

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	Rs. 300/-
	Aadhaar Card	
	Study Certificate (if age is more than 5)	
Inclusion of Adult Name	Deletion Certificate	Rs. 300/-
	Marriage Certificate	
Change of Address	Electricity Bill	Rs. 200/-
	Rental agreement / Property Tax Bill	
Deletion of Member	Death Certificate	Rs. 300/-
	Marriage Certificate	
Change of Name	Birth Certificate	Rs. 300/-
	Court Order	
Bifurcation	(Electricity Bill / Gas Connection Bill / Rent Deed)	No Charges
	Photograph of the Applicant	
New Ration Card	Surrender Certificate/ Deletion Certificate	Rs. 300/-
	Head of Family Photo	
	(Electricity Bill / Gas Connection Bill / Rent Deed)	
Card Type Conversion	Income certificate	Rs. 300/-
Surrender	-	Rs. 300/-

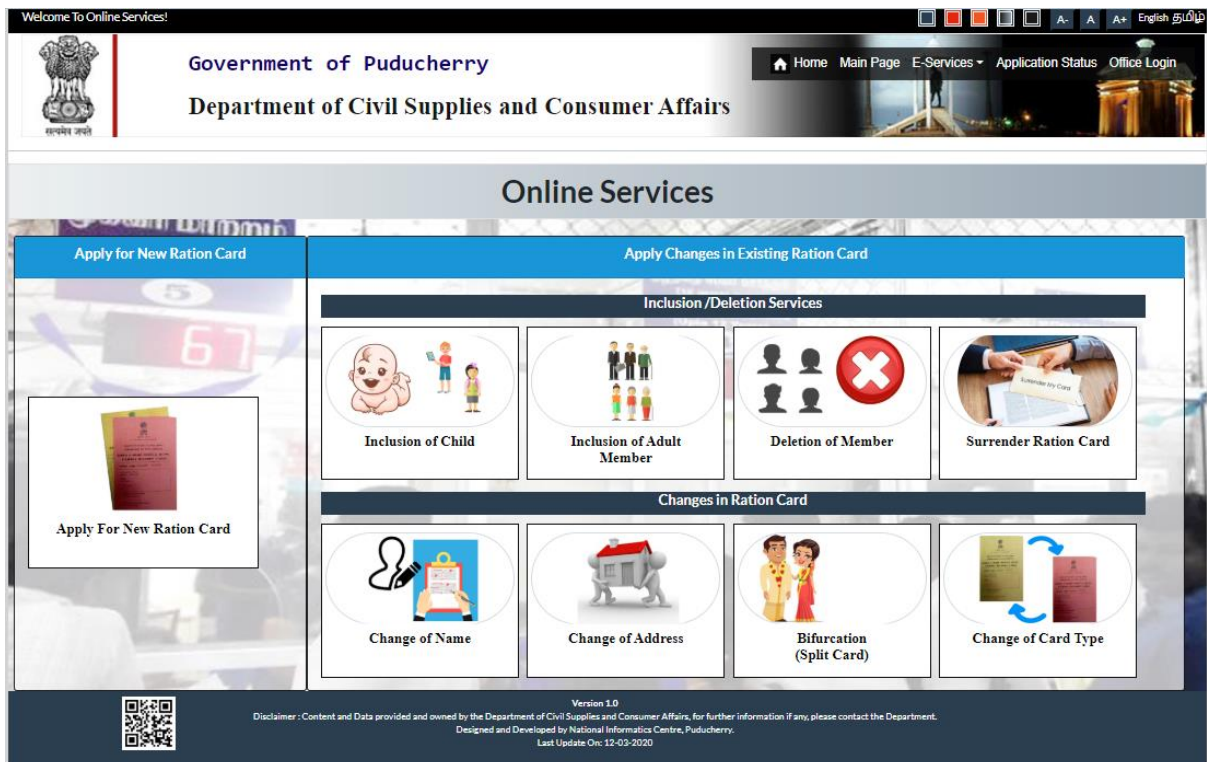
[Download ERation Card](#)

[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 enter into the services by clicking the menus given in the page.


3. Inclusion of Child Birth (IBC)

3.1. IBC Guidelines

Guidelines - Inclusion of Child in the existing Ration Card

IBC-1

The Applicant should give the consent for using the Aadhaar Number and Personal details to the Department.

The following document(s) to be uploaded while availing the service online 

1. Birth Certificate of a child (PDF)
2. Aadhaar Certificate of a child (PDF)
3. Study Certificate (PDF) (if age is more than 5)
 - The File Size should be greater than 10 KB and less than 100 KB. *
 - Child age should be less than 14 years. *
 - The File should be in PDF format. *

Based on the validity of the Birth Certificate, the child name can be included in the exiting Ration Card.

Proceed

Back

- 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

Register here - Inclusion of Child Name Service

District *

PONDICHERRY

Ration Card Number *

Last four digit Aadhaar (UID) of Head of Family *

Mobile Number *

☒ I Agree to provide the above details to avail the Online Services. *

Send OTP

Please enter the OTP which has sent to your mobile number.

Enter OTP *

250235

Submit

Clear

Aadhaar No. *

Reason for Inclusion *

☒ I agree to provide Aadhaar Number for Inclusion of Child *

Documents to be Uploaded for Proof (in PDF Format)



Enclosed Documents : * ☒ Aadhaar Card ☒ Birth Certificate ☒ Study Certificate

Upload Aadhaar Card : *

0001014550014178061_02232020_03142020.PDF

Upload Birth Certificate : *

0001014550014178061_02232020_03142020.PDF

Upload Study Certificate (if age is more than 5) : *

0001014550014178061_02232020_03142020.PDF

*The File Size should be greater than 10 KB and less than 100 KB. *

Declaration by Head of Family member of Ration Card



I declare that the above particulars given by me are correct. If any details or attachment are found to be untrue, I shall be liable for disciplinary action. *

- 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.

Preview of Inclusion of Child

Child Details

Child Name : AARI	Father Name : <input type="text" value="AARI"/>	Mother Name : <input type="text" value="AARI"/>	Gender : Male
Relationship with Head of Family : SON	Date of Birth : 04-03-2018	Age : 2	Place of Birth : pondicherry
State : PUDUCHERRY	Aadhaar No : <input type="text" value="0001014550014178061"/>	Reason for Inclusion : Birth Certificate	

Documents Preview

Aadhaar Card :	0001014550014178061_02232020_03142020.PDF
	<input type="button" value="Click here to View Document"/>
Birth Certificate :	0001014550014178061_02232020_03142020.PDF
	<input type="button" value="Click here to View Document"/>
Study Certificate :	0001014550014178061_02232020_03142020.PDF
	<input type="button" value="Click here to View Document"/>

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

- Step 2 of 5 >>

Step 3 of 5 >>

Step 4 of 5 >>

Step 5 of 5 >>

Your Application for Inclusion of Child Name Service is Registered Successfully!!

Your request has been registered successfully and the Acknowledgment No. is **PYIBC** **XXXXXXXXXX**. Please note this for all your future references.

Please remember that your application will be processed only after making payment..

Proceed to Make Payment


[Click here to download Acknowledgement](#)

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. :	PUDU/2020/000000	Acknowledgment Date :	28/02/2020 11:28:56
Ration card Number :	123456	Card Type :	Type A/B/C
Head of Family Name :	S. Senthil Kumar	Mobile :	9876543210
Proof Attached :	Aadhaar Card, Birth Certificate, Study Certificate (if age is more than 5)		
Requested Service :	Inclusion of Child Name		
Address :	No. 45, Gandhi Nagar Street, Koyambedur (West), Chennai - 600055		



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 - Inclusion of Adult Member

The Applicant should give the consent for using the Aadhaar Number and Personal details to the Department.

The following document(s) to be uploaded while availing the service online



1. Proof for the Marriage Certificate (or) Deletion Certificate (PDF)

-The File Size should be greater than 10 KB and less than 100 KB. *

-The File should be in PDF format. *

The Field verification will be done by Civil Supplies Officer

At the time of verification



1. OTP will be verified by the Officer at the door step for authentication / verification of the Applicant

2. The applicant should handover all necessary documents to the Officer.

a. Aadhaar Certificate of Member

b. Marriage Certificate of Member

c. Deletion Certificate of Member

Proceed

Back

- 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

Register here - Inclusion of Adult Name Service

District *

PONDICHERRY

Ration Card Number *

Last four digit Aadhaar (UID) of Head of Family *

Mobile Number *

☒ I Agree to provide the above details to avail the Online Services. *

Send OTP

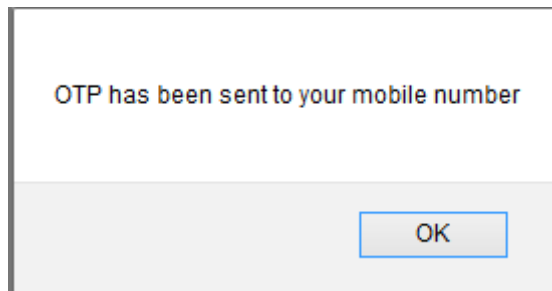
Please enter the OTP which has sent to your mobile number

Enter OTP *

003542

Submit

Clear



- 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

Step 1 of 5 >>
Step 2 of 5 >>
Step 3 of 5 >>
Step 4 of 5 >>
Step 5 of 5 >>

Inclusion of Adult Member

Ration Card Details

Ration Card No. : 000000 Card Type : Non PHH Head of Family Name : Head of Family No of family Members : 4
Address : 00, South Cross Street, Anna Nagar, Chennai, Tamil Nadu, India - 600040
00, Anna Nagar, Chennai, Tamil Nadu, India - 600040

Ration Card Family Member Details

Sl. No.	Name in English	Name in Regional Language	Gender	Relationship with Head of Family	Aadhaar
1	Head of Family	Head of Family	Male	SELF	*****0000
2	Wife	Wife	Female	WIFE	*****0000
3	Son	Son	Male	SON	*****0000
4	Son	Son	Male	SON	*****0000

Head of Family member can add the Member for Inclusion

Personal Details of Member

Member Name in English *
Father Name in English
Mother Name in English
Spouse Name in English

AARI
Head of Family
Head of Family

Gender *
Relationship with Head of Family *
Date of Birth *
Age
Place of Birth *

Male
DAUGHTER IN LAW
03-03-2000
20
pondicherry

State *	Phone/Mobile	Occupation	Annual Income
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Aadhaar No. *			
<input type="text"/>			
<input checked="" type="checkbox"/> I agree to provide Aadhaar Number for Inclusion of Adult Member *			
Bank Accounts Details			
Bank Name	Branch Name	IFSC Code	Account No.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gas Details			
Gas Connection Status			
<input type="radio"/> Nil <input type="radio"/> Single <input type="radio"/> Double			
Additional Details			
Nationality	Marital Status	Educational Qualification	Caste Category
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Reason *			
<input type="text"/>			

Documents to be Uploaded for Proof (in PDF Format)



Enclosed Documents : * ☒ Marriage Certificate ☒ Deletion Certificate

Marriage Certificate : *

PYIBC20B200040_637176207424188463.pdf

Deletion Certificate : *

0001014550014178061_02232020_03142020.PDF

-The File Size should be greater than 10 KB and less than 100 KB. *

Declaration by Head of Family member of Ration Card



I declare that the above particulars given by me are correct. If any details or attachment are found to be untrue, I shall be liable for disciplinary action. *

- 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.

Preview of Inclusion of Adult Member

[Member Details](#)

Member Name : AARI	Father Name : [REDACTED]	Mother Name : [REDACTED]	Spouse Name : Nil
Gender : Male	Relationship with Head of Family : DAUGHTER IN LAW	Date of Birth : 03-03-2000	Age : 20
Place of Birth : [REDACTED]	State : [REDACTED]	Mobile No. : Nil	Occupation : Nil
Annual Income : Nil	Aadhaar No : [REDACTED]	Reason for Inclusion : Marriage Certificate	

[Documents Preview](#)

Marriage Certificate :	PYIBC20B200040_637176207424188463.pdf
	Click here to View Document
Deletion Certificate :	0001014550014178061_02232020_03142020.PDF
	Click here to View Document

[Back to Entry](#)

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

Are you sure want Save the data

OK
Cancel

- 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**

Your Application for Inclusion of Adult Name Service is Registered Successfully!!

Your request has been registered successfully and the Acknowledgment No. is **PYIMC: [REDACTED]** Please note this for all your future references.

Please remember that your application will be processed only after making payment..

Proceed to Make Payment

[Click here to download Acknowledgement](#)

- 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 - Deletion of existing Member from the Ration Card

The Applicant should give the consent for using the Aadhaar Number and Personal details to the Department.

The following document(s) to be uploaded while availing the service online



1. Death Certificate from authorised Doctor/ Hospital (PDF)

(or)

2. Marriage Certificate of the member to be deleted(PDF)

-The File Size should be greater than 10 KB and less than 100 KB. *

-The File should be in PDF format. *

If the deceased was Head of Family, the applicant should select the Head of Family and change the relationship of all the family members.

Based on the application and proof the individual name will be deleted, after updating the Head of Family and Relationship, from the Ration Card.

Proceed

Back

- 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

Register here - Deletion of Member Service

District *

PONDICHERRY

Ration Card Number *

505025

Last four digit Aadhaar (UID) of Head of Family *

5050

Mobile Number *

9876543210



I Agree to provide the above details to avail the Online Services. *

Send OTP

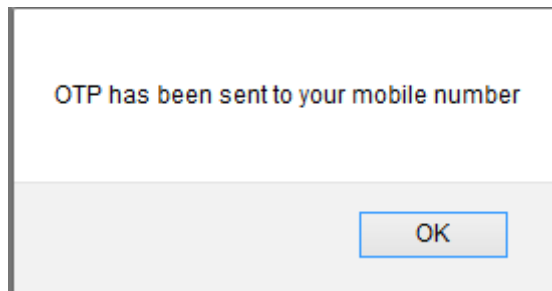
Please enter the OTP which has sent to your mobile number: 505025

Enter OTP *

505025

Submit

Clear



- 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

Step 1 of 5 >>> Step 2 of 5 >>> Step 3 of 5 >>> Step 4 of 5 >>> Step 5 of 5 >>>

Deletion of Member

Ration Card Details

Ration Card No.: 123456 Card Type: A Card Head of Family Name: John Doe
No of Family Members: 4
Address: 123 Main Street, Thiruvandrapuram, Kerala 690001

Head of Family member can select ☒ member(s) to delete

Select	Sl. No.	Name in English	Name in Regional Language	Gender	Relationship with Head of Family	Aadhaar
<input type="radio"/>	1	John Doe	ജോൺ ഡോ	Male	SELF	*****1234
<input type="radio"/>	2	Jane Doe	ജേൻ ഡോ	Female	WIFE	*****5678
<input checked="" type="radio"/>	3	John Doe	ജോൺ ഡോ	Male	SON	*****9012
<input type="radio"/>	4	John Doe	ജോൺ ഡോ	Male	SON	*****3456

Select reason for deletion *
Married

Place to *
thiruvandrapuram

State *
KERALA

Documents to be Uploaded for Proof (in PDF Format)

Enclosed Documents: * ☐ Death Certificate ☒ Marriage Certificate

Death Certificate: No file selected.

Marriage Certificate:
0001014550014178061_02232020_03142020.PDF

The File Size should be greater than 10 KB and less than 100 KB. *

Declaration by Applicant

☒ I declare that the above particulars given by me are correct. If any details or attachment are found to be untrue, I shall be liable for disciplinary action. *

- [illegible]

- Are you sure want Save the data
- OK Cancel

- 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**

Step 1 of 5 >>

Step 2 of 5 >>

Step 3 of 5 >>

Step 4 of 5 >>

Step 5 of 5 >>

Your Application for Deletion of Member Service is Registered Successfully!!

Your request has been registered successfully and the Acknowledgment No. is **PYDEL** XXXXXXXXXX Please note this for all your future references.

Please remember that your application will be processed only after making payment..

Proceed to Make Payment

(Payment will not be refunded)

[Click here to download Acknowledgement](#)

- 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 - Surrendering of Ration Card

When the family migrates from Puducherry UT, the head of family will apply for the Surrender of Ration Card.

On receipt of the application, SMS will be sent to the registered mobile number.

Surrender Certificate will be generated and will be available for any individual to download, after Processing. Once it is downloaded, the same may not be available to download again.

Proceed

Back

- 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

Register here - Surrender Service

District *

PONDICHERRY

Ration Card Number *

333555

Last four digit Aadhaar (UID) of Head of Family *

3335

Mobile Number *

9999999999



I Agree to provide the above details to avail the Online Services. *

Send OTP

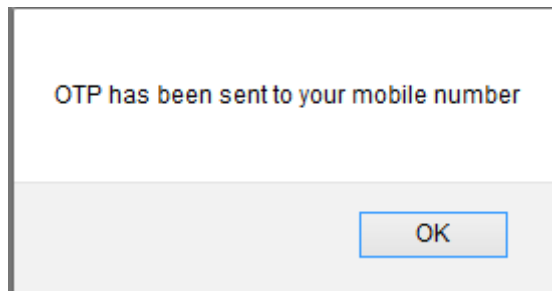
Please enter the OTP which has sent to your mobile number. 333555

Enter OTP *

333555

Submit

Clear



- 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

Welcome To Online Services!

Government of Puducherry
Department of Civil Supplies and Consumer Affairs

Home E-Services Application Status Start Page Office Login

Step 1 of 5 Step 2 of 5 **Step 3 of 5** Step 4 of 5 Step 5 of 5

Surrender of Ration Card

[Ration Card Details](#)

Ration Card No.: 123456 Card Type: Non PHH Head of Family Name: John Doe No of Family Members: 4
Address: 12, South Cross Street, Anna Nagar, Chennai, Tamil Nadu 600040

[Ration Card Family Member Details](#)

Sl. No.	Name in English	Name in Regional Language	Gender	Relationship with Head of Family	Aadhaar
1	John Doe	சென்னை	Male	SELF	*****
2	Jane Doe	சென்னை	Female	WIFE	*****
3	Robert Doe	சென்னை	Male	SON	*****
4	Emily Doe	சென்னை	Male	SON	*****

[Head of Family member can select the reason for surrendering the Ration Card](#)

Select reason for surrender: Shifted Place to: Chennai State: TAMIL NADU

[Declaration by Head of Family member of Ration Card](#)

☒ I declare that the above particulars given by me are correct. If any details or attachment are found to be untrue, I shall be liable for disciplinary action.*

Proceed Preview Cancel

Disclaimer: Content and Data provided and owned by the Department of Civil Supplies and Consumer Affairs, for further information if any, please contact the Department. Designed and Developed by National Informatics Centre, Puducherry. Last Updated: December 6, 2019

- 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.

Preview of Surrender ration card

[Surrender Details](#)

Reason for surrender	Shifted	Place to	Chennai
State	TAMIL NADU		

[Back to Entry](#)

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

Are you sure want Save the data

OK

Cancel

- 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**

Step 2 of 5 >>

Step 3 of 5 >>

Step 4 of 5 >>

Step 5 of 5 >>

Your Application for Surrender Service is Registered Successfully!!

Your request has been registered successfully and the Acknowledgment No. is **PYSUR** XXXXXXXXXX Please note this for all your future references.

Please remember that your application will be processed only after making payment..

Proceed to Make Payment

(Payment will not be refunded)

[Click here to download Acknowledgement](#)

- 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 - Change of Name

The Applicant should give the consent for using the Aadhaar Number and Personal details to the Department.

The following document(s) to be uploaded while availing the service online



1. Proof for the change of Member Name (PDF)

-The File Size should be greater than 10 KB and less than 100 KB. *

-The File should be in PDF format. *

Proceed

Back

- 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

Register here - Change of Name Service

District *

PONDICHERRY



Ration Card Number *

123456

Last four digit Aadhaar (UID) of Head of Family *

1234

Mobile Number *

9876543210

☒ I Agree to provide the above details to avail the Online Services. *

Send OTP

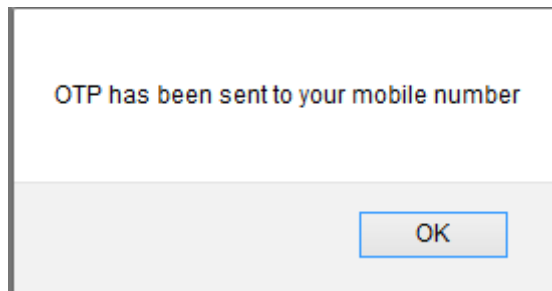
Please enter the OTP which has sent to your mobile number: 9876543210

Enter OTP *

444253

Submit

Clear



- 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

Step 1 of 5 >>
Step 2 of 5 >>
Step 3 of 5 >>
Step 4 of 5 >>
Step 5 of 5 >>

Change of Name

Ration Card Details

Ration Card No.: 12345678901234567890
Card Type: New PDS
Head of Family Name: Shri. Ramesh Chandra
No of Family Members: 4
Address: 12, South Cross Street, North Nagar, District: Chennai, PINCODE: 600007

Ration Card Family Member Details

Sl. No.	Name in English	Name in Regional Language	Gender	Relationship with Head of Family	Aadhaar
1	Shri. Ramesh Chandra	சுரீ. ரமேஷ் சந்திரா	Male	SELF	*****1234
2	Smt. Lakshmi Devi	சுமீ. லக்ஷ்மி டேவி	Female	WIFE	*****5678
3	Shri. Arun Kumar	சுரீ. அரூண் குமார்	Male	SON	*****9012
4	Shri. Arun Kumar	சுரீ. அரூண் குமார்	Male	SON	*****3456

Head of Family member can select the name to change

Select Family Member *

Present Name In English

Name to be changed as *

Reason for Name Change *

Documents to be Uploaded for Proof (in PDF Format)

Enclosed Documents : *

Select Birth Certificate :

Select Court Order :

-The File Size should be greater than 10 KB and less than 100 KB. *

Declaration by Head of Family member of Ration Card

☒ I declare that the above particulars given by me are correct. If any details or attachment are found to be untrue, I shall be liable for disciplinary action. *

Proceed
Preview
Back

- 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.

Preview of change of Name

[Member Details](#)

Present Name in English : **Sudhakar**

Name to be changed as : **RESHNA**

Reason for Name Change :
Certificates Proof

[Documents Preview](#)

Birth Certificate :

Court Order : 0001014550014178061_02232020_03142020.PDF

Click here to View Document

Back to Entry

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

Are you sure want Save the data

OK

Cancel

- 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

2 of 5 >>
Step 3 of 5 >>
Step 4 of 5 >>
Step 5 of 5 >>

Your Application for Change of Name Service is Registered Successfully!!

Your request has been registered successfully and the Acknowledgment No. is **PYCHN** XXXXXXXXXX Please note this for all your future references.
Please remember that your application will be processed only after making payment..

Proceed to Make Payment

(Payment will not be refunded)

[Click here to download Acknowledgement](#)

- 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 - Change of Residential Address

The Applicant should give the consent for using the Aadhaar Number and Personal details to the Department.

The following document(s) to be uploaded while availing the service online



1. Proof for the Electricity Bill of House (Transfer / Establishment) (PDF)

(and)

1. Proof for the Rental agreement / Property Tax Bill (PDF)

-The File Size should be greater than 10 KB and less than 100 KB. *

-The File should be in PDF format. *

The Field verification will be done by Civil Supplies Officer

At the time of verification



1. OTP will be verified by the Officer at the door step for authentication / verification of the Applicant

2. The applicant should handover all necessary documents to the Officer.

a. Proof of Residence

b. Electricity Bill / Gas Delivery challan

Proceed

Back

- 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

Register here - Change of Address Service

District *

PONDICHERRY

Ration Card Number *

XXXXXXXXXX

Last four digit Aadhaar (UID) of Head of Family *

XXXX

Mobile Number *

XXXXXXXXXX



I Agree to provide the above details to avail the Online Services. *

Send OTP

Please enter the OTP which has sent to your mobile number 9846147444

Enter OTP *

054534


Submit

Clear

Select Reason for Changing Address *

Shifted to Rental House

Documents to be Uploaded for Proof (in PDF Format)



Enclosed Documents : *

☒ Electricity Bill
 ☒ Rental agreement / Property Tax Bill

Electricity Bill of House : *

Browse...

0001014550014178061_02232020_03142020.PDF

Rental agreement / Property Tax Bill : *

Browse...

0001014550014178061_02232020_03142020.PDF

-The File Size should be greater than 10 KB and less than 100 KB. *

Declaration by Head of Family member of Ration Card

☒

I declare that the above particulars given by me are correct. If any details or attachment are found to be untrue, I shall be liable for disciplinary action. *

Proceed

Preview

Cancel

- 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.

Preview of Change of Address

[Address Details](#)

Door No :	23
Address1 :	street name
Address2 :	area name
Address3 :	area name 2
PinCode:	696126
Region:	PONDICHERRY

[Documents Preview](#)

Electricity Bill of House :	click here to view document
Rental agreement / Property Tax Bill :	click here to view document

[Back to Entry](#)

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

Are you sure want Save the data

OK
Cancel

- 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**

p 2 of 5 >>
Step 3 of 5 >>
Step 4 of 5 >>
Step 5 of 5 >>

Your Application for Change of Address Service is Registered Successfully!!

Your request has been registered successfully and the Acknowledgment No. is **PYCHA** Please note this for all your future references.

Please remember that your application will be processed only after making payment..

Proceed to Make Payment

(Payment will not be refunded)

[Click here to download Acknowledgement](#)

- 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 - Change of Card Type

This Option used to convert the Ration Card Type from (Non-PHH - PHH) / (PHH - Non-PHH)

The following document(s) to be uploaded while availing the service online



1. Income Certificate

-The File Size should be greater than 10 KB and less than 100 KB. *

The Field verification will be done by Civil Supplies Officer

At the time of verification



1. OTP will be verified by the Officer at the door step for authentication / verification of the Applicant
2. The applicant should handover all necessary documents to the Officer.


Proceed

Back

- 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

Welcome To Online Services!

 **Government of Puducherry**
Department of Civil Supplies and Consumer Affairs

Home E-Services Application Status Start Page Office Login

Step 1 of 5 Step 2 of 5 Step 3 of 5 Step 4 of 5 Step 5 of 5

Register here - Card Type Conversion Service

District * PONDICHERRY

Ration Card Number *

Last four digit Aadhaar (UID) of Head of Family *

Mobile Number *

☒ I Agree to provide the above details to avail the Online Services. *

Send OTP

Please enter the OTP which has sent to your mobile number.


Enter OTP *

Submit Clear

OK

- ### 9.3. CTC Application Form and Preview

Welcome To Online Services!



Government of Puducherry

Department of Civil Supplies and Consumer Affairs

Home E-Services Application Status Start Page Office Login

Step 1 of 5 Step 2 of 5 **Step 3 of 5** Step 4 of 5 Step 5 of 5

Change of Card Type

[Ration Card Details](#)

Ration Card No.: PHHHH Card Type: PH-H Head of Family Name : R No of Family Members : 4
Address :

[Ration Card Family Member Details](#)

Sl. No.	Name in English	Name in Regional Language	Gender	Relationship with Head of Family	Aadhaar
1	RATION CARD HOLDER	பொருள் தர்ப்புரை	Male	SELF	*****
2	WIFE	சுமந்தி	Female	WIFE	*****
3	SON	கார்த்திக்	Male	SON	*****

4	TAMILNADU	Rashtreeya	Female	DAUGHTER	XXXXXXXXXX
---	-----------	------------	--------	----------	------------

Head of Family member can select the Ration Card Type to be change

Select Card type to be changed *

AAY

Select Occupation *

Select
AGRICULTURE LABOUR
BUSINESS
FARMER/ZAMINDAR
GOVT. SERVICE
HOUSE WIFE
LABOUR
PRIVATE SERVICE
RETIRED
SELF EMPLOYED
SHOP KEEPER
TEACHER
UNEMPLOYED
NOT AVAILABLE
OTHER
BARBER
BLACKSMITH
COBBLER
CONSTRUCTION TECHNICIAN
CONTRACTOR

Reason for Change of Card Type *

Select

Income Certificate : Choose File No file chosen

-The File Size should be greater than 10 KB

☐ I declare that the above particulars are correct. If any details or attachment are found to be untrue, I shall be liable for disciplinary action. *

[Documents to be Uploaded for Proof \(in PDF Format\)](#)

[Head of Family member of Ration Card](#)

Details or attachment are found to be untrue, I shall be liable for disciplinary

Back

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4	TAMILNADU	Rashtreeya	Female	DAUGHTER	XXXXXXXXXX
---	-----------	------------	--------	----------	------------

Head of Family member can select the Ration Card Type to be change

Select Card type to be changed *

AAY

Select Occupation *

BUSINESS

Reason for Change of Card Type *

Change in Income source

Income Certificate : Choose File

deletion_01.pdf

-The File Size should be greater than 10 KB and less than 100 KB. *

☒ I declare that the above particulars given by me are correct. If any details or attachment are found to be untrue, I shall be liable for disciplinary action. *

[Documents to be Uploaded for Proof \(in PDF Format\)](#)

[Declaration by Head of Family member of Ration Card](#)

Proceed
Preview
Back

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- 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.

Welcome To Online Services!

Government of Puducherry
Department of Civil Supplies and Consumer Affairs

Home E-Services Application Status Start Page Office Login

Step 1 of 5 Step 2 of 5 Step 3 of 5 Step 4 of 5 Step 5 of 5

Preview for Change of Card Type

[Change of Card Type Details](#)

Reason for surrender	Change in income source	Card Type	AAY
Occupation	BUSINESS		

Income Certificate
[click here to view document](#)

[Back to Entry](#)

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

Are you sure want Save the data

[OK](#) [Cancel](#)

- 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

Welcome To Online Services!

Government of Puducherry
Department of Civil Supplies and Consumer Affairs

Home E-Services Application Status Start Page Office Login

Step 1 of 5 Step 2 of 5 Step 3 of 5 Step 4 of 5 Step 5 of 5

Your Application for Card Type Conversion Service is Registered Successfully!!

Your request has been registered successfully and the Acknowledgment No. is **PYCTC: 2012 3000033**. Please note this for all your future references.
Please remember that your application will be processed only after making payment..

[Proceed to Make Payment](#)
 (Payment will not be refunded)

[Click here to download Acknowledgement](#)


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- 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			
<u>Acknowledgement Slip for Card Type Conversion</u>			
Acknowledgment Number. :	PHH/19/00000000	Acknowledgment Date :	04/03/2020 16:55:28
Ration card Number :	PHH/19/00000000	Card Type :	PHH
Head of Family Name :	PHH	Mobile :	PHH
Proof Attached :	Income certificate		
Requested Service :	Card Type Conversion		
Address :	PHH/19/00000000		
Print Date : 04/03/2020 16:55:28			
			

10. Bifurcation(BIF)

10.1. BIF Guidelines

Welcome To Online Services!

Government of Puducherry
Department of Civil Supplies and Consumer Affairs

Home E-Services Application Status Start Page Office Login

Step 1 of 5 Step 2 of 5 Step 3 of 5 Step 4 of 5 Step 5 of 5

Guidelines - Bifurcation

The Applicant should give the consent for using the Aadhaar Number and Personal details to the Department and also declare that he / she is not in the possession of Ration card anywhere in India.

Members should be present in the existing Card

The following document(s) to be uploaded while availing the service online

1. (Electricity Bill / Gas Connection Bill / Rent Deed)
2. Photograph of the Applicant (JPG / JPEG)

The File Size should be greater than 10 KB and less than 100 KB. *

The Field verification will be done by Civil Supplies Officer

At the time of verification

1. OTP will be verified by the Officer at the door step for authentication / verification of the Applicant
2. The applicant should handover all necessary documents to the Officer.
 - a. Rent Agreement
 - b. Electricity Bill / Gas Delivery Challan

Proceed Back

- 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

Step 2 of 4 Step 3 of 4 Step 4 of 4

BIF - 2

Register here - Bifurcation Service

District * PONDICHERRY

Ration Card Number *

Last four digit Aadhaar (UID) of Head of Family *

Mobile Number *

☒ I Agree to provide the above details to avail the Online Services. *

Send OTP

Please enter the OTP which has sent to your mobile number

Enter OTP * 423032

Submit Clear

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		Permanent Address	
Door No. *	<input type="text"/>	Door No. *	<input type="text"/>
Address 1 *	<input type="text"/>	Address 1 *	<input type="text"/>
Address 2 *	<input type="text"/>	Address 2 *	<input type="text"/>
Address 3 *	<input type="text"/>	Address 3 *	<input type="text"/>
Pin Code	<input type="text"/>	Pin Code	<input type="text"/>

** Know Your Fair Price Shop

☐ Permanent address same as Present address

Door No. *	<input type="text"/>	Door No. *	<input type="text"/>
Address 1 *	<input type="text"/>	Address 1 *	<input type="text"/>
Address 2 *	<input type="text"/>	Address 2 *	<input type="text"/>
Address 3 *	<input type="text"/>	Address 3 *	<input type="text"/>
Pin Code	<input type="text"/>	Pin Code	<input type="text"/>

Select Constituency *

BAHOUR

Select FPS *

71 -- 102, Main Road, Koravallimedu, Manap

Submit

Clear

** Know Your Fair Price Shop

[Documents to be Uploaded for Proof \(in PDF Format\)](#)

Enclosed Documents : *

☒ (Electricity Bill / Gas Connection Bill / Rent Deed)

deletion.pdf

☒ Head of Family Photo

images (3).jpg

-The File Size should be greater than 10 KB and less than 100 KB. *

Declaration by Head of Family member of Ration Card

☒ I declare that the above particulars given by me are correct. If any details or attachment are found to be untrue, I shall be liable for disciplinary action. *

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- 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.

Step 1 of 5 >>
Step 2 of 5 >>
Step 3 of 5 >>
Step 4 of 5 >>
Step 5 of 5 >>

Preview of Bifurcation

Family members Added in new card

Member ID	Name of family member	Relationship	Gender	AADHAAR NO
6	*****	SELF	Female	*****
4	*****	SISTER	Male	*****

[Present Address](#)

Door No.: ***** Address 1: ***** Address 2: ***** Address 3: *****

Pin Code: *****

[Permanent Address](#)

Door No.: ***** Address 1: ***** Address 2: ***** Address 3: *****

Pin Code: *****

Documents Preview

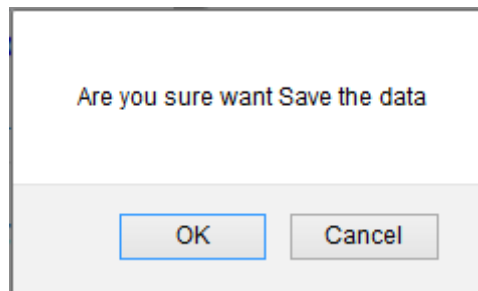
(Electricity Bill / Gas Connection Bill / Rent Deed) :

551783569_2019_M12.pdf

Head Of Family Photo :

images (3).jpg

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

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



11. New Ration Card (NRC)

11.1. NRC Guidelines

Welcome To Online Services!

Government of Puducherry
Department of Civil Supplies and Consumer Affairs

Home E-Services Application Status Start Page Office Login

Step 1 of 5 Step 2 of 5 Step 3 of 5 Step 4 of 5 Step 5 of 5

Guidelines - New Ration Card

The Applicant should give the consent for using the Aadhaar Number and Personal details to the Department and also declare that he / she is not in the possession of Ration card anywhere in India.

The following document(s) to be uploaded while availing the service online

1. Surrender Certificate/ Deletion Certificate from other State (PDF)
2. Photograph of the Applicant (JPG / JPEG)

-The File Size should be greater than 10 KB and less than 100 KB. *

The Field verification will be done by Civil Supplies Officer

At the time of verification

1. OTP will be verified by the Officer at the door step for authentication / verification of the Applicant
2. The Applicant should handover all necessary documents to the Officer.
 - a. Photocopy of all members Aadhaar Card (with consent of Public to use)
 - b. Proof of Residence
 - c. Electricity Bill / Gas Delivery challan

Proceed Back

- 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

Welcome To Online Services!

Government of Puducherry
Department of Civil Supplies and Consumer Affairs

Home E-Services Application Status Start Page Office Login

Step 1 of 5 Step 2 of 5 Step 3 of 5 Step 4 of 5 Step 5 of 5

Register here - New Ration Card Service

District* PONDICHERRY

Mobile Number*


☒ I Agree to provide the above details to avail the Online Services. *

Send OTP

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Welcome To Online Services!

 **Government of Puducherry**
Department of Civil Supplies and Consumer Affairs

Home E-Services Application Status Start Page Office Login

Step 1 of 5 Step 2 of 5 Step 3 of 5 Step 4 of 5 Step 5 of 5

Register here - New Ration Card Service

District * PONDICHERRY

Mobile Number *


☒ I Agree to provide the above details to avail the Online Services. *

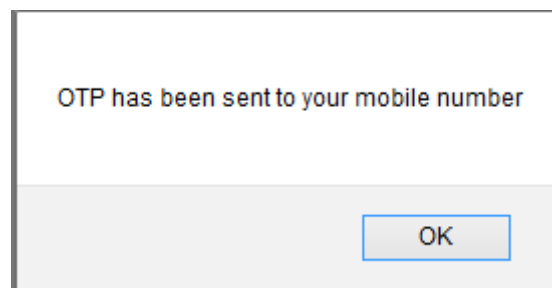
Send OTP

Please enter the OTP which has sent to your mobile number.

Enter OTP *

Submit Clear

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- 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

Welcome To Online Services!

Government of Puducherry
Department of Civil Supplies and Consumer Affairs

Home E-Services Application Status Start Page Office Login

Step 1 of 5 Step 2 of 5 **Step 3 of 5** Step 4 of 5 Step 5 of 5

Apply For New Ration Card

Basic Details

Applicant Name * House own type * House type *

Head of Family (HoF) Details

Personal Details of HoF

Head of Family Name * Gender of HoF * Date of Birth of HoF * Age Phone/Mobile of HoF *

Occupation of HoF * Annual Income of HoF Aadhaar No. of HoF *

☒ I agree to provide Aadhaar Number for availing New Ration card Service *

Bank Accounts Details of HoF

Bank Name Branch Name IFSC Code Account No.

Additional Details of HoF

Resident Marital Status Educational Qualification Caste Category

General Details

Gas Details

Gas Connection Status
☒ Nil ☐ Single ☐ Double

Address Details

Present Address	Permanent Address
Door No. * <input type="text"/>	Door No. * <input type="text"/>
Address 1 * <input type="text"/>	Address 1 * <input type="text"/>
Address 2 * <input type="text"/>	Address 2 * <input type="text"/>
Address 3 * <input type="text"/>	Address 3 * <input type="text"/>
Pin Code <input type="text"/>	Pin Code <input type="text"/>

☒ If Permanent address same as Present address Click this box

[Save and Proceed to Add Member](#)

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Are you sure want Save the data

[OK](#) [Cancel](#)

HOF Added Successfully

[OK](#)

Welcome To Online Services!



Government of Puducherry
Department of Civil Supplies and Consumer Affairs

Home

E-Services

Application Status

Start Page

Office Login

Step 1 of 5

Step 2 of 5

Step 3 of 5

Step 4 of 5

Step 5 of 5

Apply For New Ration Card

**** Note :** Your application is Yet to be completed. Please note this acknowledgement number **PYNRC** for all your future references. Your application will be completed once you added the member details and submitted the documents. Please keep Continue the next Steps below.

Ration Card Details

Applicant Name :

House Own Type :

Address :

Head of Family Name :

House Type : BUILDING

Ration Card Family Member Details

Name in English	Relationship With Head of Family	Age	Gender	Aadhaar No	
<input type="text"/>	SELF	20	Other	<input type="text"/>	<input type="button" value="Edit"/>

Family member Details

Member Name *

Gender *

Date of Birth *

Age

Phone/Mobile

Relationship with Head of Family *

Occupation

Annual Income

Marital Status

Educational Qualification

Aadhaar No. *

☒ I agree to provide Aadhaar Number for New Ration Card *

Bank Accounts Details

Bank Name

Branch Name

IFSC Code

Account No.

Documents to be Uploaded for Proof (in PDF Format)

Enclosed Documents : *

Documents to be Uploaded for Proof (in PDF Format)

Enclosed Documents : *

☐ Surrender Certificate / Deletion Certificate ☐ Head of Family Photo ☐ (Electricity Bill / Gas Connection Bill / Rent Deed)

Surrender Certificate /
Deletion Certificate : * No file selected.

Head of Family Photo : No file selected.

(Electricity Bill / Gas
Connection Bill / Rent Deed) : No file selected.

*The File Size should be greater than 10 KB and less than 100 KB. *

Declaration by Head of Family member of Ration Card

☐

I declare that the above particulars given by me are correct. If any details or attachment are found to be untrue, I shall be liable for disciplinary action. *



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- 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.

Preview of New Ration Card

[HoF Details](#)

[Personal Details](#)

HoF Name : <input type="text"/>	Gender : <input type="text"/>	DOB of HoF : <input type="text"/>	Age : 29
Phone/Mobile of HoF : <input type="text"/>	Occupation of HoF : CONSTRUCTION TECHNICIAN	Annual Income of HoF : Nil	Aadhar No. Of HoF : <input type="text"/>

[Bank Account Details of HoF](#)

Bank Name : <input type="text"/>	Branch Name : Pondicherry	IFSC Code : <input type="text"/>	Account Number : <input type="text"/>
----------------------------------	---------------------------	----------------------------------	---------------------------------------

[Gas Details](#)

Connection No. : <input type="text"/>	Gas Company Name : <input type="text"/>	Gas Agency Name : Kumaran
---------------------------------------	---	---------------------------

[Present Address](#)

Door No. : <input type="text"/>	Address 1 : <input type="text"/>	Address 2 : <input type="text"/>	Address 3 : <input type="text"/>
Pin Code : 334232			

[Permanent Address](#)

Door No. : <input type="text"/>	Address 1 : <input type="text"/>	Address 2 : <input type="text"/>	Address 3 : <input type="text"/>
Pin Code : 334232			

[Documents Preview](#)

Surrender Certificate / Deletion Certificate :	<input type="text" value="Receipt_PYCHN207D00033.pdf"/> <input type="button" value="Click here to View Document"/>
Head Of Family Photo :	<input type="text" value="adult.jpg"/> <input type="button" value="Click here to View Document"/>
(Electricity Bill / Gas Connection / Rent Deed) :	<input type="text" value="Receipt_PYCHN207D00033.pdf"/> <input type="button" value="Click here to View Document"/>

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

Are you sure want Save the data

- 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

Welcome To Online Services!

 **Government of Puducherry**
Department of Civil Supplies and Consumer Affairs

Home E-Services Application Status Start Page Office Login

Step 1 of 5 Step 2 of 5 Step 3 of 5 Step 4 of 5 **Step 5 of 5**

Your Application for New Ration Card Service is Registered Successfully!!

Your request has been registered successfully and the Acknowledgment No. is **PYNRC 005200005**. Please note this for all your future references.

[Click here to download Acknowledgement](#)

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- 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. : **PYNRC 005200005** 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**



12. Application Status

Application Status

Acknowledgement Number *

Mobile Number (which used on Registration) *

Captcha *

JYJ87

PKYNH

Check Status

Clear

Sl No.	Acknowledgement No.	Service Request	Ration card No.	Application Date	Application Status	Payment Status	Make Payment
1		Inclusion of Child Name		28/02/2020	Received	Not Paid	Click here to make payment

Note:

Application Status Stages: **Received/ Under Process/ Processed**

Payment Status Stages: **Not Paid / Paid**

- 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:

Government of Puducherry
Department of Civil Supplies and Consumer Affairs

Login to process the online received applications

Office Log In

User ID *

Password *

Z KVEK C
Captcha

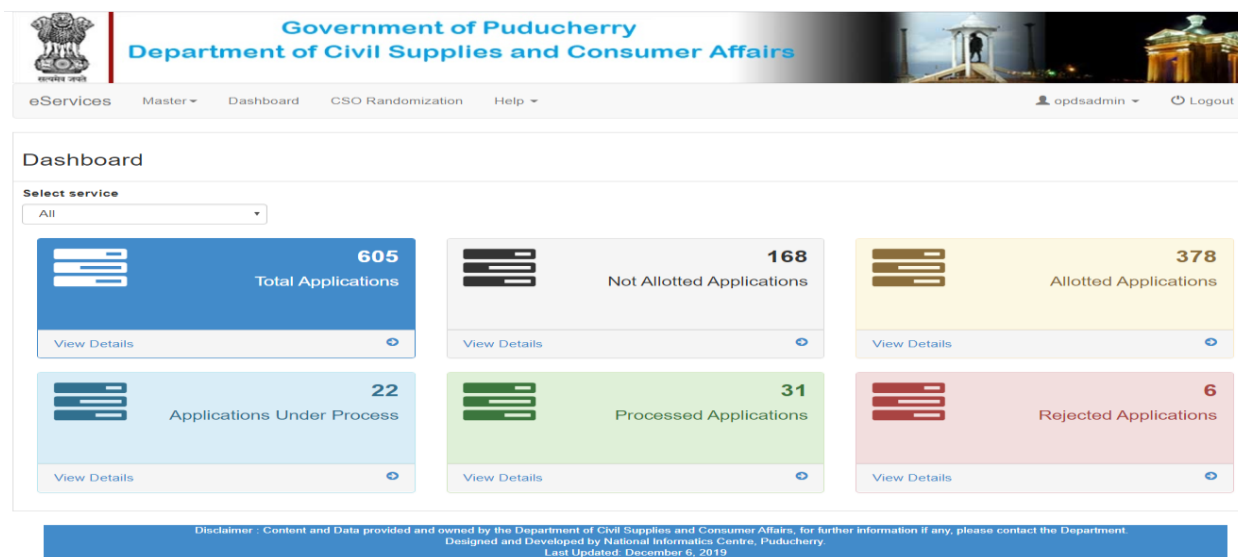
Login...

Account will be blocked after 5 unsuccessful login.

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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:




Government of Puducherry
Department of Civil Supplies and Consumer Affairs

eServices Master Dashboard CSO Randomization Help

opdsadmin Logout


Dashboard

Select service
Deletion of Member




64
Total Applications

View Details




5
Not Allotted Applications

View Details




43
Allotted Applications

View Details




4
Applications Under Process

View Details



10
Processed Applications


View Details



2
Rejected Applications

View Details

Sl.No.	District	Acknowledgement No	Ration Card No	Mobile No.	Applied for	Applied Date
1	PONDICHERRY	PYDEL206700065			Deletion of Member	19-05-2020
2	PONDICHERRY	PYDEL20A300064			Deletion of Member	19-05-2020
3	PONDICHERRY	PYDEL20EA00063			Deletion of Member	12-05-2020



Government of Puducherry
Department of Civil Supplies and Consumer Affairs

eServices Master Dashboard CSO Randomization Help

opdsadmin Logout

Deletion of Member

Card Details

Ration Card No. :
No of Family Members : 3
HOF Name :
Address :
Card Type : Non PHH

Ration Card Member Details

Member Id	Member Name	Member Name LL	Relationship With HOF	Age	Gender	Aadhar No
1			SELF	41	M	*****0320
2			WIFE	35	F	*****8799
3			DAUGHTER	4	F	*****2409
4			SON	4	M	*****8041

Online Application Status


Applied for : Deletion of Member
Applied On : 19-05-2020
Status of Application * Received

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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:



Government of Puducherry
Department of Civil Supplies and Consumer Affairs

[eServices](#) [Master](#) [Dashboard](#) [CSO Randomization](#) [Help](#)

[opdsadmin](#) [Logout](#)

CSO Master

Region *
Choose

CSO Name *
CSO Name

Designation *
Choose

Mobile No. *
Mobile No.


☒ CSO Available

[Submit](#) [Cancel](#)

#	Region	CSO Name	Designation	Mobile No.	Status	Edit
1	PONDICHERRY	Test 1	UDC		Available	Edit
2	PONDICHERRY	Test 2	LDC		Available	Edit
3	PONDICHERRY	Test 3	UDC		Available	Edit
4	PONDICHERRY	Test 4	LDC		Available	Edit
5	PONDICHERRY	Test 5	LDC		Available	Edit
6	PONDICHERRY	Test 6	LDC		Available	Edit

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:



Government of Puducherry
Department of Civil Supplies and Consumer Affairs

[eServices](#) [Master](#) [Dashboard](#) [CSO Randomization](#) [Help](#)

[opdsadmin](#) [Logout](#)

[Hindi](#) [Tamil](#) [Google Translate](#)

Zone Master

Zone Name *
Zone Name

Region *
PONDICHERRY

Area *

☐ 1-Madura Veethi,,Solai Nagar, Muthialpet

☐ 2-86 Perumal Naidu Street,Muthialpet, Muthialpet

☐ 3-6, Main Road,,Solai Nagar, Muthialpet

☐ 4-52, Kamaraj Street,Vasanth Nagar, Muthialpet

☐ 5-17, Mariamman Koil St.,Manjini Nagar, Muthialpet

☐ 6-V.O.C. Street,Vazhaikullam, Muthialpet

☐ 7-102 Thiyagaraja Street,Puducherry, Puducherry

☐ 8-38 Thambunayakar Street,Puducherry, Puducherry

☐ 9-10 C Rainbow Nagar Road,Rajarajeswari Nagar, Puducherry

☐ 10-90, Pudu Nagar,Govindasalai, Puducherry

☐ 11-379 Bharathy Street,Puducherry, Puducherry

☐ 12-38 Thambunayakar Street,Puducherry, Puducherry

☐ 13-38 Thambunayakar Street,Puducherry, Puducherry

☐ 14-20, St. Theresa Street,Puducherry, Puducherry

☐ 15-Dr, Ambedkar Salai,Kolas Nagar, Uppalam

☐ 16-17, Thillai Mestry St.,Puducherry, Puducherry

☐ 17-178, Subbhaiya Salai,Puducherry, Puducherry

☐ 18-3 Subramaniya Siva Street,Jeeva Rice Mill Complex, Kosapalayam

☐ 19-40 Mettu Street,Kuyavarpalayam, Puducherry

☐ 20-19, Arulpadayachi St.,Nellithope, Puducherry

☐ 21-Karunakarapillai Street,Kuyavarpalayam, Puducherry

☐ 22-Othavadai Street,Mudaliarpeta, Mudaliarpeta

☐ 23-AFT Mill St.,Mudaliarpeta, Mudaliarpeta

☐ 24-247, Cuddalore Road,Mudaliarpeta, Mudaliarpeta

☐ 25-60, Villianur Road,Murungapakkam, Mudaliarpeta

☐ 26-24 Chetti Street,Kompakkam, Mudaliarpeta

☐ 27-37, Mariamman Koil St.,Old Saram, Puducherry

☐ 28-Subramaniyar Koil Street,Saram, Puducherry

☐ 29-9, JIPMER Complex,Gorimedu,, Oulgaret

☐ 30-Kali Koil Street,Thilarspeta, Oulgaret

☐ 31-54, Mariyamman Koil St.,Kathirgammam, Oulgaret

☐ 32-Anna Street,Shanmugapuram, Oulgaret

☐ 33-Konchumkilli Mariamman Koil Street,Muthirapalayam, Oulgaret

☐ 34-Mariamman Koil Street,Arumparthapuram, Oulgaret

☐ 35-58 Salai Street,Moolakulam, Oulgaret


☐ 36-9 Mangan Street,Reddiyarpalayam, Oulgaret

☐ 37-1, Privadarshini

☐ 38-Lawspet Main

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:



Government of Puducherry
Department of Civil Supplies and Consumer Affairs

eServices Master Dashboard CSO Randomization Help

opdsadmin Logout

Rejection Master










Service *
IBC-Inclusion of Child Name

Reason *
Reason

☒ Reason Active


Submit

Cancel

#	Service	Reason	Service	Edit
1	Inclusion of Child Name	Please provide birth certificate	Available	
2	Inclusion of Adult Name	Please provide Marriage certificate	Available	
3	Surrender	Please provide valid proof	Available	
4	Deletion of Member	Please provide valid proof	Available	
5	Card Type Conversion	Please provide valid proof	Available	
6	Change of Address	Please provide valid proof	Available	
7	Change of Name	Please provide valid proof	Available	
8	Change of Head of Family	Please provide valid proof	Available	
9	Bifurcation	Please provide valid proof	Available	

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

Designation Master:



Government of Puducherry
Department of Civil Supplies and Consumer Affairs

eServices Master Dashboard CSO Randomization Help

opdsadmin Logout



Designation Master

Designation *
Designation

☒ Designation Active

Submit


Cancel

#	Designation	Service	Edit
1	UDC	Available	
2	LDC	Available	

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

User Creation:



Government of Puducherry
Department of Civil Supplies and Consumer Affairs

eServicesMasterDashboardCSO RandomizationHelp

opdsadminLogout

User Creation

Region *
Choose

Office
Select

User Name *

User Type *
Select

Password *


Confirm Password *

SubmitCancel

#	Region	Username	Usertype	
1	PONDICHERRY	PDSDD	PDS Deputy Director	Reset Password
2	PONDICHERRY	opdsadmin	PDS Admin	Reset Password
3	PONDICHERRY	PDSSuperintendent	PDS Superintendent	Reset Password
4	PONDICHERRY	PDSAssistant1	PDS Assistant	Reset Password

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:



Government of Puducherry
Department of Civil Supplies and Consumer Affairs

eServicesMasterDashboardCSO RandomizationHelp

opdsadminLogout

Menu Master

User Type *
PDS Admin

User *
opdsadmin

Main Menu
☒Master☒Dashboard☒CSO Randomization☐Online Applications


Sub Menu
☐Area Master☒CSO Master☒Zone Master☒Rejection Master☒Designation Master☐Usertype Master
☒User Creation☒MenuRole Master

SubmitCancel

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

Change Password:

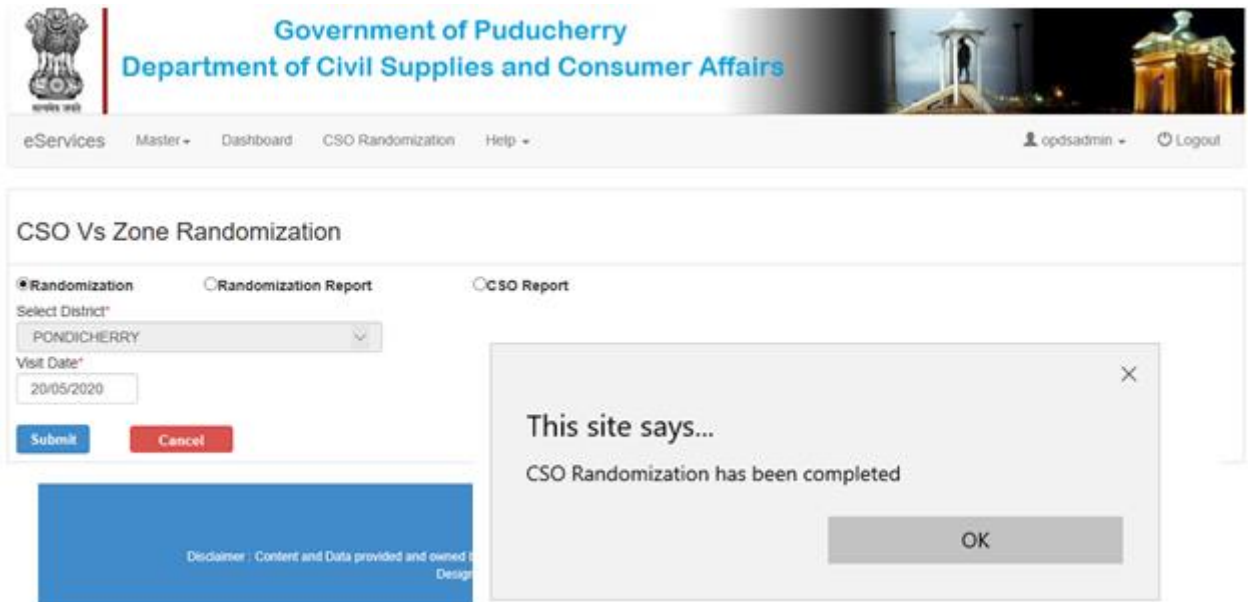


The screenshot shows the Government of Puducherry eServices portal. The header includes the Government of Puducherry logo and the Department of Civil Supplies and Consumer Affairs. The navigation bar contains links for eServices, Master, Dashboard, CSO Randomization, and Help. The user is logged in as opdsadmin. The main content area is titled "Change Password" and contains three input fields for Old Password, New Password, and Confirm Password. Below the fields are "Submit" and "Back" buttons. A disclaimer at the bottom states: "Disclaimer : Content and Data provided and owned by the Department of Civil Supplies and Consumer Affairs, for further information if any, please contact the Department. Designed and Developed by National Informatics Centre, Puducherry. Last Updated: December 6, 2019."



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

CSO Vs Zone Randomization



The screenshot shows the CSO Vs Zone Randomization form. The form has three tabs: Randomization (selected), Randomization Report, and CSO Report. Under the Randomization tab, there is a "Select District" dropdown menu with "PONDICHERRY" selected, and a "Visit Date" field with "20/05/2020". Below these fields are "Submit" and "Cancel" buttons. A blue disclaimer bar is at the bottom. A modal dialog box is open in the center, displaying the message "This site says... CSO Randomization has been completed" with an "OK" button.

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., 90-14 Villupuram Main Road,Thiruvandarkoil, Mannadipet Com., 93-Mariamman Koil Street,Sanyasikuppam, Mannadipet Com., 97-31 Pudhu Nagar,Chettipattu, Mannadipet Com., 100-Society Building,Kodathur, Mannadipet Com., 102-Pillaiyar Koil St.,Suthukeni, Mannadipet Com., 103-Sugar Mill Road,Katterikuppam, Mannadipet Com., 161-Mariyannan Koil St.,Madagadipet, Mannadipet Com., 206-Perumal Koil Street,Koonchampet, Mannadipet Com., 320-Police Station Road,Chinnapet, Thirubuvana, 373-Thiruvannamalai Main Road,Vathanur, Mannadipet Com., 53-Pallam Street,Karasur, Villianur, 104-8 Nava Sanathu Street,Villanur, Villianur, 105-Thirukanchi Road,Kanuvapet, Villianur, 107-16 Pillaiyar Koil Street,Keezhagraharam, Villianur Com., 109-27 Main Road,Keezhathamangalam, Villianur Com., 113-Bharathi Nagar,Ariyur, Villianur Com., 114-Main Road,Thondamanatham, Villianur Com., 115-Vikkal Street,Sulthanpet, Villianur Com., 164-Unuvaiyar Main Road,Kanuvapet, Villianur, 166-5 Murugan Koil street,Perungalore, Villianur Com., 184-Shopping complex, muthumariamman koil building,Sivaranthagam., Villianur Com., 224-S.S Nagar,Kariyanpet, Villianur, 226-2nd Cross, Bharathi Street,Ariyur, Villianur Com., 253-Vinayagar Koil Street,Ariyapalayam, Villianur Com., 285-15-B Siva Complex,Villianur, Villianur, 287-64 Othiyampet Road,Kanuvapet, Villianur.	PY101900004 , PY101900014, PY101900015, PY101900016, PY102000001, PY111900123, PY111900124, PY111900127, PY111900128, PYBIF208400013, PYBIF20E700023, PYBIF20F500030, PYBIS205D00001, 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

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

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

- Total Annual Income of the Family** :
- Details of the property of the family members** :
 - L.P.G. Connection** : **Yes / No** **Single / Double**
 - Four Wheeler / Two Wheeler** : **Yes / No**
 - Telephone** : **Yes / No**
 - Washing Machine / Air Conditioner** : **Yes / No**
 - Colour Television** : **Yes / No**
 - Refrigerator** : **Yes / No**
 - 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.

<div><div>Government of Puducherry Department of Civil Supplies and Consumer Affairs</div></div> <div>eServicesDashboardOnline ApplicationsHelp</div> <div>PDSCSO1Logout</div>						
Online Applications						
Sl.No.	District	Acknowledgement No	Ration Card No	Mobile No.	Applied for	Applied Date
1	PONDICHERRY	PYNRC204B00055			New Ration Card	07-03-2020
2	PONDICHERRY	PYNRC20DF00054			New Ration Card	07-03-2020
3	PONDICHERRY	PYNRC20BC00053			New Ration Card	07-03-2020
4	PONDICHERRY	PYNRC20F200052			New Ration Card	06-03-2020
5	PONDICHERRY	PYNRC204300051			New Ration Card	05-03-2020
6	PONDICHERRY	PYBIS208600001			Bifurcation	05-03-2020
7	PONDICHERRY	PYIMC20D300019			Inclusion of Adult Name	05-03-2020
8	PONDICHERRY	PYBIS201000001			Bifurcation	05-03-2020

New Ration Card

Basic Details

Applicant Name ljjkjp	House own type OWNER	House type HUT	Resident -
Present Address 5665, oil, sgsg, sgg, 605056	Permanent Address 5665, oil, sgsg, sgg, 605056		Caste -

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

Recommended for *

☒ Approve ☐ Reject

Remarks

CSO Test Remarks

Forward Cancel

www.pon.nic.in says
Application Forwarded Successfully

OK

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.



Sl.No.	District	Acknowledgement No	Ration Card No	Mobile No.	Applied for	Applied Date
1	PONDICHERRY	PYNRC20F200052			New Ration Card	06-03-2020



Sl.No.	District	Acknowledgement No	Ration Card No	Mobile No.	Applied for	Applied Date
1	PONDICHERRY	PYNRC20F200052			New Ration Card	06-03-2020

New Ration Card

Basic Details

Applicant Name ljjkjp **House own type** OWNER **House type** HUT **Resident** -
Present Address 5665, oil, sgsg, sgg, 605056 **Permanent Address** 5665, oil, sgsg, sgg, 605056 **Caste** -

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
<div><div></div><div>mbjkbj</div></div>	Female	SELF	XXXXXXXX2048

Proof Details

Remark Details

#	From	Remarks	Entered by
1	PDS CSO	CSO Test Remarks	PDSCSO1

Remarks

DT Test Remarks

Forward to PDS Thasildhar

Cancel

This site says...

Application Forwarded Successfully

OK

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

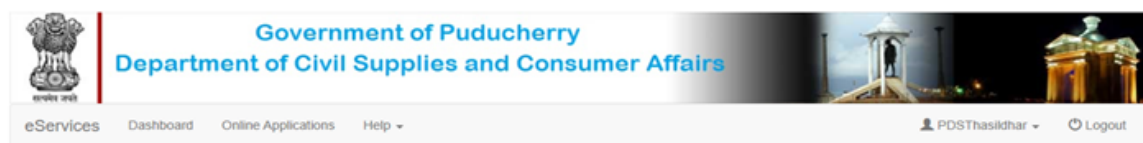
NRC – Thasildhar Login

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



Online Applications

Sl.No.	District	Acknowledgement No	Ration Card No	Mobile No.	Applied for	Applied Date
1	PONDICHERRY	PYIBC208300059			Inclusion of Child Name	06-03-2020
2	PONDICHERRY	PYNRC20F200052			New Ration Card	06-03-2020



New Ration Card

Basic Details

Applicant Name
ljkjp

House own type
OWNER

House type
HUT

Resident
-

Present Address
5665, oil, sgsg, sgg, 605056

Permanent Address
5665, oil, sgsg, sgg, 605056

Caste
-

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	XXXXXXXXX2048

Proof Details

Remark Details

#	From	Remarks	Entered by
1	PDS Deputy Thasildhar	DT Test Remarks	PDSDT1
2	PDS CSO	CSO Test Remarks	PDSCSO1

Remarks

Thasildhar Test Remarks

Forward to PDS Deputy Director Cancel

This site says...

Application Forwarded Successfully

OK

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 dashboard header includes the Government of Puducherry logo, the department name, and navigation links: eServices, Dashboard, Online Applications, and Help. The user is logged in as PDSDD.

Online Applications

Sl.No.	District	Acknowledgement No	Ration Card No	Mobile No.	Applied for	Applied Date
1	PONDICHERRY	PYNRC20F200052			New Ration Card	06-03-2020



The dashboard header includes the Government of Puducherry logo, the department name, and navigation links: eServices, Dashboard, Online Applications, and Help. The user is logged in as PDSDD.

New Ration Card

Basic Details

Applicant Name lqkp	House own type OWNER	House type HUT	Resident -
Present Address 5665, oil, sggg, sgg, 605056	Permanent Address 5665, oil, sggg, sgg, 605056		Caste -

Gas Details

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

Ration Card Family Member Details

Name in English mbkby	Gender Female	Relationship with Head of Family SELF	Aadhaar XXXXXXXXX2048
--------------------------	------------------	--	--------------------------

Proof Details

Remark Details

#	From	Remarks	Entered by
1	POS Thasildhar	Thasildhar Test Remarks	POSThasildhar
2	POS Deputy Thasildhar	DT Test Remarks	POSOT1
3	POS CSO	CSO Test Remarks	POSOSO1

Status *

* Forward ☐ Reject ☐ Inspect ☐

Remarks

DD Test Remarks

Forward to POS Director

Cancel

This site says...

Application Forwarded Successfully

OK

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

Status *

☐ Forward ☐ Reject ☒ Inspect

Remarks

Please Inspect and give details



Forward to PDS Thasildhar

Cancel

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

Status *

☐ Forward ☒ Reject ☐ Inspect

Reason *

Please provide valid proof



Remarks

Invalid Proof




Forward to PDS Thasildhar

Cancel

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.



Government of Puducherry


Department of Civil Supplies and Consumer Affairs


eServices

Dashboard

Online Applications

Help

 PDSDirector

 Logout

Online Applications

Sl.No.	District	Acknowledgement No	Ration Card No	Mobile No.	Applied for	Applied Date
1	PONDICHERRY	PYNRC20F200052			New Ration Card	06-03-2020

New Ration Card

Basic Details

Applicant Name	House own type	House type	Resident
ljjkjp	OWNER	HUT	-
Present Address	Permanent Address		Caste
5665, oil, sgsg, sgg, 605056	5665, oil, 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
<div><div>+</div><div>mbjkbj</div></div>	Female	SELF	XXXXXXXX2048

Proof Details

Remark Details

#	From	Remarks	Entered by
1	PDS Deputy Director	DD Test Remarks	PDSDDD
2	PDS Thasildhar	Thasildhar Test Remarks	PDSThasildhar
3	PDS Deputy Thasildhar	DT Test Remarks	PDSDT1
4	PDS CSO	CSO Test Remarks	PDSCSO1

Status

☒Forward

☐Reject

☐Inspect

Remarks

Director Test Remarks

Forward to PDS Computer Section

Cancel

This site says...

Application Forwarded Successfully

OK

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

Status *
☐ Forward ☐ Reject ☒ Inspect

Remarks

Please Inspect and give details

Forward to PDS Thasildhar

Cancel

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

Status *
☐ Forward ☒ Reject ☐ Inspect

Reason *

Please provide valid proof

Remarks

Invailld Proof

Forward to PDS Thasildhar

Cancel

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.



Government of Puducherry
Department of Civil Supplies and Consumer Affairs

eServices Dashboard Online Applications Help ▾

PDSCS ▾ Logout

Online Applications

Sl.No.	District	Acknowledgement No	Ration Card No	Mobile No.	Applied for	Applied Date
1	PONDICHERRY	PYNRC20F200052			New Ration Card	06-03-2020

New Ration Card

Basic Details

Applicant Name	House own type	House type	Resident
ljjkjp	OWNER	HUT	-
Present Address	Permanent Address		Caste
5665, oil, sgsg, sgg, 605056	5665, oil, 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
<div>+</div> 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	PDSDDD
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	Sec ^o nd Street	Subtha ^{kir} Avenue, Thanampalayam	605007	Select
55	Mariamman Koil Street - Sec ^o nd Cross	Rajagopal ^{kir} amani Thottam, Chinnaiyapuram	605003	Select
55	Sec ^o nd Street	Rajagopal ^{kir} amani Thottam, Chinnaiyapuram	605003	Select

+ Search Street / Locality

Address in English	Address in Local Language
House No. * <input type="text" value="5665"/>	House No. * <input type="text" value="5665"/>
Landmark / Locality / Colony: Mariamman Koil Street - Second Cross	Landmark / Locality / Colony: மாரியம்மன் கோயில் வீதி - இரண்டாவது குறுக்கு
Village / Town: Rajagopal Kiramani Thottam	Village / Town: ராஜகோபால் கிராமணி தோட்டம்
Tehsil: Chinnaiyapuram	Tehsil: சின்னையா புரம்
District: PONDICHERRY	District: புதுச்சேரி
Pincode: 605003	Pincode: 605003

#	Member Name	Member Name LL
1	mbjkbj	<input type="text" value="எகபஜ"/>

Select New card type * <input type="text" value="Non PHH"/>	New Ration Card No. * <input type="text" value="534523"/>	Remarks <input type="text" value="test"/>
<input type="button" value="Forward"/> <input type="button" value="Cancel"/>		


This site says...

Application Forwarded Successfully


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.



Government of Puducherry
Department of Civil Supplies and Consumer Affairs



eServices Dashboard Online Applications Help

PDSSuperintendent Logout

Online Applications

Sl.No.	District	Acknowledgement No	Ration Card No	Mobile No.	Applied for	Applied Date
1	PONDICHERRY	<input type="text" value="PYNRC20F200052"/>			New Ration Card	06-03-2020

New Ration Card

Basic Details

Applicant Name ljjkjp	House own type OWNER	House type HUT	Resident -
Present Address 5665, oil, sgsg, sgg, 605056	Permanent Address 5665, oil, sgsg, sgg, 605056		Caste -

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

New Ration Card No.
534523

New Card Type
Non PHH

Address in English

House No. 5665
Landmark / Locality / Colony: Mariamman Koil Street - Second Cross
Village / Town: Rajagopal Karamani Thottam
Tehsil: Chinnaiyapuram
District: PONDICHERRY
Pincode: 605003

Address in Local Language

House No. 5665
Landmark / Locality / Colony: மாரியம்மன் கோயில் வீதி-
இரண்டாவது குறுக்கு
Village / Town: ராஜகோபால் கிராமணி தோட்டம்
Tehsil: சின்னையா புரம்
District: புதுச்சேரி
Pincode: 605003

Proof Details

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	PDSDDD
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.

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.


**Government of Puducherry**
Department of Civil Supplies and Consumer Affairs

eServices Dashboard Online Applications Help ▾

PDSDD ▾ Logout

Online Applications

Sl.No.	District	Acknowledgement No	Ration Card No	Mobile No.	Applied for	Applied Date
1	PONDICHERRY	PYNRC20F200052			New Ration Card	06-03-2020

**Government of Puducherry**
Department of Civil Supplies and Consumer Affairs

eServices Dashboard Online Applications Help ▾

PDSDD ▾ Logout

New Ration Card

Basic Details

Applicant Name ljjkjp	House own type OWNER	House type HUT	Resident -
Present Address 5665, oil, sgsg, sgg, 605056	Permanent Address 5665, oil, sgsg, sgg, 605056		Caste -

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

New Ration Card No.
534523

New Card Type
Non PHH

Address in English

House No. 5665
Landmark / Locality / Colony: Mariamman Koil Street - Second Cross
Village / Town: Rajagopal Kiramani Thottam
Tehsil: Chinnaiyapuram
District PONDICHERRY
Pincode: 605003

Address in Local Language

House No. 5665
Landmark / Locality / Colony: மாரியம்மன் கோயில் வீதி-
இரண்டாவது குறுக்கு
Village / Town: ராஜகோபால் கிராமணி தோட்டம்
Tehsil: சின்னையா புரம்
District: புதுச்சேரி
Pincode: 605003

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	PDSDDD
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

Forwarde to Director for eSign

Save

Cancel

This site says...


Application Forwarded Successfully

OK

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.



Government of Puducherry
Department of Civil Supplies and Consumer Affairs

eServices Dashboard Online Applications Help ▾

PDSDirector ▾ Logout

Online Applications

Sl.No.	District	Acknowledgement No	Ration Card No	Mobile No.	Applied for	Applied Date
1	PONDICHERRY	PYNRC20F200052			New Ration Card	06-03-2020

New Ration Card

Basic Details

Applicant Name ljjkjp	House own type OWNER	House type HUT	Resident -
Present Address 5665, oil, sgsg, sgg, 605056	Permanent Address 5665, oil, sgsg, sgg, 605056	Caste -	

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

New Ration Card No.
534523

New Card Type
Non PHH

Address in English

House No. 5665
Landmark / Locality / Colony: Mariamman Koil Street - Second Cross
Village / Town: Rajagopal Kiramani Thottam
Tehsil: Chinnaiyapuram
District PONDICHERRY
Pincode: 605003

Address in Local Language

House No. 5665
Landmark / Locality / Colony: மாரியம்மன் கோயில் வீதி-
இரண்டாவது குறுக்கு
Village / Town: ராஜகோபால் கிராமணி தோட்டம்
Tehsil: சின்னையா புரம்
District: புதுச்சேரி
Pincode: 605003

Proof Details

Remark Details

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

Status

☒ Approve
☐ Reject

Remarks

Approved NRC application

Save

Cancel

This site says...
Application Processed Successfully
OK

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.

<div><div>Government of Puducherry Department of Civil Supplies and Consumer Affairs</div></div> <div>eServicesDashboardOnline ApplicationsHelp</div> <div>PDSCSO1Logout</div>						
Online Applications						
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			New Ration Card	21-01-2020
83	PONDICHERRY	PYNRC201500034			New Ration Card	21-01-2020
84	PONDICHERRY	PYNRC20DF00033			New Ration Card	21-01-2020
85	PONDICHERRY	PYNRC20A300032			New Ration Card	21-01-2020
86	PONDICHERRY	PYBIF203D00041			Bifurcation	18-01-2020
87	PONDICHERRY	PYBIF209D00040			Bifurcation	18-01-2020
88	PONDICHERRY	PYBIF205000039			Bifurcation	18-01-2020
89	PONDICHERRY	PYBIF20B800038			Bifurcation	14-01-2020
90	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	*****5109
2			Female	WIFE	*****5590
3			Male	SON	*****4267
4			Male	SON	*****1902

New Ration Card Family Member Details

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

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

Recommended for *

☒ Approve ☐ Reject

Remarks

Cso Test Remarks

Forward

Cancel

This site says...

Application Forwarded Successfully

OK

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.



Government of Puducherry
Department of Civil Supplies and Consumer Affairs




eServices Dashboard Online Applications Help ▾


PDSDT1 ▾ Logout

Online Applications

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



Government of Puducherry
Department of Civil Supplies and Consumer Affairs



eServices Dashboard Online Applications Help ▾

PDSDT1 ▾ Logout

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	*****5109
2			Female	WIFE	*****5590
3			Male	SON	*****4267
4			Male	SON	*****1902

New Ration Card Family Member Details

<input type="checkbox"/>	Name in English	Gender	Relationship with Head of Family	Aadhaar
		Male	SELF	XXXXXXXX1902
	Member Name(LL)	Date of Birth	Age	Occupation
			30	-
	Annual Income	Marital Status	Education Qualification	Phone
	-	-	-	-
	Bank Name	Branch Name	IFSC Code	Account No.
	-	-	-	-
<input type="checkbox"/>	Name in English	Gender	Relationship with Head of Family	Aadhaar
		Male	SISTER	XXXXXXXX4267
<input type="checkbox"/>	Name in English	Gender	Relationship with Head of Family	Aadhaar
		Female	MOTHER	XXXXXXXX5590

Address Details

Present Address

fgghdfgh, dhgh, dfasdf, dghgh, 343243

Permanent Address

fgghdfgh, dhgh, dfasdf, dghgh, 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 CSO	Cso Test Remarks	PDSCSO1

Remarks

DT test remarks

Forward to PDS Thasildhar

Cancel

This site says...

Application Forwarded Successfully

OK

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.



Government of Puducherry
Department of Civil Supplies and Consumer Affairs

eServices Dashboard Online Applications Help ▾

PDSThasildhar ▾ Logout

Online Applications

Sl.No.	District	Acknowledgement No	Ration Card No	Mobile No.	Applied for	Applied Date
1	PONDICHERRY	PYIBC208300059			Inclusion of Child Name	06-03-2020
2	PONDICHERRY	PYIBC20D900058			Inclusion of Child Name	06-03-2020
3	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

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

Address Details

Present Address

fgghdfgh, dhgh, dfasdf, dghgfh, 343243

Permanent Address

fgghdfgh, 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 Deputy Thasildhar	DT test remarks	PDSDT1
2	PDS CSO	Cso Test Remarks	PDSCSO1

Remarks

Thasildhar Test Remarks

Forward to PDS Deputy Director

Cancel

This site says...

Application Forwarded Successfully

OK

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.



Government of Puducherry
Department of Civil Supplies and Consumer Affairs

eServices Dashboard Online Applications Help ▾

PDSDD ▾ Logout

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
12345678901234567890	Non PHH	Mr. J. Senthil Kumar	4
Address	Address(LL)		
123, Main Road, Anna Nagar, Chennai - 600022	123, Main Road, Anna Nagar, Chennai - 600022		

Ration Card Family Member Details

Sl. No.	Name in English	Name in Regional Language	Gender	Relationship with Head of Family	Aadhaar
1	Mr. J. Senthil Kumar	செந்தில்குமார் ஜி	Male	SELF	1234 5678 9012 3456
2	Mrs. J. Senthil Kumar	செந்தில்குமார் ஜி	Female	WIFE	1234 5678 9012 3456
3	Mr. J. Senthil Kumar	செந்தில்குமார் ஜி	Male	SON	1234 5678 9012 3456
4	Mr. J. Senthil Kumar	செந்தில்குமார் ஜி	Male	SON	1234 5678 9012 3456

New Ration Card Family Member Details

<div>Name in English</div> <div>Mr. J. Senthil Kumar</div>	<div>Gender</div> <div>Male</div>	<div>Relationship with Head of Family</div> <div>SELF</div>	<div>Aadhaar</div> <div>1234 5678 9012 3456</div>
<div>Member Name(LL)</div> <div>செந்தில்குமார் ஜி</div>	<div>Date of Birth</div> <div>30</div>	<div>Age</div> <div>30</div>	<div>Occupation</div> <div>-</div>
<div>Annual Income</div> <div>-</div>	<div>Marital Status</div> <div>-</div>	<div>Education Qualification</div> <div>-</div>	<div>Phone</div> <div>-</div>
<div>Bank Name</div> <div>-</div>	<div>Branch Name</div> <div>-</div>	<div>IFSC Code</div> <div>-</div>	<div>Account No.</div> <div>-</div>
<div>Name in English</div> <div>Mr. J. Senthil Kumar</div>	<div>Gender</div> <div>Male</div>	<div>Relationship with Head of Family</div> <div>SISTER</div>	<div>Aadhaar</div> <div>1234 5678 9012 3456</div>
<div>Name in English</div> <div>Mr. J. Senthil Kumar</div>	<div>Gender</div> <div>Female</div>	<div>Relationship with Head of Family</div> <div>MOTHER</div>	<div>Aadhaar</div> <div>1234 5678 9012 3456</div>

Address Details

Present Address

fg hdfgh, dhgh, dfasdf, dghgfh, 343243

Permanent Address

fg hdfgh, 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 Thasildhar	Thasildhar Test Remarks	PDSThasildhar
2	PDS Deputy Thasildhar	DT test remarks	PDSDT1
3	PDS CSO	Cso Test Remarks	PDSCSO1

Status *

☒ Forward ☐ Reject ☐ Inspect

Remarks

DD Test Remarks

This site says...

Application Forwarded Successfully

OK

Forward to PDS Director

Cancel

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

Status *

☐ Forward ☐ Reject ☒ Inspect

Remarks

Please Inspect and give details

Forward to PDS Thasildhar

Cancel

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

Status *
☐ Forward ☒ Reject ☐ Inspect

Reason *

Please provide valid proof

Remarks

Invalid Proof

Forward to PDS Thasildhar

Cancel

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.



Government of Puducherry
Department of Civil Supplies and Consumer Affairs



eServices Dashboard Online Applications Help ▾

PDSDirector ▾ Logout

Online Applications

Sl.No.	District	Acknowledgement No	Ration Card No	Mobile No.	Applied for	Applied Date
1	PONDICHERRY	<div>PYBIF209600037</div>			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	Marital 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

fgghdfgh, dhgh, dfasdf, dghgfh, 343243

Permanent Address

fgghdfgh, 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 Deputy Director	DD Test Remarks	PDSDD
2	PDS Thasildhar	Thasildhar Test Remarks	PDSThasildhar
3	PDS Deputy Thasildhar	DT test remarks	PDSDT1
4	PDS CSO	Cso Test Remarks	PDSCSO1

Status *

☒ Forward ☐ Reject ☐ Inspect

Remarks

Director Test Remarks

Forward to PDS Computer Section

Cancel

This site says...

Application Forwarded Successfully

OK

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

Status *

☐ Forward ☐ Reject ☒ Inspect

Remarks

Please Inspect and give details

Forward to PDS Thasildhar

Cancel

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

Status *

☐ Forward ☒ Reject ☐ Inspect

Reason *

Please provide valid proof

Remarks

Invalid Proof

Forward to PDS Thasildhar

Cancel

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.



Government of Puducherry
Department of Civil Supplies and Consumer Affairs

eServices Dashboard Online Applications Help ▾

PDSCS ▾ Logout

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

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

Address Details

Present Address

fgghdfgh, dhgh, dfasdf, dghgh, 343243

Permanent Address

fgghdfgh, dhgh, dfasdf, dghgh, 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	PDSDDD
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. *

fgghdfgh

Landmark / Locality / Colony: Fourth Cross Street

Village / Town: Pudhu Nagar

Tehsil: Madukarai - Periyapet

District: PONDICHERRY

Pincode: 605105

Address in Local Language

House No. *

fgghdfgh

Landmark / Locality / Colony: நான்காவது குறுக்குத் தெரு

Village / Town: புதுநகர்

Tehsil: மடுகரை-பெரியபேட்டை

District: புதுச்சேரி

Pincode: 605105

Select New card type *

Select

New Ration Card No. *

567622

Remarks

tes

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	Marital 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

fgghdfgh, dhgh, dfasdf, dghgfh, 343243

New Ration Card No.

567622

Permanent Address

fgghdfgh, dhgh, dfasdf, dghgfh, 343243

New Card Type

Non PHH

Address in English

House No. fgghdfgh

Landmark / Locality / Colony: Fourth Cross Street

Village / Town: Pudhu Nagar

Tehsil: Madukarai - Periyapet

District PONDICHERRY

Pincode: 605105

Address in Local Language

House No. fgghdfgh

Landmark / Locality / Colony: நான்காவது குறுக்குத் தெரு

Village / Town: புதுநகர்

Tehsil: மடுகரை-பெரியபேட்ட

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.



Government of Puducherry
Department of Civil Supplies and Consumer Affairs

[eServices](#) [Dashboard](#) [Online Applications](#) [Help](#)

[PDSDD](#) [Logout](#)

Online Applications

Sl.No.	District	Acknowledgement No	Ration Card No	Mobile No.	Applied for	Applied Date
1	PONDICHERRY	PYBIF209600037		5456456456	Bifurcation	14-01-2020



Government of Puducherry
Department of Civil Supplies and Consumer Affairs

[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
	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	Marital 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

fgghdfgh, dhgh, dfasdf, dghgfh, 343243

New Ration Card No.

567622

Permanent Address

fgghdfgh, dhgh, dfasdf, dghgfh, 343243

New Card Type

Non PHH

Address in English

House No. fgghdfgh

Landmark / Locality / Colony: Fourth Cross Street

Village / Town: Pudhu Nagar

Tehsil: Madukarai - Periyapet

District PONDICHERRY

Pincode: 605105

Address in Local Language

House No. fgghdfgh

Landmark / Locality / Colony: நான்காவது குறுக்குத் தெரு

Village / Town: புதுநகர்

Tehsil: மடுகரை-பெரியபேட்டை

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	PDSDDD
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

<div><div>Government of Puducherry Department of Civil Supplies and Consumer Affairs</div></div> <div>eServices Dashboard Online Applications Help ▾</div> <div>PDSCSO1 ▾ Logout</div>						
Online Applications						
Sl.No.	District	Acknowledgement No	Ration Card No	Mobile No.	Applied for	Applied Date
11	PONDICHERRY	PYBIS20F800001			Bifurcation	04-03-2020
12	PONDICHERRY	PYCTC202300030			Card Type Conversion	04-03-2020
13	PONDICHERRY	PYNRC207500049			New Ration Card	04-03-2020
14	PONDICHERRY	PYNRC203300048			New Ration Card	04-03-2020
15	PONDICHERRY	PYNRC204E00047			New Ration Card	03-03-2020
16	PONDICHERRY	PYBIO205300001			Bifurcation	28-02-2020
17	PONDICHERRY	PYBIT202100001			Bifurcation	28-02-2020
18	PONDICHERRY	PYBIS206000001			Bifurcation	28-02-2020
19	PONDICHERRY	PYNRC205C00046			New Ration Card	28-02-2020
20	PONDICHERRY	PYCTC20C000029			Card Type Conversion	28-02-2020

Card Type Conversion

Ration Card No.

Card Type

Non PHH

Head of Family Name

No of Family Members

4

Address

Address(LL)

Card Details

Ration Card Member Details

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

Card Type Conversion Details

Reason for Card Type Conversion

Change in income source

Occupation

FARMER/ZAMINDAR

Proof Details

Remark Details

Recommended for *

☒ Approve ☐ Reject

Remarks

CSO test Remarks

Forward

Cancel

This site says...


Application Forwarded Successfully

OK


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.



Government of Puducherry
Department of Civil Supplies and Consumer Affairs




eServices Dashboard Online Applications Help ▾


 PDSDT1 ▾  Logout

Online Applications



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



Government of Puducherry
Department of Civil Supplies and Consumer Affairs



eServices Dashboard Online Applications Help ▾

 PDSDT1 ▾  Logout

Card Type Conversion

Card Details

Ration Card No.	Card Type	Head of Family Name	No of Family Members
	Non PHH		4
Address	Address(LL)		

Ration Card Member Details

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

Card Type Conversion Details

Reason for Card Type Conversion

Change in income source

Occupation

FARMER/ZAMINDAR

Proof Details

Remark Details

#	From	Remarks	Entered by
1	PDS CSO	CSO test Remarks	PDSCSO1

Remarks

DT Test Remarks

Forward to PDS Thasildhar

Cancel

This site says...


Application Forwarded Successfully

OK

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.



Government of Puducherry
Department of Civil Supplies and Consumer Affairs

eServices Dashboard Online Applications Help ▾

PDSThasildhar ▾ Logout

Online Applications

Sl.No.	District	Acknowledgement No	Ration Card No	Mobile No.	Applied for	Applied Date
1	PONDICHERRY	PYIBC208300059			Inclusion of Child Name	06-03-2020
2	PONDICHERRY	PYCTC20C000029			Card Type Conversion	28-02-2020

Card Type Conversion

Ration Card No.

Card Type
Non PHH

Head of Family Name

No of Family Members
4

Address

Address(LL)

Ration Card Member Details

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

Card Type Conversion Details

Reason for Card Type Conversion
Change in income source

Occupation
FARMER/ZAMINDAR

Proof Details

Remark Details

#	From	Remarks	Entered by
1	PDS Deputy Thasildhar	DT Test Remarks	PDSDT1
2	PDS CSO	CSO test Remarks	PDSCSO1

Remarks

Thasildhar Test Remarks

Forward to PDS Deputy Director

Cancel

This site says...

Application Forwarded Successfully

OK

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.

Online Applications

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

Card Type Conversion

Ration Card No.

Card Type

Head of Family Name

No of Family Members

Address

Address(LL)

Card Details

Non PHH

4

Ration Card Member Details

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

Card Type Conversion Details

Reason for Card Type Conversion

Change in income source

Occupation

FARMER/ZAMINDAR

Proof Details

Remark Details

#	From	Remarks	Entered by
1	PDS Thasildhar	Thasildhar Test Remarks	PDSThasildhar
2	PDS Deputy Thasildhar	DT Test Remarks	PDSDT1
3	PDS CSO	CSO test Remarks	PDSCSO1

Status *

☒Forward
☐Reject
☐Inspect

Remarks

DD Test remarks

Forward to PDS Director

Cancel

This site says...

Application Forwarded Successfully

OK

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

Status *

☐ Forward ☐ Reject ☒ Inspect

Remarks

Please Inspect and give details



Forward to PDS Thasildhar

Cancel

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

Status *

☐ Forward ☒ Reject ☐ Inspect

Reason *

Please provide valid proof



Remarks

Invalid Proof




Forward to PDS Thasildhar

Cancel

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.



Government of Puducherry
Department of Civil Supplies and Consumer Affairs

eServices Dashboard Online Applications Help ▾

PDSDirector ▾ Logout

Online Applications

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

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

Status *
☐ Forward ☐ Reject ☒ Inspect

Remarks

Please Inspect and give details

Forward to PDS Thasildhar

Cancel

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

Status *
☐ Forward ☒ Reject ☐ Inspect

Reason *
Please provide valid proof

Remarks

Invailld Proof


Forward to PDS Thasildhar

Cancel

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.



Government of Puducherry
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eServices Dashboard Online Applications Help

PDSCS Logout

Online Applications

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

Card Type Conversion

Card Details

Ration Card No.

Card Type
Non PHH

Head of Family Name

No of Family Members
4

Address

Address(LL)

Ration Card Member Details

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

Card Type Conversion Details

Reason for Card Type Conversion: Change in income source Occupation: FARMER/ZAMINDAR

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

Select New card type *
PHH

New Ration Card No. *
567867

Remarks
test


Forward Cancel

This site says...
Application Forwarded Successfully
OK

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.




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[eServices](#) [Dashboard](#) [Online Applications](#) [Help](#)

[PDSSuperintendent](#) [Logout](#)

Online Applications

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



Government of Puducherry
Department of Civil Supplies and Consumer Affairs

[eServices](#) [Dashboard](#) [Online Applications](#) [Help](#)

[PDSSuperintendent](#) [Logout](#)

Card Type Conversion

Card Details

Ration Card No.	Card Type	Head of Family Name	No of Family Members
	Non PHH		4
Address	Address(LL)		

Ration Card Member Details

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

Card Type Conversion Details

Reason for Card Type Conversion

Change in income source

New Ration Card No.

[REDACTED]

Occupation

FARMER/ZAMINDAR

New Card Type

PHH

Proof Details

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	PDSDDD
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.

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.



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eServices Dashboard Online Applications Help ▾

PDSDD Logout

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
Non PHH

Head of Family Name

No of Family Members
4

Address

Address(LL)

Ration Card Member Details

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

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

Status *
☐Forward
☒Approve
☐Reject

Remarks

This site says...
Application Processed Successfully



OK

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.



<div><div>Government of Puducherry Department of Civil Supplies and Consumer Affairs</div></div> <div></div>						
eServices Dashboard Online Applications Help ▾ PDSAssistant1 ▾ Logout						
Online Applications						
Sl.No.	District	Acknowledgement No	Ration Card No	Mobile No.	Applied for	Applied Date
1	PONDICHERRY	PYDEL201700030			Deletion of Member	07-03-2020
2	PONDICHERRY	PYCHN209100048			Change of Name	07-03-2020
3	PONDICHERRY	PYCHN208300047			Change of Name	07-03-2020
4	PONDICHERRY	PYIBC20D900058			Inclusion of Child Name	06-03-2020
5	PONDICHERRY	PYIBC209200057			Inclusion of Child Name	06-03-2020
6	PONDICHERRY	PYIBC209700056			Inclusion of Child Name	06-03-2020
7	PONDICHERRY	PYIBC205400055			Inclusion of Child Name	06-03-2020
8	PONDICHERRY	PYIBC200400054			Inclusion of Child Name	06-03-2020
9	PONDICHERRY	PYCHN20B500046			Change of Name	05-03-2020
10	PONDICHERRY	PYDEL20B800029			Deletion of Member	05-03-2020
12345678910...						



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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.


<div><div>Government of Puducherry Department of Civil Supplies and Consumer Affairs</div></div> <div>eServices Dashboard Online Applications Help ▾</div> <div>PDSAssistant1 ▾ Logout</div>						
Online Applications						
Sl.No.	District	Acknowledgement No	Ration Card No	Mobile No.	Applied for	Applied Date
1	PONDICHERRY	PYDEL201700030			Deletion of Member	07-03-2020
2	PONDICHERRY	PYCHN209100048			Change of Name	07-03-2020
3	PONDICHERRY	PYCHN208300047			Change of Name	07-03-2020
4	PONDICHERRY	PYIBC20D900058			Inclusion of Child Name	06-03-2020
5	PONDICHERRY	PYIBC209200057			Inclusion of Child Name	06-03-2020
6	PONDICHERRY	PYIBC209700056			Inclusion of Child Name	06-03-2020
7	PONDICHERRY	PYIBC205400055			Inclusion of Child Name	06-03-2020
8	PONDICHERRY	PYIBC200400054			Inclusion of Child Name	06-03-2020
9	PONDICHERRY	PYCHN20B500046			Change of Name	05-03-2020
10	PONDICHERRY	PYDEL20B800029			Deletion of Member	05-03-2020
12345678910...						



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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.

**Government of Puducherry**
Department of Civil Supplies and Consumer Affairs

eServices Dashboard Online Applications Help ▾

PDSAssistant1 ▾ Logout

Inclusion of Child

Child Details

Child Name ss	Father Name [Redacted]	Mother Name [Redacted]	Gender Female
Relationship with Head of Family BROTHER	Date of Birth 04-03-2018	Age 2	Place of Birth ss
State [Redacted]	Aadhaar No [Redacted]	Reason for Inclusion Birth Certificate	

Proof Details

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

Remark Details

Recommended for *
☒ Approve ☐ Reject

Member Name(LL) * **Father Name(LL) *** **Mother Name(LL) ***

Remarks



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Application Forwarded Successfully

OK

IBC – PDS Superintendent

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

**Government of Puducherry**
Department of Civil Supplies and Consumer Affairs

eServices Dashboard Online Applications Help

PDSuperintendent Logout


Online Applications

Sl.No.	District	Acknowledgement No	Ration Card No	Mobile No.	Applied for	Applied Date
1	PONDICHERRY	PYIBC20D900058			Inclusion of Child Name	06-03-2020



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

**Government of Puducherry**
Department of Civil Supplies and Consumer Affairs

eServices Dashboard Online Applications Help

PDSuperintendent Logout

Inclusion of Child

Child Details

Child Name

Father Name

Mother Name

Gender

Relationship with Head of Family

Date of Birth

Age

Place of Birth

State

Aadhaar No

Reason for Inclusion

Proof Details

Aadhaar Card

Birth Certificate

[View Aadhaar Card](#)

[View Birth Certificate](#)

Remark Details


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

Status ^{*}
☐Revert☒Approve☐Reject☐Inspect

Remarks

Save

Cancel



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While Reject

- While reject, the application status will be update.

Status *

☐ Revert ☐ Approve ☒ Reject ☐ Inspect

Reason *

Choose

▼

Remarks

Save

Cancel

While Inspect

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

Status *

☐ Revert ☐ Approve ☐ Reject ☒ Inspect

Remarks

Save


Cancel

Application Forwarded to PDS Thasildhar Successfully

OK

IBC - PDS Thasildhar

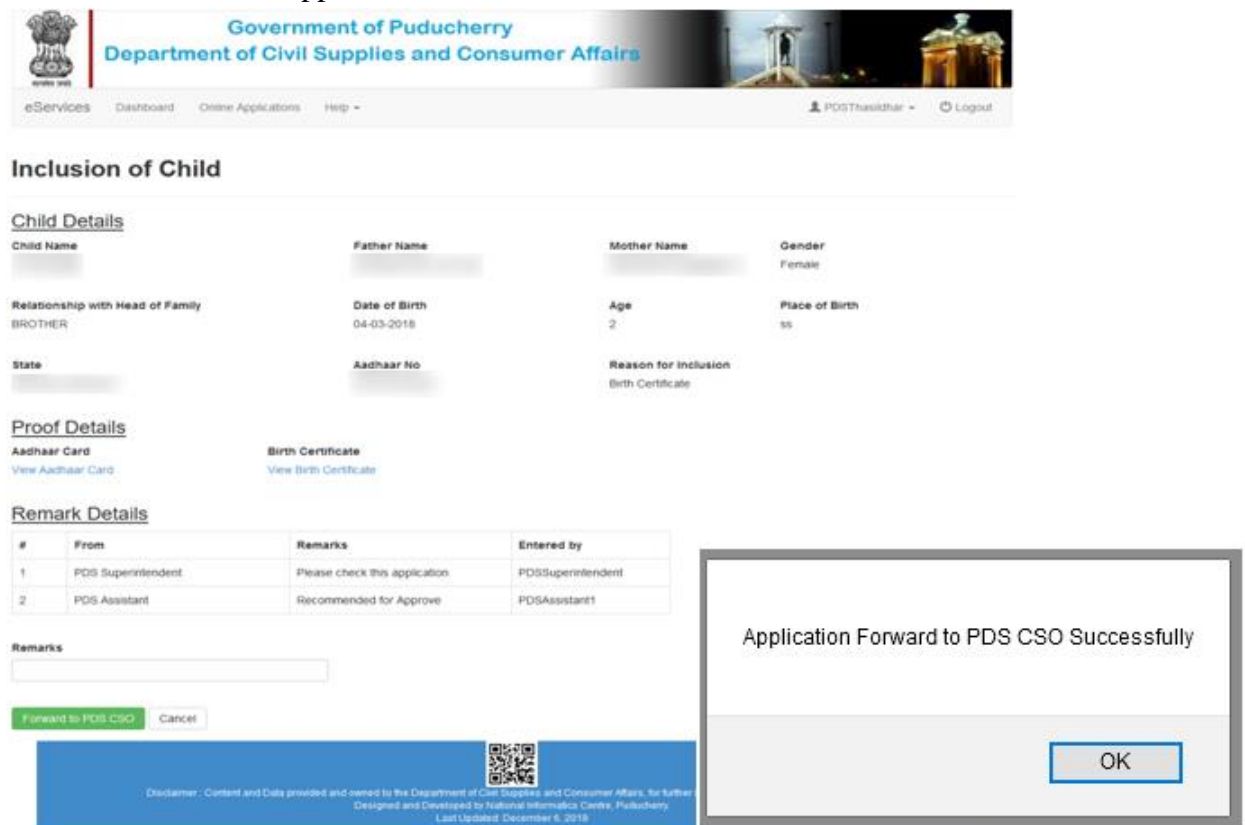
- Thasildhar can pick forwarded application. Once the application is picked the button color change to green color.



SI.No.	District	Acknowledgement No.	Ration Card No.	Mobile No.	Applied for	Applied Date
1	PONDICHERRY	PYIBC208300059			Inclusion of Child Name	06-03-2020
2	PONDICHERRY	PYIBC20D900058			Inclusion of Child Name	06-03-2020
3	PONDICHERRY	PYBIF209600037			Bifurcation	14-01-2020

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



Inclusion of Child

Child Details

Child Name: [Redacted] Father Name: [Redacted] Mother Name: [Redacted] Gender: Female

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

State: [Redacted] Aadhaar No: [Redacted] Reason for Inclusion: Birth Certificate

Proof Details

Aadhaar Card: [View Aadhaar Card] Birth Certificate: [View Birth Certificate]

Remark Details

#	From	Remarks	Entered by
1	PDS Superintendent	Please check this application.	PDSuperintendent
2	PDS Assistant	Recommended for Approve	PDSAssistant1

Remarks: [Redacted]

Forward to PDS CSO [Cancel]


Application Forward to PDS CSO Successfully

OK

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IBC - PDS CSO

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



Government of Puducherry
Department of Civil Supplies and Consumer Affairs

eServices Dashboard Online Applications Help

PDSCSO1 Logout

Online Applications

Sl.No.	District	Acknowledgement No	Ration Card No	Mobile No.	Applied for	Applied Date
1	PONDICHERRY	PYNRC204B00055			New Ration Card	07-03-2020
2	PONDICHERRY	PYNRC20DF00054			New Ration Card	07-03-2020
3	PONDICHERRY	PYNRC20BC00053			New Ration Card	07-03-2020
4	PONDICHERRY	PYIBC20D900058			Inclusion of Child Name	06-03-2020
5	PONDICHERRY	PYNRC204300051			New Ration Card	05-03-2020
6	PONDICHERRY	PYBIS208600001			Bifurcation	05-03-2020
7	PONDICHERRY	PYIMC20D300019			Inclusion of Adult Name	05-03-2020
8	PONDICHERRY	PYBIS201000001			Bifurcation	05-03-2020
9	PONDICHERRY	PYBIS206700001			Bifurcation	05-03-2020
10	PONDICHERRY	PYNRC205200050			New Ration Card	04-03-2020

12345678910...



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



Inclusion of Child

Child Details

Child Name [Redacted]	Father Name [Redacted]	Mother Name [Redacted]	Gender Female
Relationship with Head of Family BROTHER	Date of Birth 04-03-2018	Age 2	Place of Birth SS
State [Redacted]	Aadhaar No [Redacted]	Reason for Inclusion Birth Certificate	

Proof Details

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

Remark Details

#	From	Remarks	Entered by
1	PDS Thasildhar	Please field verification for this application	PDSThasildhar
2	PDS Superintendent	Please check this application	PDSSuperintendent
3	PDS Assistant	Recommended for Approve	PDSAssistant1

Remarks

[Forward to PDS Deputy Thasildhar](#) [Cancel](#)




Application Forward to PDS Deputy Thasildhar Successfully

OK

IBC - PDS Deputy Thasildhar

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




Government of Puducherry
Department of Civil Supplies and Consumer Affairs

eServices Dashboard Online Applications Help

PDSDT1 Logout


Online Applications

Sl.No.	District	Acknowledgement No	Ration Card No	Mobile No.	Applied for	Applied Date
1	PONDICHERRY	PYIBC20D900058			Inclusion of Child Name	06-03-2020



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- The Deputy Tashildar forward the application to Tashildar.



Government of Puducherry
Department of Civil Supplies and Consumer Affairs

eServices Dashboard Online Applications Help

PDSDT1 Logout

Inclusion of Child

Child Details

Child Name

Father Name

Mother Name

Gender

Relationship with Head of Family

Date of Birth

Age

Place of Birth

State

Aadhaar No

Reason for Inclusion

Proof Details

Aadhaar Card

Birth Certificate

Remark Details


#	From	Remarks	Entered by
1	POS CSO	Details verified all details valid	POS CSO1
2	POS Thasildhar	Please field verification for this application	POSThasildhar
3	POS Superintendent	Please check this application	POSSuperintendent
4	POS Assistant	Recommended for Approve	POSAssistant1

Remarks

Forward to POS Thasildhar Cancel

Application Forward to PDS Thasildhar Successfully


OK



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IBC - PDS Thasildhar

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



Government of Puducherry
Department of Civil Supplies and Consumer Affairs



eServices Dashboard Online Applications Help ▾

PDSThasildhar ▾ Logout

Online Applications

Sl.No.	District	Acknowledgement No	Ration Card No	Mobile No.	Applied for	Applied Date
1	PONDICHERRY	PYIBC208300059			Inclusion of Child Name	06-03-2020
2	PONDICHERRY	PYIBC20D900058			Inclusion of Child Name	06-03-2020



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

Inclusion of Child

Child Details

Child Name [Redacted]	Father Name [Redacted]	Mother Name [Redacted]	Gender Female
Relationship with Head of Family BROTHER	Date of Birth 04-03-2018	Age 2	Place of Birth ss
State [Redacted]	Aadhaar No [Redacted]	Reason for Inclusion Birth Certificate	

Proof Details

Aadhaar Card View Aadhaar Card	Birth Certificate 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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Application Forward to PDS Superintendent Successfully

OK

IBC – PDS Superintendent



Government of Puducherry
Department of Civil Supplies and Consumer Affairs



eServices Dashboard Online Applications Help ▾

PDSSuperintendent ▾ Logout

Online Applications



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

Inclusion of Child

Child Details

Child Name	Father Name	Mother Name	Gender
			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	
		Birth Certificate	

Proof Details

Aadhaar Card	Birth Certificate
View Aadhaar Card	View Birth Certificate

Remark Details

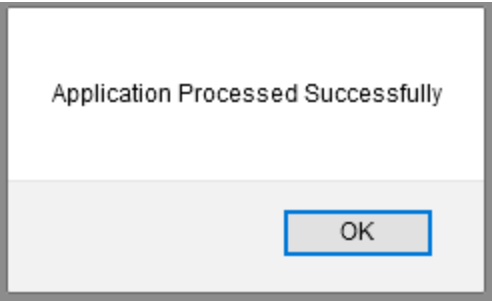
#	From	Remarks	Entered by
1	PDS Thasildhar	Application verified successfully	PDSThasildhar
2	PDS Deputy Thasildhar	Field verification done and details verified	PDSDT1
3	PDS CSO	Details verified all details valid	PDSCSO1
4	PDS Thasildhar	Please field verification for this application	PDSThasildhar
5	PDS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

Status *

☐ Revert ☒ Approve ☐ Reject ☐ Inspect

Remarks


Application approved successfully



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.

**Government of Puducherry**
Department of Civil Supplies and Consumer Affairs


eServices Dashboard Online Applications Help ▾

PDSAssistant1 Logout

Online Applications


Sl.No.	District	Acknowledgement No	Ration Card No	Mobile No.	Applied for	Applied Date
11	PONDICHERRY	PYIBC20BA00052			Inclusion of Child Name	05-03-2020
12	PONDICHERRY	PYIBC204D00051			Inclusion of Child Name	05-03-2020
13	PONDICHERRY	PYIBC20E800050			Inclusion of Child Name	05-03-2020
14	PONDICHERRY	PYCHN209D00045			Change of Name	04-03-2020
15	PONDICHERRY	PYSUR200B00009			Surrender	04-03-2020
16	PONDICHERRY	PYDEL208B00028			Deletion of Member	04-03-2020
17	PONDICHERRY	PYDEL207C00027			Deletion of Member	03-03-2020
18	PONDICHERRY	PYCHN205100044			Change of Name	02-03-2020
19	PONDICHERRY	PYCHN201A00043			Change of Name	02-03-2020
20	PONDICHERRY	PYCHN208800042			Change of Name	02-03-2020

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



Application Forwarded Successfully

OK

SUR – PDS Superintendent

- Superintendent can pick forwarded application.



The screenshot shows the web interface for the Government of Puducherry, Department of Civil Supplies and Consumer Affairs. The header includes the state emblem and the department name. Below the header is a navigation bar with links to eServices, Dashboard, Online Applications, and Help. The user is logged in as PDSuperintendent. The main section is titled 'Online Applications' and contains a table with the following data:

Sl.No.	District	Acknowledgement No	Ration Card No	Mobile No.	Applied for	Applied Date
1	PONDICHERRY	PYSUR200B00009			Surrender	04-03-2020

At the bottom of the page, there is a QR code and a disclaimer: 'Disclaimer : Content and Data provided and owned by the Department of Civil Supplies and Consumer Affairs, for further information if any, please contact the Department. Designed and Developed by National Informatics Centre, Puducherry. Last Updated: December 6, 2019'.

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.

Surrendering 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	
5			Female	MOTHER	

Surrender Details

Reason for surrender	Place to	State
Shifted	kanli	JHARKHAND
Remarks Recommended for Approve		
Status [*]		
<input type="radio"/> Approve <input type="radio"/> Reject		
<div>Save</div> <div>Cancel</div>		


Application Processed Successfully

OK

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.



Government of Puducherry
Department of Civil Supplies and Consumer Affairs


eServices Dashboard Online Applications Help ▾

PDSAssistant1 ▾ Logout

Online Applications

Sl.No.	District	Acknowledgement No	Ration Card No	Mobile No.	Applied for	Applied Date
1	PONDICHERRY	PYDEL201700030	[REDACTED]	[REDACTED]	Deletion of Member	07-03-2020
2	PONDICHERRY	PYCHN209100048	[REDACTED]	[REDACTED]	Change of Name	07-03-2020
3	PONDICHERRY	PYCHN208300047	[REDACTED]	[REDACTED]	Change of Name	07-03-2020
4	PONDICHERRY	PYIBC209200057	[REDACTED]	[REDACTED]	Inclusion of Child Name	06-03-2020
5	PONDICHERRY	PYIBC209700056	[REDACTED]	[REDACTED]	Inclusion of Child Name	06-03-2020
6	PONDICHERRY	PYIBC205400055	[REDACTED]	[REDACTED]	Inclusion of Child Name	06-03-2020
7	PONDICHERRY	PYIBC200400054	[REDACTED]	[REDACTED]	Inclusion of Child Name	06-03-2020
8	PONDICHERRY	PYCHN20B500046	[REDACTED]	[REDACTED]	Change of Name	05-03-2020
9	PONDICHERRY	PYDEL20B800029	[REDACTED]	[REDACTED]	Deletion of Member	05-03-2020
10	PONDICHERRY	PYIBC203D00053	[REDACTED]	[REDACTED]	Inclusion of Child Name	05-03-2020

12345678910...



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

Deletion of Member

Ration Card Details

Ration Card No.

Card Type

Head of Family Name

No of Family Members

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	
4			Male	SON	
5			Male	SON	
6			Female	DAUGHTER IN LAW	
7			Female	DAUGHTER IN LAW	

Deletion Details

Reason for Deletion

Place to

State

Married

SS

ARUNACHAL PRADESH

Proof Details

Remark Details

Recommended for *

☒ Approve
☐ Reject

Remarks

Forward

Cancel

Application Forwarded Successfully

OK

DEL – PDS Superintendent

- Superintendent can pick forwarded application.



Government of Puducherry
Department of Civil Supplies and Consumer Affairs



eServices
Dashboard
Online Applications
Help
PDSuperintendent
Logout

Online Applications

Sl.No.	District	Acknowledgement No	Ration Card No	Mobile No.	Applied for	Applied Date
1	PONDICHERRY	PYDEL20B800029			Deletion of Member	05-03-2020
2	PONDICHERRY	PYBIF209600037			Bifurcation	14-01-2020



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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.

Deletion of Member

Ration Card Details

Ration Card No.	Card Type	Head of Family Name	No of Family Members
100000	AAY	100000	4
Address	Address(LL)		
1. 100000 1000			

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	
4			Male	SON	
5			Male	SON	
6			Female	DAUGHTER IN LAW	
7			Female	DAUGHTER IN LAW	

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

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.



Government of Puducherry
Department of Civil Supplies and Consumer Affairs

[eServices](#) [Dashboard](#) [Online Applications](#) [Help](#)

PDSAssistant1 [Logout](#)

Online Applications

Sl.No.	District	Acknowledgement No	Ration Card No	Mobile No.	Applied for	Applied Date
1	PONDICHERRY	PYDEL201700030	[REDACTED]	[REDACTED]	Deletion of Member	07-03-2020
2	PONDICHERRY	PYCHN209100048	[REDACTED]	[REDACTED]	Change of Name	07-03-2020
3	PONDICHERRY	PYCHN208300047	[REDACTED]	[REDACTED]	Change of Name	07-03-2020
4	PONDICHERRY	PYIBC209200057	[REDACTED]	[REDACTED]	Inclusion of Child Name	06-03-2020
5	PONDICHERRY	PYIBC209700056	[REDACTED]	[REDACTED]	Inclusion of Child Name	06-03-2020
6	PONDICHERRY	PYIBC205400055	[REDACTED]	[REDACTED]	Inclusion of Child Name	06-03-2020
7	PONDICHERRY	PYIBC200400054	[REDACTED]	[REDACTED]	Inclusion of Child Name	06-03-2020
8	PONDICHERRY	PYCHN20B500046	[REDACTED]	[REDACTED]	Change of Name	05-03-2020
9	PONDICHERRY	PYIBC203D00053	[REDACTED]	[REDACTED]	Inclusion of Child Name	05-03-2020
10	PONDICHERRY	PYIBC20BA00052	[REDACTED]	[REDACTED]	Inclusion of Child Name	05-03-2020

12345678910...



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- 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 Member Name

Card Details

Ration Card No. : HOF Name :
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	<input type="text"/>	<input type="text"/>	SELF	60	M	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	WIFE	57	F	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	SON	32	M	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	SON	30	M	<input type="text"/>

Member Name Change

Name Name (LL) Reason for name change
Certificates Proof

Proof Details

Birth Certificate
[View Birth Certificate](#)

Remark Details

Recommended for *
☒ Approve ☐ Reject

New Name New Name (LL) *

Remarks *



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Application Forwarded Successfully

OK

CHN – PDS Superintendent

- Superintendent can pick forwarded application.



Government of Puducherry
Department of Civil Supplies and Consumer Affairs

eServices Dashboard Online Applications Help

PDSuperintendent Logout

Online Applications

Sl.No.	District	Acknowledgement No	Ration Card No	Mobile No.	Applied for	Applied Date
1	PONDICHERRY	PYCHN209D00045			Change of Name	04-03-2020

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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.



Change of Member Name

Card Details

Ration Card No. :
HOF Name :
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			SELF	60	M	
2			WIFE	57	F	
3			SON	32	M	
4			SON	30	M	

Member Name Change

Name Name (LL) 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 Name (LL)

Status *
☐ Revert ☒ Approve ☐ Reject ☐ Inspect

Remarks
Application approved successfully



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Application Processed Successfully

OK

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.



Government of Puducherry
Department of Civil Supplies and Consumer Affairs



eServices Dashboard Online Applications Help ▾

PDSAssistant1 Logout

Online Applications

Sl.No.	District	Acknowledgement No	Ration Card No	Mobile No.	Applied for	Applied Date
31	PONDICHERRY	PYCHA205800020			Change of Address	26-02-2020
32	PONDICHERRY	PYIBC208A00047			Inclusion of Child Name	26-02-2020
33	PONDICHERRY	PYCHN207D00033			Change of Name	25-02-2020
34	PONDICHERRY	PYCHN20C800032			Change of Name	25-02-2020
35	PONDICHERRY	PYDEL203700024			Deletion of Member	25-02-2020
36	PONDICHERRY	PYIBC20D400046			Inclusion of Child Name	25-02-2020
37	PONDICHERRY	PYIMC202600013			Inclusion of Adult Name	25-02-2020
38	PONDICHERRY	PYIBC206E00045			Inclusion of Child Name	25-02-2020
39	PONDICHERRY	PYDEL209500023			Deletion of Member	25-02-2020
40	PONDICHERRY	PYSUR208600006			Surrender	25-02-2020

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- 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. :
Card Type : AAY

Head of Family Name :
Applied On : 26-02-2020

Present Address

Address in English

Address in Local Language

Address requested for Change

Requested FPS No.

Address

Reason for Address change

Shifted to Rental House

Proof Attached

Electricity Bill: [View Electricity Bill](#)

New Address

Recommended for

☐ Approval

☐ Rejection

Remarks

Forward

Cancel



New Address

Recommended 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	Raiiv Gandhi Street	Sorapattu.Sorapattu	605501	Select

New Address

Recommended for

☒Approval☐Rejection

+ Search Street / Locality

Address in English

House No. *
23

Landmark / Locality / Colony: Gandhi Road
Village / Town: Thirumurugan Nagar
Tehsil: Thirubuvana
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

Application Forwarded Successfully

OK

CHA - PDS Superintendent

- Superintendent can pick forwarded application.

Government of Puducherry
Department of Civil Supplies and Consumer Affairs

eServices Dashboard Online Applications Help

PDSuperintendent Logout

Online Applications

Sl.No.	District	Acknowledgement No	Ration Card No	Mobile No.	Applied for	Applied Date
1	PONDICHERRY	PYCHA205800020			Change of Address	26-02-2020

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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.



Government of Puducherry
Department of Civil Supplies and Consumer Affairs



eServices

Dashboard

Online Applications

Help

PDSSuperintendent

Logout

Change of Address

Card Details

Ration Card No. :
Card Type : AAY

Head of Family Name :
Applied On : 26-02-2020

Present Address

Address in English

Address in Local Language

Address requested for Change

Requested FPS No.

Address

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

Address in Local Language

House No. :
Landmark / Locality / Colony :
Village / Town :
Tehsil :
District :
Pincode :

House No. :
Landmark / Locality / Colony :
Village / Town :
Tehsil :
District :
Pincode :

Status

☐ Revert ☒ Approve ☐ Reject ☐ Inspect

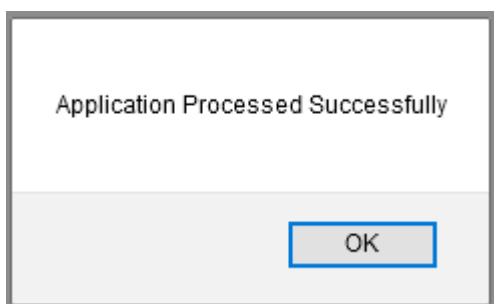
Remarks

Application approved successfully

Save

Cancel






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.



Government of Puducherry
Department of Civil Supplies and Consumer Affairs

eServices Dashboard Online Applications Help ▾

PDSCSO2 Logout

Online Applications

Sl.No.	District	Acknowledgement No	Ration Card No	Mobile No.	Applied for	Applied Date
1	PONDICHERRY	PYNRC204B00055			New Ration Card	07-03-2020
2	PONDICHERRY	PYNRC20DF00054			New Ration Card	07-03-2020
3	PONDICHERRY	PYNRC20BC00053			New Ration Card	07-03-2020
4	PONDICHERRY	PYNRC204300051			New Ration Card	05-03-2020
5	PONDICHERRY	PYBIS208600001			Bifurcation	05-03-2020
6	PONDICHERRY	PYIMC20D300019			Inclusion of Adult Name	05-03-2020
7	PONDICHERRY	PYBIS201000001			Bifurcation	05-03-2020
8	PONDICHERRY	PYBIS206700001			Bifurcation	05-03-2020
9	PONDICHERRY	PYNRC205200050			New Ration Card	04-03-2020
10	PONDICHERRY	PYBIS20F100001			Bifurcation	04-03-2020

12345678910...



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- 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.

-

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

NONE

Educational Qualification

OTHERS

Caste Category

-

Reason

Marriage Certificate

Remark Details

Recommended for *

☒ Approve ☐ Reject

Remarks

[Forward](#)

[Cancel](#)

Recommended for *

☒ Approve ☐ Reject

Remarks

Recommended for Approval

[Forward](#)

[Cancel](#)

Application Forwarded Successfully

[OK](#)

IMC- PDS Deputy Thasildhar

- Deputy Thasildhar forward the application to Thasildhar with remarks.

Remarks

Recommended for Approval

Forward

Cancel

IMC- PDS Thasildhar

- Thasildhar forward the application to Superintendent with remarks.

Remarks

Recommended for Approval

Forward

Cancel

IMC- PDS Superintendent

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

Remark Details

#	From	Remarks	Entered by
1	PDS Thasildhar	All details verified	PDSThasildhar
2	PDS Deputy Thasildhar	Please check this application	PDSDT1
3	PDS CSO	Recommended for Approval	PDSCSO1

Status *

☐Forward ☐Approve ☐Reject ☐Inspect

Remarks

Save

Cancel

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.

Member Name in English [REDACTED]	Father Name in English -	Mother Name in English -
Member Name(LL) * <input type="text"/>	Father Name(LL) * <input type="text"/>	Mother Name(LL) * <input type="text"/>
Remarks <input type="text"/>		
<input type="button" value="Forward"/> <input type="button" value="Cancel"/>		
