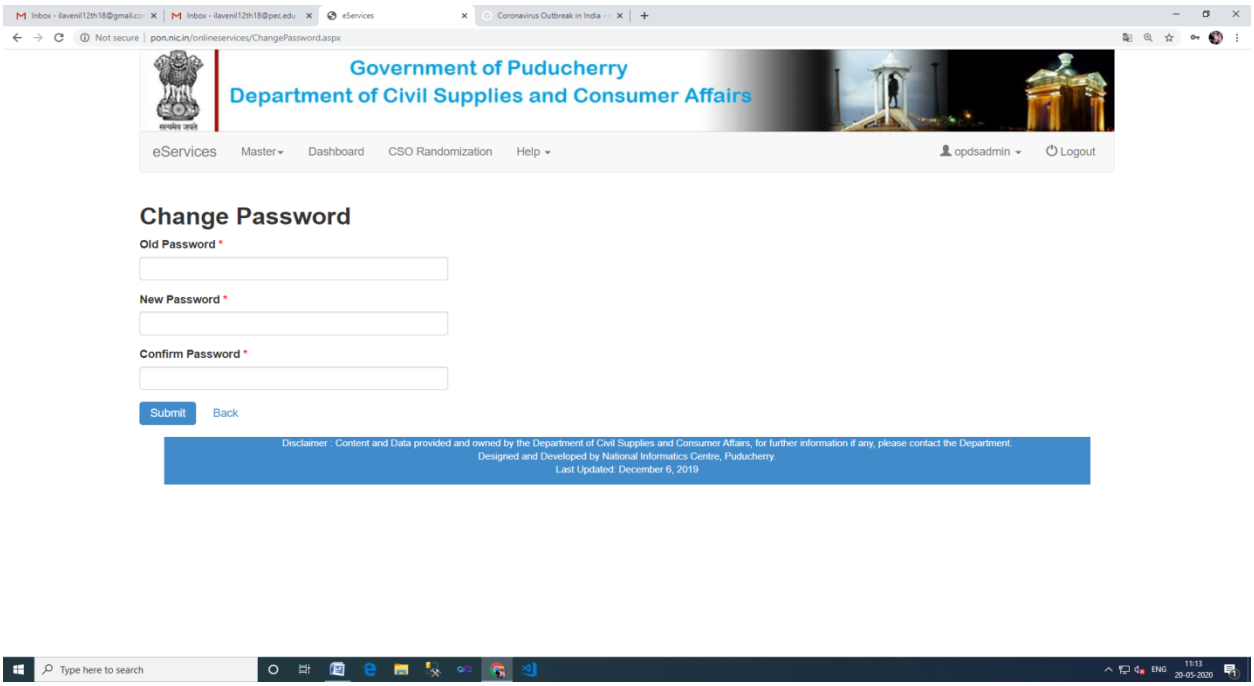

A new user can be created using this User creation option, here the region, office, username, user type, password are captured. Admin can create the users of needed user type.

## Menu Master:



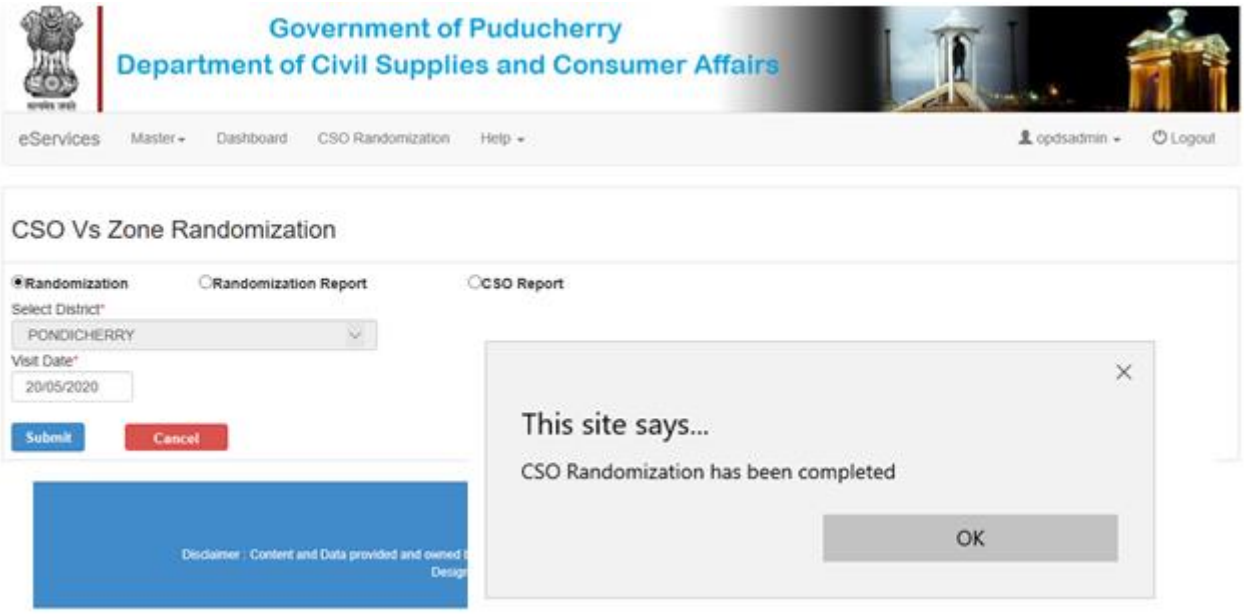

This Menu master helps the admin to allow / restrict the menu item for the users.

## Change Password:




The passwords allotted to every user can be changed using this change password option.

## CSO Vs Zone Randomization




Randomization process is done only for NRC,BIF,CTC,IMC services. Each zone is mapped to a CSO. Every zone has a set of FPS mapped with it. Randomization is done only once for a day. After randomization the (NRC,BIF,CTC,IMC) applications of that district are mapped to the CSO's of that district.

## Randomization Report:

**GOVERNMENT OF PUDUCHERRY**
**DEPARTMENT OF CIVIL SUPPLIES AND CONSUMER AFFAIRS - PUDUCHERRY**
DISTRICT : PONDICHERRY
VISIT DATE : 20/05/2020

**CSO INSPECTION RANDOMIZATION REPORT**

| Zone | FPS | Mapped Applications | CSO Name & Deisgnation |
|---|---|---|---|
| Zone 1 | 54-Thirukanur Road,Kalitheerthalkuppam, Mannadipet Com.,<br>90-14 Villupuram Main Road,Thiruvandarkoil, Mannadipet Com.,<br>93-Mariamman Koil Street,Sanyasikuppam, Mannadipet Com.,<br>97-31 Pudhu Nagar,Chettipattu, Mannadipet Com.,<br>100-Society Building,Kodathur, Mannadipet Com.,<br>102-Pillaiyar Koil St.,Suthukeni, Mannadipet Com.,<br>103-Sugar Mill Road,Katterikuppam, Mannadipet Com.,<br>161-Mariyamman Koil St.,Madagadipet, Mannadipet Com.,<br>206-Perumal Koil Street,Koonichampet, Mannadipet Com.,<br>320-Police Station Road,Chinnapet, Thirubuvanai,<br>373-Thiruvannamalai Main Road,Vathanur, Mannadipet Com.,<br>53-Pallam Street,Karasur, Villianur,<br>104-8, Nava Sanathi Street,Villianur, Villianur,<br>105-Thirukanchi Road,Kanuvapet, Villianur,<br>107-16 Pillaiyar Koil Street,Keezhagraharam, Villianur Com,<br>109-27 Main Road,Keezhsathamangalam, Villianur Com,<br>113-Bharathi Nagar,Ariyour, Villianur Com,<br>114-Main Road,Thondamanatham, Villianur Com,<br>115-Vikkal Street,Sulthanpet, Villianur Com,<br>164-Uruvaiyar Main Road,Kanuvapet, Villianur,<br>166-5 Murugan Koil street,Perungalore, Villianur Com,<br>184-Shopping complex, muthumariamman koil building,Sivaranthagam., Villianur Com,<br>224-S.S. Nagar,Kariyanpet, Villianur,<br>226-2nd Cross, Bharathi Street,Ariyur, Villianur Com,<br>253-Vinayagar Koil Street,Ariyapalayam, Villianur Com,<br>285-15-B Siva Complex,Villianur, Villianur,<br>287-64 Othivampet Road,Kanuvapet, Villianur, | PY101900004 , PY101900014, PY101900015, PY101900016, PY102000001, PY111900123, PY111900124, PY111900127, PY111900128, PYBIF20I400013, PYBIF20E700023, PYBIF20F500030, PYBIS20SD00001, PYBIS20F800001, PYBIS20FF00001, PYBIT202100001, PYBIT208F00001, PYBIT209200001, PYBIT20DF00001, PYBIT20F000001, PYCTC205300018, PYCTC206900010, PYCTC207E00021, PYCTC208C00025, PYCTC20BF00023, PYCTC20E300009, PYIMC201600017, PYIMC20B200010, PYNRC202000027, PYNRC202500007, PYNRC203C00023, PYNRC204300051, PYNRC205C00046, PYNRC205D00042, PYNRC20A300032 | Test 3 , UDC |

This report shows which CSO mapped to which zone and applications mapped to that CSO and zone.

## CSO Report:

**GOVERNMENT OF PUDUCHERRY**
**DEPARTMENT OF CIVIL SUPPLIES AND CONSUMER AFFAIRS**
CSO/CSI REPORT FOR RATION CARD AS PER PUDUCHERRY
SCHEDULED COMMODITIES (REGULATION OF DISTRIBUTION BY CARD SYSTEM)

**ORDER, 1975 Sub Clause (d) of clause 2**
Date of Inspection: 20/05/2020 , Online Acknowledgement No:PY101900018

| | | | |
|---|---|---|---|
| 1. | **Type of Report** | : | **Bifurcation** |
| 2. | **Name of the Applicant** | : | |
| 3. | **Address** | : | |
| | | | Pincode: |
| 4. | **Location** | : | Urban / Rural |
| 5. | **Whether residing in the address** | : | Yes / No |
| 6. | **Nationality** | : | Indian / French / Others |
| 7. | **Family Ration Card No.** | : | |
| 8. | **Type of House** | : | RCC / Tilled / Thatched / Others - Own / Rented |
| 9. | **If Rented, monthly rent paid** | : | |
| 10. | **Children's Studying in School / College** | : | Private / Government |
| 11. | **Whether any Government Servant in the** | : | Yes / No |
| 12. | **Special Category** | : | Leprosy / Widow / Destitute / Orphans |
| 13. | **Family particulars** | : | |

| Sl.No. | Member Name | Gender | Relationship with HOF | Aadhaar No. |
|---|---|---|---|---|
| 1 | | Male | SELF | XXXXXXXX4799 |

| | | | | |
|---|---|---|---|---|
| 14. | **Total Annual Income of the Family** | : | | |
| 15. | **Details of the property of the family members** | : | | |
| | **(a) L.P.G. Connection** | : | Yes / No | Single / Double |
| | **(b) Four Wheeler / Two Wheeler** | : | Yes / No | |
| | **(c) Telephone** | : | Yes / No | |
| | **(d) Washing Machine / Air Conditioner** | : | Yes / No | |
| | **(e) Colour Television** | : | Yes / No | |
| | **(f) Refrigerator** | : | Yes / No | |
| | **(g) Immovable property** | : | Yes / No | |

**Signature of CSO / CSI**
**Test 1,UDC**

This CSO Inspection report can be generated and given to CSO's while going for Field verification for (NRC / BIF) services. These are the activities that are to be carried out by Admin user.

Next, the service wise application flow in Backend system is explained as follows,

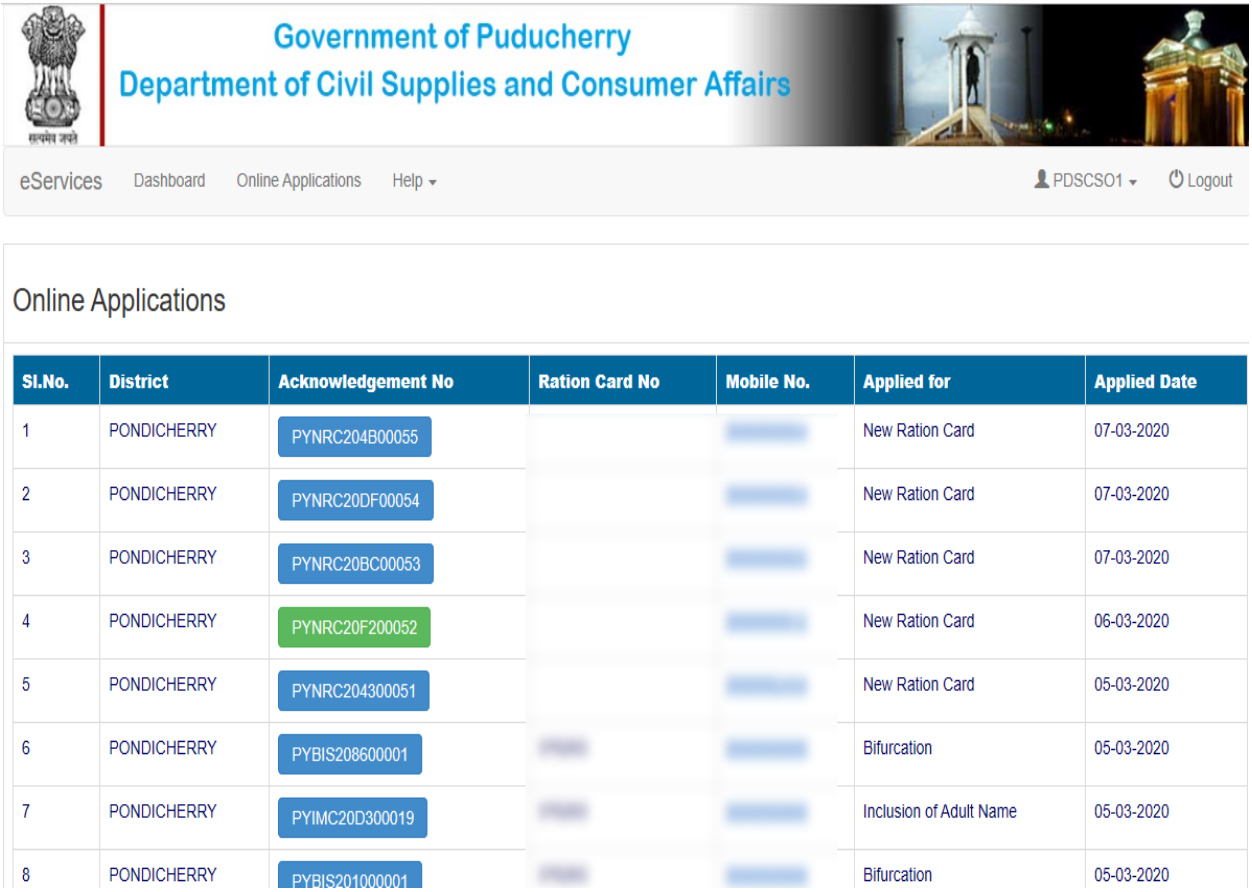
# NRC – New Ration Card

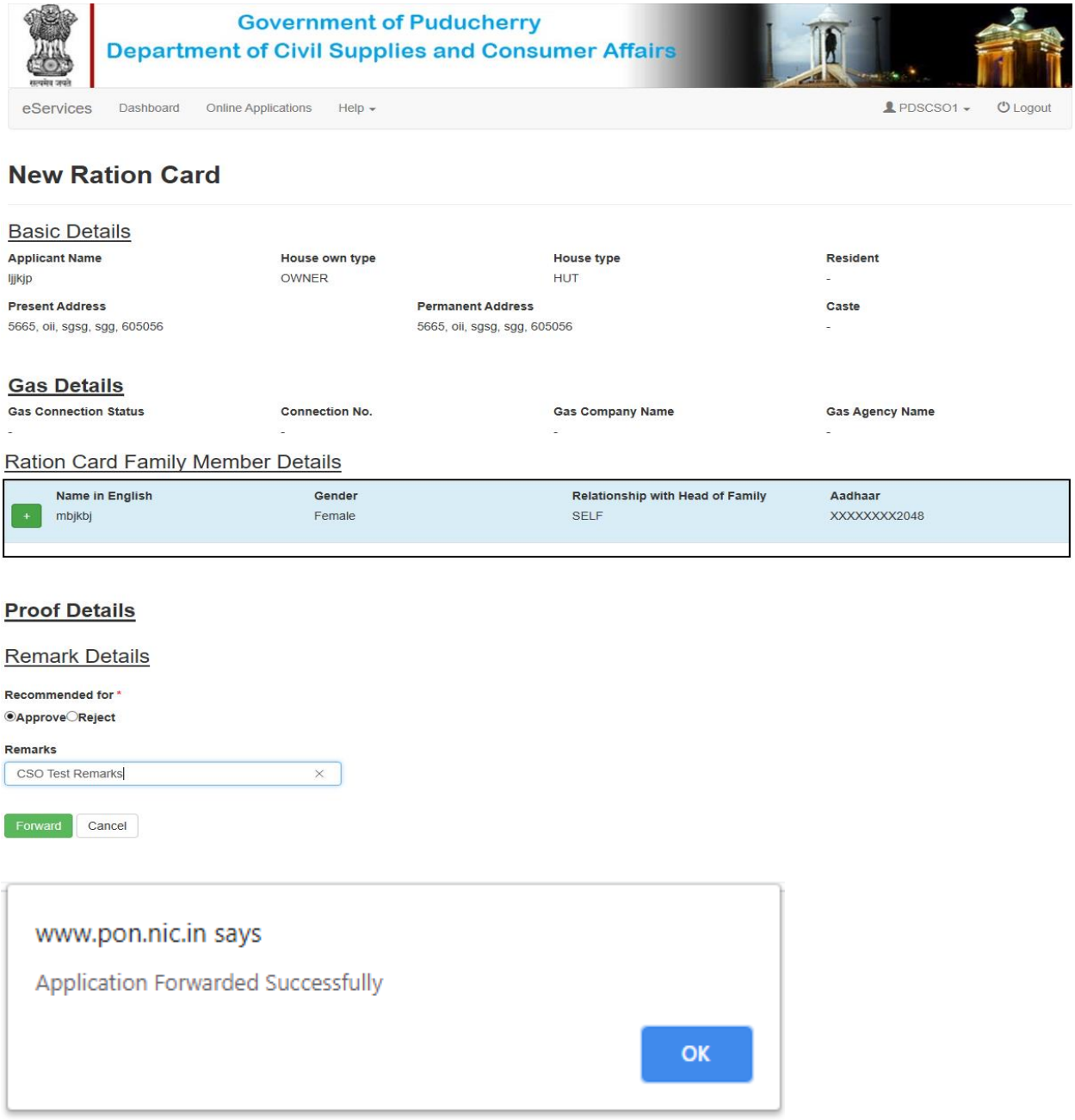
The online received NRC application is randomly assigned to a CSO.

# CSO login:

The CSO can login and go to the Online applications menu, then the below shown page will be displayed. Here the applications assigned to that particular CSO can be identified by the green color of the Acknowledgement no. button.

By clicking the green color button the details of that application will be listed.

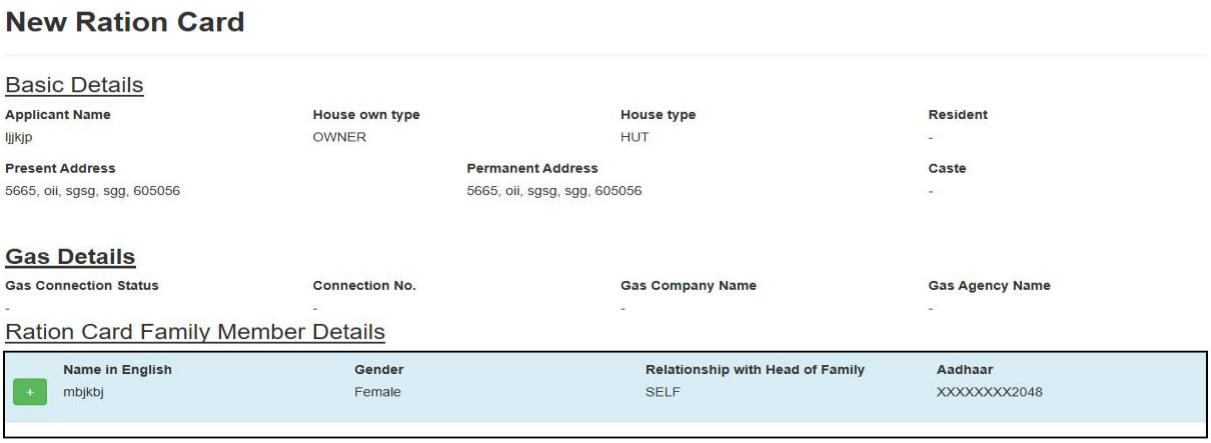


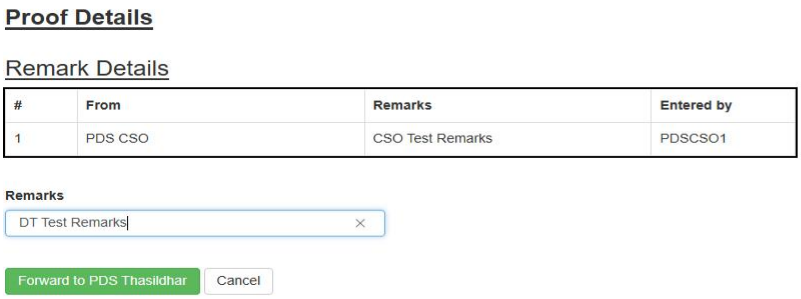


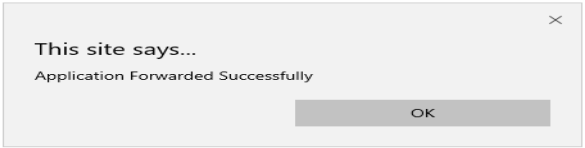

The CSO verifies the proof and Recommends for Approval / Rejection with his remarks and forward to Deputy Thasildhar.

# NRC – Deputy Thasildhar login

After login the DT has to select the Online Applications menu where he can view the applications forwarded by the CSO's.



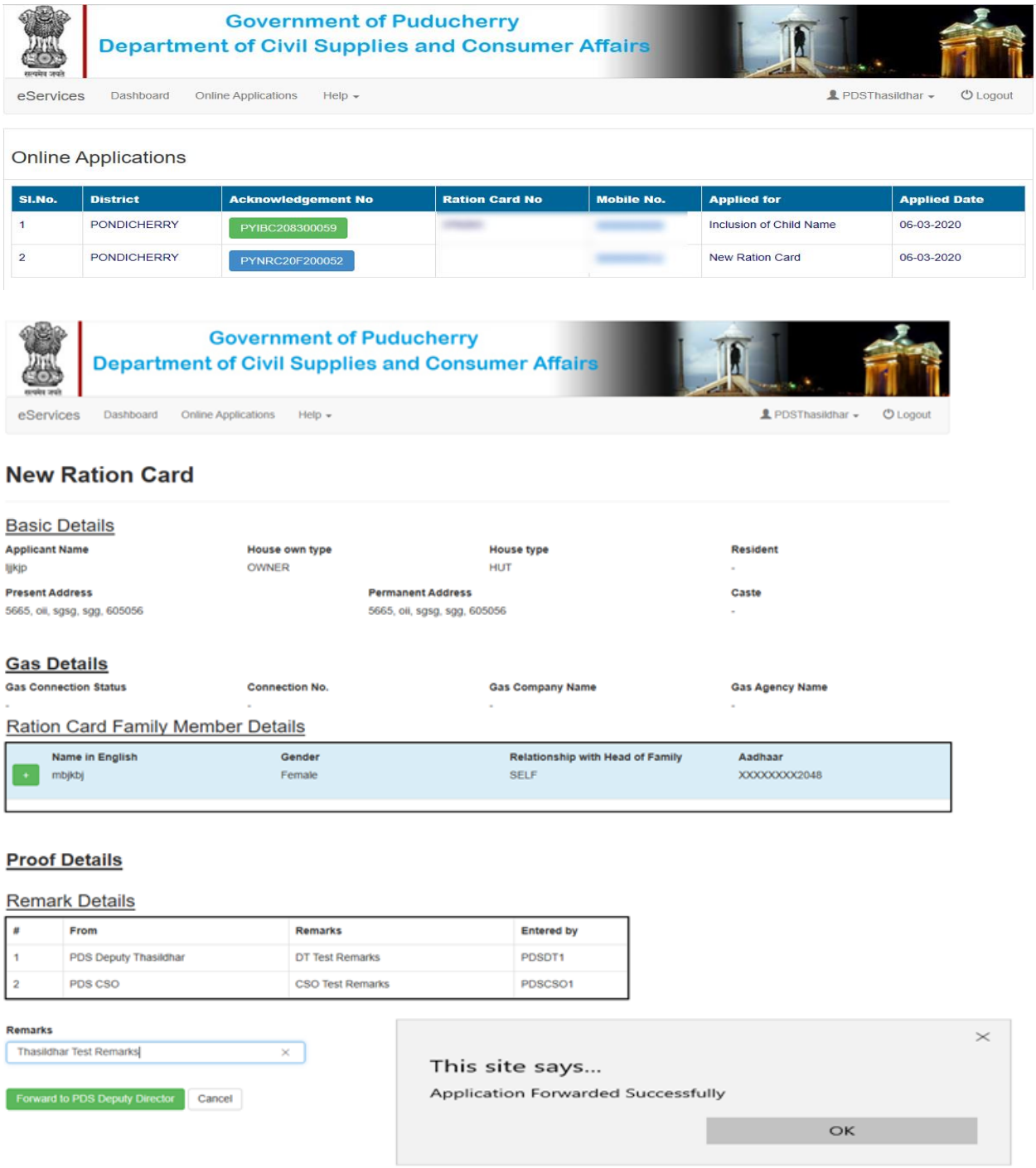




The Deputy Thasildhar gives his remarks and forwards the application to Thasildhar.

# NRC – Thasildhar Login

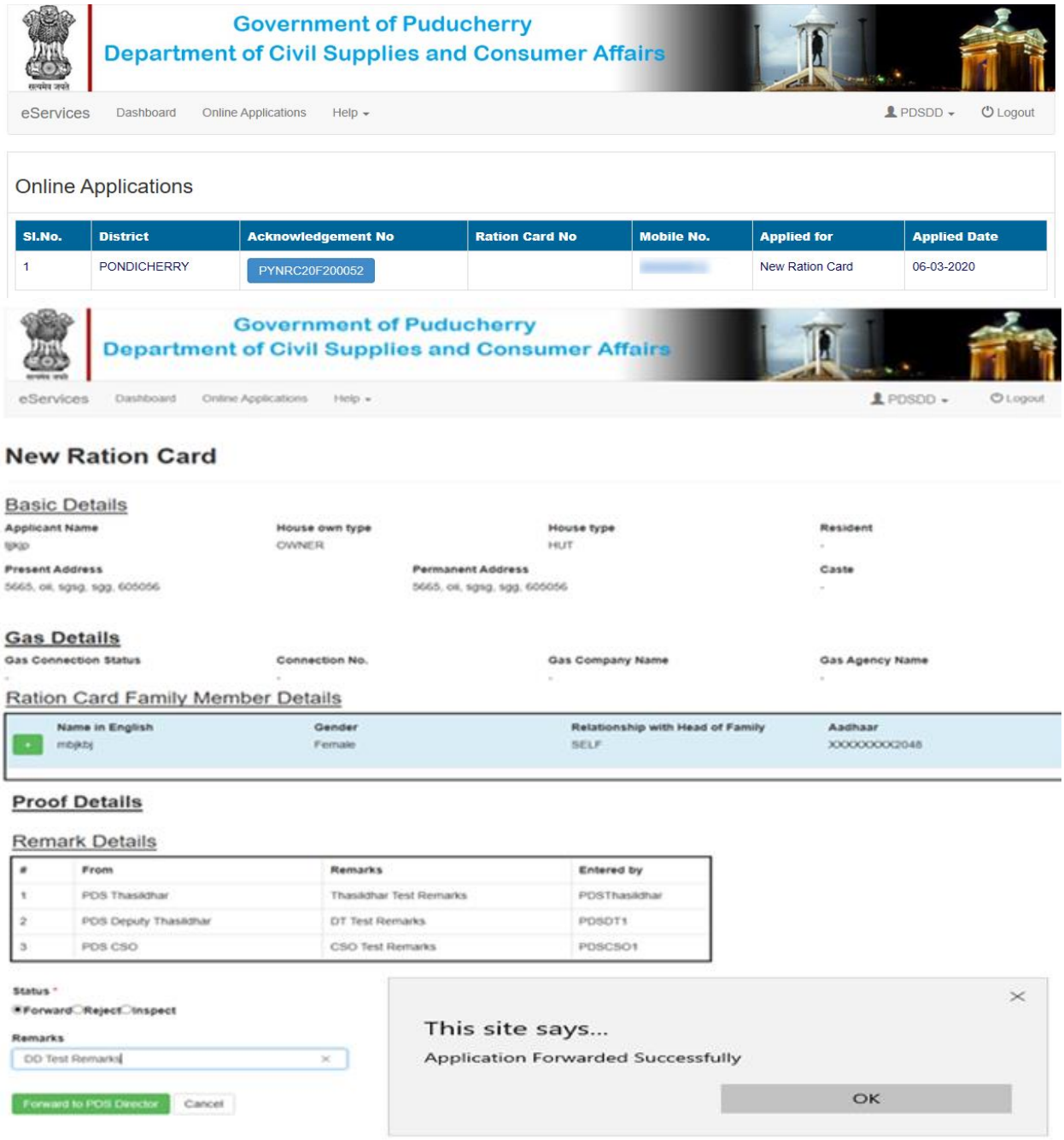
After login the Thasildhar has to select the Online Applications menu where he can view the applications forwarded by the Deputy Thasildhar.




The Thasildhar gives his remarks and forwards the application to Deputy Director.

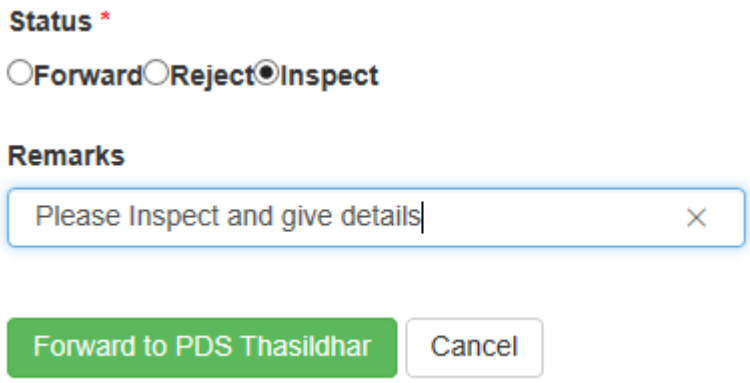
# NRC – Deputy Director

After login the Deputy Director has to select the Online Applications menu where he can view the applications forwarded by the Thasildhar.



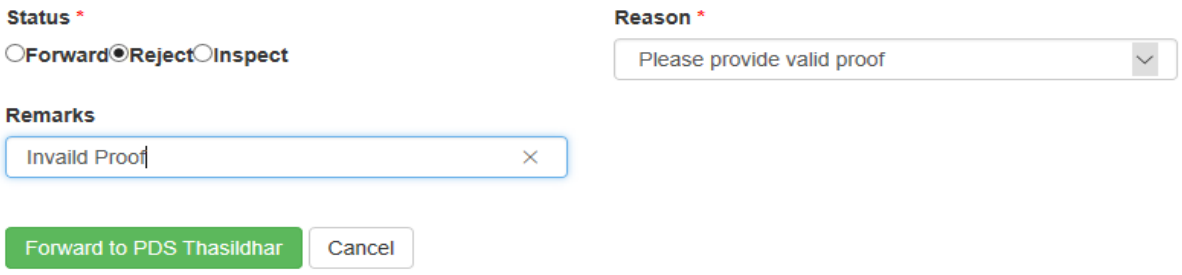

The Deputy Director can forward, Reject, Inspect the application. While forwarding the application he has to give the remarks and forward it to Director.

## While Inspect




The Deputy Director has to give remarks and forward the application to Thasildhar for Field Verification. The Thasildhar will send the application to CSO, and CSO will verify the application. Again the flow starts from CSO and comes to Deputy Director.

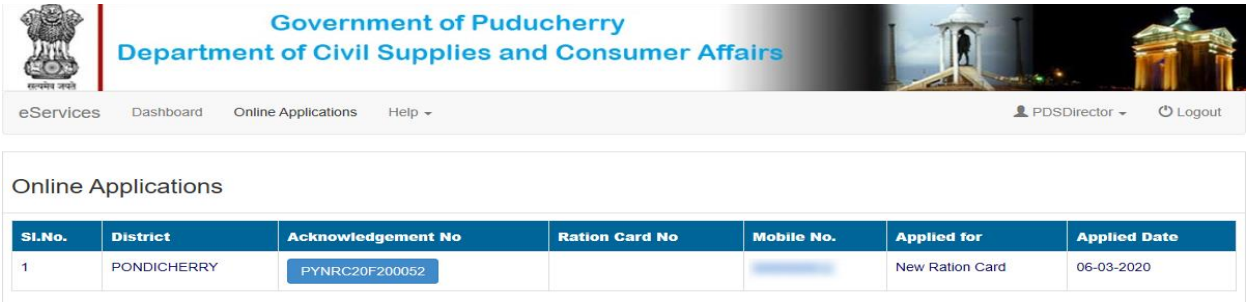
## While Reject

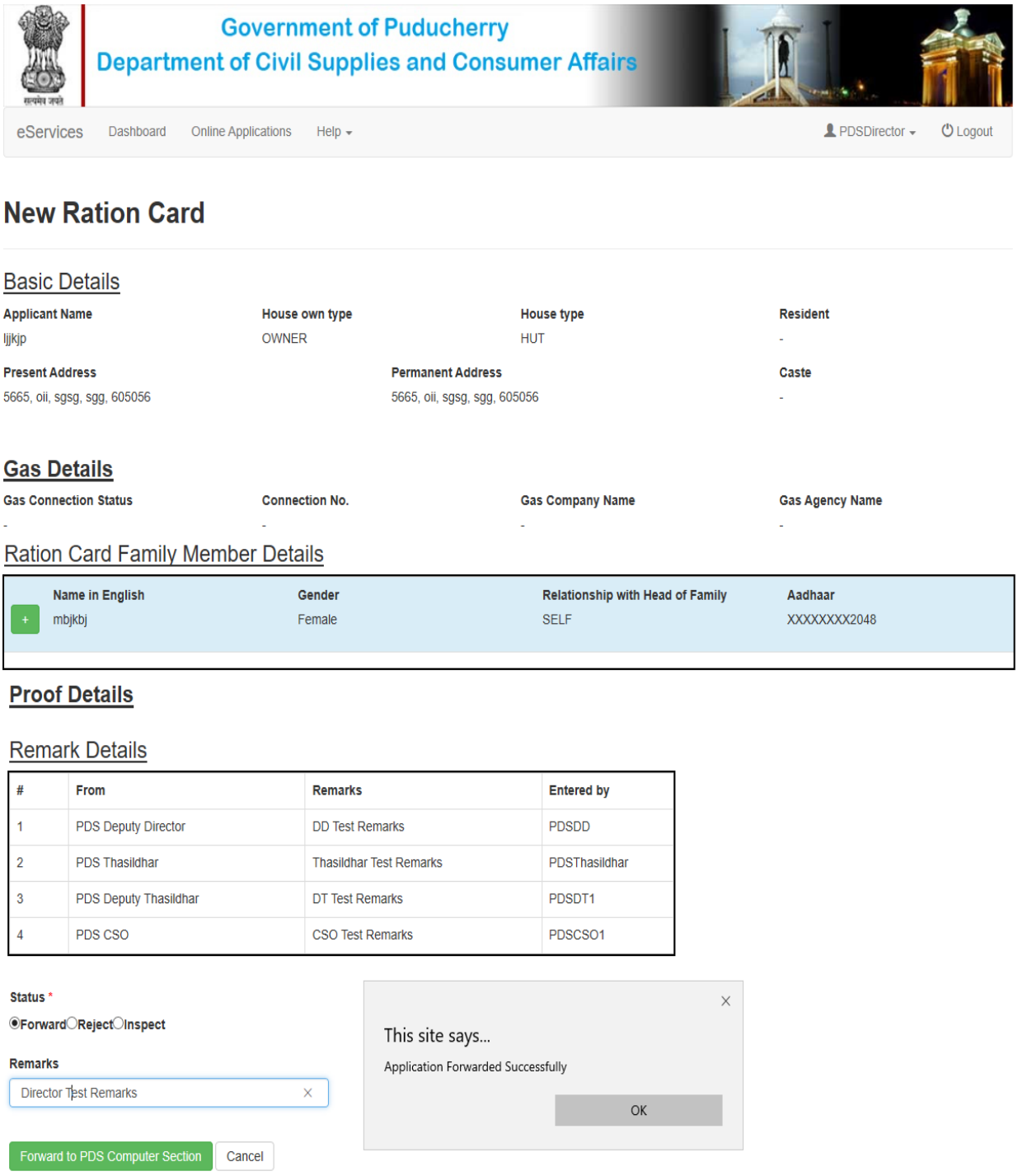



The Deputy Director has to select the reason for rejection and should enter remarks. Thus Deputy Director can reject an application.

## NRC – Director Login

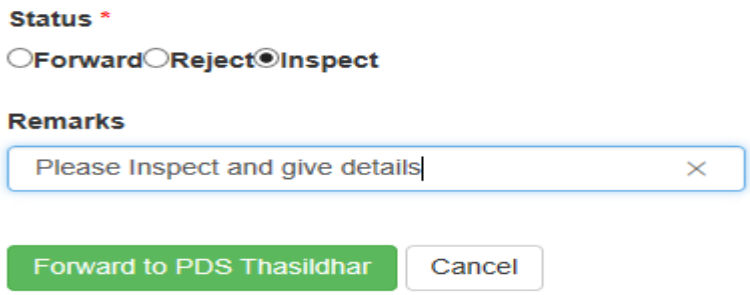
After login the Director has to select the Online Applications menu where he can view the applications forwarded by the Deputy Director.





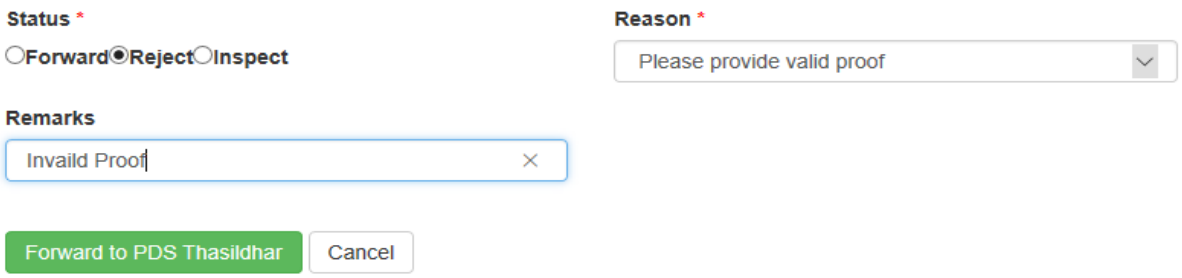

The Director can forward, Reject, Inspect the application. While forwarding the application he has to give the remarks and forward it to Computer Section.

## While Inspect




The Director has to give remarks and forward the application to Thasildhar for Field Verification. The Thasildhar will send the application to CSO, and CSO will verify the application. Again the flow starts from CSO and comes to Director.

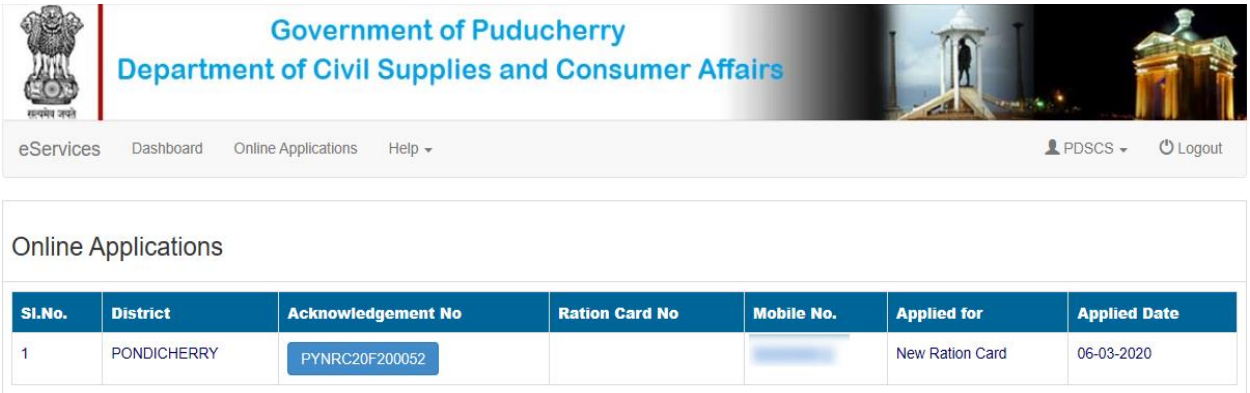
## While Reject

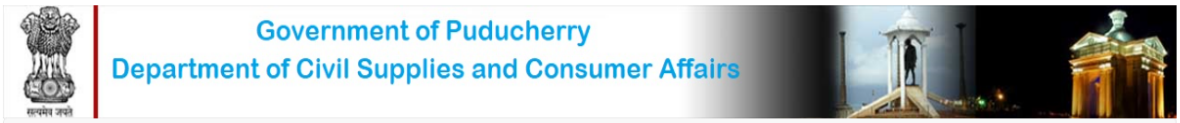



The Director has to select the reason for rejection and should enter remarks. Thus Director can reject an application.

## NRC – Computer Section login

After login the Computer Section user has to select the Online Applications menu where he can view the applications forwarded by the Director.






eServices Dashboard Online Applications Help PDSCS Logout

# New Ration Card

## Basic Details

| Applicant Name | House own type | House type | Resident |
|---|---|---|---|
| ljjkjp | OWNER | HUT | - |

| Present Address | Permanent Address | Caste |
|---|---|---|
| 5665, oii, sgsg, sgg, 605056 | 5665, oii, sgsg, sgg, 605056 | - |

## Gas Details

| Gas Connection Status | Connection No. | Gas Company Name | Gas Agency Name |
|---|---|---|---|
| - | - | - | - |

## Ration Card Family Member Details

| | Name in English | Gender | Relationship with Head of Family | Aadhaar |
|---|---|---|---|---|
| + | mbjkbj | Female | SELF | XXXXXXXX2048 |

## Proof Details

## Remark Details

| # | From | Remarks | Entered by |
|---|---|---|---|
| 1 | PDS Director | Director Test Remarks | PDSDirector |
| 2 | PDS Deputy Director | DD Test Remarks | PDSDD |
| 3 | PDS Thasildhar | Thasildhar Test Remarks | PDSThasildhar |
| 4 | PDS Deputy Thasildhar | DT Test Remarks | PDSDT1 |
| 5 | PDS CSO | CSO Test Remarks | PDSCSO1 |

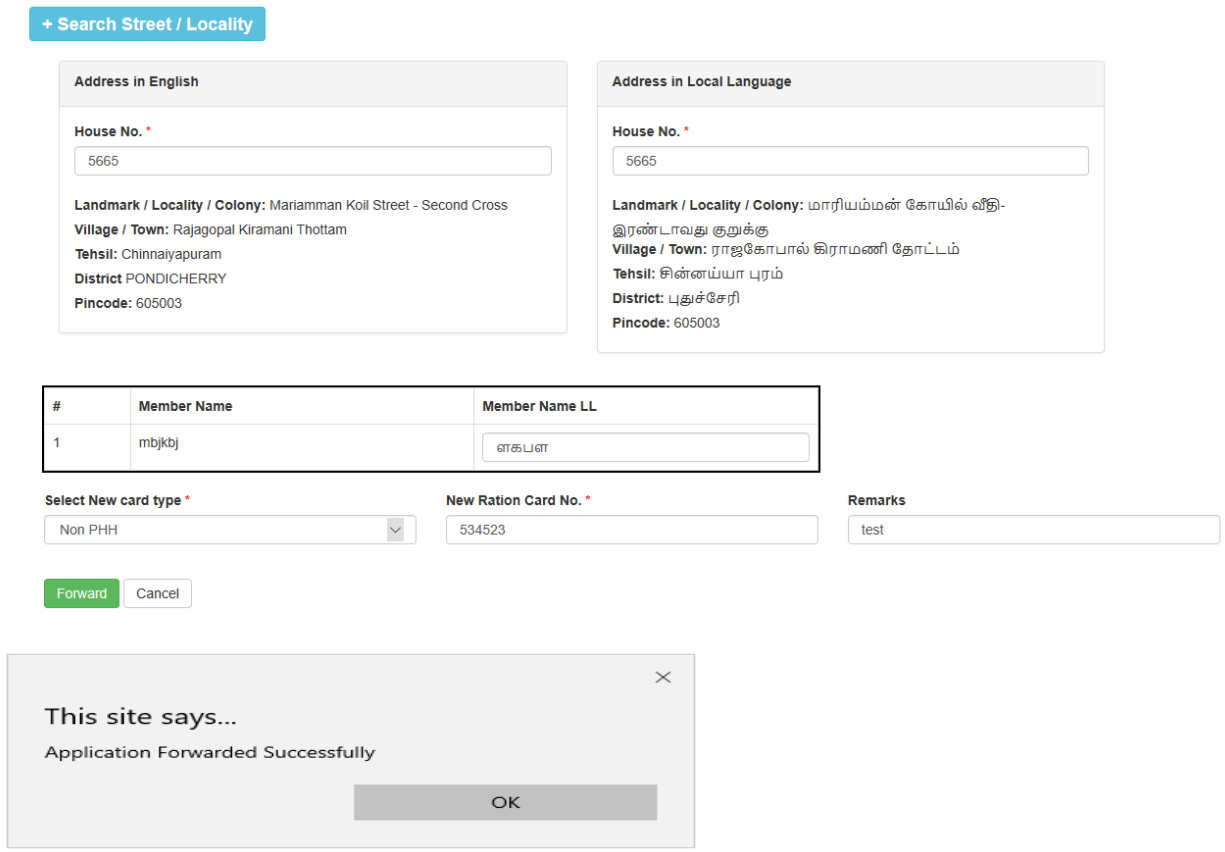
- Search Street / Locality

Street name: sec

Locality name: kir

Search Clear

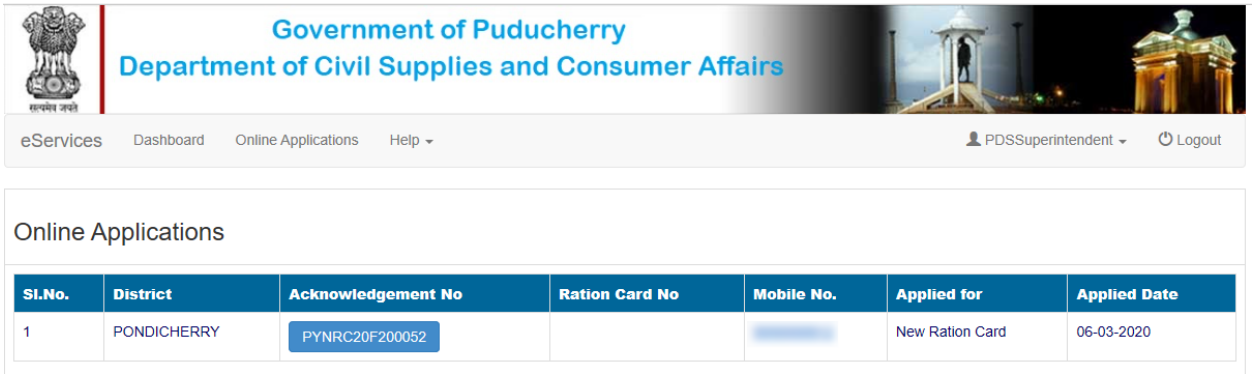
| Shop No. | Street | Village/Town & Tehsil | Pincode | Select |
|---|---|---|---|---|
| 229 | Second Street | Subthakiri Avenue,Thanampalayam | 605007 | Select |
| 55 | Mariamman Koil Street - Second Cross | Rajagopal Kiramani Thottam,Chinnaiyapuram | 605003 | Select |
| 55 | Second Street | Rajagopal Kiramani Thottam,Chinnaiyapuram | 605003 | Select |

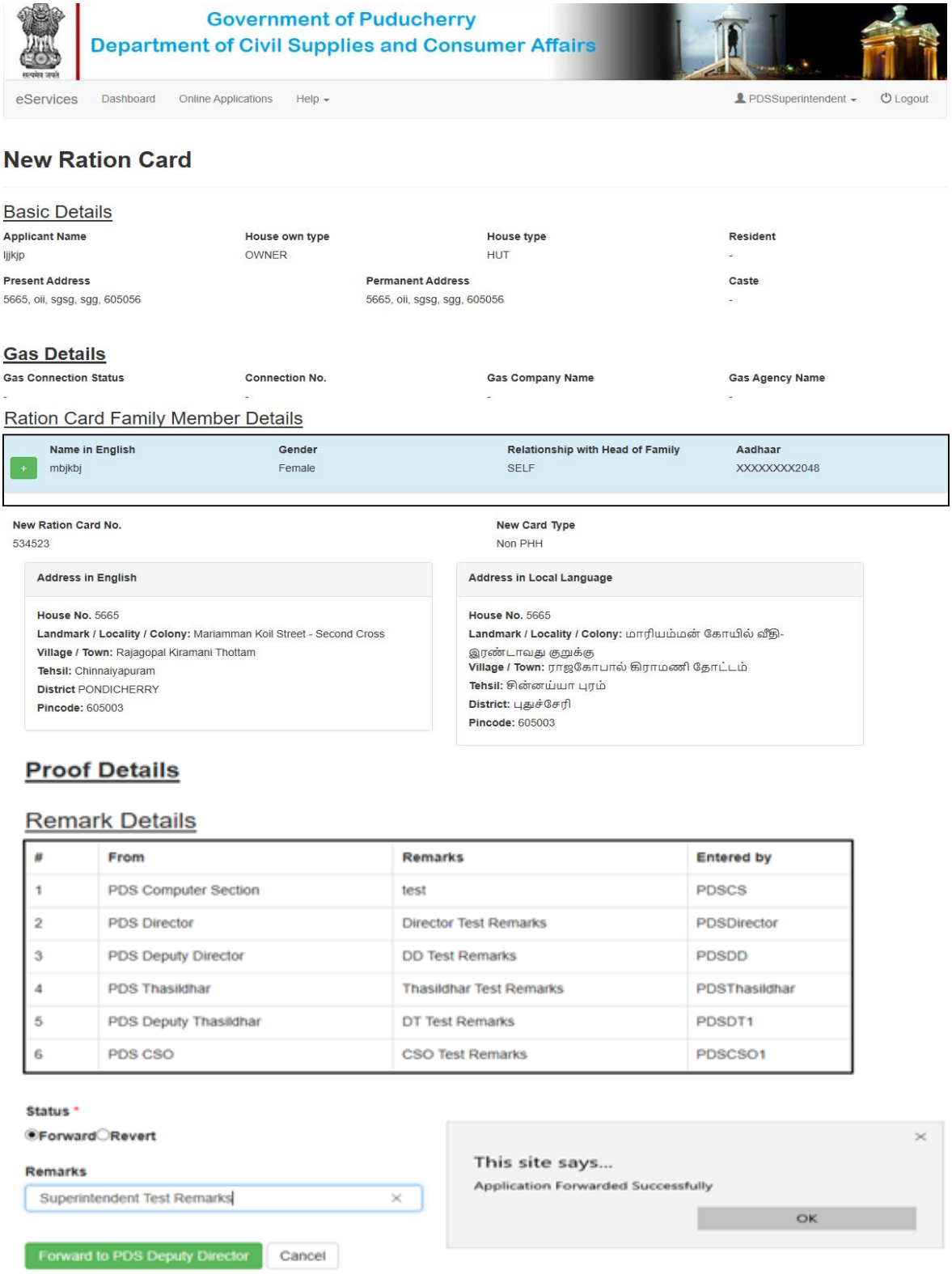



The Computer Section user should enter the address, member name in local language, card type, ration card number, remarks and forward the application to Superintendent for verification.

## NRC – Superintendent login

After login the Superintendent has to select the Online Applications menu where he can view the applications forwarded by the Computer Section user.

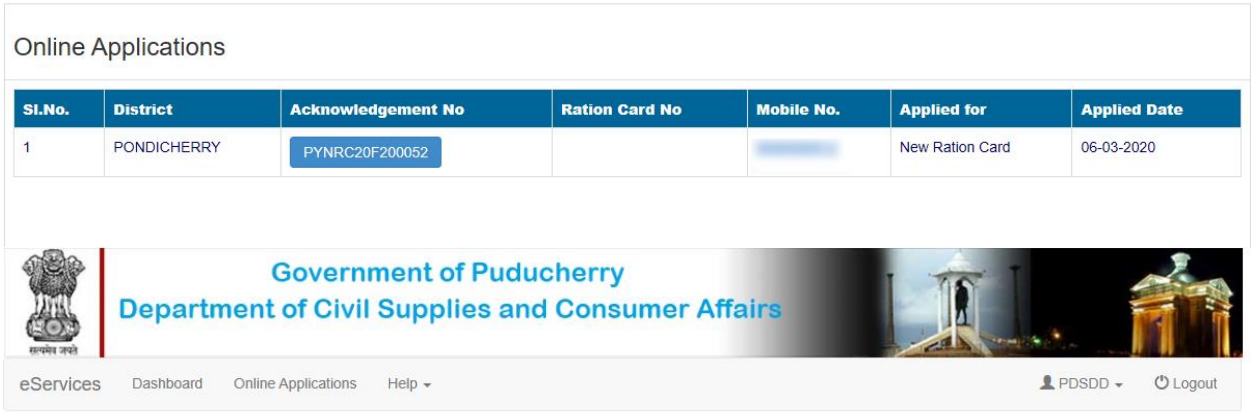





The Superintendent verifies the entries made by the computer section user. After which he can forward or revert the application. While forwarding, the application goes to Deputy Director and while reverting it goes to computer section for correction.

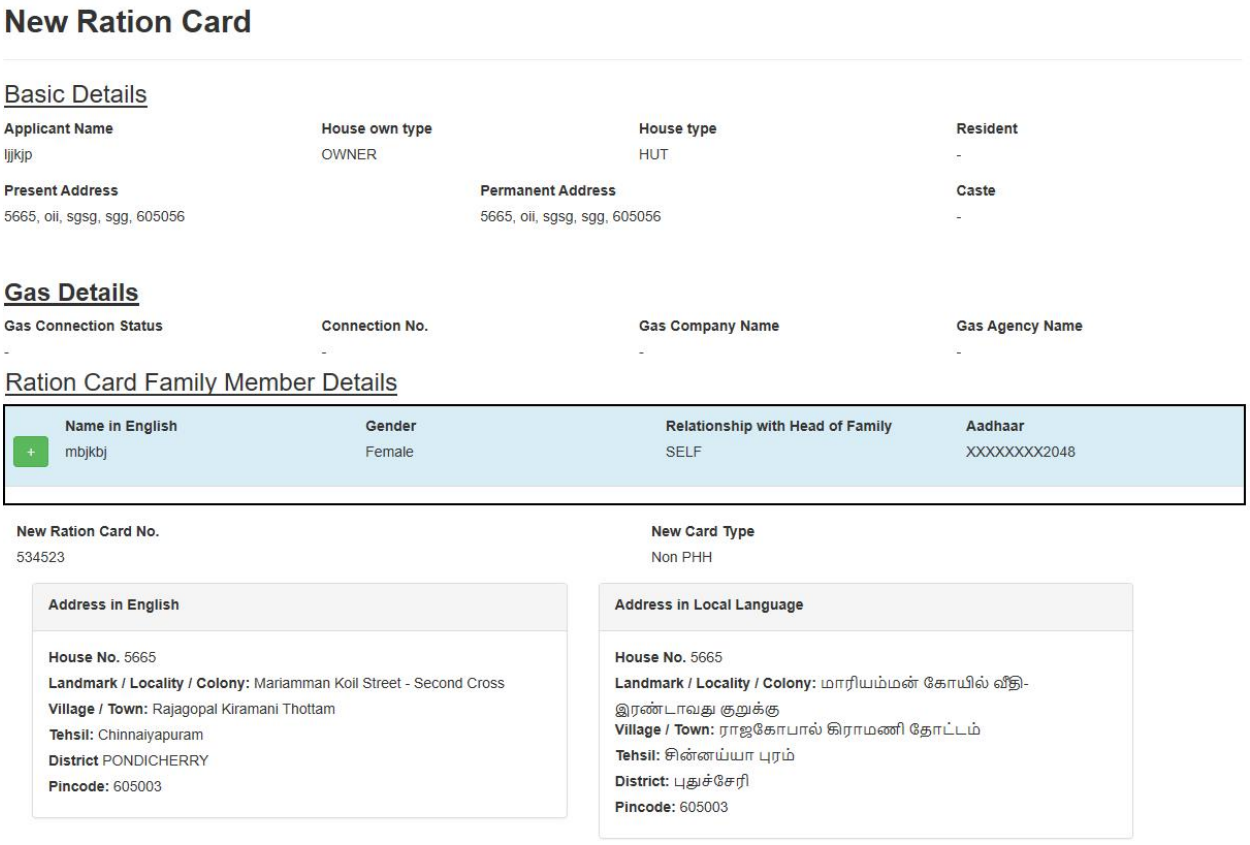
# NRC – Deputy Director login (e-Sign)

After login the Deputy Director has to select the Online Applications menu where he can view the applications forwarded by the Superintendent.





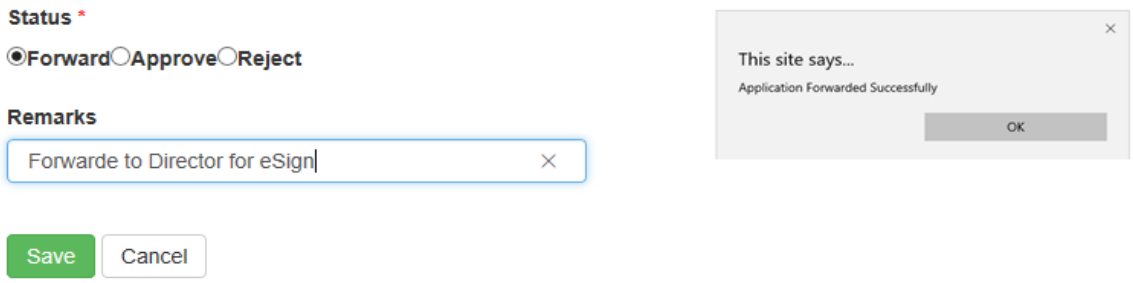




## Proof Details

### Remark Details

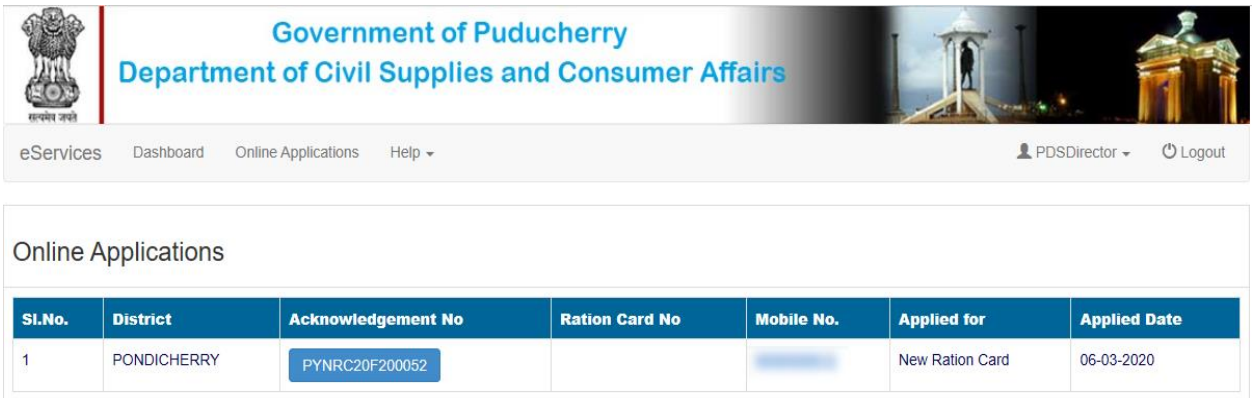
| # | From | Remarks | Entered by |
|---|---|---|---|
| 1 | PDS Superintendent | Superintendent Test Remarks | PDSSuperintendent |
| 2 | PDS Computer Section | test | PDSCS |
| 3 | PDS Director | Director Test Remarks | PDSDirector |
| 4 | PDS Deputy Director | DD Test Remarks | PDSDD |
| 5 | PDS Thasildhar | Thasildhar Test Remarks | PDSThasildhar |
| 6 | PDS Deputy Thasildhar | DT Test Remarks | PDSDT1 |
| 7 | PDS CSO | CSO Test Remarks | PDSCSO1 |

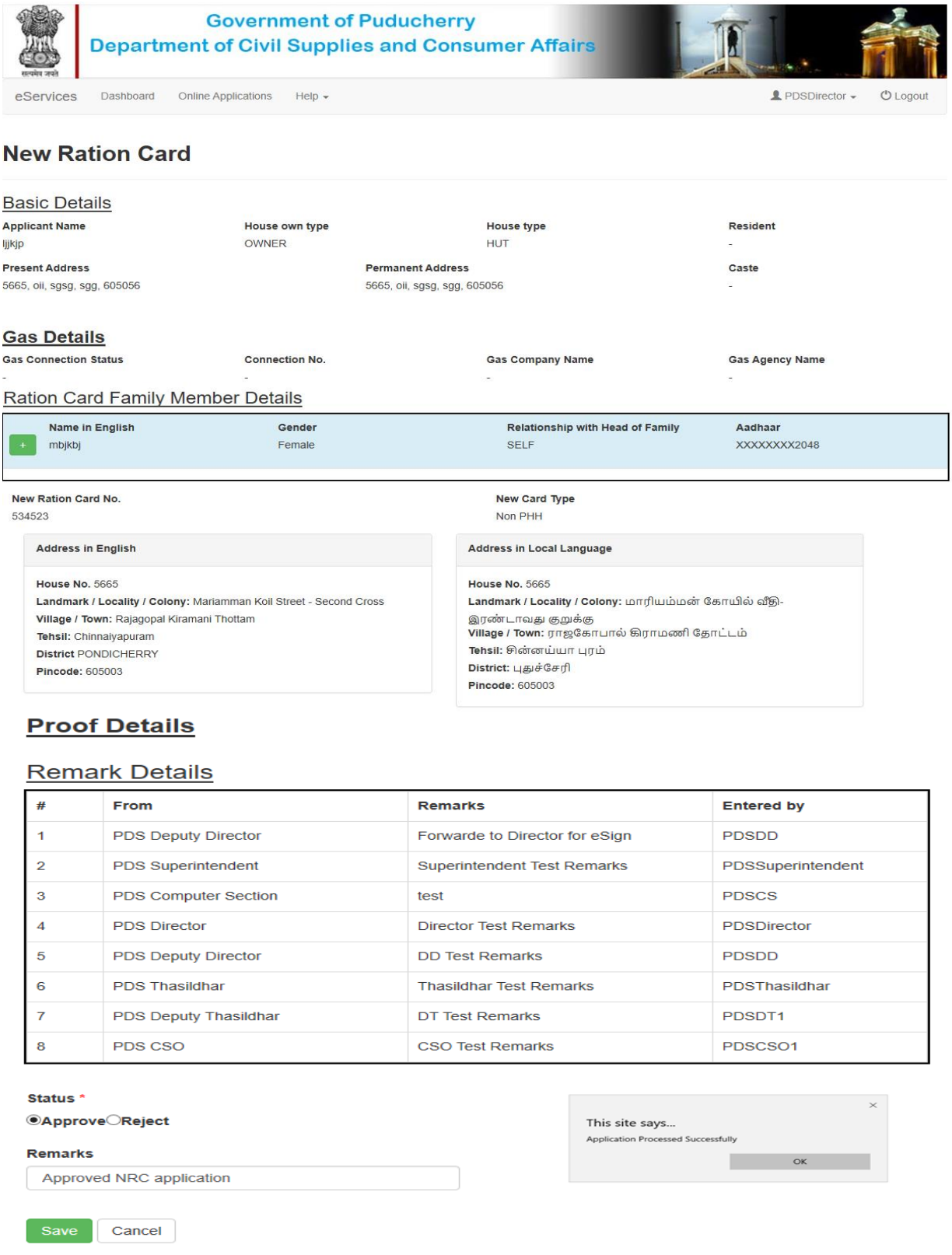



Here the Deputy director can (forward / Approve / Reject) the application. While Forwarding he has give the remarks. While selecting approve the application will approved and data will be saved. While selecting reject option the application will rejected.

# NRC – Director Login (e-Sign)

After login the Director has to select the Online Applications menu where he can view the applications forwarded by the Deputy Director.






Here the Director can ( Approve / Reject) the application. While selecting approve the application will approved and data will be saved. While selecting reject option the application will rejected.

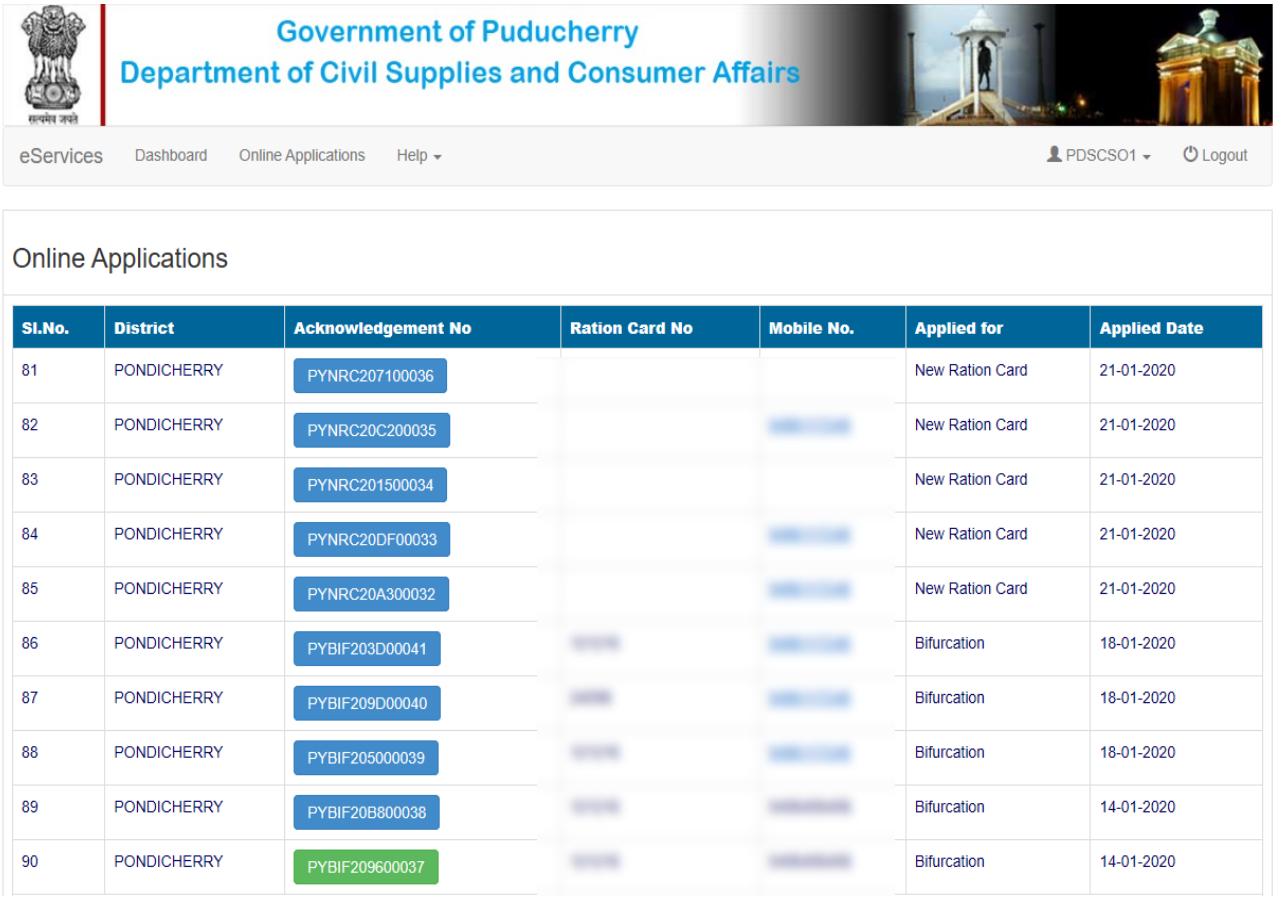
## Bifurcation (BIF)

The online received Bifurcation applications are randomly assigned to a CSO.

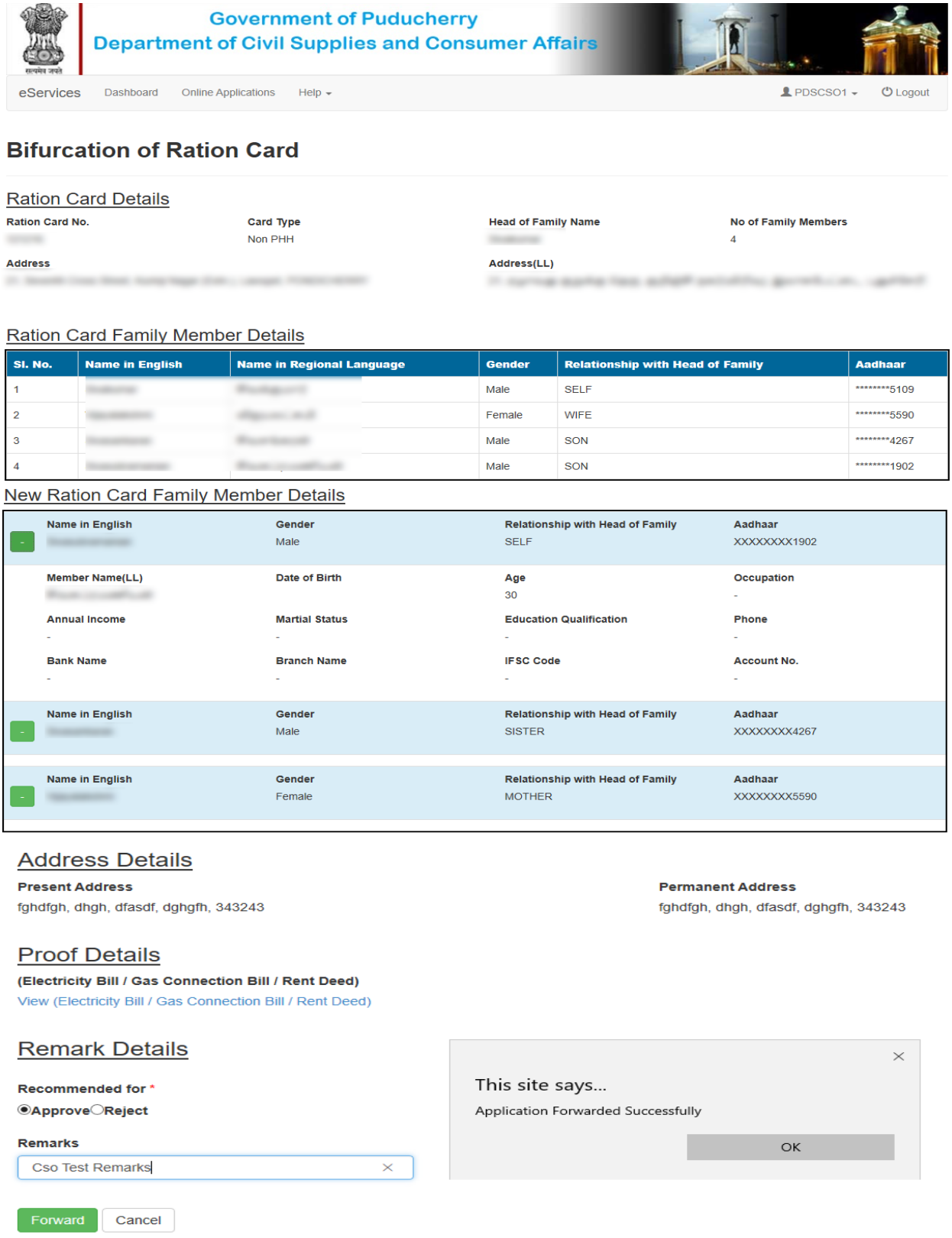
## CSO login:

The CSO can login and go to the Online applications menu, then the below shown page will be displayed. Here the applications assigned to that particular CSO can be identified by the green color of the Acknowledgement no. button.

By clicking the green color button the details of that application will be listed.




| Sl.No. | District | Acknowledgement No | Ration Card No | Mobile No. | Applied for | Applied Date |
|---|---|---|---|---|---|---|
| 81 | PONDICHERRY | PYNRC207100036 | | | New Ration Card | 21-01-2020 |
| 82 | PONDICHERRY | PYNRC20C200035 | | [illegible] | New Ration Card | 21-01-2020 |
| 83 | PONDICHERRY | PYNRC201500034 | | | New Ration Card | 21-01-2020 |
| 84 | PONDICHERRY | PYNRC20DF00033 | | [illegible] | New Ration Card | 21-01-2020 |
| 85 | PONDICHERRY | PYNRC20A300032 | | [illegible] | New Ration Card | 21-01-2020 |
| 86 | PONDICHERRY | PYBIF203D00041 | [illegible] | [illegible] | Bifurcation | 18-01-2020 |
| 87 | PONDICHERRY | PYBIF209D00040 | [illegible] | [illegible] | Bifurcation | 18-01-2020 |
| 88 | PONDICHERRY | PYBIF205000039 | [illegible] | [illegible] | Bifurcation | 18-01-2020 |
| 89 | PONDICHERRY | PYBIF20B800038 | [illegible] | [illegible] | Bifurcation | 14-01-2020 |
| 90 | PONDICHERRY | PYBIF209600037 | [illegible] | [illegible] | Bifurcation | 14-01-2020 |




The CSO verifies the proof and Recommends for Approval / Rejection with his remarks and forward to Deputy Thasildhar.

# Bifurcation(BIF) – Deputy Thasildhar login

After login the DT has to select the Online Applications menu where he can view the applications forwarded by the CSO's.

Online Applications

| Sl.No. | District | Acknowledgement No | Ration Card No | Mobile No. | Applied for | Applied Date |
|---|---|---|---|---|---|---|
| 1 | PONDICHERRY | PYBIF209600037 | [illegible] | [illegible] | Bifurcation | 14-01-2020 |

## Bifurcation of Ration Card

Ration Card Details

| Ration Card No. | Card Type | Head of Family Name | No of Family Members |
|---|---|---|---|
| [illegible] | Non PHH | [illegible] | 4 |

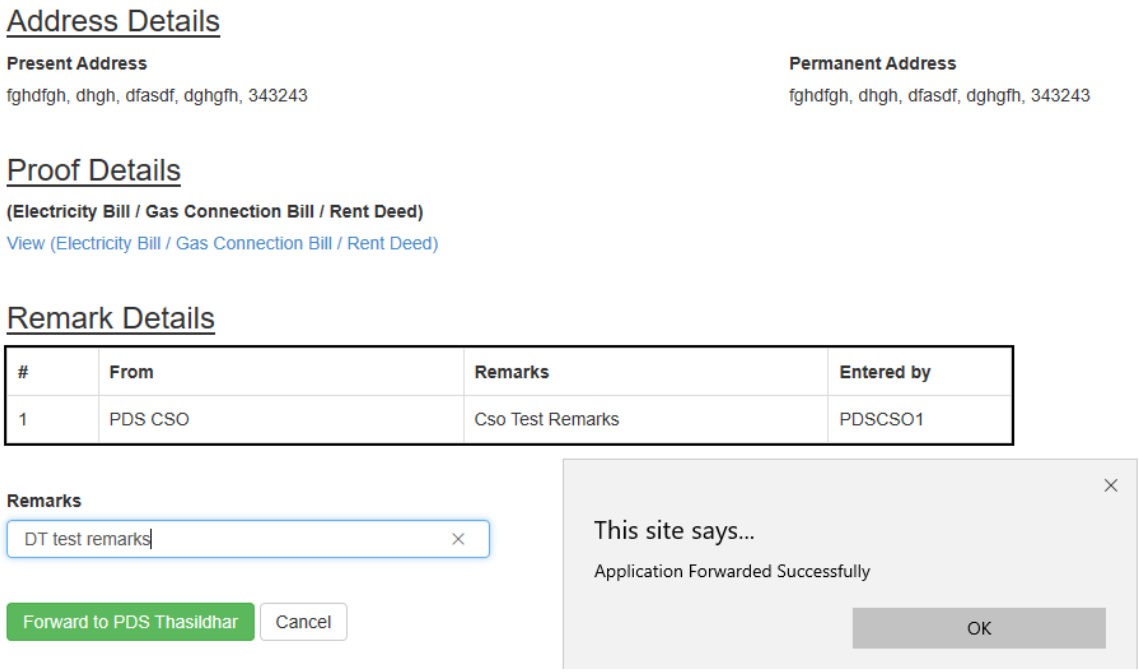
| Address | Address(LL) |
|---|---|
| [illegible] | [illegible] |

Ration Card Family Member Details

| Sl. No. | Name in English | Name in Regional Language | Gender | Relationship with Head of Family | Aadhaar |
|---|---|---|---|---|---|
| 1 | [illegible] | [illegible] | Male | SELF | ********5109 |
| 2 | [illegible] | [illegible] | Female | WIFE | ********5590 |
| 3 | [illegible] | [illegible] | Male | SON | ********4267 |
| 4 | [illegible] | [illegible] | Male | SON | ********1902 |

New Ration Card Family Member Details

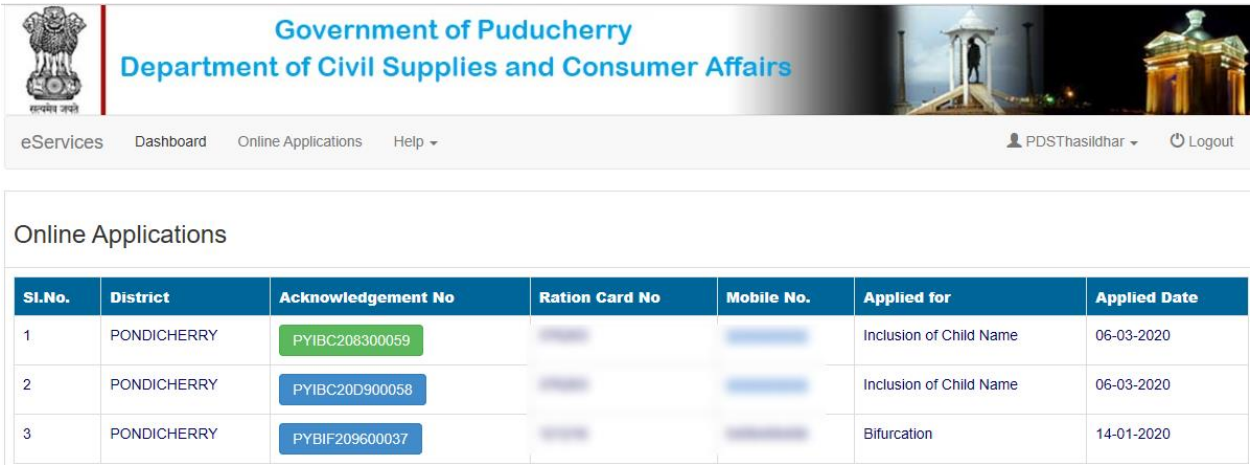
| | | | | |
|---|---|---|---|---|
| - | Name in English [illegible] | Gender Male | Relationship with Head of Family SELF | Aadhaar XXXXXXXX1902 |
| | Member Name(LL) [illegible] | Date of Birth | Age 30 | Occupation - |
| | Annual Income - | Martial Status - | Education Qualification - | Phone - |
| | Bank Name - | Branch Name - | IFSC Code - | Account No. - |
| - | Name in English [illegible] | Gender Male | Relationship with Head of Family SISTER | Aadhaar XXXXXXXX4267 |
| - | Name in English [illegible] | Gender Female | Relationship with Head of Family MOTHER | Aadhaar XXXXXXXX5590 |




The Deputy Thasildhar gives his remarks and forwards the application to Thasildhar.

## Bifurcation(BIF) – Thasildhar login

After login the Thasildhar has to select the Online Applications menu where he can view the applications forwarded by the Deputy Thasildhar.



eServices Dashboard Online Applications Help PDSThasildhar Logout

# Bifurcation of Ration Card

## Ration Card Details

| Ration Card No. | Card Type | Head of Family Name | No of Family Members |
|---|---|---|---|
| [illegible] | Non PHH | [illegible] | 4 |

| Address | Address(LL) |
|---|---|
| [illegible] | [illegible] |

## Ration Card Family Member Details

| Sl. No. | Name in English | Name in Regional Language | Gender | Relationship with Head of Family | Aadhaar |
|---|---|---|---|---|---|
| 1 | [illegible] | [illegible] | Male | SELF | [illegible] |
| 2 | [illegible] | [illegible] | Female | WIFE | [illegible] |
| 3 | [illegible] | [illegible] | Male | SON | [illegible] |
| 4 | [illegible] | [illegible] | Male | SON | [illegible] |

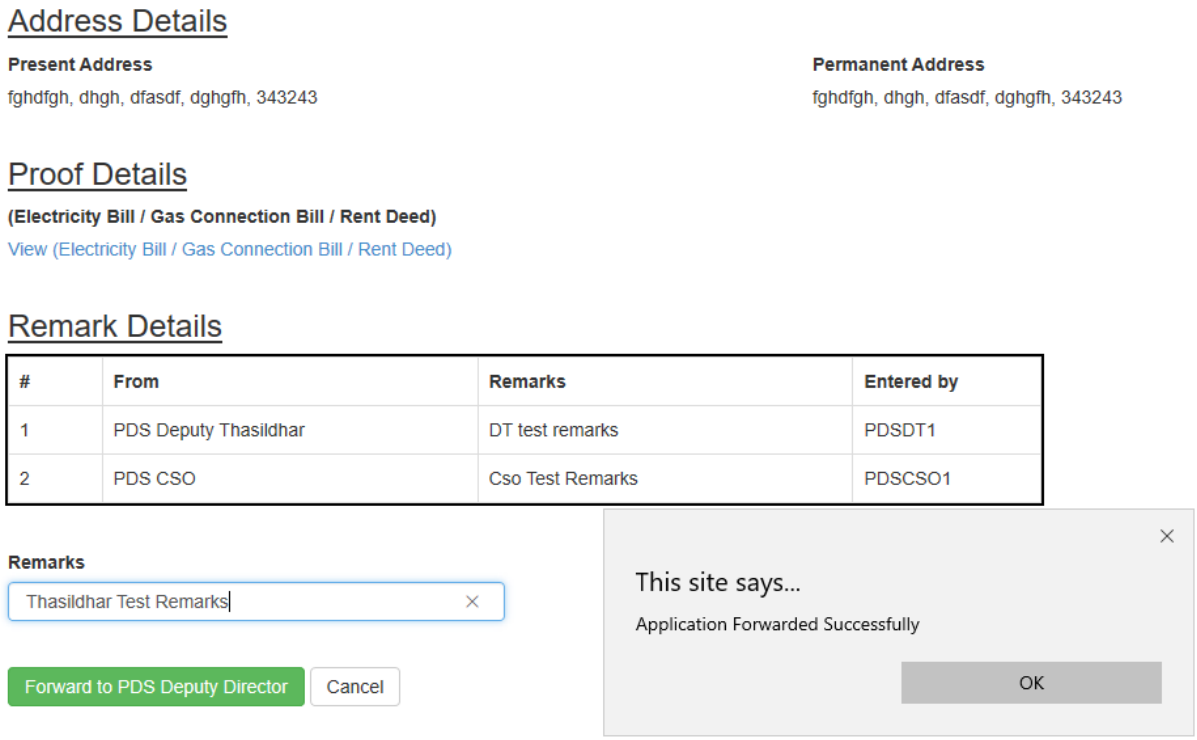
## New Ration Card Family Member Details

| | Name in English | Gender | Relationship with Head of Family | Aadhaar |
|---|---|---|---|---|
| - | [illegible] | Male | SELF | [illegible] |

| Member Name(LL) | Date of Birth | Age | Occupation |
|---|---|---|---|
| [illegible] | | 30 | - |
| **Annual Income** | **Martial Status** | **Education Qualification** | **Phone** |
| - | - | - | - |
| **Bank Name** | **Branch Name** | **IFSC Code** | **Account No.** |
| - | - | - | - |

| | Name in English | Gender | Relationship with Head of Family | Aadhaar |
|---|---|---|---|---|
| - | [illegible] | Male | SISTER | [illegible] |

| | Name in English | Gender | Relationship with Head of Family | Aadhaar |
|---|---|---|---|---|
| - | [illegible] | Female | MOTHER | [illegible] |




The Thasildhar gives his remarks and forwards the application to Deputy Director.

## Bifurcation(BIF) – Deputy Director login

After login the Deputy Director has to select the Online Applications menu where he can view the applications forwarded by the Thasildhar.

eServices Dashboard Online Applications Help PDSDD Logout

# Bifurcation of Ration Card

## Ration Card Details

| Ration Card No. | Card Type | Head of Family Name | No of Family Members |
|---|---|---|---|
| [illegible] | Non PHH | [illegible] | 4 |

**Address** [illegible]

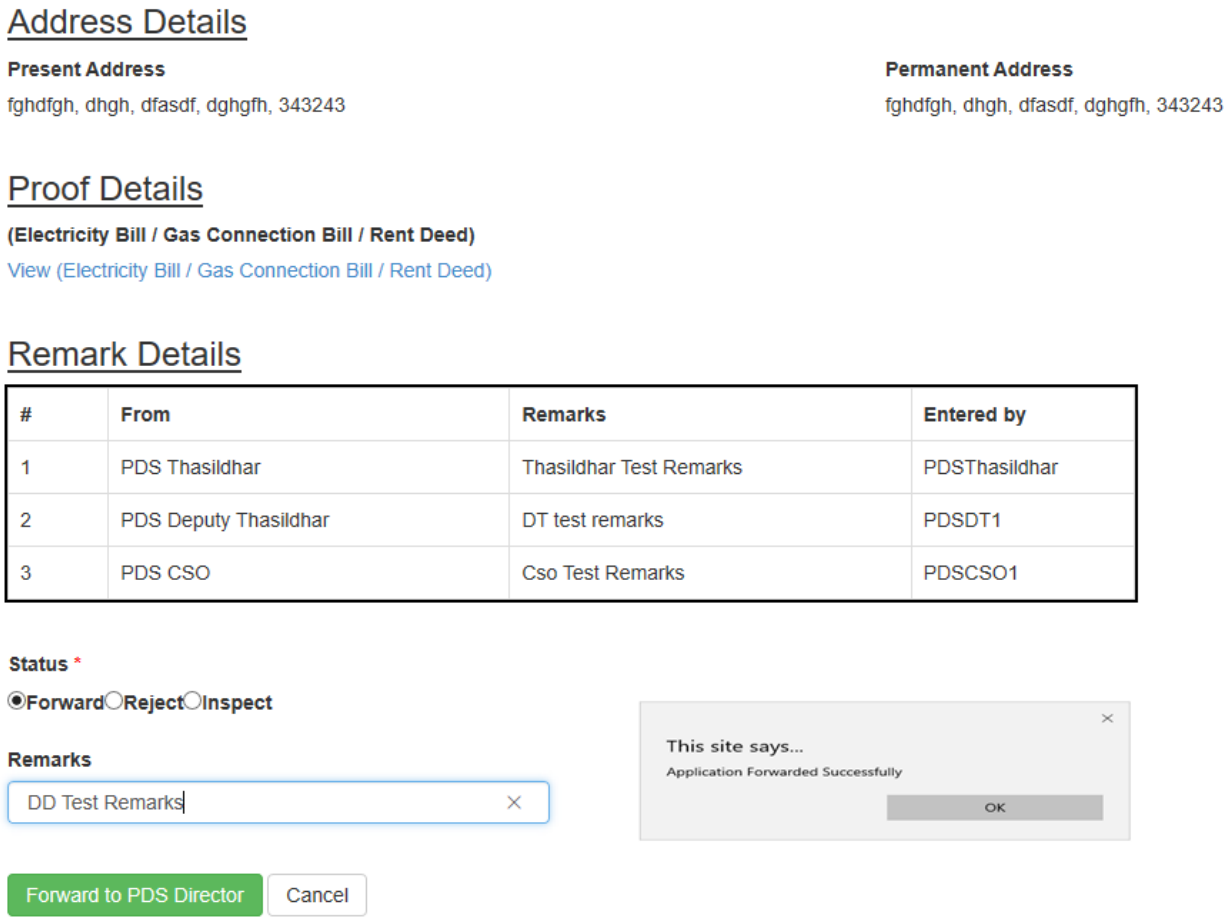
**Address(LL)** [illegible]

## Ration Card Family Member Details

| Sl. No. | Name in English | Name in Regional Language | Gender | Relationship with Head of Family | Aadhaar |
|---|---|---|---|---|---|
| 1 | [illegible] | [illegible] | Male | SELF | [illegible] |
| 2 | [illegible] | [illegible] | Female | WIFE | [illegible] |
| 3 | [illegible] | [illegible] | Male | SON | [illegible] |
| 4 | [illegible] | [illegible] | Male | SON | [illegible] |

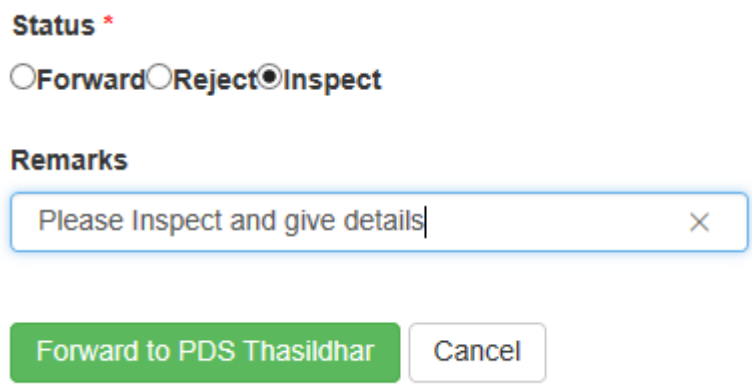
## New Ration Card Family Member Details

| | | | | |
|---|---|---|---|---|
| - | **Name in English** [illegible] | **Gender** Male | **Relationship with Head of Family** SELF | **Aadhaar** [illegible] |
| | **Member Name(LL)** [illegible] | **Date of Birth** | **Age** 30 | **Occupation** - |
| | **Annual Income** - | **Martial Status** - | **Education Qualification** - | **Phone** - |
| | **Bank Name** - | **Branch Name** - | **IFSC Code** - | **Account No.** - |
| - | **Name in English** [illegible] | **Gender** Male | **Relationship with Head of Family** SISTER | **Aadhaar** [illegible] |
| - | **Name in English** [illegible] | **Gender** Female | **Relationship with Head of Family** MOTHER | **Aadhaar** [illegible] |



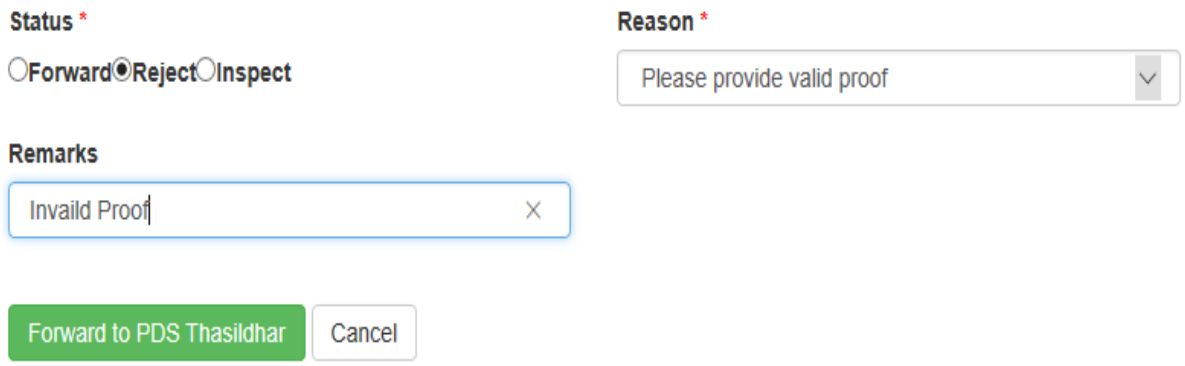

The Deputy Director can forward, Reject, Inspect the application. While forwarding the application he has to give the remarks and forward it to the Director.

## While Inspect




The Deputy Director has to give remarks and forward the application to Thasildhar for Field Verification. The Thasildhar will send the application to CSO, and CSO will verify the application. Again the flow starts from CSO and comes to Deputy Director.

## While Reject




The Deputy Director has to select the reason for rejection and should enter remarks. Thus Deputy Director can reject an application.

## Bifurcation(BIF) – Director login

After login the Director has to select the Online Applications menu where he can view the applications forwarded by the Deputy Director.

eServices Dashboard Online Applications Help PDSDirector Logout

# Bifurcation of Ration Card

## Ration Card Details

| Ration Card No. | Card Type | Head of Family Name | No of Family Members |
|---|---|---|---|
| [illegible] | Non PHH | [illegible] | 4 |

| Address | Address(LL) |
|---|---|
| [illegible] | [illegible] |

## Ration Card Family Member Details

| Sl. No. | Name in English | Name in Regional Language | Gender | Relationship with Head of Family | Aadhaar |
|---|---|---|---|---|---|
| 1 | [illegible] | [illegible] | Male | SELF | [illegible] |
| 2 | [illegible] | [illegible] | Female | WIFE | [illegible] |
| 3 | [illegible] | [illegible] | Male | SON | [illegible] |
| 4 | [illegible] | [illegible] | Male | SON | [illegible] |

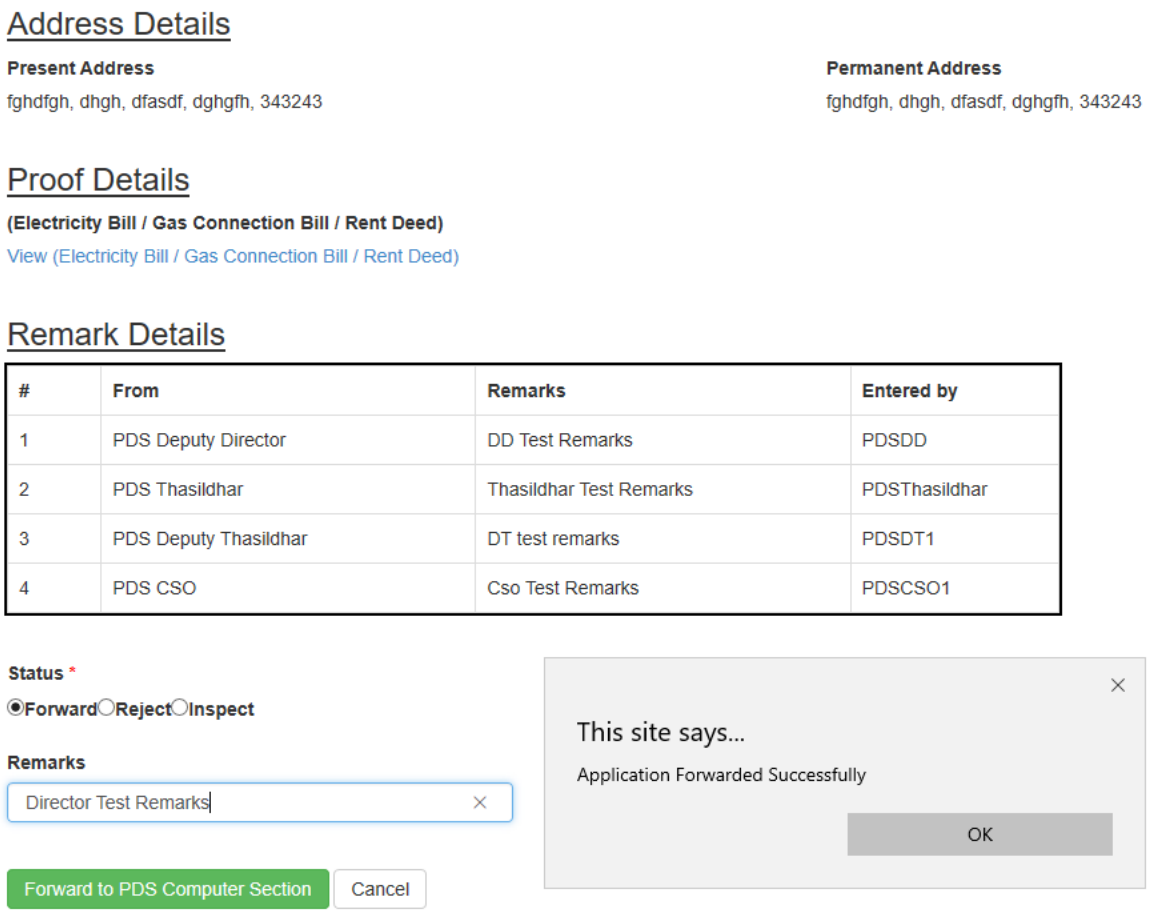
## New Ration Card Family Member Details

| | Name in English | Gender | Relationship with Head of Family | Aadhaar |
|---|---|---|---|---|
| - | [illegible] | Male | SELF | [illegible] |

| Member Name(LL) | Date of Birth | Age | Occupation |
|---|---|---|---|
| [illegible] | | 30 | - |
| **Annual Income** | **Martial Status** | **Education Qualification** | **Phone** |
| - | - | - | - |
| **Bank Name** | **Branch Name** | **IFSC Code** | **Account No.** |
| - | - | - | - |

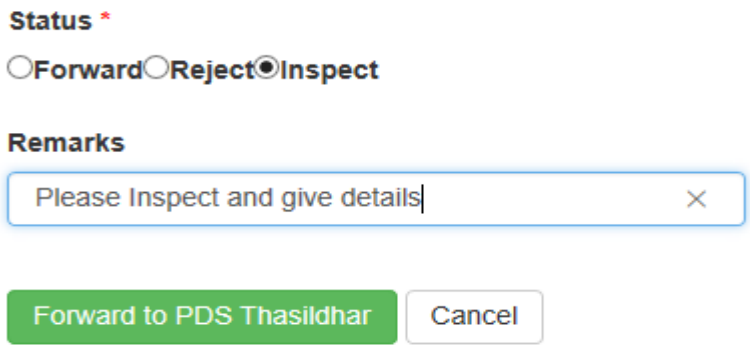
| | Name in English | Gender | Relationship with Head of Family | Aadhaar |
|---|---|---|---|---|
| - | [illegible] | Male | SISTER | [illegible] |

| | Name in English | Gender | Relationship with Head of Family | Aadhaar |
|---|---|---|---|---|
| - | [illegible] | Female | MOTHER | [illegible] |



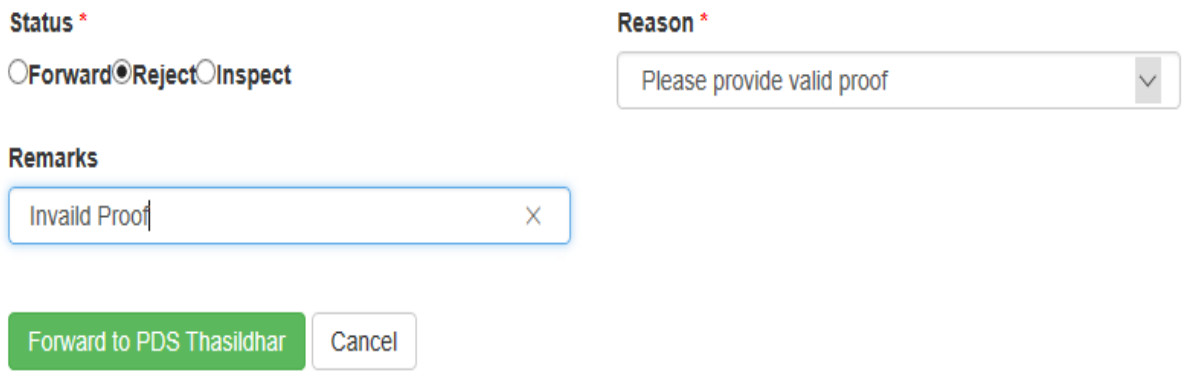

The Director can forward, Reject, Inspect the application. While forwarding the application he has to give the remarks and forward it to Computer Section.

## While Inspect




The Director has to give remarks and forward the application to Thasildhar for Field Verification. The Thasildhar will send the application to CSO, and CSO will verify the application. Again the flow starts from CSO and comes to Director.

## While Reject




The Director has to select the reason for rejection and should enter remarks. Thus Director can reject an application.

## Bifurcation(BIF) – Computer Section login

After login the Computer Section user has to select the Online Applications menu where he can view the applications forwarded by the Director.

eServices Dashboard Online Applications Help PDSCS Logout

# Bifurcation of Ration Card

## Ration Card Details

| Ration Card No. | Card Type | Head of Family Name | No of Family Members |
|---|---|---|---|
| [illegible] | Non PHH | [illegible] | 4 |

| Address | Address(LL) |
|---|---|
| [illegible] | [illegible] |

## Ration Card Family Member Details

| Sl. No. | Name in English | Name in Regional Language | Gender | Relationship with Head of Family | Aadhaar |
|---|---|---|---|---|---|
| 1 | [illegible] | [illegible] | Male | SELF | [illegible] |
| 2 | [illegible] | [illegible] | Female | WIFE | [illegible] |
| 3 | [illegible] | [illegible] | Male | SON | [illegible] |
| 4 | [illegible] | [illegible] | Male | SON | [illegible] |

## New Ration Card Family Member Details

| | | | | |
|---|---|---|---|---|
| - | Name in English [illegible] | Gender Male | Relationship with Head of Family SELF | Aadhaar [illegible] |
| | Member Name(LL) [illegible] | Date of Birth | Age 30 | Occupation - |
| | Annual Income - | Martial Status - | Education Qualification - | Phone - |
| | Bank Name - | Branch Name - | IFSC Code - | Account No. - |
| - | Name in English [illegible] | Gender Male | Relationship with Head of Family SISTER | Aadhaar [illegible] |
| - | Name in English [illegible] | Gender Female | Relationship with Head of Family MOTHER | Aadhaar [illegible] |

## Address Details

**Present Address**
fghdfgh, dhgh, dfasdf, dghgfh, 343243

**Permanent Address**
fghdfgh, dhgh, dfasdf, dghgfh, 343243

## Proof Details

**(Electricity Bill / Gas Connection Bill / Rent Deed)**
View (Electricity Bill / Gas Connection Bill / Rent Deed)

## Remark Details

| # | From | Remarks | Entered by |
|---|---|---|---|
| 1 | PDS Director | Director Test Remarks | PDSDirector |
| 2 | PDS Deputy Director | DD Test Remarks | PDSDD |
| 3 | PDS Thasildhar | Thasildhar Test Remarks | PDSThasildhar |
| 4 | PDS Deputy Thasildhar | DT test remarks | PDSDT1 |
| 5 | PDS CSO | Cso Test Remarks | PDSCSO1 |

- Search Street / Locality

Street name: fou

Locality name: kar

Search | Clear

| Shop No. | Street | Village/Town & Tehsil | Pincode | Select |
|---|---|---|---|---|
| 87 | Fourth Street | New Eripakkampet,Kariyamanickampet | 605106 | Select |
| 158 | Fourth Cross Street | Pudhu Nagar,Madukarai - Periyapet | 605105 | Select |
| 158 | Fourth Cross Street | Madukarai,Madukarai - Periyapet | 605105 | Select |

+ Search Street / Locality

**Address in English**

House No. *: fghdfgh

**Landmark / Locality / Colony:** Fourth Cross Street
**Village / Town:** Pudhu Nagar
**Tehsil:** Madukarai - Periyapet
**District** PONDICHERRY
**Pincode:** 605105

**Address in Local Language**

House No. *: fghdfgh

**Landmark / Locality / Colony:** நான்காவது குறுக்குத் தெரு
**Village / Town:** புதுநகர்
**Tehsil:** மடுகரை-பெரியபேட்
**District:** புதுச்சேரி
**Pincode:** 605105

Select New card type *: Select

New Ration Card No. *: 567622

Remarks: test

Forward | Cancel

This site says...
Application Forwarded Successfully
OK

The Computer Section user should enter the address, card type, ration card number, remarks and forward the application to Superintendent for verification.

# Bifurcation(BIF) – Superintendent login

After login the Superintendent has to select the Online Applications menu where he can view the applications forwarded by the Computer Section user.

Online Applications

| Sl.No. | District | Acknowledgement No | Ration Card No | Mobile No. | Applied for | Applied Date |
|---|---|---|---|---|---|---|
| 1 | PONDICHERRY | PYBIF209600037 | | | Bifurcation | 14-01-2020 |

## Bifurcation of Ration Card

Ration Card Details

| Ration Card No. | Card Type | Head of Family Name | No of Family Members |
|---|---|---|---|
| | Non PHH | | 4 |

| Address | Address(LL) |
|---|---|
| | |

Ration Card Family Member Details

| Sl. No. | Name in English | Name in Regional Language | Gender | Relationship with Head of Family | Aadhaar |
|---|---|---|---|---|---|
| 1 | | | Male | SELF | |
| 2 | | | Female | WIFE | |
| 3 | | | Male | SON | |
| 4 | | | Male | SON | |

New Ration Card Family Member Details

| | | | | |
|---|---|---|---|---|
| - | Name in English | Gender | Relationship with Head of Family | Aadhaar |
| | | Male | SELF | |
| | Member Name(LL) | Date of Birth | Age | Occupation |
| | | | 30 | - |
| | Annual Income | Martial Status | Education Qualification | Phone |
| | - | - | - | - |
| | Bank Name | Branch Name | IFSC Code | Account No. |
| | - | - | - | - |
| - | Name in English | Gender | Relationship with Head of Family | Aadhaar |
| | | Male | SISTER | |
| - | Name in English | Gender | Relationship with Head of Family | Aadhaar |
| | | Female | MOTHER | |

## Address Details

**Present Address**
fghdfgh, dhgh, dfasdf, dghgfh, 343243

**Permanent Address**
fghdfgh, dhgh, dfasdf, dghgfh, 343243

**New Ration Card No.**
567622

**New Card Type**
Non PHH

**Address in English**

**House No.** fghdfgh
**Landmark / Locality / Colony:** Fourth Cross Street
**Village / Town:** Pudhu Nagar
**Tehsil:** Madukarai - Periyapet
**District** PONDICHERRY
**Pincode:** 605105

**Address in Local Language**

**House No.** fghdfgh
**Landmark / Locality / Colony:** நான்காவது குறுக்குத் தெரு
**Village / Town:** புதுநகர்
**Tehsil:** மடுகரை-பெரியபேட்
**District:** புதுச்சேரி
**Pincode:** 605105

## Proof Details

**(Electricity Bill / Gas Connection Bill / Rent Deed)**
View (Electricity Bill / Gas Connection Bill / Rent Deed)

## Remark Details

| # | From | Remarks | Entered by |
|---|---|---|---|
| 1 | PDS Computer Section | test | PDSCS |
| 2 | PDS Director | Director Test Remarks | PDSDirector |
| 3 | PDS Deputy Director | DD Test Remarks | PDSDD |
| 4 | PDS Thasildhar | Thasildhar Test Remarks | PDSThasildhar |
| 5 | PDS Deputy Thasildhar | DT test remarks | PDSDT1 |
| 6 | PDS CSO | Cso Test Remarks | PDSCSO1 |

**Status** *
Forward Revert

**Remarks**
Superintendent test remarks

Forward to PDS Deputy Director | Cancel

This site says...

Application Forwarded Successfully

OK

The Superintendent verifies the entries made by the computer section user. After which he can forward or revert the application. While forwarding, the application goes to Deputy Director and while reverting it goes to computer section for correction.

# Bifurcation(BIF) – Deputy Director login (for Approval & eSign)

After login the Deputy Director has to select the Online Applications menu where he can view the applications forwarded by the Superintendent.

## Bifurcation of Ration Card

### Ration Card Details

| Ration Card No. | Card Type | Head of Family Name | No of Family Members |
|---|---|---|---|
| [redacted] | Non PHH | [redacted] | 4 |

**Address** [redacted]

**Address(LL)** [redacted]

### Ration Card Family Member Details

| Sl. No. | Name in English | Name in Regional Language | Gender | Relationship with Head of Family | Aadhaar |
|---|---|---|---|---|---|
| 1 | [redacted] | [redacted] | Male | SELF | [redacted] |
| 2 | [redacted] | [redacted] | Female | WIFE | [redacted] |
| 3 | [redacted] | [redacted] | Male | SON | [redacted] |
| 4 | [redacted] | [redacted] | Male | SON | [redacted] |

### New Ration Card Family Member Details

| | | | | |
|---|---|---|---|---|
| - | **Name in English** [redacted] | **Gender** Male | **Relationship with Head of Family** SELF | **Aadhaar** [redacted] |
| | **Member Name(LL)** [redacted] | **Date of Birth** | **Age** 30 | **Occupation** - |
| | **Annual Income** - | **Martial Status** - | **Education Qualification** - | **Phone** - |
| | **Bank Name** - | **Branch Name** - | **IFSC Code** - | **Account No.** - |
| - | **Name in English** [redacted] | **Gender** Male | **Relationship with Head of Family** SISTER | **Aadhaar** [redacted] |
| - | **Name in English** [redacted] | **Gender** Female | **Relationship with Head of Family** MOTHER | **Aadhaar** [redacted] |

## Address Details

**Present Address**
fghdfgh, dhgh, dfasdf, dghgfh, 343243

**Permanent Address**
fghdfgh, dhgh, dfasdf, dghgfh, 343243

**New Ration Card No.**
567622

**New Card Type**
Non PHH

**Address in English**

**House No.** fghdfgh
**Landmark / Locality / Colony:** Fourth Cross Street
**Village / Town:** Pudhu Nagar
**Tehsil:** Madukarai - Periyapet
**District** PONDICHERRY
**Pincode:** 605105

**Address in Local Language**

**House No.** fghdfgh
**Landmark / Locality / Colony:** நான்காவது குறுக்குத் தெரு
**Village / Town:** புதுநகர்
**Tehsil:** மடுகரை-பெரியபேட்
**District:** புதுச்சேரி
**Pincode:** 605105

## Proof Details

**(Electricity Bill / Gas Connection Bill / Rent Deed)**
View (Electricity Bill / Gas Connection Bill / Rent Deed)

## Remark Details

| # | From | Remarks | Entered by |
|---|---|---|---|
| 1 | PDS Superintendent | Superintendent test remarks | PDSSuperintendent |
| 2 | PDS Computer Section | test | PDSCS |
| 3 | PDS Director | Director Test Remarks | PDSDirector |
| 4 | PDS Deputy Director | DD Test Remarks | PDSDD |
| 5 | PDS Thasildhar | Thasildhar Test Remarks | PDSThasildhar |
| 6 | PDS Deputy Thasildhar | DT test remarks | PDSDT1 |
| 7 | PDS CSO | Cso Test Remarks | PDSCSO1 |

**Status** *

○ **Forward** ◉ **Approve** ○ **Reject**

**Remarks**

DD can also approve and eSign the application

Save Cancel

This site says...

Application Processed Successfully

OK

Here the Deputy director can (forward / Approve / Reject) the application. While Forwarding he has give the remarks and forward the application to Director. While selecting approve the application will approved and data will be saved. While selecting reject option the application will rejected.

# Card Type Conversion (CTC)

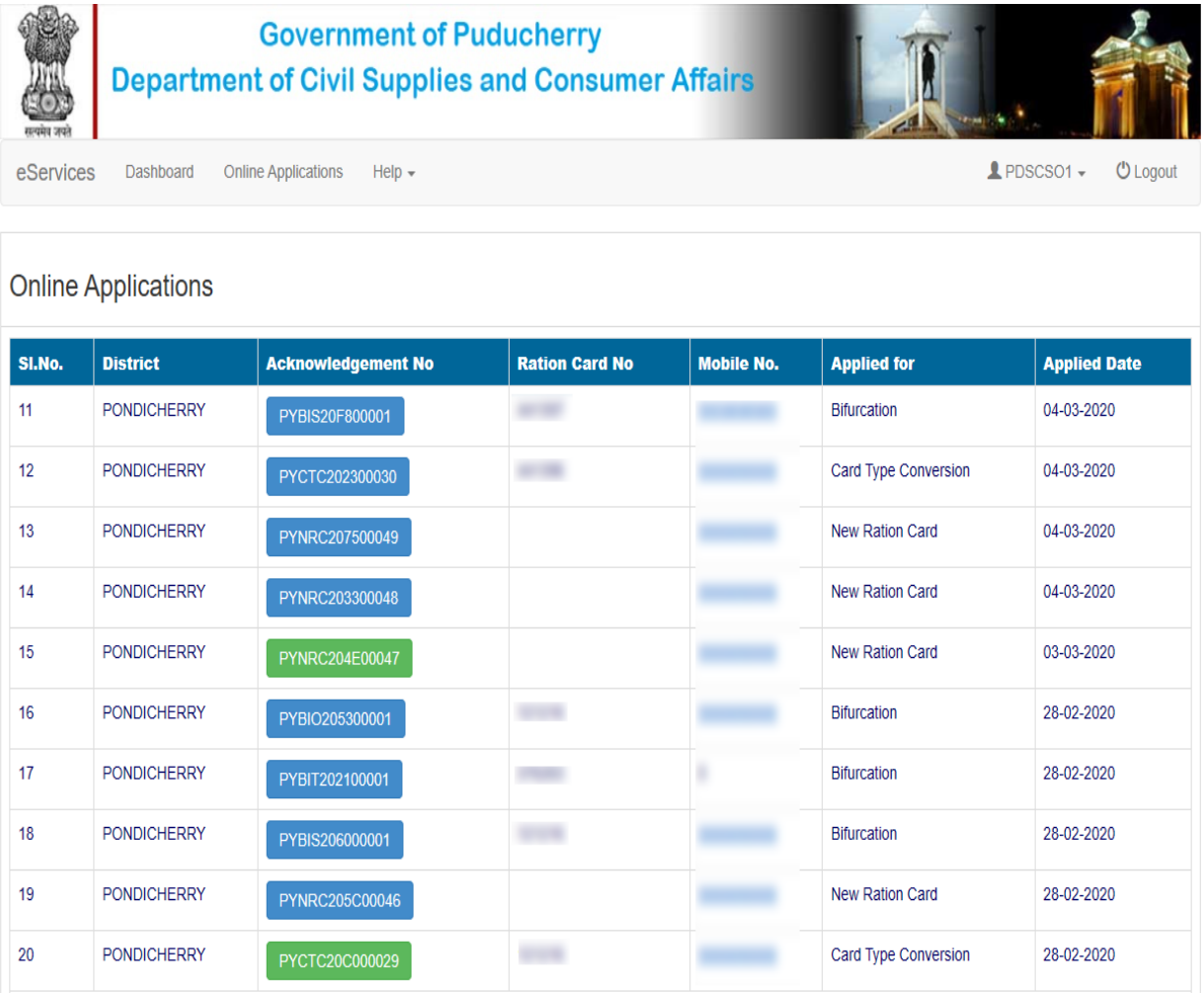
The online received CTC applications are randomly assigned to a CSO.

# CSO login:

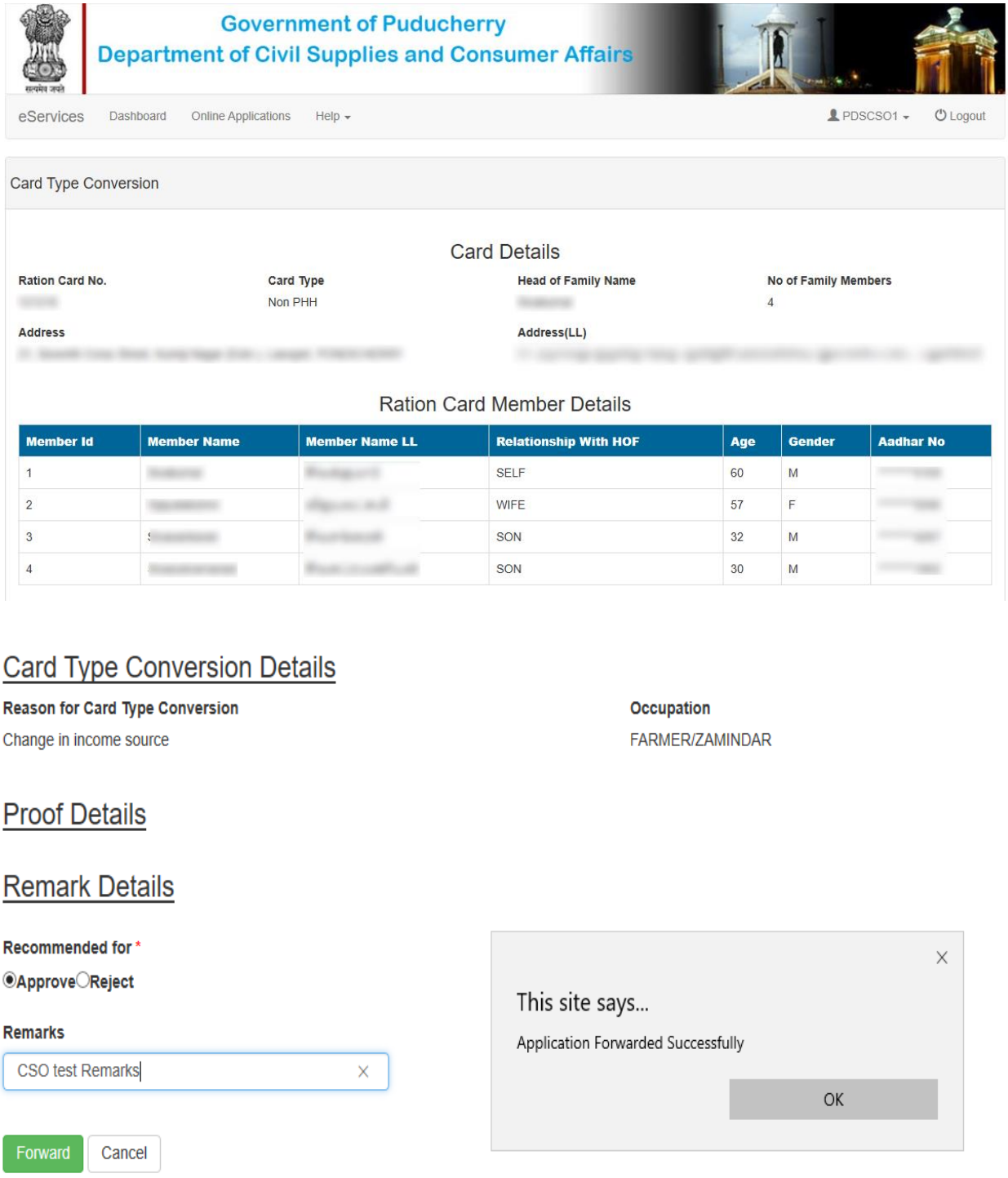
The CSO can login and go to the Online applications menu, then the below shown page will be displayed. Here the applications assigned to that particular CSO can be identified by the green color of the Acknowledgement no. button.

By clicking the green color button the details of that application will be listed.

# CTC - CSO login




| Sl.No. | District | Acknowledgement No | Ration Card No | Mobile No. | Applied for | Applied Date |
|---|---|---|---|---|---|---|
| 11 | PONDICHERRY | PYBIS20F800001 | [illegible] | [illegible] | Bifurcation | 04-03-2020 |
| 12 | PONDICHERRY | PYCTC202300030 | [illegible] | [illegible] | Card Type Conversion | 04-03-2020 |
| 13 | PONDICHERRY | PYNRC207500049 | | [illegible] | New Ration Card | 04-03-2020 |
| 14 | PONDICHERRY | PYNRC203300048 | | [illegible] | New Ration Card | 04-03-2020 |
| 15 | PONDICHERRY | PYNRC204E00047 | | [illegible] | New Ration Card | 03-03-2020 |
| 16 | PONDICHERRY | PYBIO205300001 | [illegible] | [illegible] | Bifurcation | 28-02-2020 |
| 17 | PONDICHERRY | PYBIT202100001 | [illegible] | [illegible] | Bifurcation | 28-02-2020 |
| 18 | PONDICHERRY | PYBIS206000001 | [illegible] | [illegible] | Bifurcation | 28-02-2020 |
| 19 | PONDICHERRY | PYNRC205C00046 | | [illegible] | New Ration Card | 28-02-2020 |
| 20 | PONDICHERRY | PYCTC20C000029 | [illegible] | [illegible] | Card Type Conversion | 28-02-2020 |




The CSO verifies the proof and Recommends for Approval / Rejection with his remarks and forward to Deputy Thasildhar.

# CTC – Deputy Thasildhar login

After login the DT has to select the Online Applications menu where he can view the applications forwarded by the CSO's.

Online Applications

| Sl.No. | District | Acknowledgement No | Ration Card No | Mobile No. | Applied for | Applied Date |
|---|---|---|---|---|---|---|
| 1 | PONDICHERRY | PYCTC20C000029 | [redacted] | [redacted] | Card Type Conversion | 28-02-2020 |

Card Type Conversion

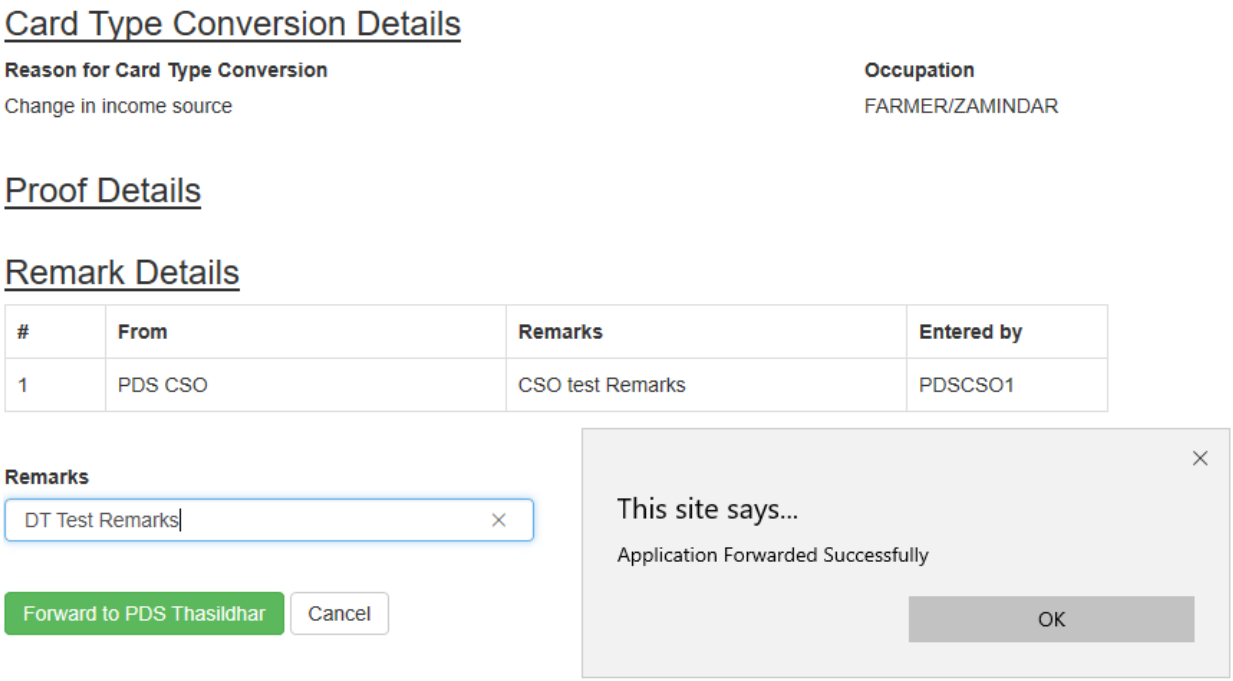
## Card Details

| Ration Card No. | Card Type | Head of Family Name | No of Family Members |
|---|---|---|---|
| [redacted] | Non PHH | [redacted] | 4 |

| Address | Address(LL) |
|---|---|
| [redacted] | [redacted] |

## Ration Card Member Details

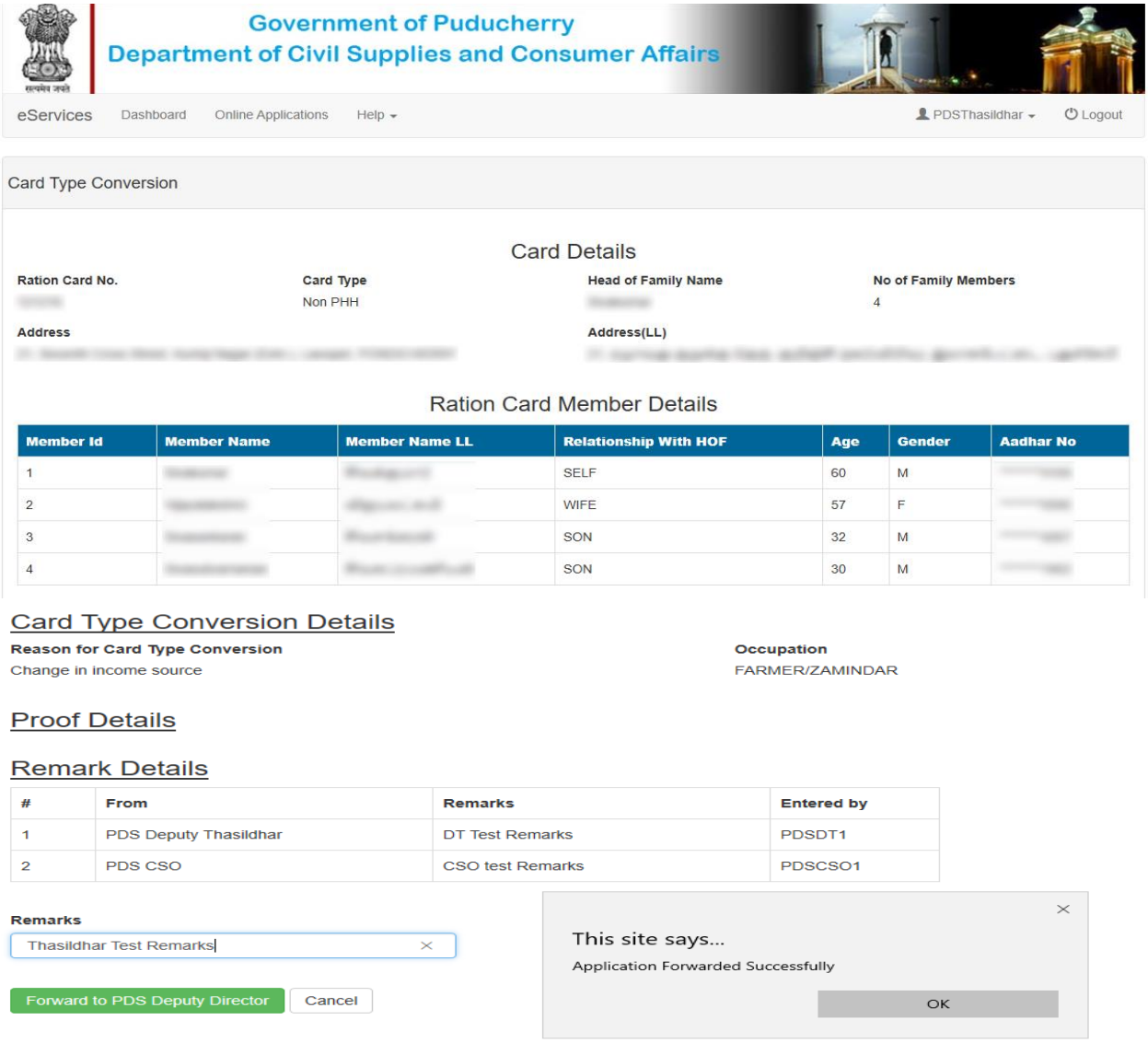
| Member Id | Member Name | Member Name LL | Relationship With HOF | Age | Gender | Aadhar No |
|---|---|---|---|---|---|---|
| 1 | [redacted] | [redacted] | SELF | 60 | M | [redacted] |
| 2 | [redacted] | [redacted] | WIFE | 57 | F | [redacted] |
| 3 | [redacted] | [redacted] | SON | 32 | M | [redacted] |
| 4 | [redacted] | [redacted] | SON | 30 | M | [redacted] |




The Deputy Thasildhar gives his remarks and forwards the application to Thasildhar.

## CTC –Thasildhar login

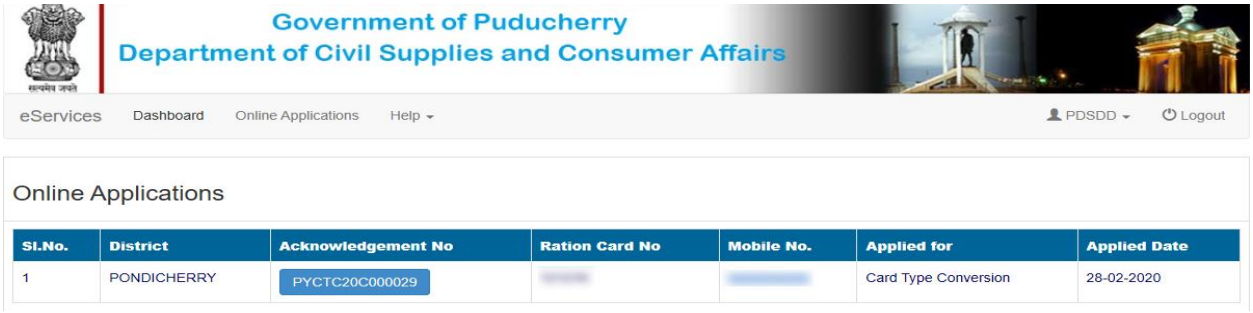
After login the Thasildhar has to select the Online Applications menu where he can view the applications forwarded by the Deputy Thasildhar.

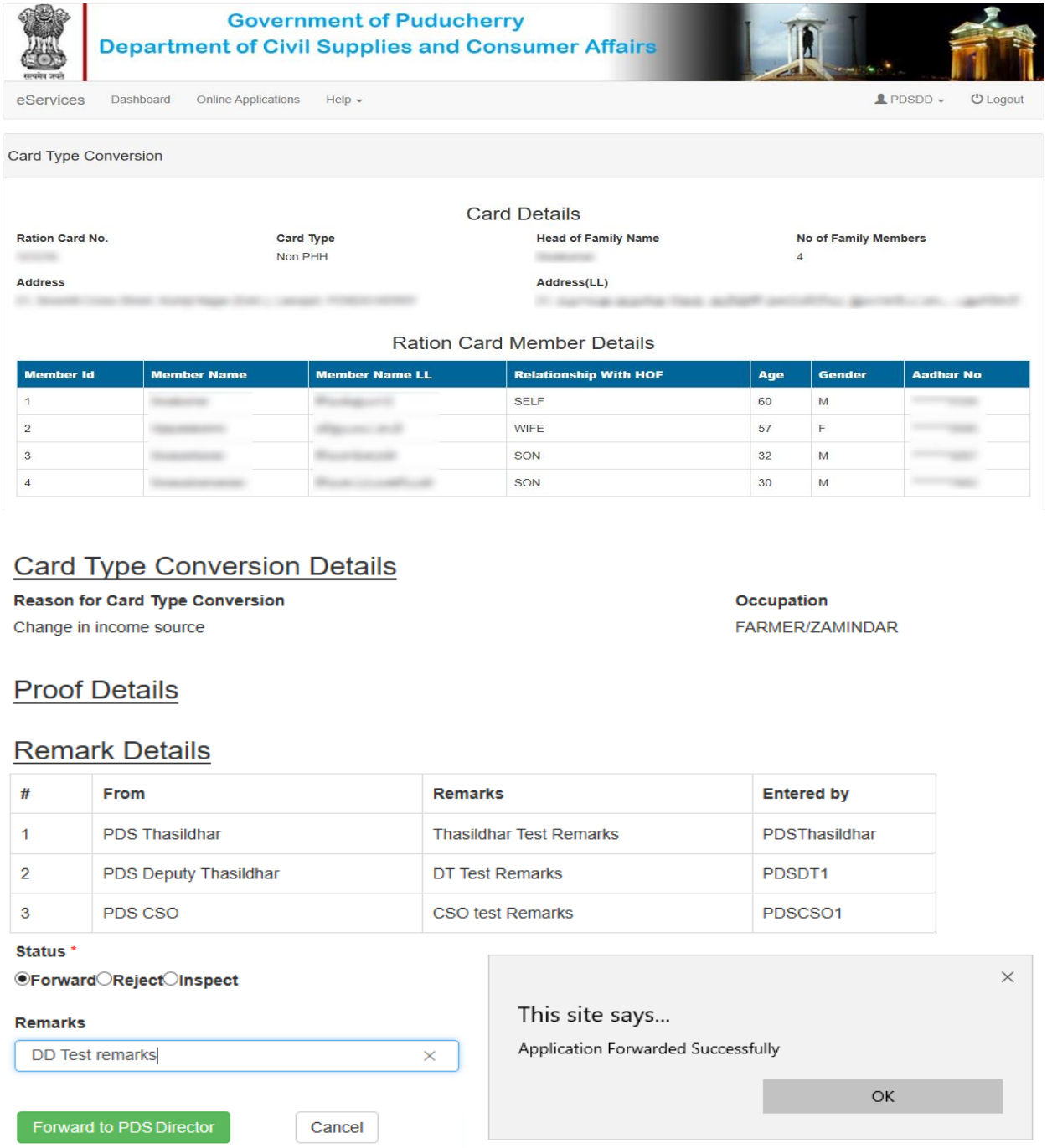



The Thasildhar gives his remarks and forwards the application to Deputy Director.

# CTC –Deputy Director login

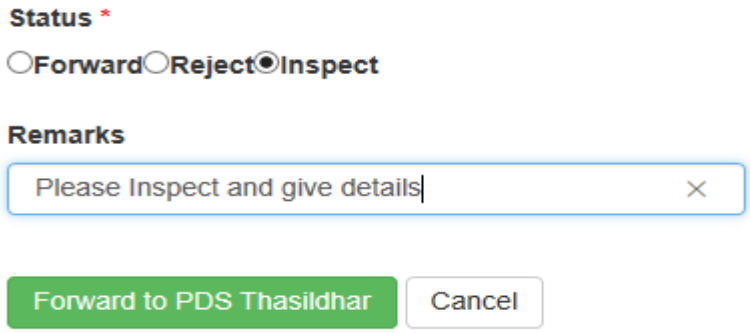
After login the Deputy Director has to select the Online Applications menu where he can view the applications forwarded by the Thasildhar.





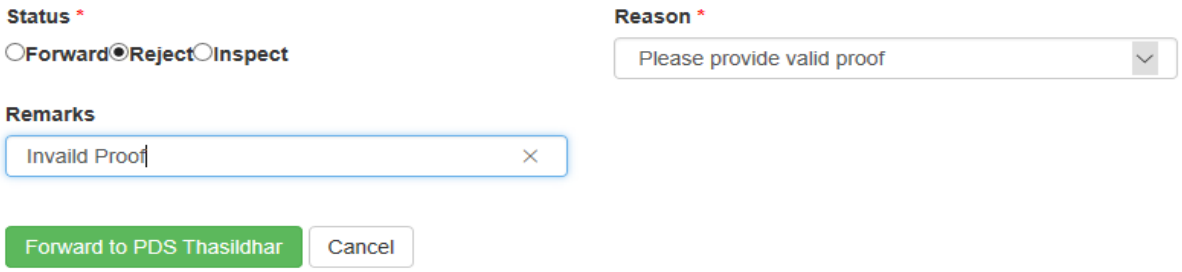

The Deputy Director can forward, Reject, Inspect the application. While forwarding the application he has to give the remarks and forward it to Director.

## While Inspect




The Deputy Director has to give remarks and forward the application to Thasildhar for Field Verification. The Thasildhar will send the application to CSO, and CSO will verify the application. Again the flow starts from CSO and comes to Deputy Director.

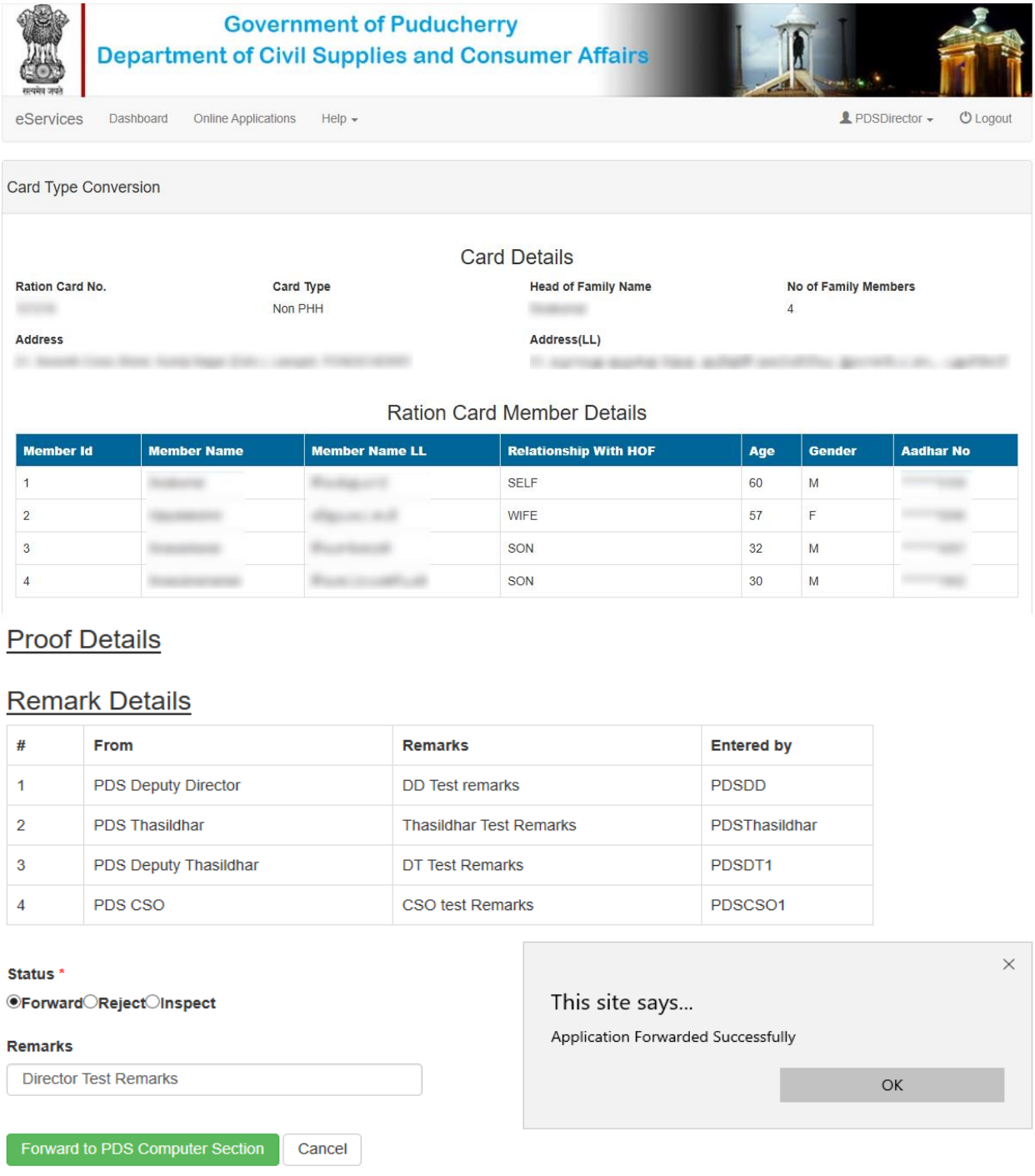
## While Reject




The Deputy Director has to select the reason for rejection and should enter remarks. Thus Deputy Director can reject an application.

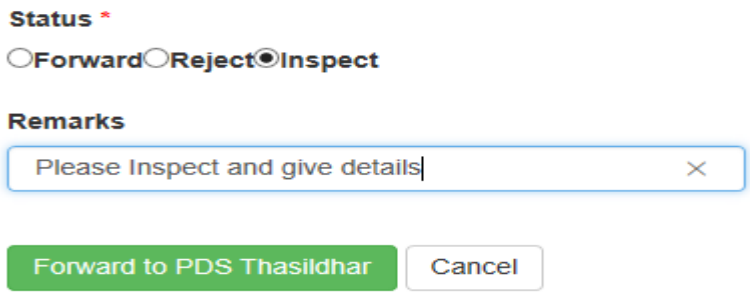
## CTC – Director login

After login the Director has to select the Online Applications menu where he can view the applications forwarded by the Deputy Director.



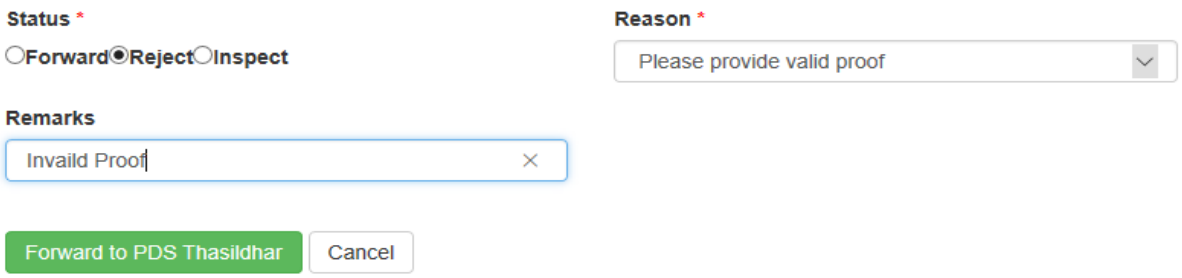

The Director can forward, Reject, Inspect the application. While forwarding the application he has to give the remarks and forward it to Computer Section.

## While Inspect




The Director has to give remarks and forward the application to Thasildhar for Field Verification. The Thasildhar will send the application to CSO, and CSO will verify the application. Again the flow starts from CSO and comes to Director.

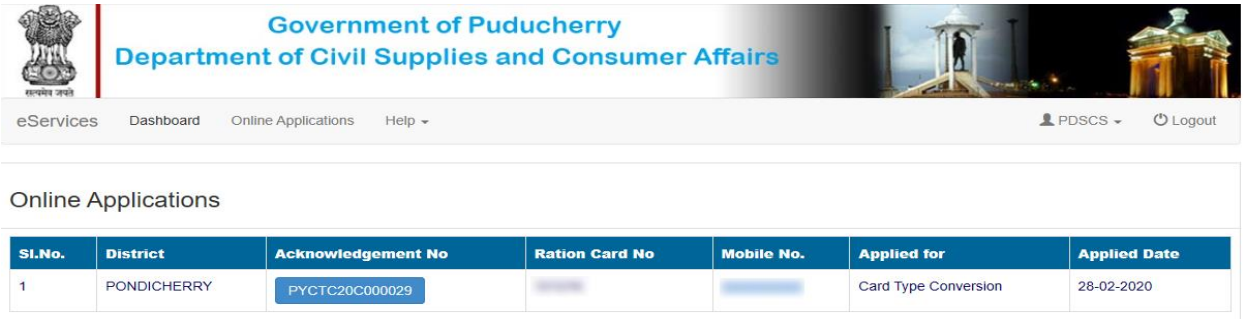
## While Reject

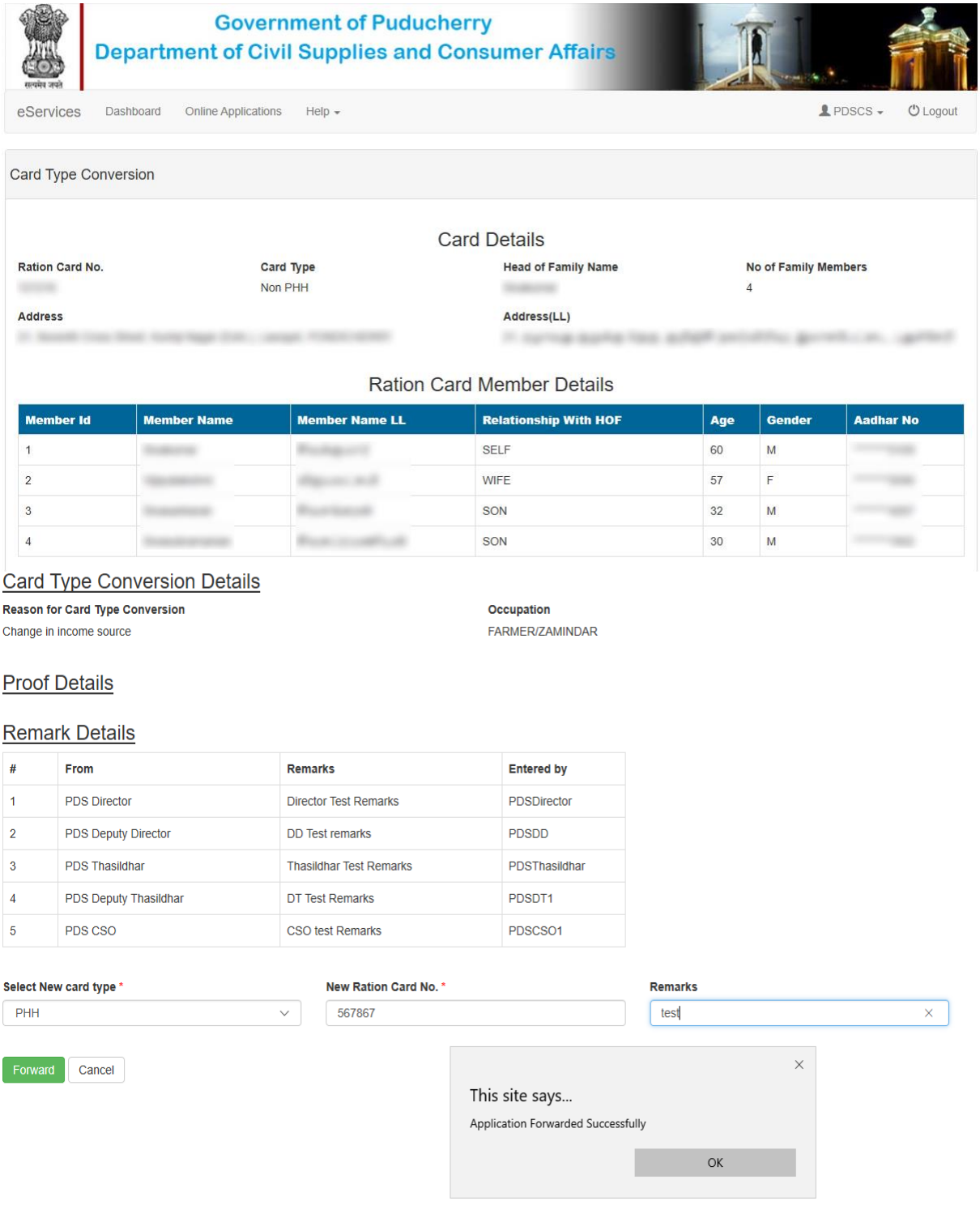



The Director has to select the reason for rejection and should enter remarks. Thus Director can reject an application.

## CTC – Computer Section login

After login the Computer Section user has to select the Online Applications menu where he can view the applications forwarded by the Director.





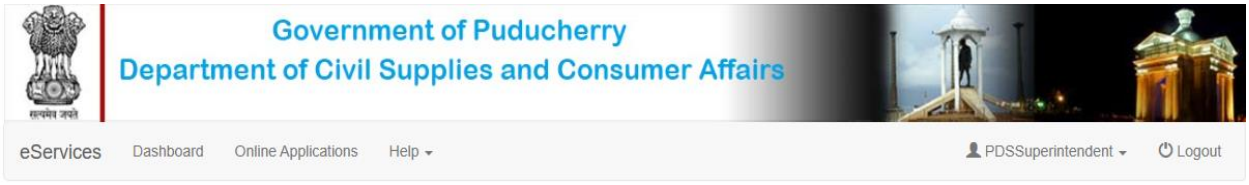

The Computer Section user should card type, ration card number, remarks and forward the application to Superintendent for verification.

# CTC –Superintendent login

After login the Superintendent has to select the Online Applications menu where he can view the applications forwarded by the Computer Section user.

Online Applications

| Sl.No. | District | Acknowledgement No | Ration Card No | Mobile No. | Applied for | Applied Date |
|---|---|---|---|---|---|---|
| 1 | PONDICHERRY | PYCTC20C000029 | [illegible] | [illegible] | Card Type Conversion | 28-02-2020 |




Card Type Conversion

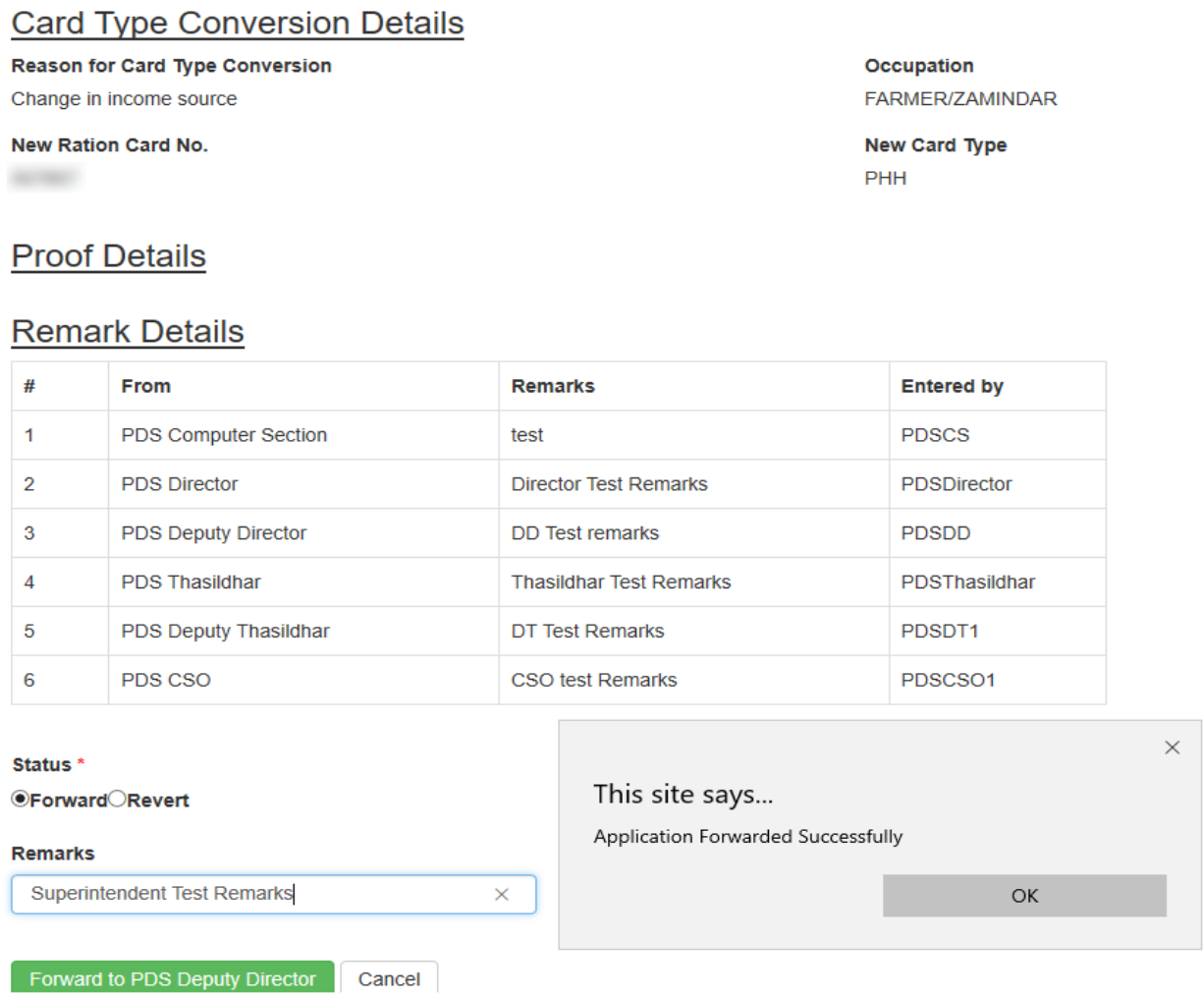
Card Details

| Ration Card No. | Card Type | Head of Family Name | No of Family Members |
|---|---|---|---|
| [illegible] | Non PHH | [illegible] | 4 |

| Address | Address(LL) |
|---|---|
| [illegible] | [illegible] |

Ration Card Member Details

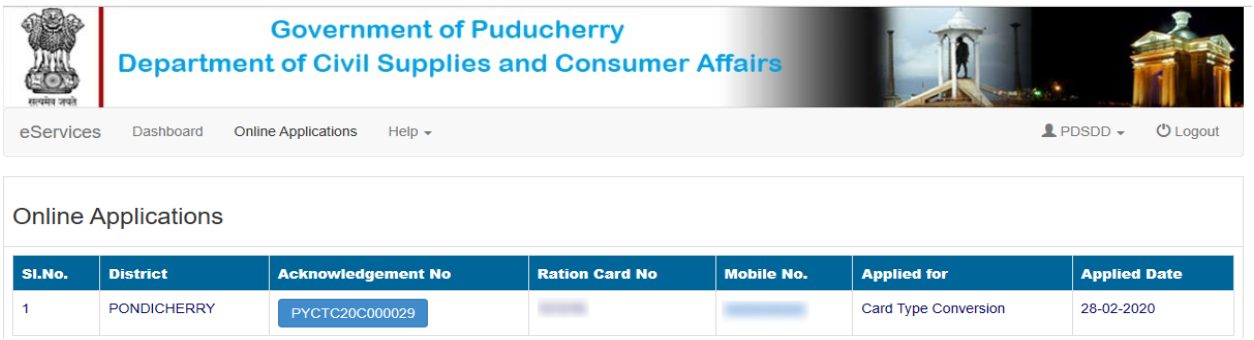
| Member Id | Member Name | Member Name LL | Relationship With HOF | Age | Gender | Aadhar No |
|---|---|---|---|---|---|---|
| 1 | [illegible] | [illegible] | SELF | 60 | M | [illegible] |
| 2 | [illegible] | [illegible] | WIFE | 57 | F | [illegible] |
| 3 | [illegible] | [illegible] | SON | 32 | M | [illegible] |
| 4 | [illegible] | [illegible] | SON | 30 | M | [illegible] |

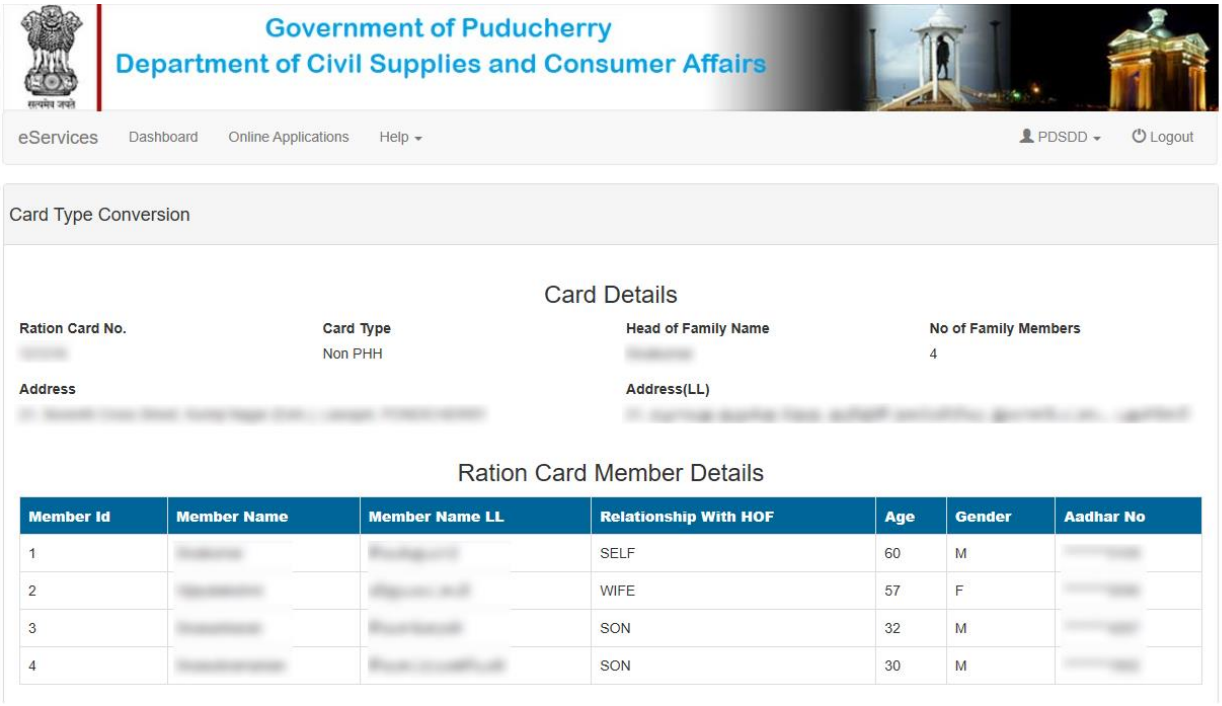



The Superintendent verifies the entries made by the computer section user. After which he can forward or revert the application. While forwarding, the application goes to Deputy Director and while reverting it goes to computer section for correction.

# CTC – Deputy Director login(for approval & eSign)

After login the Deputy Director has to select the Online Applications menu where he can view the applications forwarded by the Superintendent.

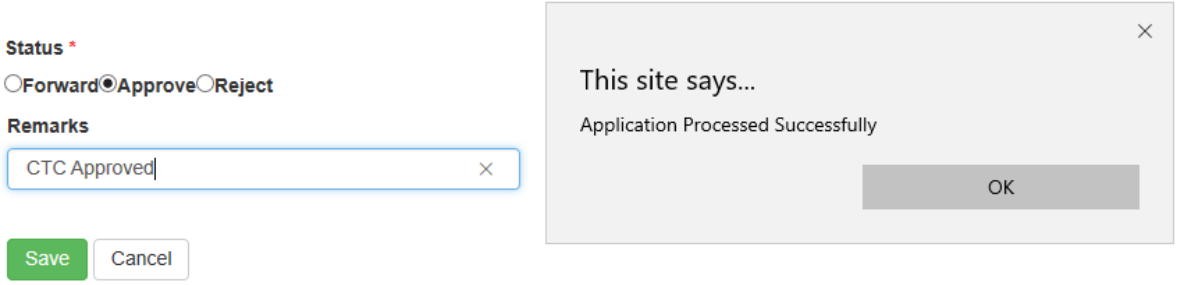





## Proof Details

## Remark Details

| # | From | Remarks | Entered by |
|---|---|---|---|
| 1 | PDS Superintendent | Superintendent Test Remarks | PDSSuperintendent |
| 2 | PDS Computer Section | test | PDSCS |
| 3 | PDS Director | Director Test Remarks | PDSDirector |
| 4 | PDS Deputy Director | DD Test remarks | PDSDD |
| 5 | PDS Thasildhar | Thasildhar Test Remarks | PDSThasildhar |
| 6 | PDS Deputy Thasildhar | DT Test Remarks | PDSDT1 |
| 7 | PDS CSO | CSO test Remarks | PDSCSO1 |

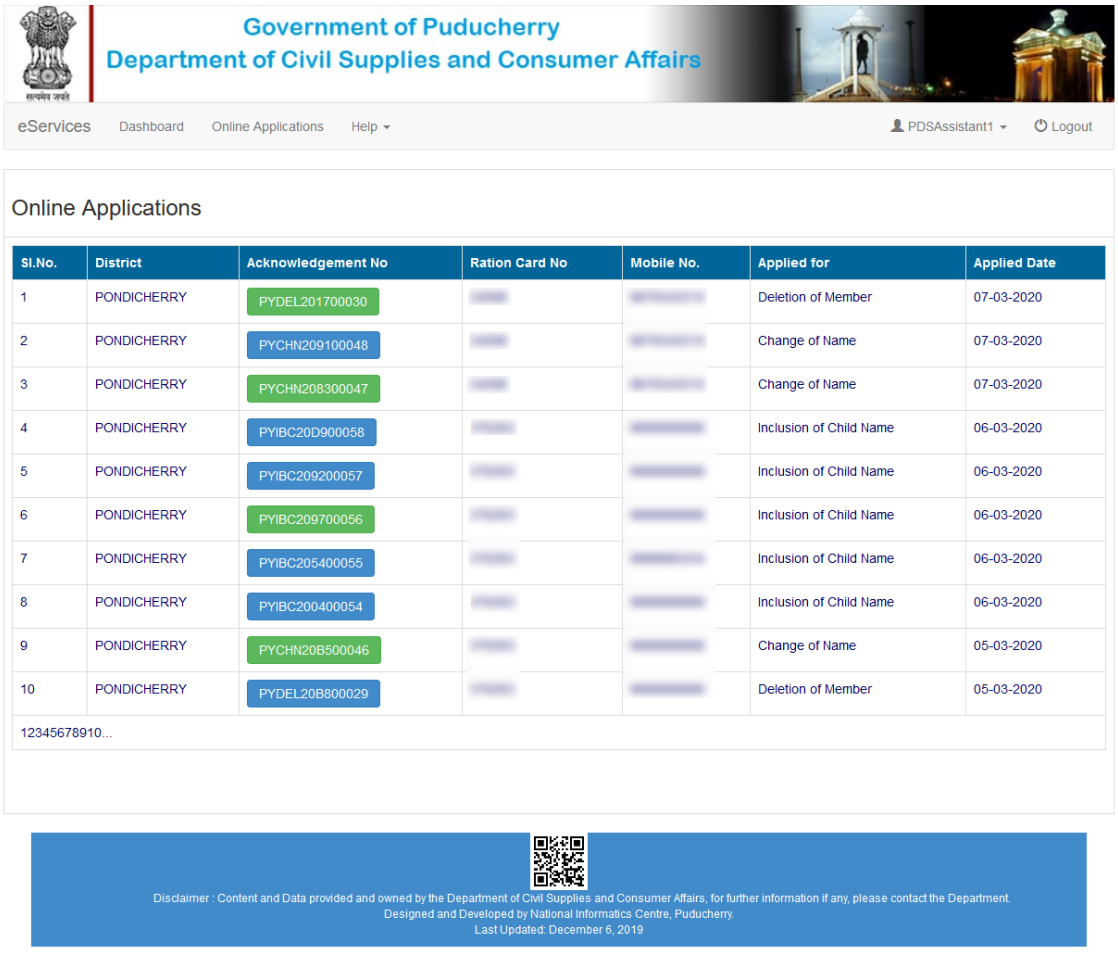



Here the Deputy director can (forward / Approve / Reject) the application. While Forwarding he has give the remarks. While selecting approve the application will approved and data will be saved. While selecting reject option the application will rejected.

# Inclusion of Child Name (IBC)

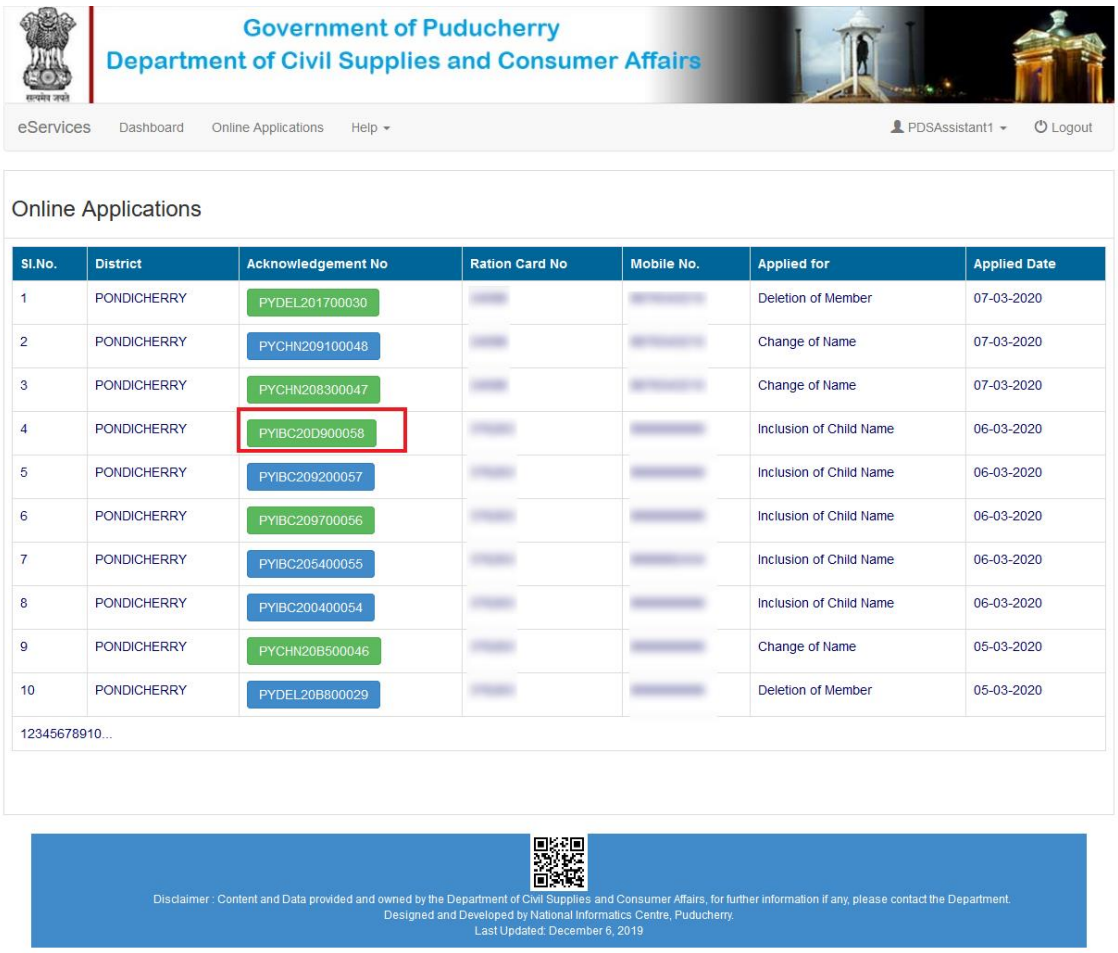
# Applications List

- All the payment completed application is listed to the Dealing Assistant.



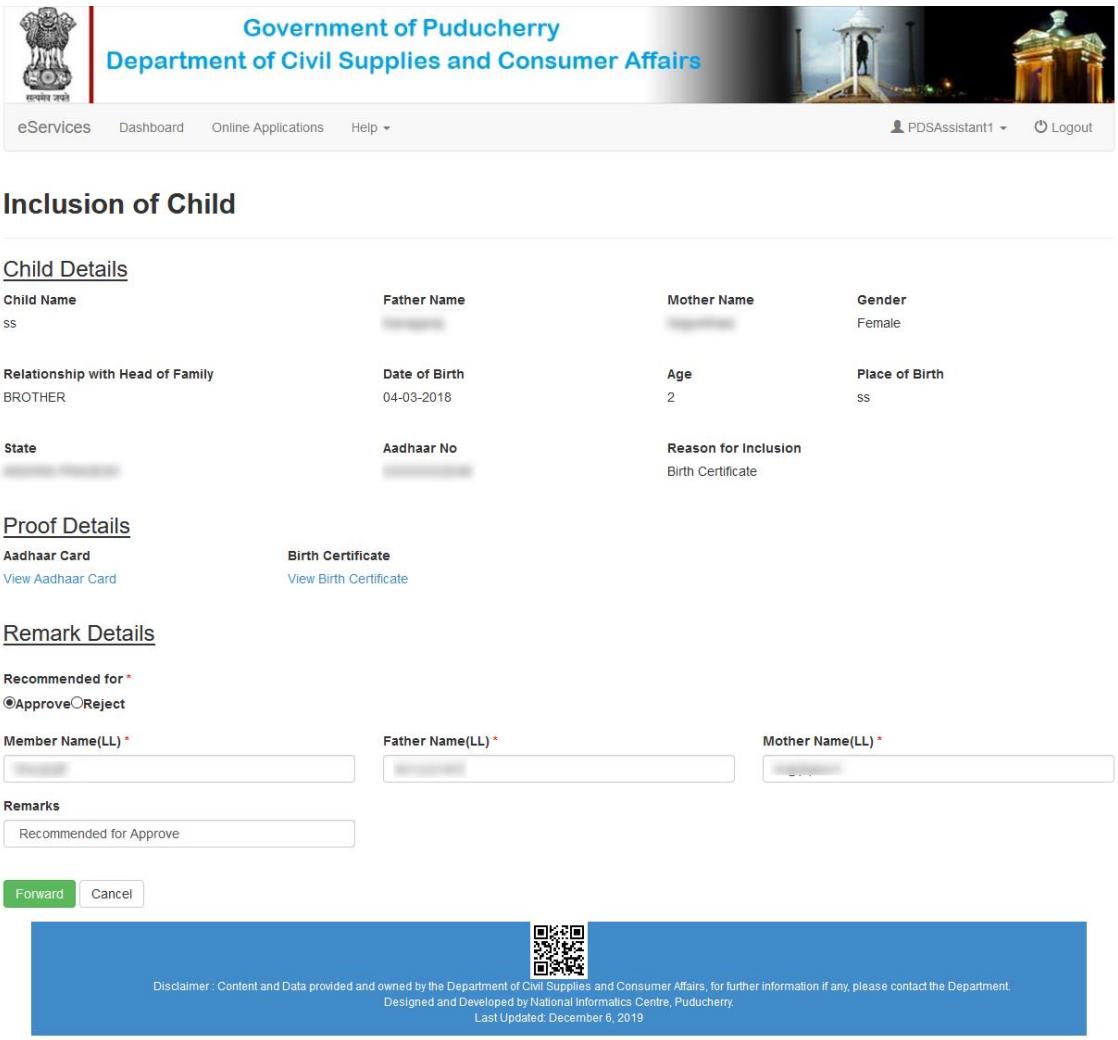
# Applications List - PDS Assistant

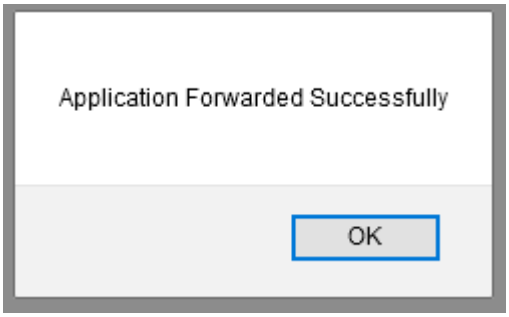
- Dealing Assistant can pick the application randomly. Once the application is picked by dealing assistant it is permanently assigned to them and changed the button color to green color for the particular assistant other assistant can’t pick.



# IBC - PDS Assistant

- The selected application can be forwarded to the Superintendent with the recommendation for (rejection / approval) along with remarks and status will be updated.
- While click recommended for approve option can fill other details.

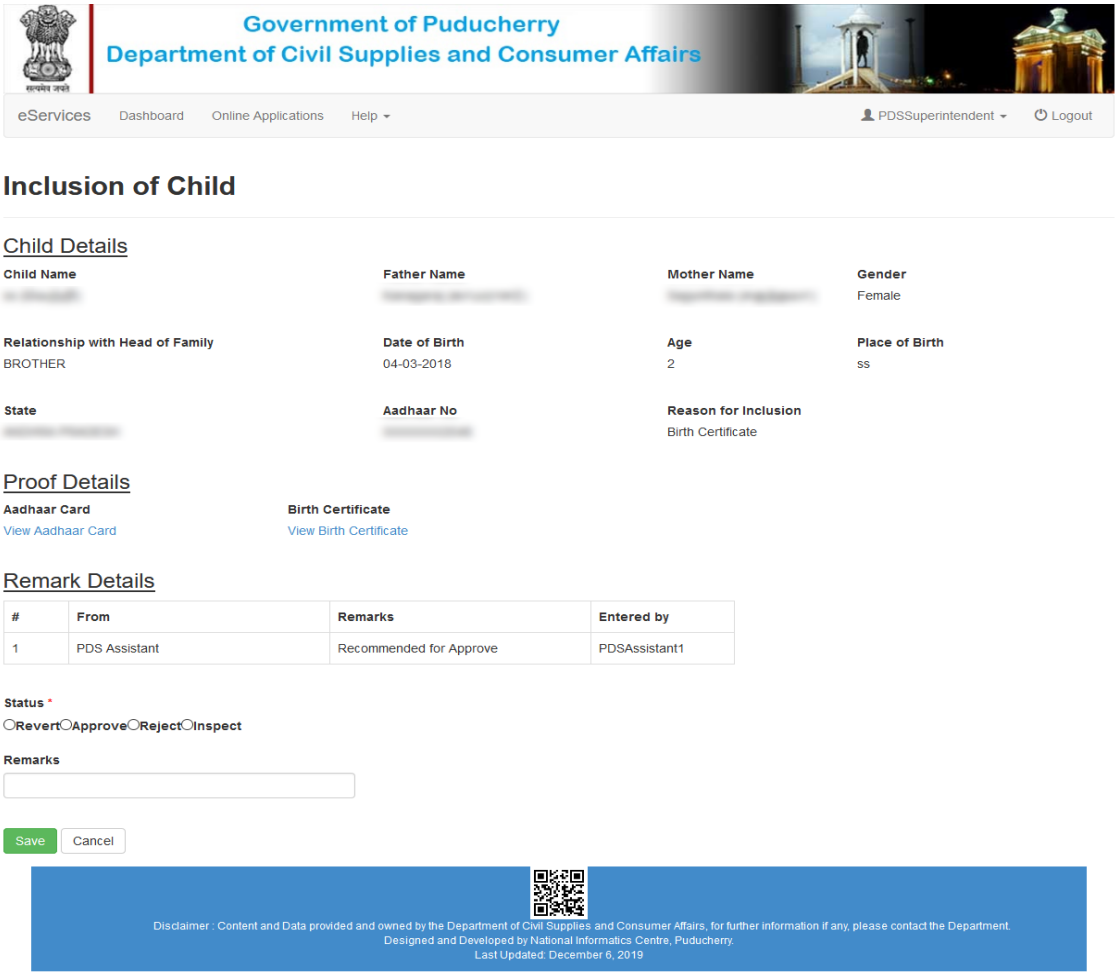


# IBC – PDS Superintendent

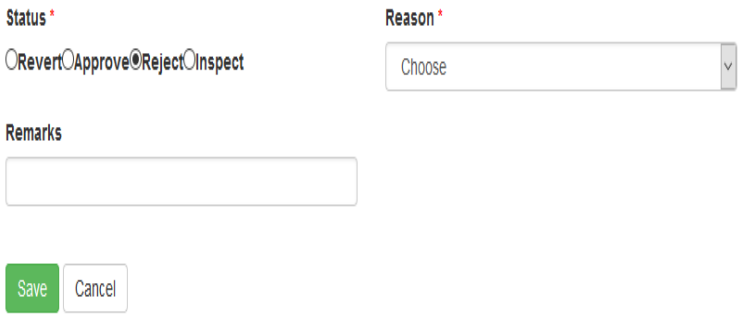
- Superintendent can pick forwarded application. Once the application is picked the button color change to green color.

- Superintendent can further approve/reject/revert/inspect the application.



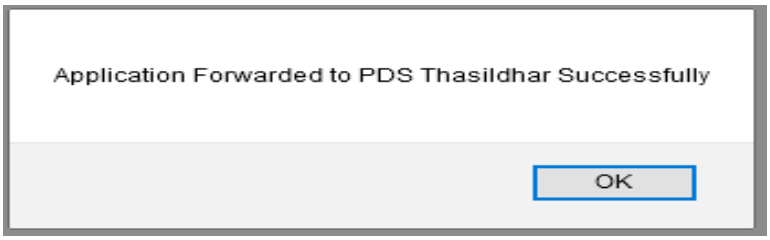
# While Reject

- While reject, the application status will be update.



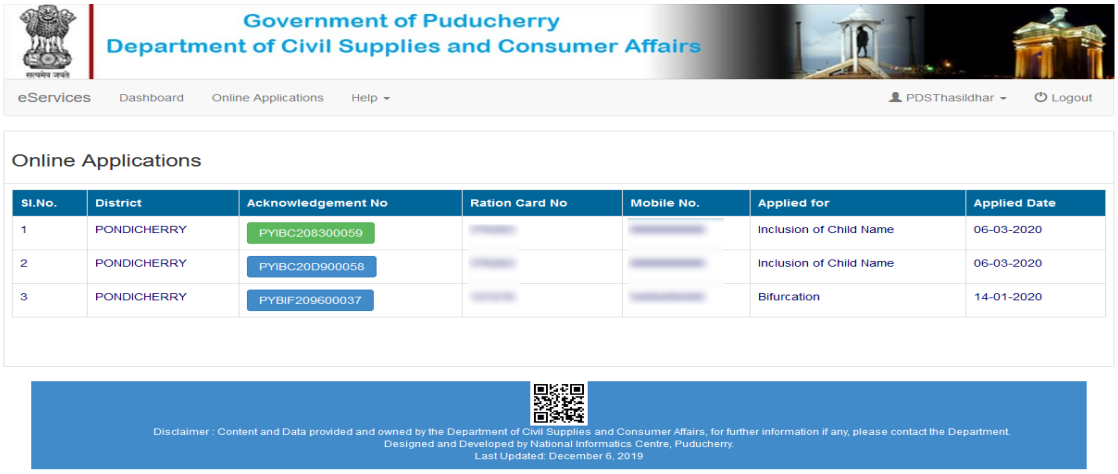

# While Inspect

- While Inspect, the application is forwarded to Tashildar and status will be update.

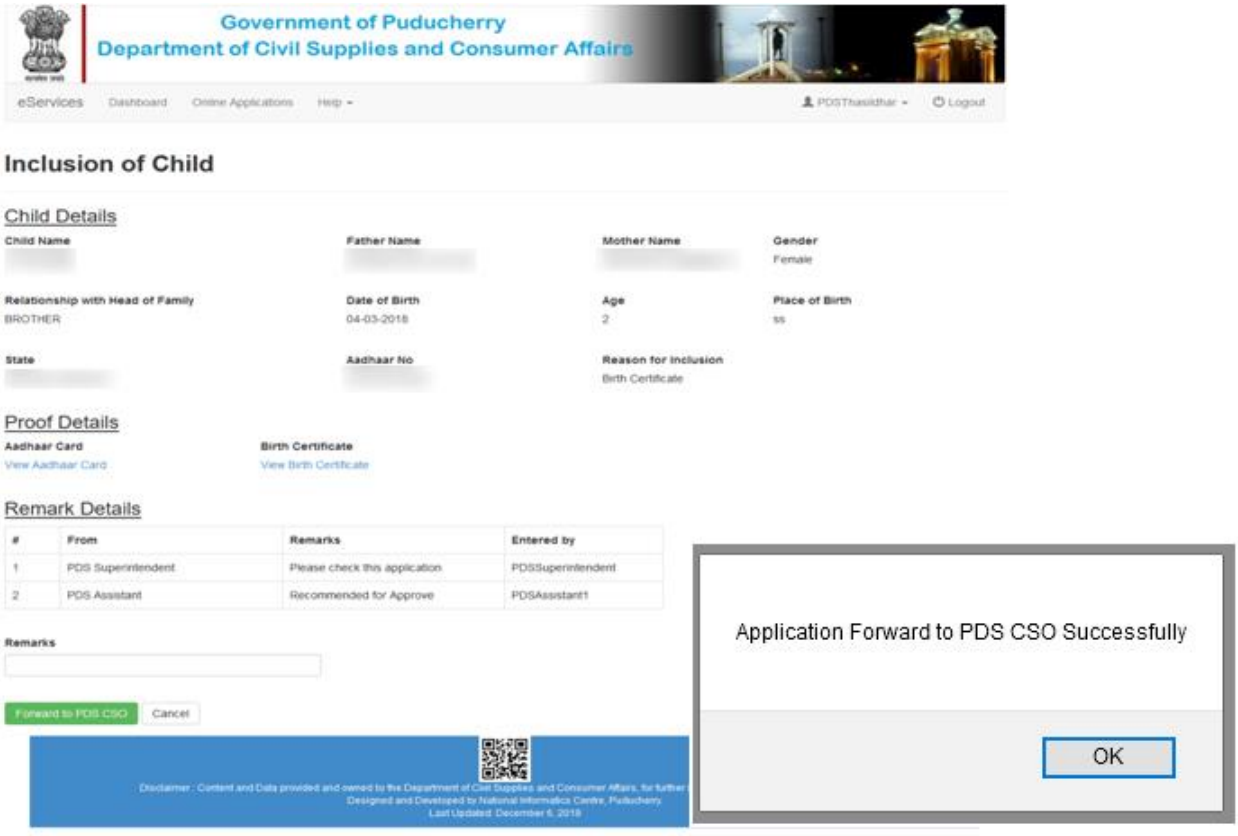


# IBC - PDS Thasildhar

- Thasildhar can pick forwarded application. Once the application is picked the button color change to green color.

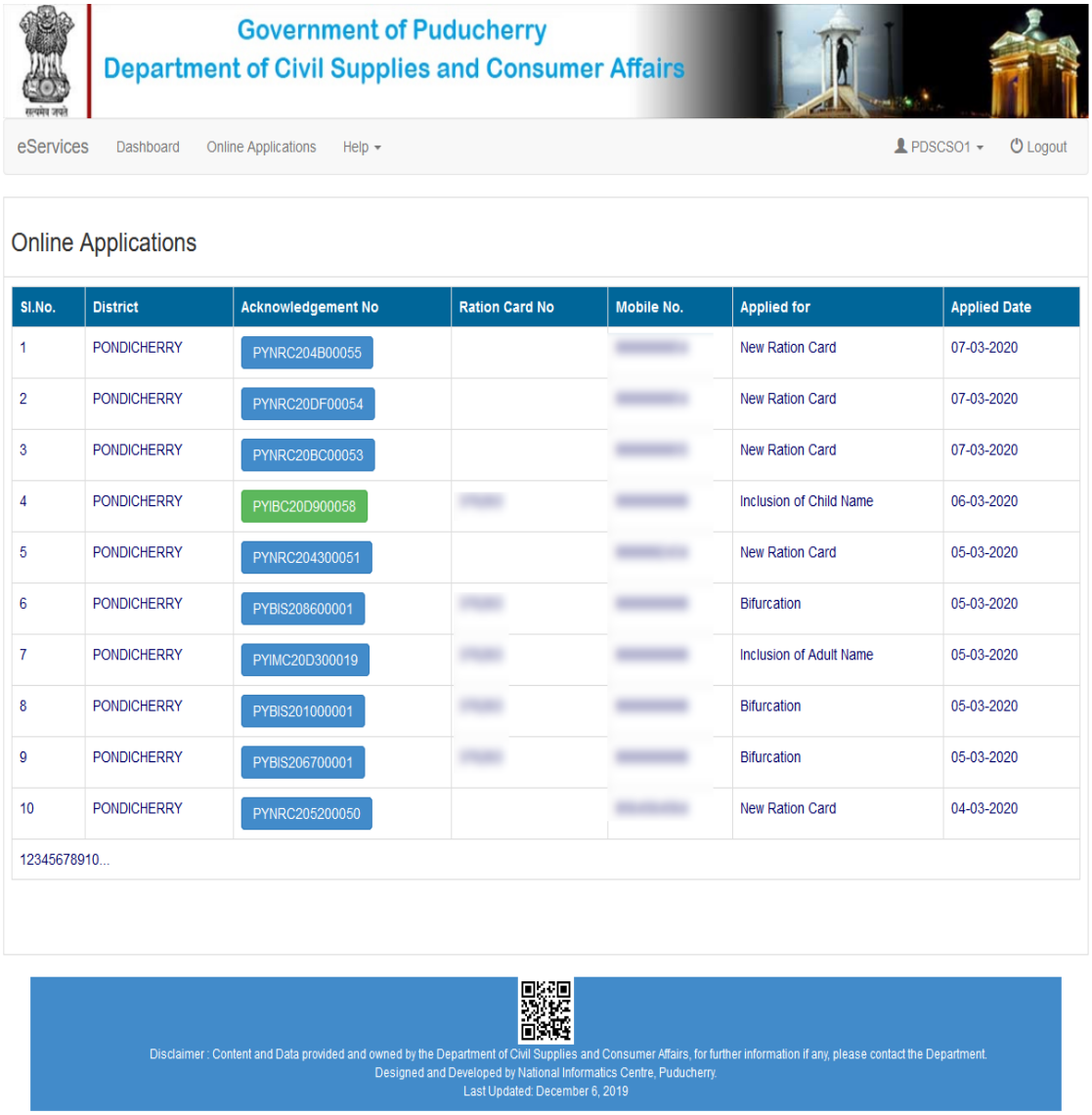



- Tashildar forward the application to CSO for field level verification.

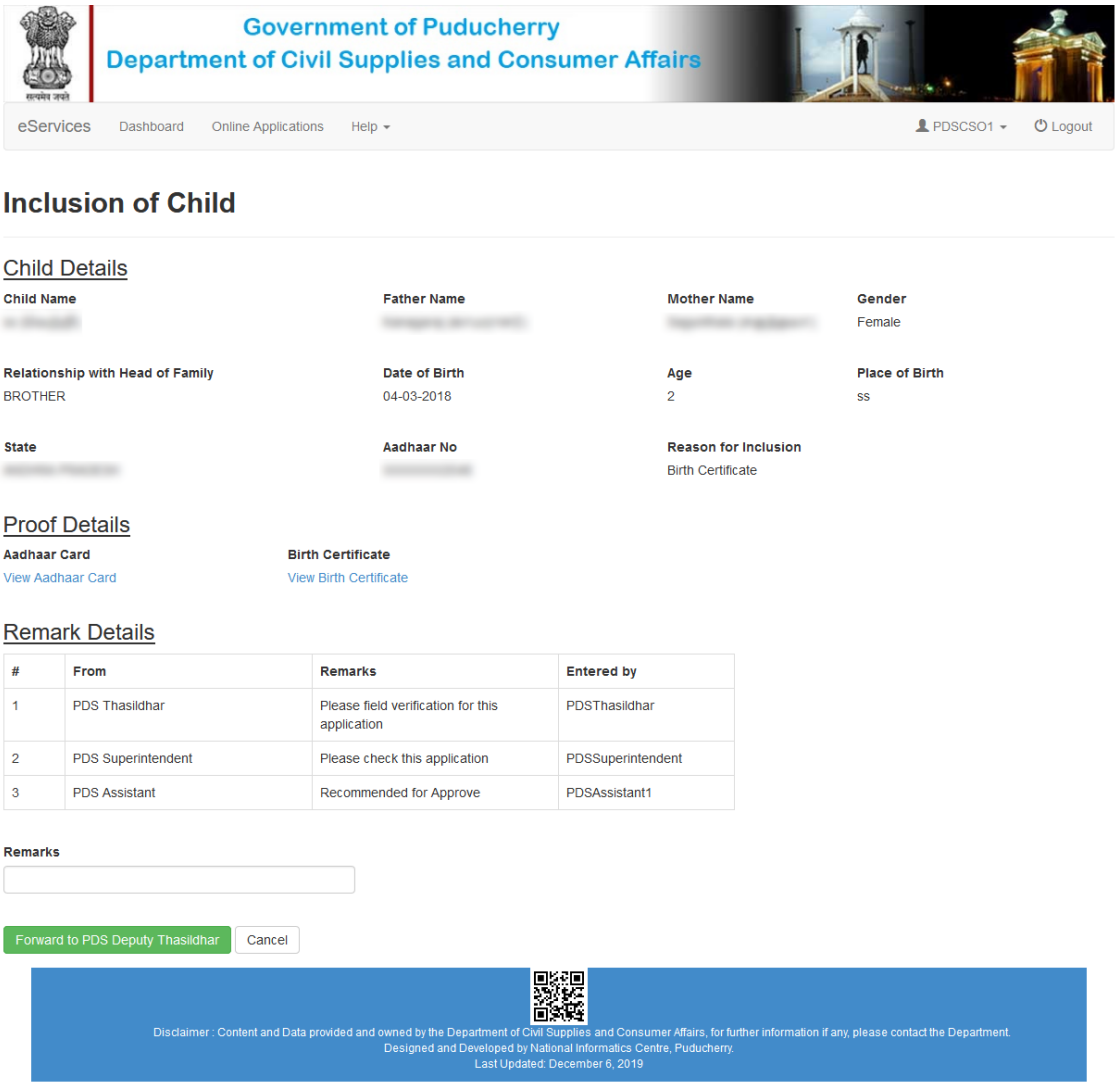


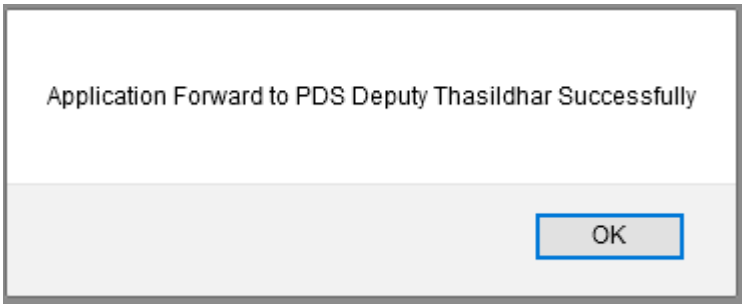
# IBC - PDS CSO

- CSO can pick forwarded application. Once the application is picked the button color change to green color.



- After completing the field level verification the CSO can forward the application to Deputy Tashildar.

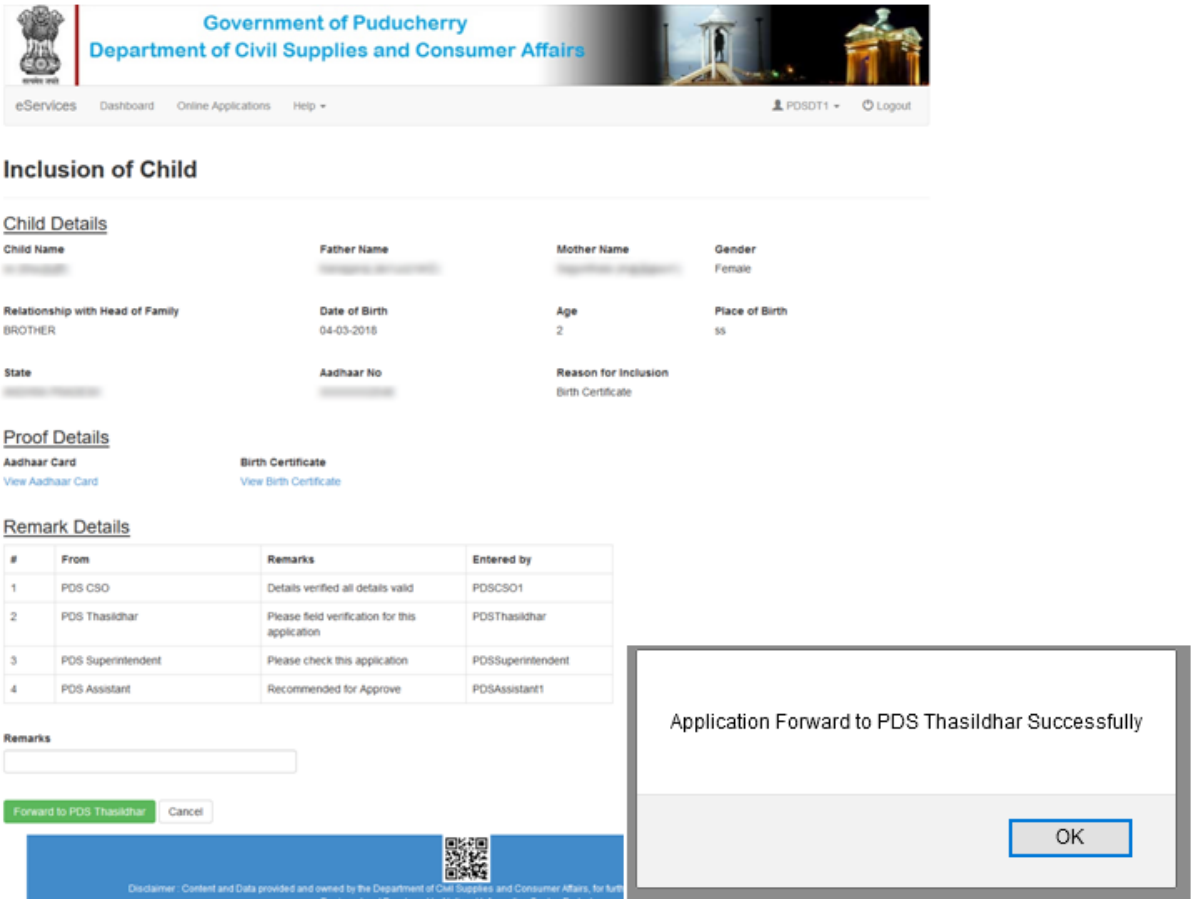


# IBC - PDS Deputy Thasildhar

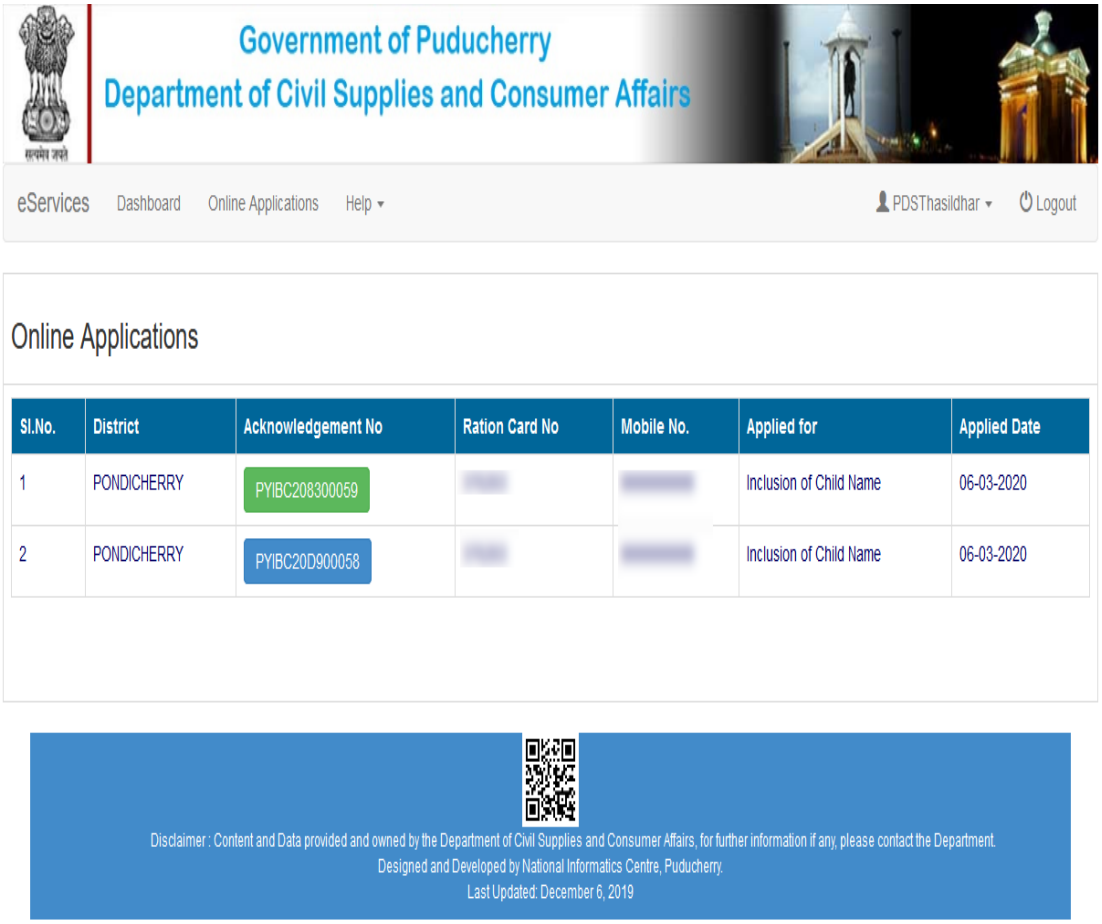
- Deputy Thasildhar can pick forwarded application. Once the application is picked the button color change to green color.

- The Deputy Tashildar forward the application to Tashildar.

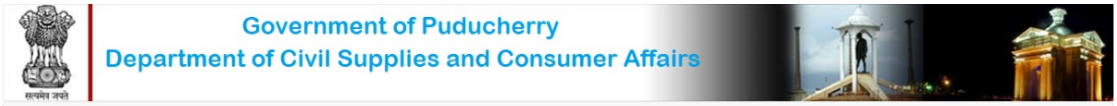


# IBC - PDS Thasildhar

- Thasildhar can pick forwarded application. Once the application is picked the button color change to green color.




- The Tashildar forward inspected application details to Superintendent and status will be update.




eServices Dashboard Online Applications Help PDSThasildhar Logout

# Inclusion of Child

## Child Details

| Child Name | Father Name | Mother Name | Gender |
|---|---|---|---|
| [redacted] | [redacted] | [redacted] | Female |

| Relationship with Head of Family | Date of Birth | Age | Place of Birth |
|---|---|---|---|
| BROTHER | 04-03-2018 | 2 | ss |

| State | Aadhaar No | Reason for Inclusion |
|---|---|---|
| [redacted] | [redacted] | Birth Certificate |

## Proof Details

| Aadhaar Card | Birth Certificate |
|---|---|
| View Aadhaar Card | View Birth Certificate |

## Remark Details

| # | From | Remarks | Entered by |
|---|---|---|---|
| 1 | PDS Deputy Thasildhar | Field verification done and details verified | PDSDT1 |
| 2 | PDS CSO | Details verified all details valid | PDSCSO1 |
| 3 | PDS Thasildhar | Please field verification for this application | PDSThasildhar |
| 4 | PDS Superintendent | Please check this application | PDSSuperintendent |
| 5 | PDS Assistant | Recommended for Approve | PDSAssistant1 |

**Remarks**

Forward to PDS Superintendent Cancel

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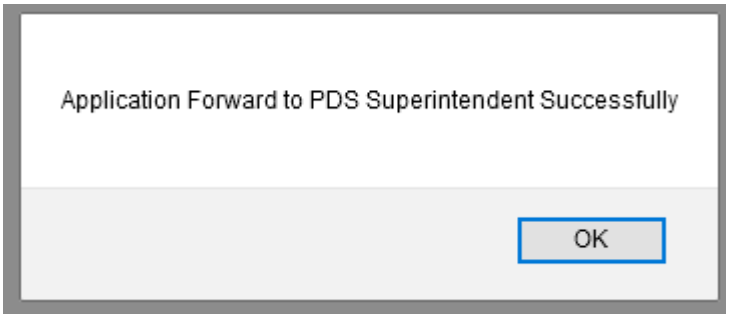

# IBC – PDS Superintendent

- While approving, the application status will be update and all the related data will be updated to the PDS Database.

eServices Dashboard Online Applications Help PDSSuperintendent Logout

# Inclusion of Child

## Child Details

| Child Name | Father Name | Mother Name | Gender |
|---|---|---|---|
| [redacted] | [redacted] | [redacted] | Female |

| Relationship with Head of Family | Date of Birth | Age | Place of Birth |
|---|---|---|---|
| BROTHER | 04-03-2018 | 2 | ss |

| State | Aadhaar No | Reason for Inclusion |
|---|---|---|
| [redacted] | [redacted] | Birth Certificate |

## Proof Details

| Aadhaar Card | Birth Certificate |
|---|---|
| View Aadhaar Card | View Birth Certificate |

## Remark Details

| # | From | Remarks | Entered by |
|---|---|---|---|
| 1 | PDS Thasildhar | Application verified successfully | PDSThasildhar |
| 2 | PDS Deputy Thasildhar | Field verification done and details verified | PDSDT1 |
| 3 | PDS CSO | Details verified all details valid | PDSCSO1 |
| 4 | PDS Thasildhar | Please field verification for this application | PDSThasildhar |
| 5 | PDS Superintendent | Please check this application | PDSSuperintendent |
| 6 | PDS Assistant | Recommended for Approve | PDSAssistant1 |

**Status** *

○Revert◉Approve○Reject○Inspect

**Remarks**

Application approved successfully

Save Cancel

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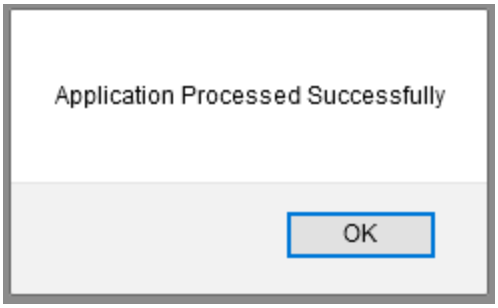
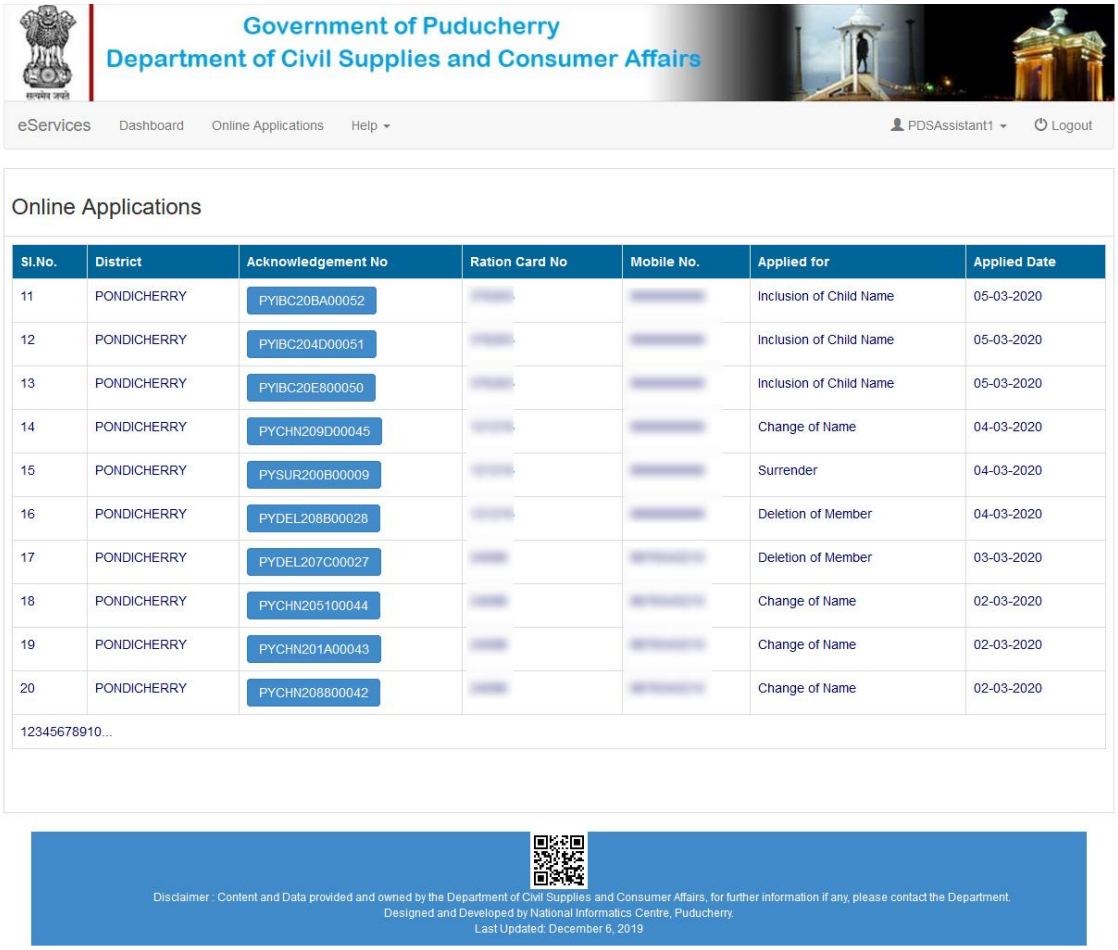


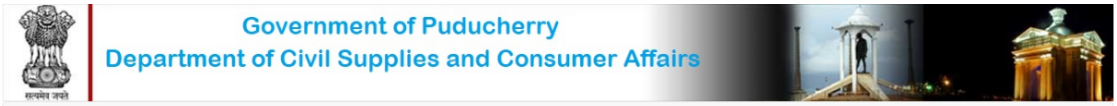
# Surrender (SUR)

## SUR Application List – PDS Assistant

- All the payment completed application is listed to the Dealing Assistant.
- Dealing Assistant can pick the application randomly. Once the application is picked by dealing assistant it is permanently assigned to them and changed the button color to green color for the particular assistant other assistant can't pick.




- The selected application can be forwarded to the Superintendent with remarks and status will be update.




eServices Dashboard Online Applications Help PDSAssistant1 Logout

# Surrendering of Ration Card

## Ration Card Details

| Ration Card No. | Card Type | Head of Family Name | No of Family Members |
|---|---|---|---|
| [illegible] | Non PHH | [illegible] | 4 |

**Address** [illegible]

**Address(LL)** [illegible]

## Ration Card Family Member Details

| Sl. No. | Name in English | Name in Regional Language | Gender | Relationship with Head of Family | Aadhaar |
|---|---|---|---|---|---|
| 1 | [illegible] | [illegible] | Male | SELF | [illegible] |
| 2 | [illegible] | [illegible] | Female | WIFE | [illegible] |
| 3 | [illegible] | [illegible] | Male | SON | [illegible] |
| 4 | [illegible] | [illegible] | Male | SON | [illegible] |
| 5 | [illegible] | [illegible] | Female | MOTHER | |

## Surrender Details

| Reason for surrender | Place to | State |
|---|---|---|
| Shifted | kanli | JHARKHAND |

**Remarks**

Forward Cancel

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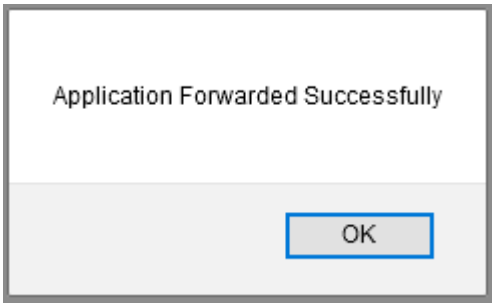

# SUR – PDS Superintendent

- Superintendent can pick forwarded application.

Superintendent can further approve/reject the application.

- While approving, the application status will be update and all the related data will be updated to the PDS Database.
- While reject, the application status will be update.

Government of Puducherry
Department of Civil Supplies and Consumer Affairs

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# Surrendering of Ration Card

## Ration Card Details

| Ration Card No. | Card Type | Head of Family Name | No of Family Members |
|---|---|---|---|
| [redacted] | Non PHH | [redacted] | 4 |

**Address** [redacted]

**Address(LL)** [redacted]

## Ration Card Family Member Details

| Sl. No. | Name in English | Name in Regional Language | Gender | Relationship with Head of Family | Aadhaar |
|---|---|---|---|---|---|
| 1 | [redacted] | [redacted] | Male | SELF | [redacted] |
| 2 | [redacted] | [redacted] | Female | WIFE | [redacted] |
| 3 | [redacted] | [redacted] | Male | SON | [redacted] |
| 4 | [redacted] | [redacted] | Male | SON | [redacted] |
| 5 | [redacted] | [redacted] | Female | MOTHER | |

## Surrender Details

| Reason for surrender | Place to | State |
|---|---|---|
| Shifted | kanli | JHARKHAND |

**Remarks** Recommended for Approve

**Status** *

○Approve○Reject

Save | Cancel

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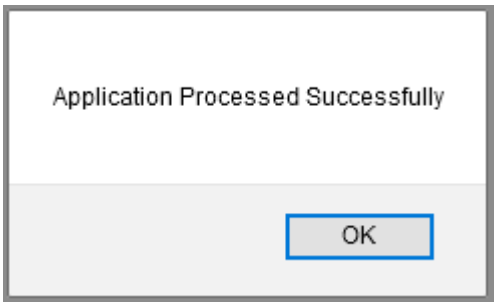
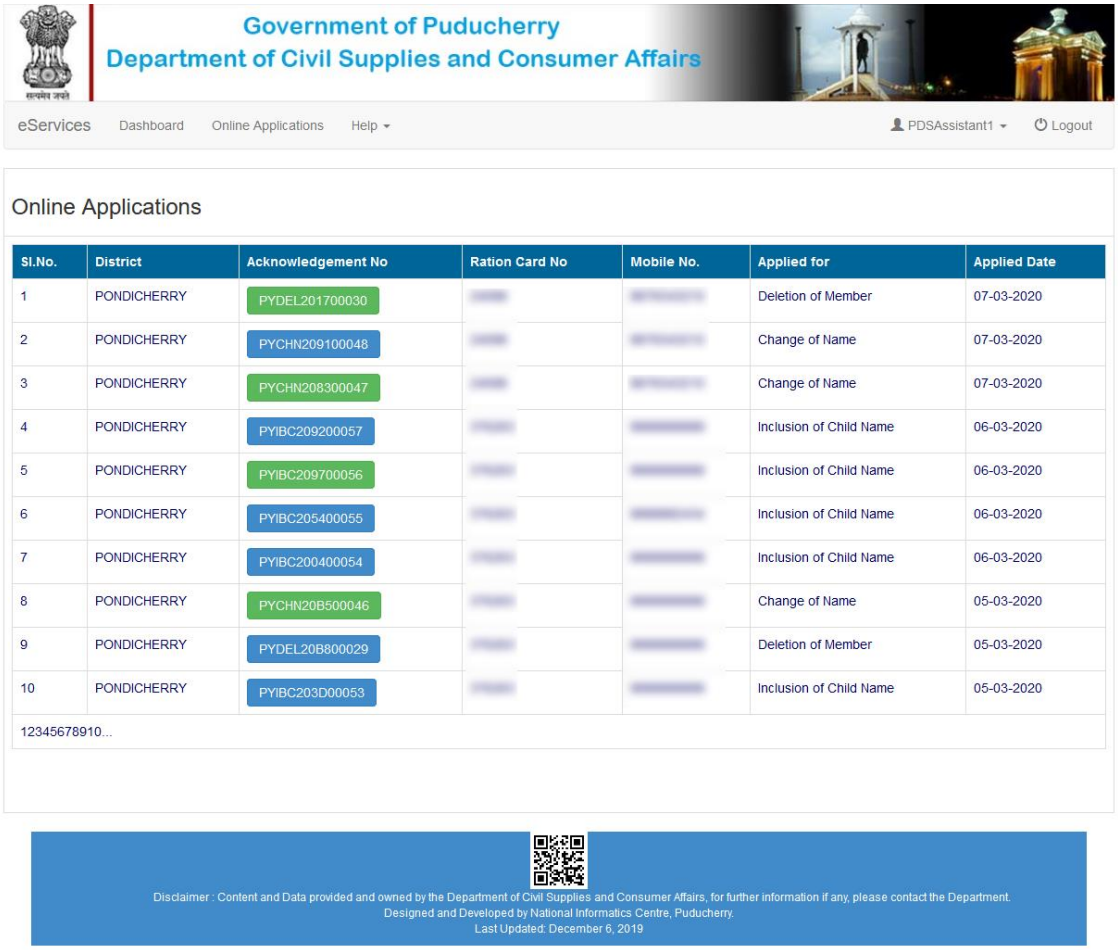


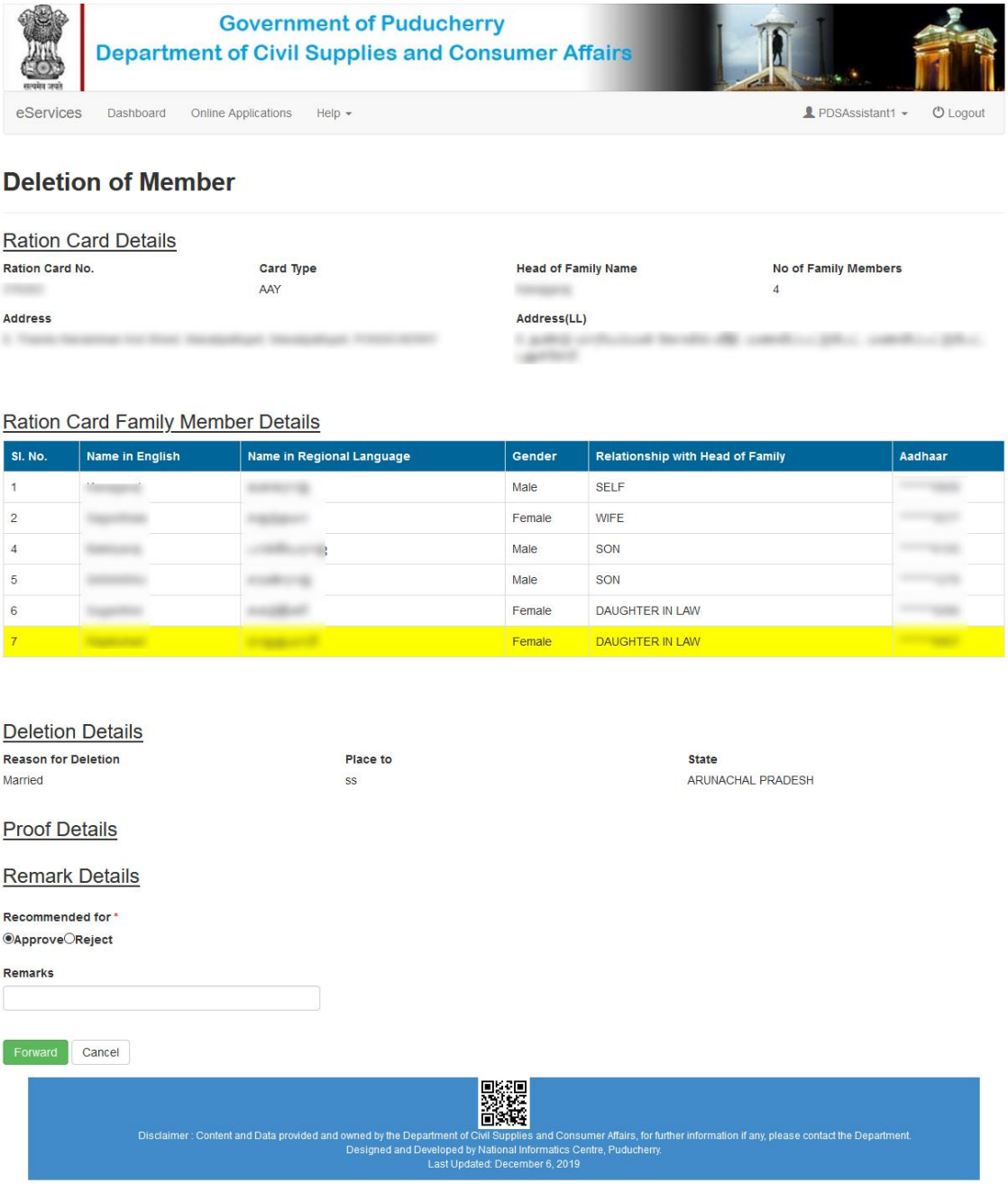
# Deletion of Member (DEL)

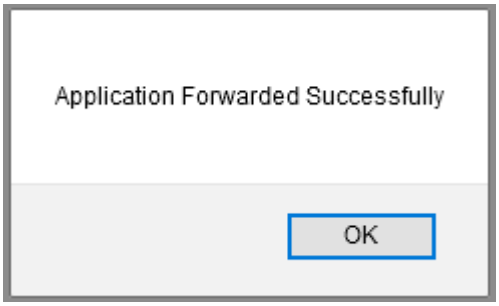
## DEL – PDS Assistant

- All the payment completed application is listed to the Dealing Assistant.
- Dealing Assistant can pick the application randomly. Once the application is picked by dealing assistant it is permanently assigned to them and changed the button color to green color for the particular assistant other assistant can't pick.




- The selected application can be forwarded to the Superintendent with the recommendation for (rejection / approval) along with remarks and status will be update.



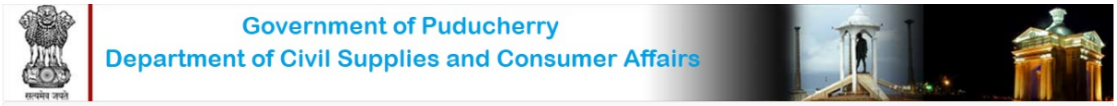




# DEL – PDS Superintendent

- Superintendent can pick forwarded application.

Superintendent can further approve/reject/revert/inspect the application.

- While approving, the application status will be update and all the related data will be updated to the PDS Database.
- While reject, the application status will be update.
- While revert, the application is reverted to Dealing Assistant for correction.
- While Inspect, the application is forwarded to Tashildar and status will be update, again the Tashildar forward the application to CSO for field level verification. After completing the field level verification the CSO can forward the application to Deputy Tashildar, again the Deputy Tashildar forward the application to Tashildar. Then Tashildar forward to Superintendent and status will be update.




eServices | Dashboard | Online Applications | Help | PDSSuperintendent | Logout

# Deletion of Member

## Ration Card Details

| Ration Card No. | Card Type | Head of Family Name | No of Family Members |
|---|---|---|---|
| [illegible] | AAY | [illegible] | 4 |

**Address**

[illegible]

**Address(LL)**

[illegible]

## Ration Card Family Member Details

| Sl. No. | Name in English | Name in Regional Language | Gender | Relationship with Head of Family | Aadhaar |
|---|---|---|---|---|---|
| 1 | [illegible] | [illegible] | Male | SELF | [illegible] |
| 2 | [illegible] | [illegible] | Female | WIFE | [illegible] |
| 4 | [illegible] | [illegible] | Male | SON | [illegible] |
| 5 | [illegible] | [illegible] | Male | SON | [illegible] |
| 6 | [illegible] | [illegible] | Female | DAUGHTER IN LAW | [illegible] |
| 7 | [illegible] | [illegible] | Female | DAUGHTER IN LAW | [illegible] |

## Deletion Details

| Reason for Deletion | Place to | State |
|---|---|---|
| Married | ss | ARUNACHAL PRADESH |

## Proof Details

## Remark Details

| # | From | Remarks | Entered by |
|---|---|---|---|
| 1 | PDS Assistant | Recommended for Approve | PDSAssistant1 |

**Status** *

○Revert◉Approve○Reject○Inspect

**Remarks**

Application approved successfully

Save | Cancel

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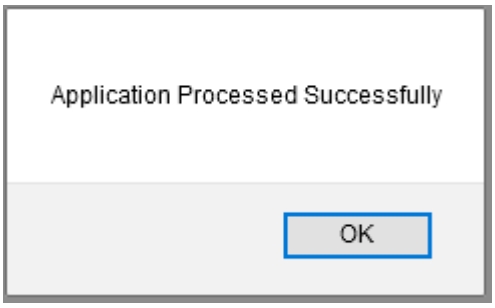
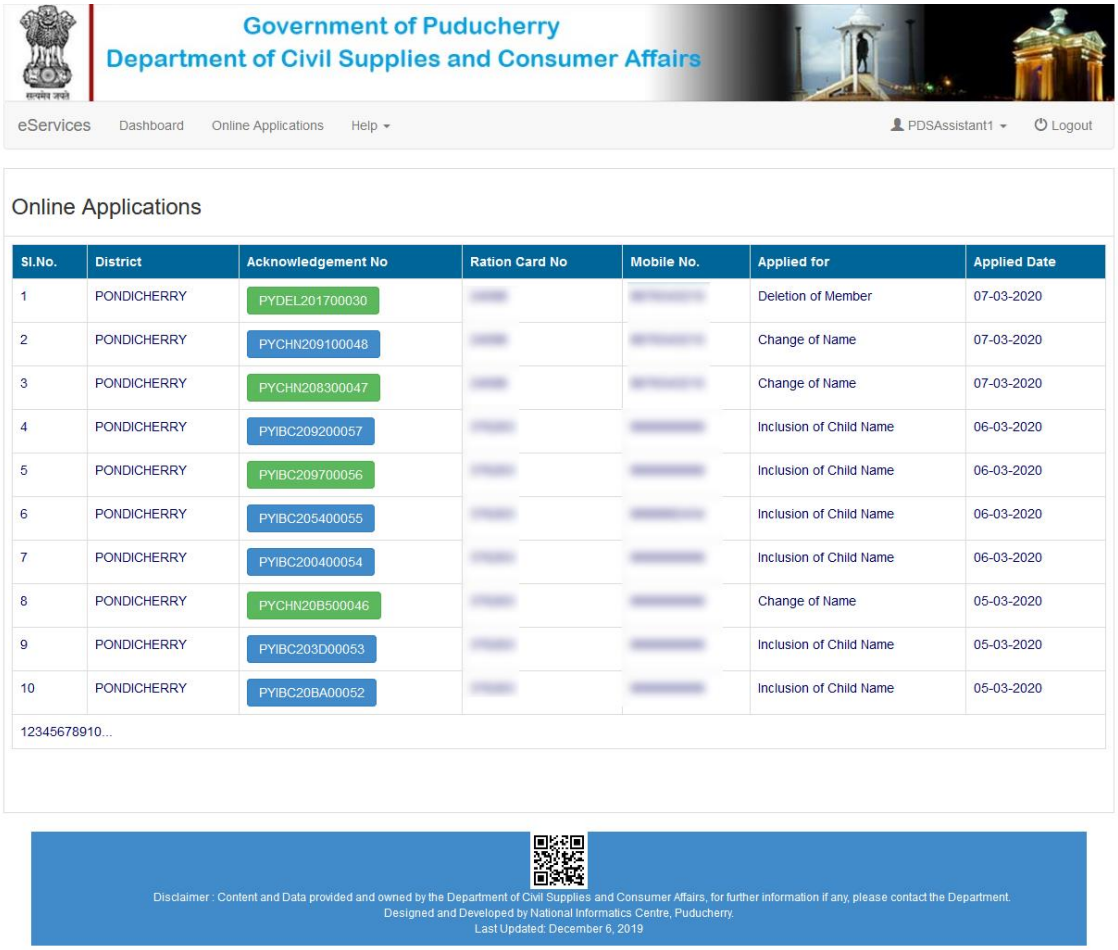


# Change of Name (CHN)

## CHN – PDS Assistant

- All the payment completed application is listed to the Dealing Assistant.
- Dealing Assistant can pick the application randomly. Once the application is picked by dealing assistant it is permanently assigned to them and changed the button color to green color for the particular assistant other assistant can't pick.




- The selected application can be forwarded to the Superintendent with the recommendation for (rejection / approval) along with remarks and status will be update.

eServices Dashboard Online Applications Help PDSAssistant1 Logout

Change of Member Name

## Card Details

**Ration Card No. :** [redacted] **HOF Name :** [redacted]

**Applied On :** 04-03-2020 **Card Type :** Non PHH

## Ration Card Member Details

| Member Id | Member Name | Member Name LL | Relationship With HOF | Age | Gender | Aadhar No |
|---|---|---|---|---|---|---|
| 1 | [redacted] | [redacted] | SELF | 60 | M | [redacted] |
| 2 | [redacted] | [redacted] | WIFE | 57 | F | [redacted] |
| 3 | [redacted] | [redacted] | SON | 32 | M | [redacted] |
| 4 | [redacted] | [redacted] | SON | 30 | M | [redacted] |

## Member Name Change

**Name** [redacted] **Name (LL)** [redacted] **Reason for name change** Certificates Proof

## Proof Details

**Birth Certificate**

View Birth Certificate

## Remark Details

**Recommended for** *

◉Approve○Reject

**New Name** [redacted] **New Name (LL)** *

**Remarks** *

Recommended for Approve

Forward Cancel

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Application Forwarded Successfully

OK

# CHN – PDS Superintendent

- Superintendent can pick forwarded application.

Superintendent can further approve/reject/revert/inspect the application.

- While approving, the application status will be update all the related data will be updated to the PDS Database.
- While reject, the application status will be update.
- While revert, the application is reverted to Dealing Assistant for correction.
- While Inspect, the application is forwarded to Tashildar and status will be update, again the Tashildar forward the application to CSO for field level verification. After completing the field level verification the CSO can forward the application to Deputy Tashildar, again the Deputy Tashildar forward the application to Tashildar. Then Tashildar forward to Superintendent and status will be update.

eServices Dashboard Online Applications Help PDSSuperintendent Logout

Change of Member Name

## Card Details

**Ration Card No. :** [redacted] **HOF Name :** [redacted]

**Applied On :** 04-03-2020 **Card Type :** Non PHH

## Ration Card Member Details

| Member Id | Member Name | Member Name LL | Relationship With HOF | Age | Gender | Aadhar No |
|---|---|---|---|---|---|---|
| 1 | [redacted] | [redacted] | SELF | 60 | M | [redacted] |
| 2 | [redacted] | [redacted] | WIFE | 57 | F | [redacted] |
| 3 | [redacted] | [redacted] | SON | 32 | M | [redacted] |
| 4 | [redacted] | [redacted] | SON | 30 | M | [redacted] |

## Member Name Change

**Name** [redacted] **Name (LL)** [redacted] **Reason for name change** Certificates Proof

## Proof Details

**Birth Certificate**

View Birth Certificate

## Remark Details

| # | From | Remarks | Entered by |
|---|---|---|---|
| 1 | PDS Assistant | Recommended for Approve | PDSAssistant1 |

## Member Name Change

**Name** [redacted] **Name (LL)** [redacted]

**Status** *

○Revert ◉Approve ○Reject ○Inspect

**Remarks**

Application approved successfully

Save Cancel

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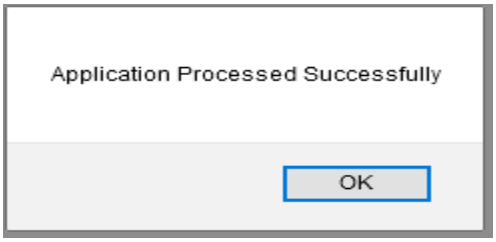
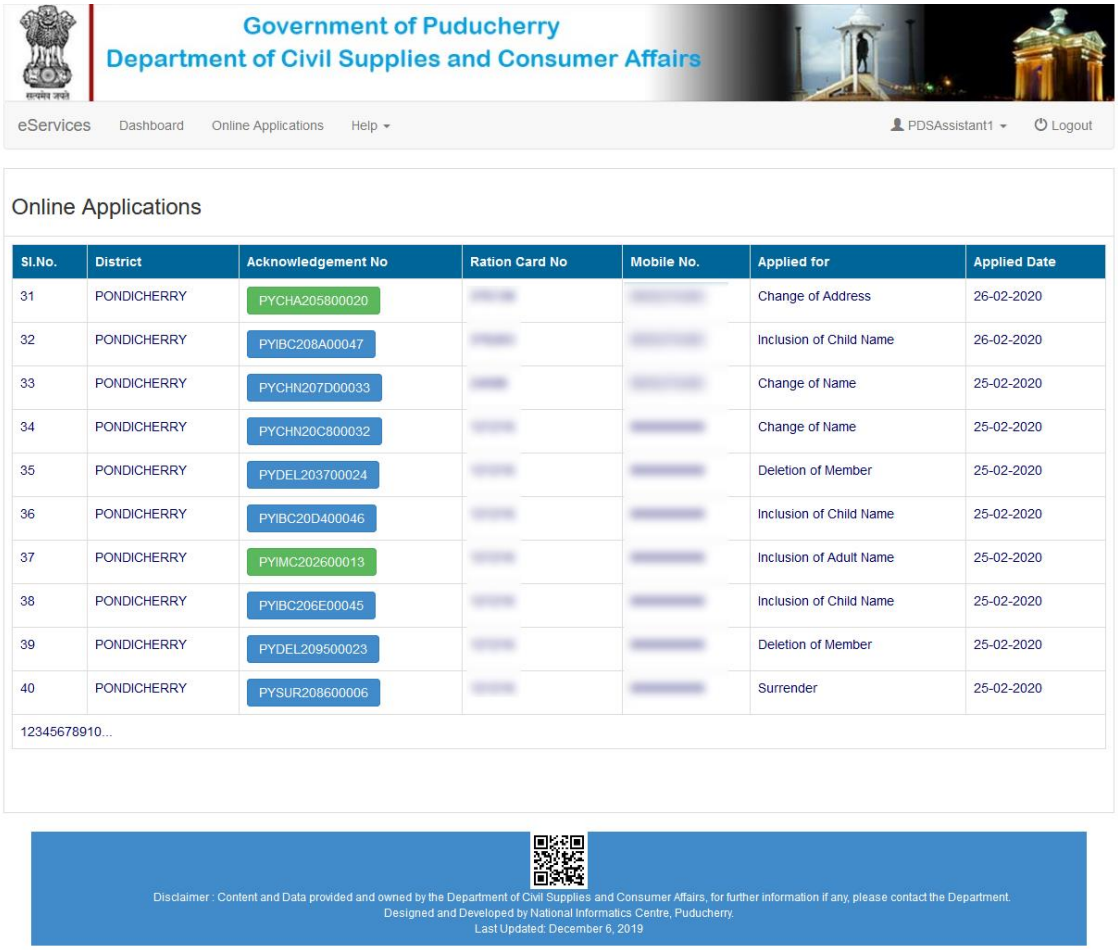


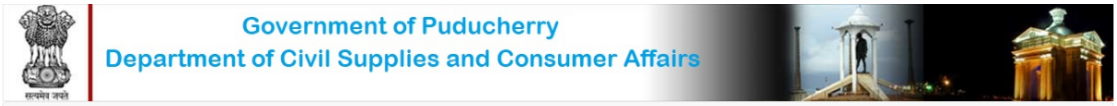
# Change of Address (CHA)

# CHA – PDS Assistant

- All the payment completed application is listed to the Dealing Assistant.
- Dealing Assistant can pick the application randomly. Once the application is picked by dealing assistant it is permanently assigned to them and changed the button color to green color for the particular assistant other assistant can't pick.




- The selected application can be forwarded to the Superintendent with the recommendation for (rejection / approval) along with remarks and status will be update.






Change of Address

## Card Details

**Ration Card No. :** [redacted]
**Card Type :** AAY
**Head of Family Name :** [redacted]
**Applied On :** 26-02-2020

## Present Address

| Address in English | Address in Local Language |
|---|---|
| [redacted] | [redacted] |

## Address requested for Change

| Requested FPS No. | Address |
|---|---|
| | [redacted] |

**Reason for Address change**

Shifted to Rental House

**Proof Attached**

**Electricity Bill:** View Electricity Bill

## New Address

Recommeded for

○ Approval ○ Rejection

**Remarks**

Forward Cancel

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## New Address

Recommeded for

| Approval | Rejection |
|---|---|

+ Search Street / Locality

**Address in English**

House No. *

23

Landmark / Locality / Colony:
Village / Town:
Tehsil:
District
Pincode:

**Address in Local Language**

House No. *

23

Landmark / Locality / Colony:
Village / Town:
Tehsil:
District:
Pincode:

Remarks

Forward Cancel

- Search Street / Locality

Street name

gandhi

Locality name

Search Clear

| Shop No. | Street | Village/Town & Tehsil | Pincode | Select |
|---|---|---|---|---|
| 92 | Gandhi Road | Thirumurugan Nagar,Thirubuvanai | 605102 | Select |
| 92 | Gandhi Salai | Thirumurugan Nagar,Thirubuvanai | 605102 | Select |
| 93 | Gandhi Nagar | Gandhi Nagar,Sanniyasikuppam | | Select |
| 96 | Rajiv Gandhi Street | Soragattu,Soragattu | 605501 | Select |

## New Address

Recommeded for

| Approval | Rejection |
|---|---|

+ Search Street / Locality

**Address in English**

House No. *

23

**Landmark / Locality / Colony:** Gandhi Road
**Village / Town:** Thirumurugan Nagar
**Tehsil:** Thirubuvanai
**District** PONDICHERRY
**Pincode:** 605102

**Address in Local Language**

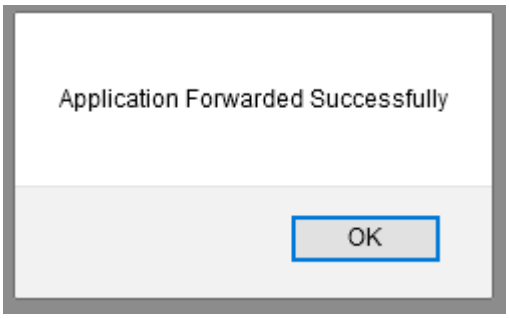
House No. *

23

**Landmark / Locality / Colony:** காந்தி ரோடு
**Village / Town:** திருமுருகன் நகர்
**Tehsil:** திருபுவனை
**District:** புதுச்சேரி
**Pincode:** 605102

Remarks

Forward Cancel

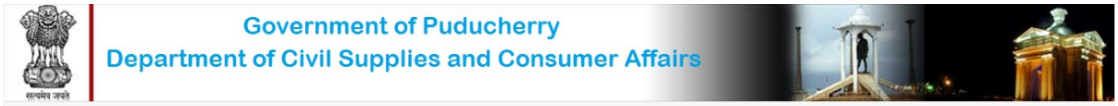


# CHA - PDS Superintendent

- Superintendent can pick forwarded application.

Superintendent can further approve/reject/revert/inspect the application.

- While approving, the application status will be update and all the related data will be updated to the PDS Database.
- While reject, the application status will be update.
- While revert, the application is reverted to Dealing Assistant for correction.
- While Inspect, the application is forwarded to Tashildar and status will be update, again the Tashildar forward the application to CSO for field level verification. After completing the field level verification the CSO can forward the application to Deputy Tashildar, again the Deputy Tashildar forward the application to Tashildar. Then Tashildar forward to Superintendent and status will be update.




eServices | Dashboard | Online Applications | Help | PDSSuperintendent | Logout

## Change of Address

### Card Details

**Ration Card No. :** [redacted]
**Card Type :** AAY
**Head of Family Name :** [redacted]
**Applied On :** 26-02-2020

### Present Address

**Address in English**

[redacted]

**Address in Local Language**

[redacted]

### Address requested for Change

**Requested FPS No.**

**Address**

[redacted]

**Reason for Address change**

Shifted to Rental House

**Proof Attached**

**Electricity Bill:** View Electricity Bill

### Remark Details

| # | From | Remarks | Entered by |
|---|---|---|---|
| 1 | PDS Assistant | Recommended for Approve | PDSAssistant1 |

### New Address

**Address in English**

**House No.** [redacted]
**Landmark / Locality / Colony:** [redacted]
**Village / Town:** [redacted]
**Tehsil:** [redacted]
**District** [redacted]
**Pincode:** [redacted]

**Address in Local Language**

**House No.** [redacted]
**Landmark / Locality / Colony:** [redacted]
**Village / Town:** [redacted]
**Tehsil:** [redacted]
**District:** [redacted]
**Pincode:** [redacted]

**Status** *

○Revert ◉Approve ○Reject ○Inspect

**Remarks**

Application approved successfully

Save | Cancel

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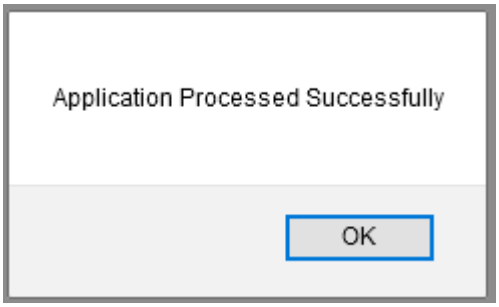
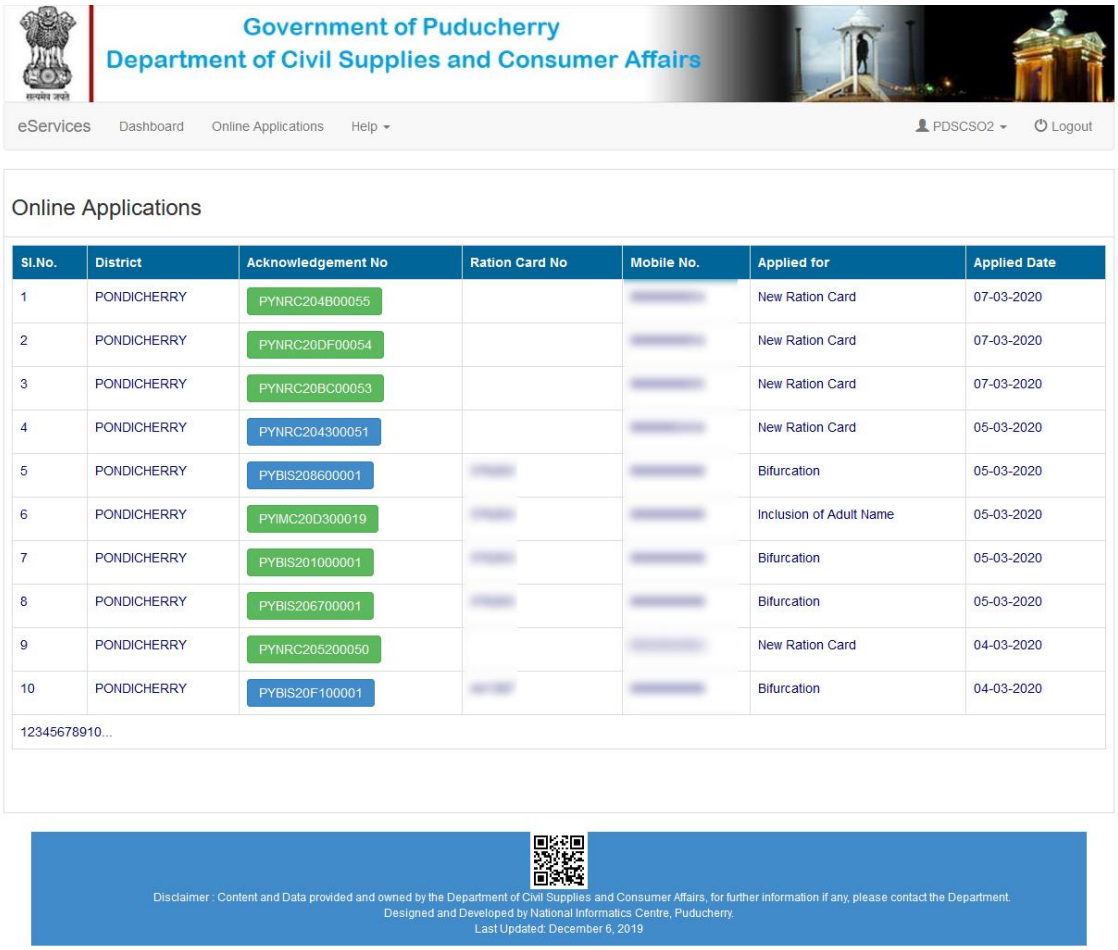



# Inclusion of Adult Name (IMC)

# IMC – PDS CSO

- All the randomization application is listed to the corresponding CSO.
- Once the application is picked by a CSO it is permanently assigned to them for field level verification.




- After completing the field level verification the CSO can forward the application to Deputy Tashildar with the recommendation for (rejection / approval) along with remarks and status will be update.

Aadhaar No.

[redacted]

## Bank Accounts Details

| Bank Name | Branch Name | IFSC Code | Account No. |
|---|---|---|---|
| - | - | - | - |

## Gas Details

| Gas Connection Status | Connection No. | Gas Company Name | Gas Agency Name |
|---|---|---|---|
| - | - | - | - |

## Proof Details

Deletion Certificate

View Deletion Certificate

## Additional Details

| Nationality | Marital Status | Educational Qualification | Caste Category |
|---|---|---|---|
| - | NONE | OTHERS | - |

Reason

Marriage Certificate

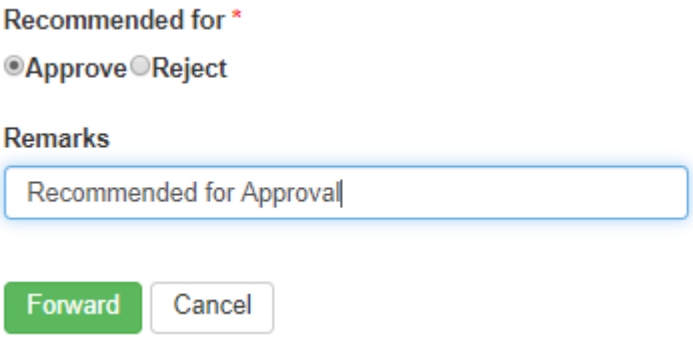
## Remark Details

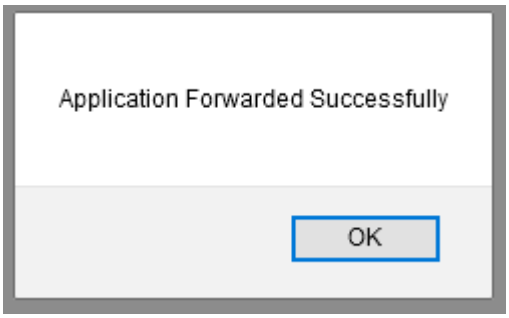
Recommended for *

Approve Reject

Remarks

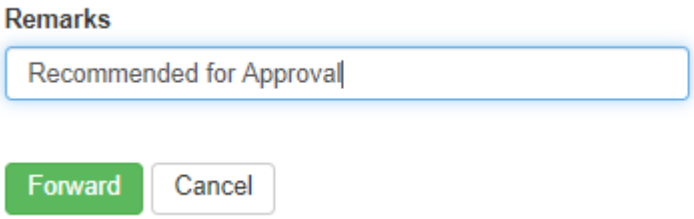
Forward Cancel



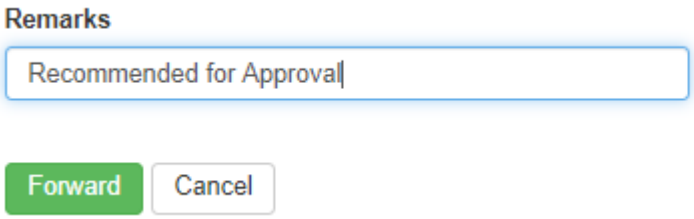
## IMC- PDS Deputy Thasildhar

- Deputy Tashildar forward the application to Tashildar with remarks.



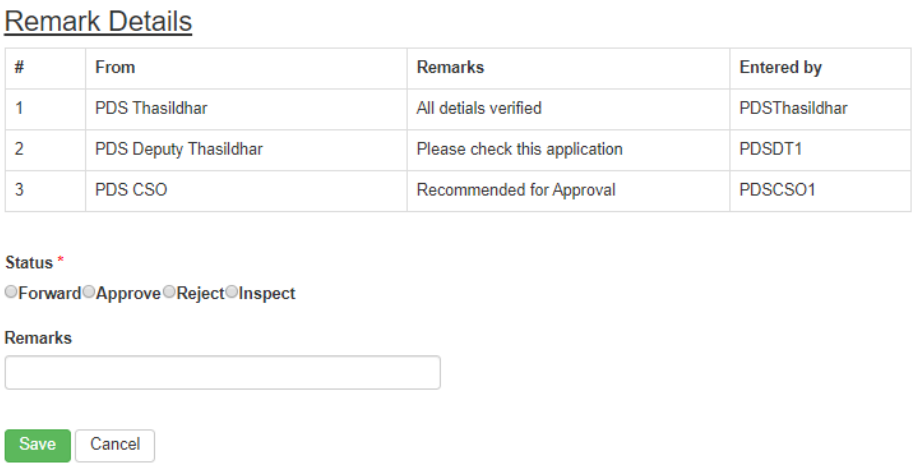

## IMC- PDS Thasildhar

- Tashildar forward the application to Superintendent with remarks.




## IMC- PDS Superintendent

- Superintendent can further approve/reject/inspect/Forward the application.



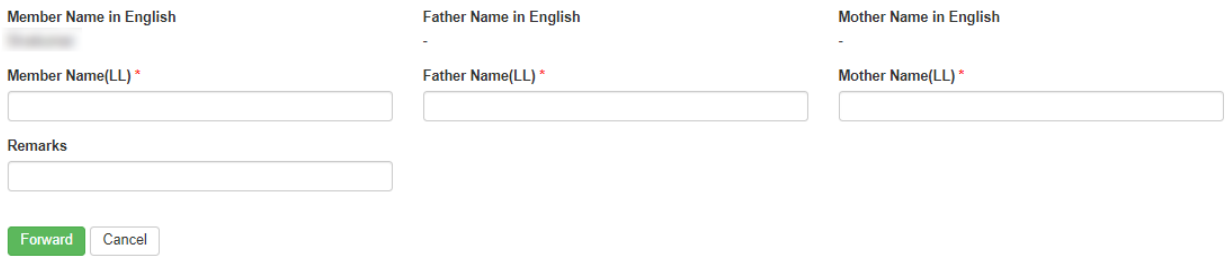

Superintendent can further approve/reject/inspect/Forward the application.

- While approving, the application status will be update and all the related data will be updated to the PDS Database.
- While reject, the application status will be update.
- While forward, the application to Dealing Assistant for entry part then forward to Superintendent for approval.

- While Inspect, the application is forwarded to Tashildar and status will be update, again the Tashildar forward the application to the corresponding CSO for field level verification. After completing the field level verification the CSO can forward the application to Deputy Tashildar and status will be update, again the Deputy Tashildar forward the application to Tashildar. Then Tashildar forward to Superintendent.

## IMC- PDS Assistant

- While forward, the application to Dealing Assistant for entry part then forward to Superintendent for approval.

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