

User Manual

(Draft)

Central Allocation Management (CALLOC)

For

Targeted Public Distribution System (TPDS)

Under

National Food Security Program (NFSA)

February 2023

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1 INTRODUCTION

CALLOC application developed by NIC that takes care of the complete Centre to State foodgrain allocation cycle of TPDS. The key objective of this module is to ensure the generation of allocation orders to states under TPDS, its archiving and availability to the States & general public. This module will ensure that the allocation is done to meet the actual regular and adhoc demands of states based on stock position information of all the storage facilities in central pool and their utilization of previous allocations.

1.1 SALIENT FEATURES OF ‘CALLOC’ APPLICATION

खाध्य-आंबटन' (CALLOC) application, that takes care of the complete Centre to State foodgrain allocation under various schemes like NFSA, Tide-over, MDM, Sabla, WBNP, Annapurna etc. The key objective of this module is to facilitate the states to raise Aadhaar-based online requisitions and generation of allocation orders in workflow based manner. The allocation Orders will be available to the states through online system and through e-mail. It will also facilitate the states to provide online utilization Certificates.

1.2 FOOD ALLOCATION COVERS THE SCHEMES

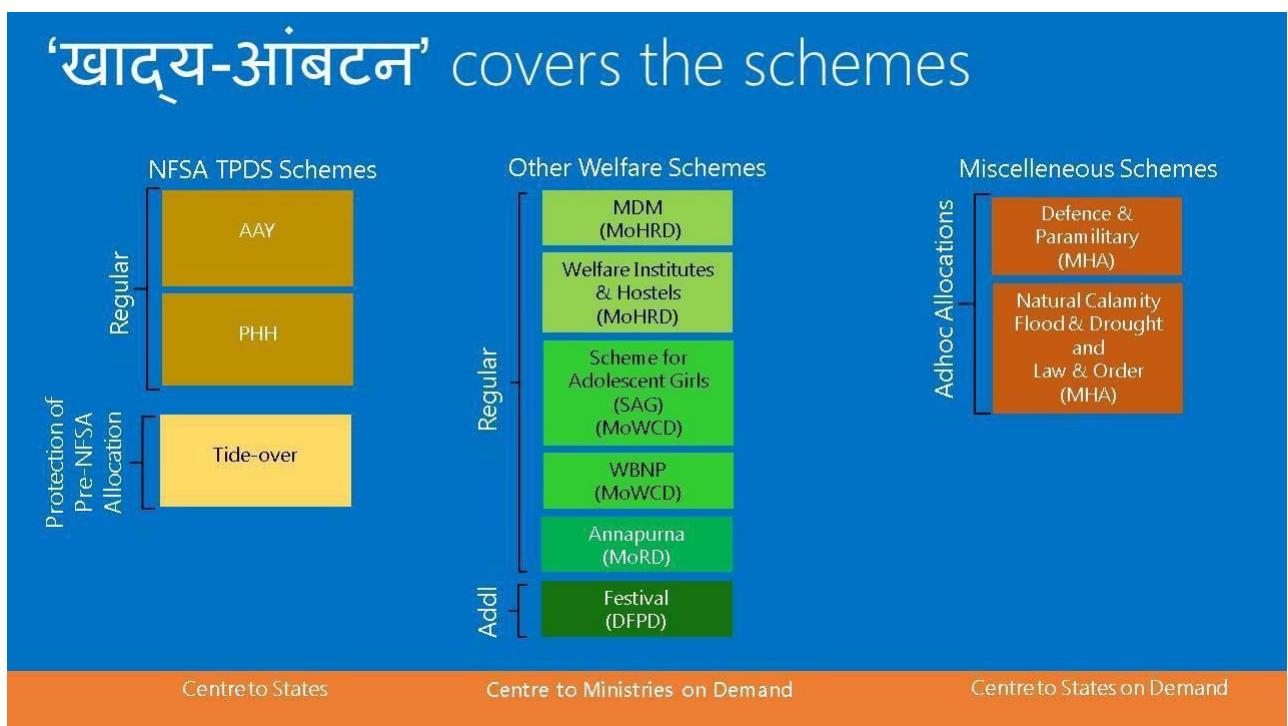


FIGURE 1: FOOD ALLOCATION COVERS THE SCHEMES

1.3 HOW THE "FOOD ALLOCATION WORKS FOR NFSA SCHEMES & TIDE-OVER?

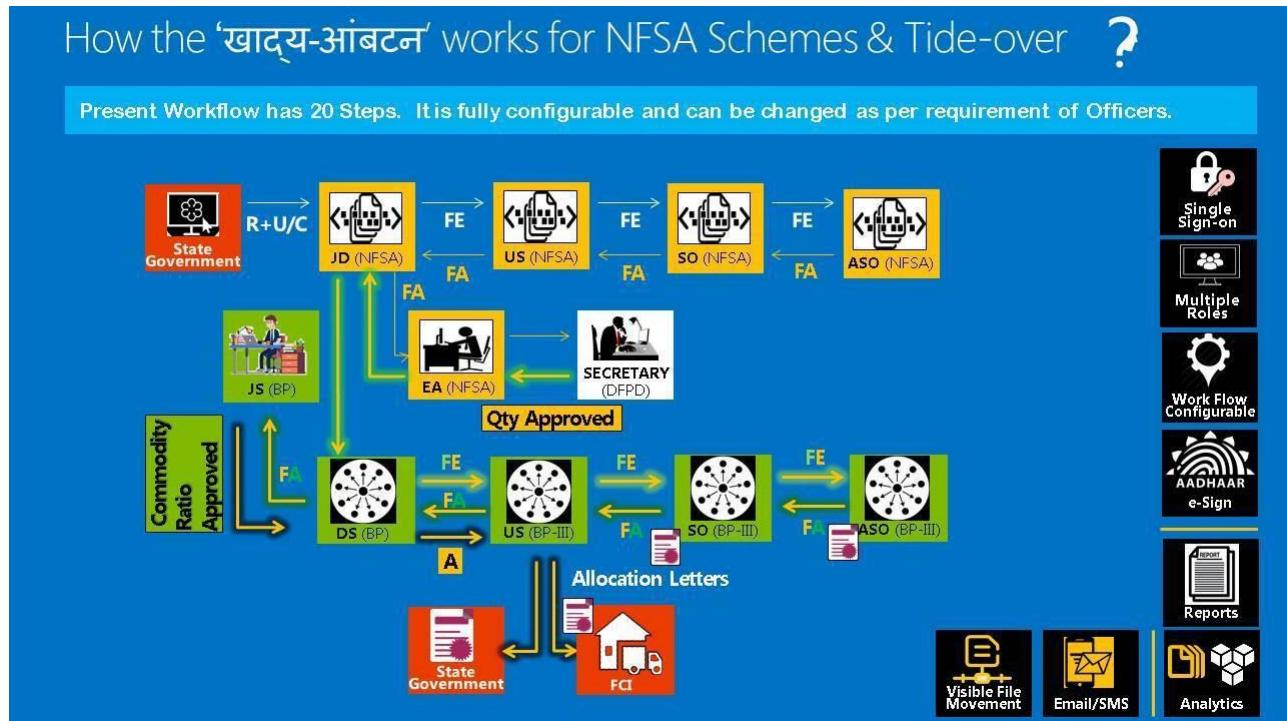


FIGURE 2: WORKS FOR NFSA SCHEMES & TIDE-OVER

1.4 HOW THE "FOOD ALLOCATION WORKS FOR MDM, ADOLESCENT GIRLS, WBNP, ANNAPURNA, DEFENSE & PARA-MILITARY?

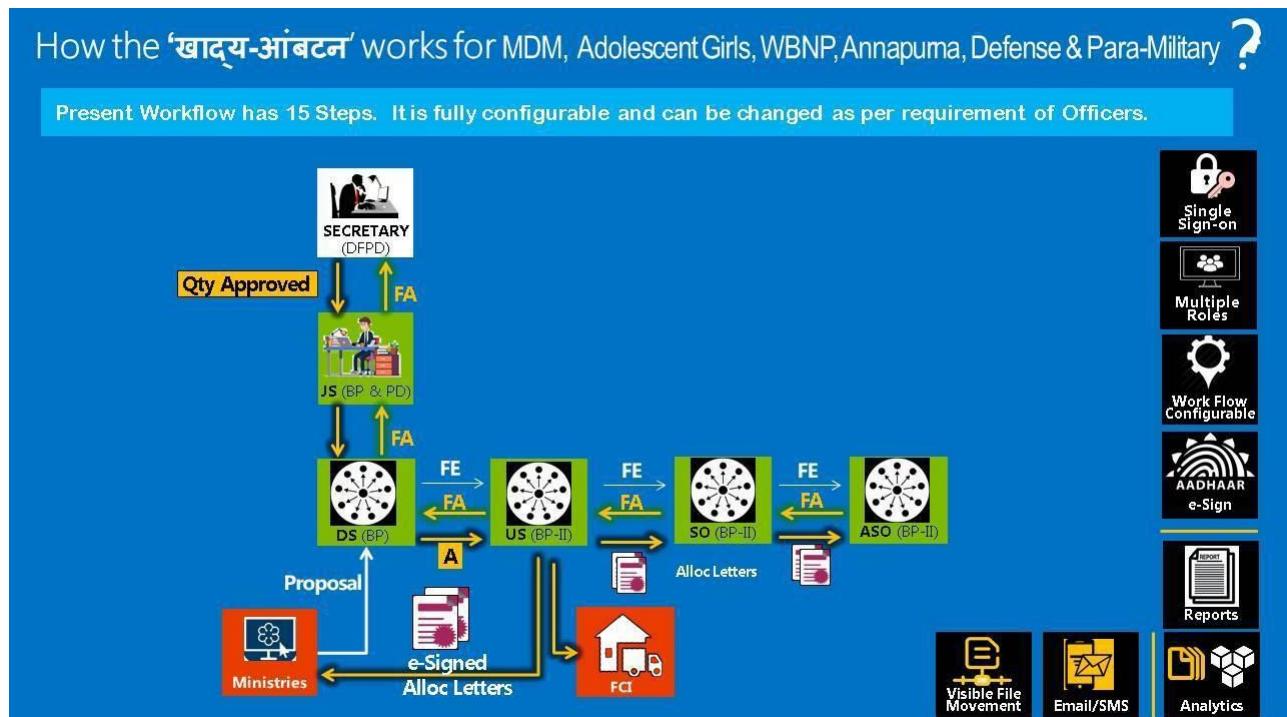


FIGURE 3: WORKS FOR MDM, ADOLESCENT GIRLS, WBNP ETC.

1.5 HOW THE "FOOD ALLOCATION WORKS FOR NC, FESTIVALS, LAW & ORDER SITUATION & ADDITIONAL ALLOCATIONS?

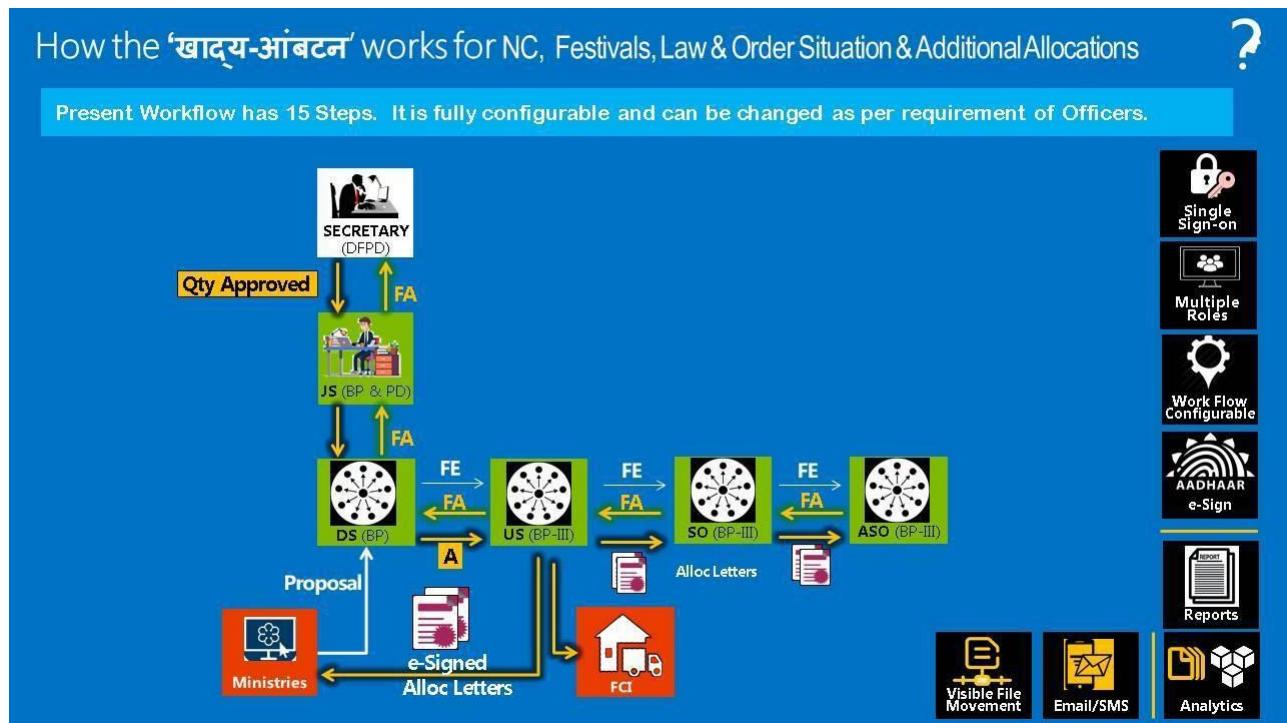


FIGURE 4: WORKS FOR NS, FESTIVALS, LAW & ORDER SITUATION AND ADDITIONAL ALLOCATIONS

1.6 VARIOUS STATEHOLDERS INVOLVED

Abbreviation	Description
ASO	Assistant Section Officer
DS	Deputy Secretary
EA	Economic Adviser
JD	Joint Director
JS	Joint Secretary
SO	Section Officer
US	Under Secretary

1.7 STEPS OF LOGIN INTO THE APPLICATION



FIGURE 5: AAHAR HOME PAGE

Step 1: Enter the URL pertaining to RCMS application provided by the concerned authority (e.g. <https://nfsa.gov.in/>) in the address bar of web browser.



FIGURE 6: LOGIN TYPE SELECTION

Step 2: Click on Login Icon for navigating to the Login page.

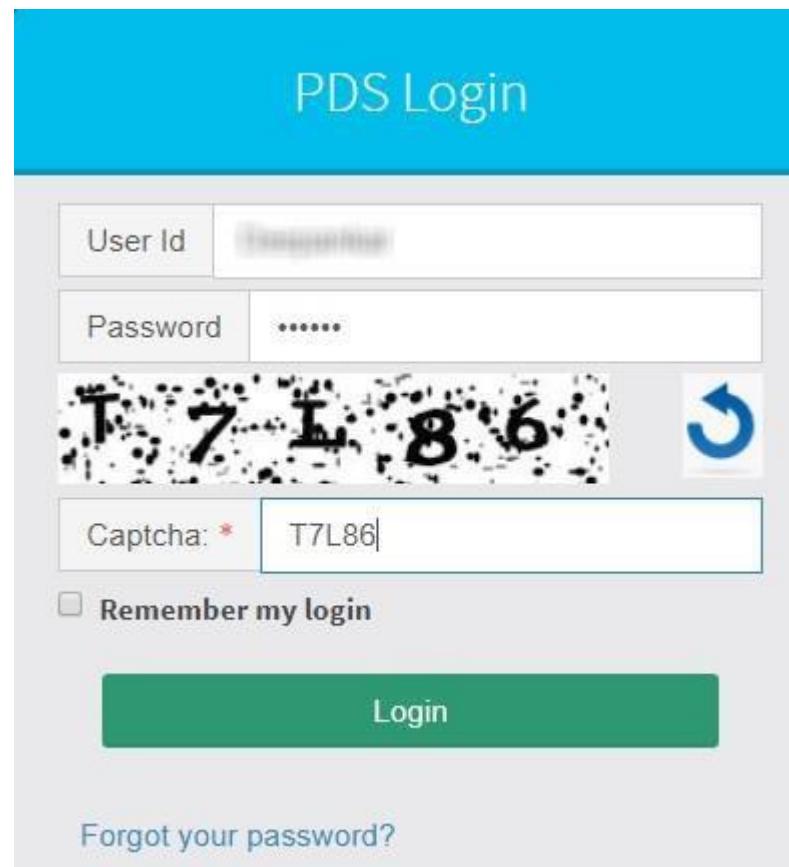


FIGURE 7: LOGIN PAGE

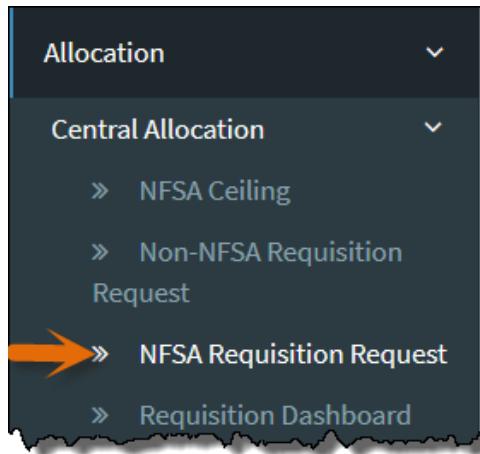
- Step 3:** Enter **User Id** and **Password** and **Text** displayed in the **image**.
- Step 4:** Click on **Login** Button to login into the Application.

2 ALLOCATION

2.1 CENTRAL ALLOCATION

2.1.1 NFSA REQUISITION REQUEST

NFSA Requisition Request (Login Type : ‘State/UT’)



- Step 1:** State/UT login.
- Step 2:** Click on **NFSA Requisition Request** sub-menu under “Central Allocation” of “Allocation” from left panel.
- Step 3:** Select the **“Requisition Type”** from the drop down list.
- Step 4:** State name already populated in the textbox.
- Step 5:** Users have a provision to add new requisition request by clicking on “Add New” button.

The screenshot shows a web-based form titled 'NFSA Requisition Request (Form No.: 443)'. At the top right, there are navigation links: 'Allocation > Central Allocation > NFSA Requisition Request'. The main area has three input fields: 'Requisition Type' (dropdown, selected 'National Food Security Act (NFSA)'), 'State' (dropdown, selected 'JAMMU AND KASHMIR'), and 'Search Expression' (text input field with placeholder 'Requisition No.' and a clear button). At the bottom right are two buttons: 'Search Now' and '+Add New'.

FIGURE 8: NFSA REQUISITION REQUEST FILTER

- Step 6:** Requisition details form appeared in front of user.
- Step 7:** Users have to enter ‘Requisition no.’ by their own choice.
- Step 8:** Select the “Period from” to “Period To” from the calendar control.
- Step 9:** Under the section “Demand Quantity”, select the “Covered Ration Cards”, “Total covered Beneficiaries”, “Wheat”, “Rice” and “Coarse Grains” for the scheme “ANTYODAYA ANNA YOJANA”.
- Step 10:** Under the section “Demand Quantity”, select the “Covered Ration Cards”, “Total covered Beneficiaries”, “Wheat”, “Rice” and “Coarse Grains” for the scheme “Priority Household (NFSA)”.

- Step 11:** Enter the “Remarks” in the remarks textbox.
- Step 12:** Upload the “Supporting Document (if any).
- Step 13:** Users have a provision to save the document for later modification by clicking on “Save Draft” button.
- Step 14:** After confirming, click on “Submit” button.
- Step 15:** Else click on ‘Cancel’ button.

Requisition Details X

Requisition Type *	State *				
National Food Security Act (NFSA)	JAMMU AND KASHMIR				
Requisition No. *	Period From *	Period To *			
jk1122	Jan 2018	Jun 2018			
Demand Quantity					
ANTYODAYA ANNA YOJANA					
Covered Ration Cards *		Total Covered Beneficiaries *			
50.00	In Lakh	0.00	In Lakh		
Wheat *	Rice *	Coarse Grains *			
10.00	In MTs.	12.00	In MTs.	0.00	In MTs.
Priority Household (NFSA)					
Covered Ration Cards *		Total Covered Beneficiaries *			
0.00	In Lakh	0.00	In Lakh		
Wheat *	Rice *	Coarse Grains *			
0.00	In MTs.	0.00	In MTs.	0.00	In MTs.
Remarks *		Supporting Document			
		<input type="button" value="Choose File"/> No file chosen			
Cancel Save Draft Submit					

Note: * Mandatory fields

FIGURE 9: REQUISITION DETAILS FORM

- Step 16:** Confirmation message is getting displayed on clicking on “Submit” button.
- Step 17:** Click on “Ok” button.
- Step 18:** OTP sent to the registered mobile no.
- Step 19:** Enter the “OTP” in the “One time Password (OTP) textbox.
- Step 20:** Click on “Submit OTP” button.
- Step 21:** Confirmation message is getting displayed on clicking on “Submit” button.
- Step 22:** Click on “Ok” button.

FIGURE 10: OTP FORM

- Step 23:** Submitted request populated under the section “Pending Requests”.
- Step 24:** Save for later modification request populate under the section “Draft requests”.
- Step 25:** Approved request populate under the section “Approved requests”.
- Step 26:** Users have a provision to view the details by clicking view image icon under “Action”.

Draft Requisitions	Pending Requests	Approved Requests	Rejected Requests			
Sl. No.	Requisition Application No.	Requisition Type	Requisition Period	Feed By	Feed Date	Action
1	Jk1122	National Food Security Act (NFSA)	Jan 2018-Jun 2018	PDS Nodal Officer Jammu and Kashmir	21-Feb-2018	
2	Nf12348ew	National Food Security Act (NFSA)	Apr 2018-Jun 2018	PDS Nodal Officer Jammu and Kashmir	21-Feb-2018	

PDF Note: * Mandatory fields

FIGURE 11: PENDING REQUEST SECTION

- Step 27:** Respected “Requisition details” against the requisition Application no. is getting displayed.
- Step 28:** Click on “Cancel” button.

Requisition Details

X

Requisition Type National Food Security Act (NFSA).
State JAMMU AND KASHMIR.
Requisition No. jk1122.
Requisition Period Jan 2018-Jun 2018.

Demand Quantity

ANTYODAYA ANNA YOJANA

Covered Ration Cards

50.00	In Lakh
-------	---------

Total Covered Beneficiaries

0.00	In Lakh
------	---------

Wheat

10.00	In MTs.
-------	---------

Rice

12.00	In MTs.
-------	---------

Coarse Grains

0.00	In MTs.
------	---------

Priority Household (NFSA)

Covered Ration Cards

0.00	In Lakh
------	---------

Total Covered Beneficiaries

0.00	In Lakh
------	---------

Wheat

0.00	In MTs.
------	---------

Rice

0.00	In MTs.
------	---------

Coarse Grains

0.00	In MTs.
------	---------

Remarks submit Request

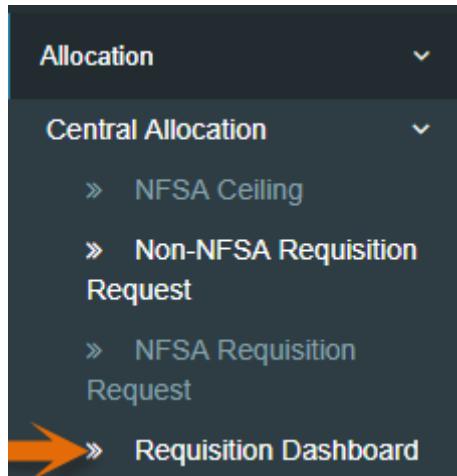
Attachment N.A.

Cancel

FIGURE 12: VIEW FIGURE 5: REQUISITION DETAILS

2.1.2 REQUISITION DASHBOARD (STATE/UT LEVEL)

Requisition Dashboard (Login Type : ‘State/UT’)



- Step 1:** State/UT Login.
- Step 2:** Click on **Requisition Dashboard** sub-menu under “Central Allocation” of “Allocation” from left panel.
- Step 3:** Total Pendency against the “National Food Security Act (NFSA) is appeared.
- Step 4:** Total Pendency against the “Tide-Over Allocation is appeared.
- Step 5:** And also figure of individual pendency is getting displayed.
- Step 6:** Users have a provision to view the Requisition request for a particular duration.
- Step 7:** Select the “Requisition no.”, “Request From Date”, “Request To Date”.
- Step 8:** Click on “Get Request Now”

Pending Myside		Pending with Others	My Completed					
Sl. No.	State		Requisition Type	Requisition No.	Period	Request Date	Status	Action
1	JAMMU AND KASHMIR		National Food Security Act (NFSA)	jk1122	Jan 1 2018 - Jun 30 2018	Feb 21 2018 2:21PM	Action Required	<input checked="" type="checkbox"/>
2	JAMMU AND KASHMIR		National Food Security Act (NFSA)	NF1234bew	Apr 1 2018 - Jun 30 2018	Feb 21 2018 12:37PM	Action Required	<input checked="" type="checkbox"/>

FIGURE 13: PENDING WITH OTHERS SECTION

- Step 9:** Pending my-side request populate in the section “Pending Myside”.
- Step 10:** Pending with other request populate in the section “Pending with other”.
- Step 11:** My Completed request populate in the section “My Completed”.
- Step 12:** Users have a provision to view the details by clicking view image icon under “Action”.
- Step 13:** Respected “Requisition details” against the requisition Application no. is getting displayed.

Requisition Details

Requisition Details					
Requisition No:	jk1122				
Requisition Type:	National Food Security Act (NFSA)				
State:	JAMMU AND KASHMIR				
Period:	Jan 1 2018 - Jun 30 2018				
Attachment:	Click here to download				
Demand Quantity					
ANTYODAYA ANNA YOJANA					
Covered Ration Cards *	Total Covered Beneficiaries *				
50.00	In Lakh	0.00			
In Lakh		In Lakh			
Sl. No.	Commodity	Requested Qty.(MTs.)			
1	Wheat	10.00			
2	Rice	12.00			
3	Coarse Grains	0.00			
Priority Household (NFSA)					
Covered Ration Cards *	Total Covered Beneficiaries *				
0.00	In Lakh	0.00			
In Lakh		In Lakh			
Sl. No.	Commodity	Requested Qty.(MTs.)			
1	Wheat	0.00			
2	Rice	0.00			
3	Coarse Grains	0.00			
Total Ceiling Qty.(A)(MTs.):	751000.00	Total Requested Qty.(B)(MTs.):	22.00	Total Recommended Qty.(C)(MTs.):	0.00
Remarks:	submit Request				
Action Taken By					

FIGURE 14: FIGURE 5: REQUISITION DETAILS MODIFICATION

- Step 14:** Under the “Action Taken By” section, view the level-wise status details.
- Step 15:** Users have a provision to print the details by clicking on “Print” button.
- Step 16:** Else click on “Cancel” button.

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Requisition Details

X

Requisition Details
<p>Action Taken By</p> <p>1. PDS Nodal Officer Jammu and Kashmir</p> <p>Action Date: Feb 21 2018 2:21PM</p> <p>Remarks: Request Initiated</p> <p>Action Status: Invoked by: PDS Nodal Officer Jammu and Kashmir</p> <p>2. Joint Director (NFSA Division)</p> <p>Remarks:</p> <p>Action Status: Pending at: Bhagwan Dass</p>

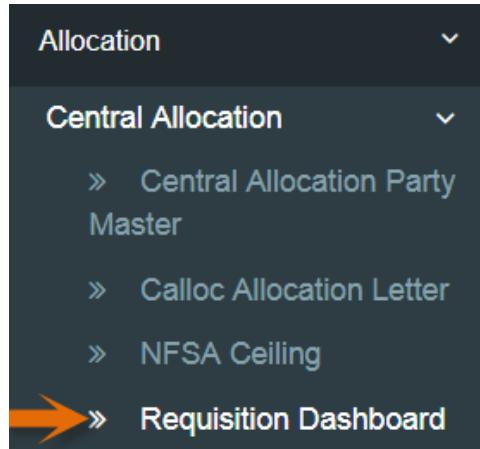
Cancel **Print**

Note: * Mandatory fields

FIGURE 15: STATUS OF ACTION

2.1.3 REQUISITION DASHBOARD (JD LEVEL)

Requisition Dashboard (Login Type : ‘Joint Director (NFSA)’)



- Step 1:** Joint Director (NFSA) login.
- Step 2:** Click on Requisition Dashboard sub-menu under “Central Allocation” of “Allocation” from left panel.
- Step 3:** Total Pendency against the “National Food Security Act (NFSA) is appeared.
- Step 4:** Total Pendency against the “Tide-Over Allocation is appeared.
- Step 5:** And also figure of individual pendency is getting displayed.
- Step 6:** Users have a provision to view the Requisition request for a particular duration.
- Step 7:** Select the “Requisition no.”, “Request From Date”, “Request To Date”.
- Step 8:** Click on “Get Request Now”

The screenshot shows the 'Requisition Dashboard' page. At the top, it says 'Requisition Dashboard (Form No.: 444)' and 'Allocation > Central Allocation > Requisition Dashboard'. Below this, there are two main sections: 'National Food Security Act (NFSA)' with a count of 4 and 'Tide-over Allocation' with a count of 1. Both sections show 'Total Pendency: 18' and 'Total Pendency: 3' respectively. At the bottom, there is a search bar with dropdowns for 'Requisition Type' (set to 'All'), 'Request From Date' (set to '01/01/2018'), 'Request To Date' (set to '21/02/2018'), and a 'Search Expression' field ('REQUISITION NO') with a clear button ('x'). A blue button labeled 'Get Requests Now' is also present.

FIGURE 16: FIGURE 5: REQUISITION DASHBOARD

- Step 9:** Pending my-side request populate in the section “Pending Myside”.
- Step 10:** Pending with other request populate in the section “Pending with other”.
- Step 11:** My Completed request populate in the section “My Completed”.
- Step 12:** Users have a provision to view the details by clicking view image icon under “Action”.
- Step 13:** Respected “Requisition details” against the requisition Application no. is getting displayed.

Requisition Dashboard (Form No.: 444) ⓘ

Allocation > Central Allocation > Requisition Dashboard

4
National Food Security Act (NFSA)
Total Pending: 18

1
Tide-over Allocation
Total Pending: 3

Requisition Type Request From Date Request To Date Search Expression

All 01/01/2018 21/02/2018 REQUISITION NO ✖ Get Requests Now

Pending Myside		Pending with Others	My Completed					
Sl. No.	State	Requisition Type	Requisition No	Period	Request Date	Status	Action	
1	JAMMU AND KASHMIR	National Food Security Act (NFSA)	jk1122	Jan 1 2018 - Jun 30 2018	Feb 21 2018 2:21PM	Action Required	<input checked="" type="checkbox"/>	

FIGURE 17: PENDING MYSIDE REQUEST

Step 14: Under the section “Requisition Details”, allowing the user to modifying “Total Recommended Qty (c) (MTs)”.

Step 15: Modify quantity will be reflected after submiting the request.

Requisition Details

Requisition No: jk1122
Requisition Type: National Food Security Act (NFSA)
State: JAMMU AND KASHMIR
Period: Jan 1 2018 - Jun 30 2018
Attachment: Click here to download

Demand Quantity
ANTYODAYA ANNA YOJANA

Covered Ration Cards * Total Covered Beneficiaries *

50.00	In Lakh	0.00	In Lakh
Sl. No.	Commodity	Requested Qty.(MTs.)	Recommended Qty.(MTs.)
1	Wheat	10.00	0.00
2	Rice	12.00	0.00
3	Coarse Grains	0.00	0.00

Priority Household (NFSA)

Covered Ration Cards * Total Covered Beneficiaries *

0.00	In Lakh	0.00	In Lakh
Sl. No.	Commodity	Requested Qty.(MTs.)	Recommended Qty.(MTs.)
1	Wheat	0.00	0.00
2	Rice	0.00	0.00
3	Coarse Grains	0.00	0.00

Total Ceiling Qty(A)(MTs.): 751000.00 Total Requested Qty(B)(MTs.): 22.00 Total Recommended Qty(C)(MTs.): 0.00

FIGURE 18: FIGURE 5: MODIFY REQUISITION DETAILS

Step 16: Under the section “Joint Director (NFSA Division), selelct the “Action” as Forward to under Secretary (NFSA Division) and “Group Members” from the drop down list.

Step 17: Upload the Support document (if any).

Step 18: Click on “Submit Request” button.

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Requisition Details

Action Taken By

1. PDS Nodal Officer Jammu and Kashmir

Action Date: Feb 21 2018 2:21PM

Action Status: Invoked by: PDS Nodal Officer Jammu and Kashmir

Remarks:
Request Initiated

2. Joint Director (NFSA Division)

Action Status: Pending at: Bhagwan Dass

Remarks:

Upload Support Document

Choose File voter.pdf + Add

Uploaded Files

Total 0 file(s) added

Action

Action * Forward to Under Secretary (NFSA Division)

Group Members * Kaushik Choudhury

Remarks For Action *

Remarks For Action

Cancel Save For Later Submit Request Print

FIGURE 19: ACTION TAKEN BY JD

Are you sure, you want to approve this.

One Time Password (OTP) (As received from UIDAI to your registered mobile no.)

OK

Cancel

One Time Password (OTP) *

Cancel Submit OTP

FIGURE 20: OTP ENTERING FORM

Step 19: Request successfully submitted.

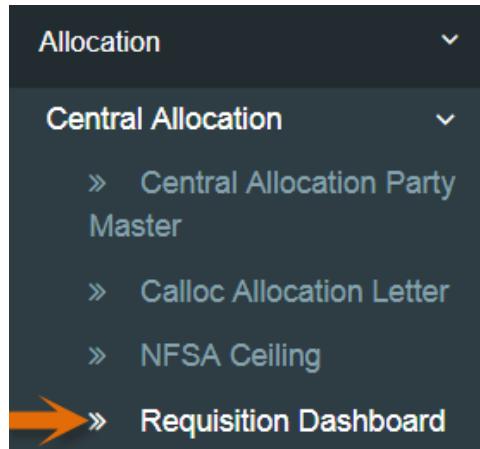
Step 20: Users have a provision to view the details by clicking view image icon under “Action”.

Pending Myside	Pending with Others	My Completed					
Sl. No.	State	Requisition Type	Requisition No	Period	Request Date	Status	Action
1	JAMMU AND KASHMIR	National Food Security Act (NFSA)	JK1122	Jan 1 2018 - Jun 30 2018	Feb 21 2018 2:21PM	Action Completed	
2	JAMMU AND KASHMIR	National Food Security Act (NFSA)	NF123456789	Apr 1 2018 - Jun 30 2018	Feb 21 2018 12:37PM	Action Completed	

FIGURE 21: MY COMPLETED REQUEST

2.1.4 REQUISITION DASHBOARD (US LEVEL)

Requisition Dashboard (Login Type : ‘Under Secretary (US)’)



- Step 1:** Under Secretary (US) login.
- Step 2:** Click on **Requisition Dashboard** sub-menu under “Central Allocation” of “Allocation” from left panel.
- Step 3:** Total Pendency against the “National Food Security Act (NFSA) is appeared.
- Step 4:** Total Pendency against the “Tide-Over Allocation is appeared.
- Step 5:** And also figure of individual pendency is getting displayed.
- Step 6:** Users have a provision to view the Requisition request for a particular duration.
- Step 7:** Select the “Requisition no.”, “Request From Date”, “Request To Date”.
- Step 8:** Click on “Get Request Now”

The screenshot shows the "Requisition Dashboard" page. At the top, it says "Requisition Dashboard (Form No.: 444)" and "Allocation > Central Allocation > Requisition Dashboard". Below this are two boxes: one for "National Food Security Act (NFSA)" with a value of "3" and "Total Pendency: 18", and another for "Tide-over Allocation" with a value of "0" and "Total Pendency: 3". Below these boxes are search filters: "Requisition Type" (set to "All"), "Request From Date" (set to "01/01/2018"), "Request To Date" (set to "21/02/2018"), "Search Expression" (set to "REQUISITION NO"), and a "Get Requests Now" button.

FIGURE 22: FIGURE 5: REQUISITION DASHBOARD AT US LEVEL

- Step 9:** Pending my-side request populate in the section “Pending Myside”.
- Step 10:** Pending with other request populate in the section “Pending with other”.
- Step 11:** My Completed request populate in the section “My Completed”.
- Step 12:** Users have a provision to view the details by clicking view image icon under “Action”.
- Step 13:** Respected “Requisition details” against the requisition Application no. is getting displayed.

Pending Myside		Pending with Others	My Completed				
Sl. No.	State	Requisition Type	Requisition No	Period	Request Date	Status	Action
1	JAMMU AND KASHMIR	National Food Security Act (NFSA)	jk1122	Jan 1 2018 - Jun 30 2018	Feb 21 2018 2:21PM	Action Required	<input checked="" type="checkbox"/>
2	JAMMU AND KASHMIR	National Food Security Act (NFSA)	NF123456789	Apr 1 2018 - Jun 30 2018	Feb 21 2018 10:37PM	Action Required	<input checked="" type="checkbox"/>

FIGURE 23: PENDING MYSIDE(US LEVEL)

Step 14: Under the section “Requisition Details”, allowing the user to modifying “Total Recommended Qty (c) (Mts)”.

Step 15: Modify quantity will be reflected after submiting the request.

Requisition Details							
Requisition No:	jk1122						
Requisition Type:	National Food Security Act (NFSA)						
State:	JAMMU AND KASHMIR						
Period:	Jan 1 2018 - Jun 30 2018						
Attachment:	Click here to download						
Demand Quantity							
ANTYODAYA ANNA YOJANA							
Covered Ration Cards *							
Total Covered Beneficiaries *							
50.00	In Lakh	0.00	In Lakh				
Sl. No.	Commodity	Requested Qty.(MTs.)	Recommended Qty. (MTs.)				
1	Wheat	10.00	0.00				
2	Rice	12.00	0.00				
3	Coarse Grains	0.00	0.00				
Priority Household (NFSA)							
Covered Ration Cards *							
Total Covered Beneficiaries *							
0.00	In Lakh	0.00	In Lakh				
Sl. No.	Commodity	Requested Qty.(MTs.)	Recommended Qty. (MTs.)				
1	Wheat	0.00	0.00				
2	Rice	0.00	0.00				
3	Coarse Grains	0.00	0.00				
Total Ceiling Qty (A)(MTs.):	751000.00	Total Requested Qty.(B)(MTs.):	22.00	Total Recommended Qty.(C)(MTs.):	0.00		

FIGURE 24:FIGURE 5: MODIFY REQUISITION DETAILS BY US

Step 16: Under the section “Under Secretary (NFSA Division), selelct the “Action” as Forward to Section Officer (NFSA Division) and “Group Members” from the drop down list.

Step 17: Upload the Support document (if any).

Step 18: Click on “Submit Request” button.

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Action Taken By

1. PDS Nodal Officer Jammu and Kashmir

Action Date: Feb 21 2018 2:21PM Action Status: Invoked by: PDS Nodal Officer Jammu and Kashmir

Remarks: Request Initiated

2. Joint Director (NFSA Division)

Action Date: Feb 21 2018 3:35PM Action Status: Forward to Under Secretary (NFSA Division) by: Bhagwan Dass

Remarks: Submitted by JD

3. Under Secretary (NFSA Division)

Action Status: Pending at: Kaushik Choudhury

Remarks:

Upload Support Document

No file chosen + Add

Uploaded Files

Total 0 file(s) added

Action

Action *

Group Members *

Remarks For Action *
Submitted by US

Cancel Save For Later Submit Request Print

FIGURE 25: ACTION TAKEN BY US

Are you sure, you want to approve this.

OK

Cancel

One Time Password (OTP) (As received from UIDAI to your registered mobile no.) X

One Time Password (OTP) *

Cancel

Submit OTP

Step 19: Request successfully submitted.

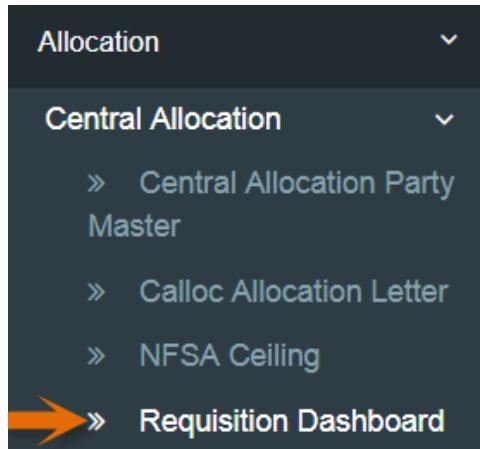
Step 20: Users have a provision to view the details by clicking view image icon under “Action”.

Pending Myside	Pending with Others	My Completed					
Sl. No.	State	Requisition Type	Requisition No	Period	Request Date	Status	Action
1	JAMMU AND KASHMIR	National Food Security Act (NFSA)	jk122	Jan 1 2018 - Jun 30 2018	Feb 21 2018 2:21PM	Action Completed	
2	DADRA & NAGAR HAVELI	National Food Security Act (NFSA)	RNH/REQ/NFSA/1718/004	Jan 1 2017 - Mar 31 2018	Feb 16 2018 10:05AM	Action Completed	

FIGURE 26: MY COMPLETE REQUEST

2.1.5 REQUISITION DASHBOARD (SO LEVEL)

Requisition Dashboard (Login Type : ‘Section Officer (SO)’)



- Step 1:** Section Officer login.
- Step 2:** Click on Requisition Dashboard sub-menu under “Central Allocation” of “Allocation” from left panel.
- Step 3:** Total Pendency against the “National Food Security Act (NFSA) is appeared.
- Step 4:** Total Pendency against the “Tide-Over Allocation is appeared.
- Step 5:** And also figure of individual pendency is getting displayed.
- Step 6:** Users have a provision to view the Requisition request for a particular duration.
- Step 7:** Select the “Requisition no.”, “Request From Date”, “Request To Date”.
- Step 8:** Click on “Get Request Now”

FIGURE 27: FIGURE 5: REQUISITION DASHBOARD AT SO LEVEL

- Step 9:** Pending my-side request populate in the section “Pending Myside”.
- Step 10:** Pending with other request populate in the section “Pending with other”.
- Step 11:** My Completed request populate in the section “My Completed”.
- Step 12:** Users have a provision to view the details by clicking view image icon under “Action”.
- Step 13:** Respected “Requisition details” against the requisition Application no. is getting displayed.

Pending Myside	Pending with Others	My Completed					
Sl. No.	State	Requisition Type	Requisition No	Period	Request Date	Status	Action
1	JAMMU AND KASHMIR	National Food Security Act (NFSA)	Jk1122	Jan 1 2018 - Jun 30 2018	Feb 21 2018 2:21PM	Action Required	<input checked="" type="checkbox"/>

FIGURE 28: PENDING MYSIDE

Step 14: Under the section “Requisition Details”, allowing the user to modifying “Total Recommended Qty (c) (Mts)”.

Step 15: Modify quantity will be reflected after submiting the request.

Requisition Details								
Requisition No:	jk1122							
Requisition Type:	National Food Security Act (NFSA)							
State:	JAMMU AND KASHMIR							
Period:	Jan 1 2018 - Jun 30 2018							
Attachment:	Click here to download							
Demand Quantity								
ANTYODAYA ANNA YOJANA								
Covered Ration Cards *								
Total Covered Beneficiaries *								
0.00		In Lakh	0.00		In Lakh			
Sl. No.	Commodity		Requested Qty.(MTs.)	Recommended Qty.(MTs.)				
1	Wheat		10.00	0.00				
2	Rice		12.00	0.00				
3	Coarse Grains		0.00	0.00				
Priority Household (NFSA)								
Covered Ration Cards *								
Total Covered Beneficiaries *								
0.00		In Lakh	0.00		In Lakh			
Sl. No.	Commodity		Requested Qty.(MTs.)	Recommended Qty.(MTs.)				
1	Wheat		0.00	0.00				
2	Rice		0.00	0.00				
3	Coarse Grains		0.00	0.00				
Total Ceiling Qty.(A)(MTs): 751000.00		Total Requested Qty.(B)(MTs): 22.00		Total Recommended Qty.(C)(MTs): 0.00				

FIGURE 29: FIGURE 5: MODIFY REQUISITION DETAILS

Step 16: Under the section “Assistant Section Officer (NFSA Division), selecct the “Action” as Forward to Section Officer (NFSA Division) and “Group Members” from the drop down list.

Step 17: Upload the Support document (if any).

Step 18: Click on “Submit Request” button.

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Requisition Details	
Action Taken By	
<p>1. PDS Nodal Officer Jammu and Kashmir</p> <p>Action Date: Feb 21 2018 2:21PM Action Status: Invoked by: PDS Nodal Officer Jammu and Kashmir</p> <p>Remarks: Request Initiated</p>	
<p>2. Joint Director (NFSA Division)</p> <p>Action Date: Feb 21 2018 3:35PM Action Status: Forward to Under Secretary (NFSA Division) by: Bhagwan Dass</p> <p>Remarks: Submitted by JD</p>	
<p>3. Under Secretary (NFSA Division)</p> <p>Action Date: Feb 21 2018 4:16PM Action Status: Forward to Section Officer (NFSA Division) by: Kaushik Choudhury</p> <p>Remarks: Submitted by US</p>	
<p>4. Section Officer (NFSA Division)</p> <p>Remarks: Action Status: Pending at: Abhay Srivastava</p>	
<p>Upload Support Document</p> <p><input type="button" value="Choose File"/> No file chosen <input type="button" value="+ Add"/></p> <p>Uploaded Files</p> <p>Total 0 file(s) added</p> <p>Remarks For Action * Submitted by ASO</p>	<p>Action</p> <p>Action * <input type="button" value="Forward to Assistant Section Officer (NFSA E)"/></p> <p>Group Members * <input type="button" value="Anil Kumar"/></p>
<input type="button" value="Cancel"/> <input type="button" value="Save For Later"/> <input type="button" value="Submit Request"/> <input type="button" value="Print"/>	

FIGURE 30: ACTION TAKEN BY SO

Are you sure, you want to approve this.

One Time Password (OTP) (As received from UIDAI to your registered mobile no.) X

One Time Password (OTP) *

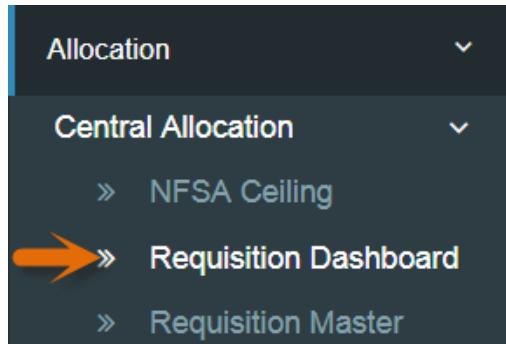
Step 19: Request successfully submitted.

Step 20: Users have a provision to view the details by clicking view image icon under “Action”.

Pending Myside	Pending with Others	My Completed					
Sl. No.	State	Requisition Type	Requisition No	Period	Request Date	Status	Action
1	JAMMU AND KASHMIR	National Food Security Act (NFSA)	jk1122	Jan 1 2018 - Jun 30 2018	Feb 21 2018 2:21PM	Action Completed	

2.1.6 REQUISITION DASHBOARD “ASO LEVEL”

Requisition Dashboard (Login Type : ‘Assistant Section Officer (ASO)’)



- Step 1:** Assistant Section Officer login.
- Step 2:** Click on **Requisition Dashboard** sub-menu under “Central Allocation” of “Allocation” from left panel.
- Step 3:** Total Pendency against the “National Food Security Act (NFSA) is appeared.
- Step 4:** Total Pendency against the “Tide-Over Allocation is appeared.
- Step 5:** And also figure of individual pendency is getting displayed.
- Step 6:** Users have a provision to view the Requisition request for a particular duration.
- Step 7:** Select the “Requisition no.”, “Request From Date”, “Request To Date”.
- Step 8:** Click on “Get Request Now”

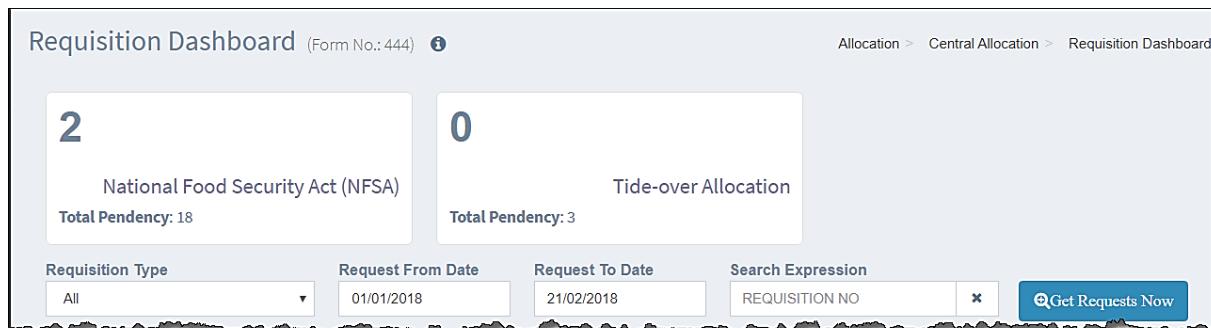


FIGURE 31: FIGURE 5: REQUISITION DASHBOARD AT ASO LEVEL

- Step 9:** Pending my-side request populate in the section “Pending Myside”.
- Step 10:** Pending with other request populate in the section “Pending with other”.
- Step 11:** My Completed request populate in the section “My Completed”.
- Step 12:** Users have a provision to view the details by clicking view image icon under “Action”.
- Step 13:** Respected “Requisition details” against the requisition Application no. is getting displayed.

Pending Myside		Pending with Others	My Completed				
Sl. No.	State	Requisition Type	Requisition No	Period	Request Date	Status	Action
1	JAMMU AND KASHMIR	National Food Security Act (NFSA)	jk1122	Jan 1 2018 - Jun 30 2018	Feb 21 2018 2:21PM	Action Required <input checked="" type="checkbox"/>	
2	UTTARAKHAND	National Food Security Act (NFSA)	RECFNFSU002	Apr 1 2018 - Jun 30 2018	Feb 21 2018 4:04PM	Action Required <input type="checkbox"/>	

FIGURE 32: PENDING MYSIDE

Step 14: Under the section “Requisition Details”, allowing the user to modifying “Total Recommended Qty (c) (MTs)”.

Step 15: Modify quantity will be reflected after submiting the request.

Requisition Details								
Requisition No:	jk1122							
Requisition Type:	National Food Security Act (NFSA)							
State:	JAMMU AND KASHMIR							
Period:	Jan 1 2018 - Jun 30 2018							
Attachment:	Click here to download							
Demand Quantity								
ANTYODAYA ANNA YOJANA								
Covered Ration Cards *	<input type="text" value="50.00"/> In Lakh <input type="text" value="0.00"/> In Lakh							
Total Covered Beneficiaries *								
Sl. No.	Commodity		Requested Qty.(MTs.)	Recommended Qty. (MTs.)				
1	Wheat		10.00	0.00				
2	Rice		12.00	0.00				
3	Coarse Grains		0.00	0.00				
Priority Household (NFSA)								
Covered Ration Cards *	<input type="text" value="0.00"/> In Lakh <input type="text" value="0.00"/> In Lakh							
Total Covered Beneficiaries *								
Sl. No.	Commodity		Requested Qty.(MTs.)	Recommended Qty. (MTs.)				
1	Wheat		0.00	0.00				
2	Rice		0.00	0.00				
3	Coarse Grains		0.00	0.00				
Total Ceiling Qty.(A)(MTs.):		751000.00	Total Requested Qty.(B)(MTs.):		22.00	Total Recommended Qty.(C)(MTs.):		0.00

FIGURE 33: MODIFY REQUISITION DETAILS

Step 16: Under the section “Assistant Section Officer (NFSA Division), selecct the “Action” as Verified and “Group Members” from the drop down list.

Step 17: Upload the Support document (if any).

Step 18: Click on “Submit Request” button.

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Requisition Details

Requisition Details

Action Taken By

1. PDS Nodal Officer Jammu and Kashmir

Action Date: Feb 21 2018 2:21PM **Action Status:** Invoked
by: PDS Nodal Officer Jammu and Kashmir

Remarks:
Request Initiated

2. Joint Director (NFSA Division)

Action Date: Feb 21 2018 3:35PM **Action Status:** Forward to Under Secretary (NFSA Division)
by: Bhagwan Dass

Remarks:
Submitted by JD

3. Under Secretary (NFSA Division)

Action Date: Feb 21 2018 4:16PM **Action Status:** Forward to Section Officer (NFSA Division)
by: Kaushik Choudhury

Remarks:
Submitted by US

4. Section Officer (NFSA Division)

Action Date: Feb 21 2018 4:33PM **Action Status:** Forward to Assistant Section Officer (NFSA Division)
by: Abhay Srivastava

Remarks:
Submitted by ASO

5. Assistant Section Officer (NFSA Division)

Action Status: Pending
at: Anil Kumar

Remarks:

Upload Support Document

No file chosen

Uploaded Files

Total 0 file(s) added

Action

Action *

Group Members *

Remarks For Action *

Remarks For Action

FIGURE 34: ACTION TAKEN BY ASO

Are you sure, you want to approve this.

OK**Cancel**One Time Password (OTP) (As received from UIDAI to your registered mobile no.)  X

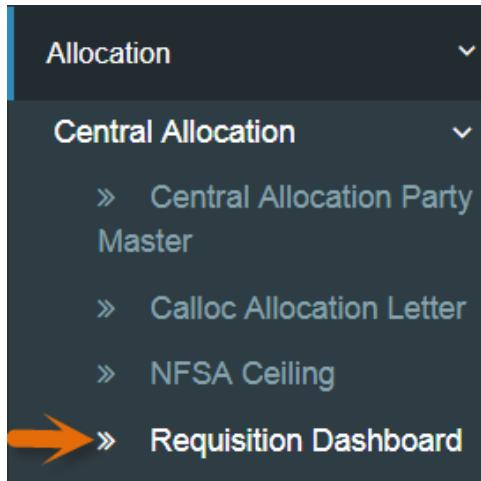
One Time Password (OTP) *

Cancel**Submit OTP****Step 19:** Request successfully submitted.**Step 20:** Users have a provision to view the details by clicking view image icon under "Action".

Pending Myside		Pending with Others		My Completed			
Sl. No.	State	Requisition Type	Requisition No	Period	Request Date	Status	Action
1	JAMMU AND KASHMIR	National Food Security Act (NFSA)	jk1122	Jan 1 2018 - Jun 30 2018	Feb 21 2018 2:21PM	Action Completed	

2.1.7 REQUISITION DASHBOARD (SO LEVEL)

Requisition Dashboard (Login Type : ‘Section Officer (SO)’)



- Step 1:** Section Officer login.
- Step 2:** Click on **Requisition Dashboard** sub-menu under “Central Allocation” of “Allocation” from left panel.
- Step 3:** Total Pendency against the “National Food Security Act (NFSA) is appeared.
- Step 4:** Total Pendency against the “Tide-Over Allocation is appeared.
- Step 5:** And also figure of individual pendency is getting displayed.
- Step 6:** Users have a provision to view the Requisition request for a particular duration.
- Step 7:** Select the “Requisition no.”, “Request From Date”, “Request To Date”.
- Step 8:** Click on “Get Request Now”

FIGURE 35: FIGURE 5: REQUISITION DASHBOARD

- Step 9:** Pending my-side request populate in the section “Pending Myside”.
- Step 10:** Pending with other request populate in the section “Pending with other”.
- Step 11:** My Completed request populate in the section “My Completed”.
- Step 12:** Users have a provision to view the details by clicking view image icon under “Action”.
- Step 13:** Respected “Requisition details” against the requisition Application no. is getting displayed.

Pending Myside		Pending with Others	My Completed				
Sl. No.	State	Requisition Type	Requisition No	Period	Request Date	Status	Action
1	JAMMU AND KASHMIR	National Food Security Act (NFSA)	jk1122	Jan 1 2018 - Jun 30 2018	Feb 21 2018 2:21PM	Action Required <input checked="" type="checkbox"/>	
2	UTTARAKHAND	National Food Security Act (NFSA)	RFQNFSA002	Apr 1 2018 - Jun 30 2018	Feb 21 2018 4:04PM	Action Required <input type="checkbox"/>	

FIGURE 36: PENDING MYSIDE

Step 14: Under the section “Requisition Details”, allowing the user to modifying the figures of the commodity.

Step 15: Modify quantity will be reflected after submiting the request.

Requisition Details							
Requisition No:	jk1122						
Requisition Type:	National Food Security Act (NFSA)						
State:	JAMMU AND KASHMIR						
Period:	Jan 1 2018 - Jun 30 2018						
Attachment:	Click here to download						
Demand Quantity							
ANTYODAYA ANNA YOJANA							
Covered Ration Cards *	<input type="text" value="50.00"/> In Lakh <input type="text" value="0.00"/> In Lakh Total Covered Beneficiaries *						
Priority Household (NFSA)							
Covered Ration Cards *	<input type="text" value="0.00"/> In Lakh <input type="text" value="0.00"/> In Lakh Total Covered Beneficiaries *						
Sl. No.	Commodity	Requested Qty.(MTs.)	Recommended Qty. (MTs.)				
1	Wheat	10.00	0.00				
2	Rice	12.00	0.00				
3	Coarse Grains	0.00	0.00				
Total Ceiling Qty.(A)(MTs.): 751000.00		Total Requested Qty.(B)(MTs.): 22.00		Total Recommended Qty.(C)(MTs.): 0.00			

FIGURE 37: MODIFY RECOMMENDED QTY

Step 16: Under the section “Assistant Section Officer (NFSA Division), selelct the “Action” as Forward for Approval to Under Secretary (NFSA Division)and “Group Members” from the drop down list.

Step 17: Upload the Support document (if any).

Step 18: Click on “Submit Request” button.

Ration Card Management System (RCMS) –User Manual (Draft)

Requisition Details

Requisition Details

Action Taken By

1. PDS Nodal Officer Jammu and Kashmir

Action Date: Feb 21 2018 2:21PM **Action Status:** Invoked
by: PDS Nodal Officer Jammu and Kashmir

Remarks:
Request Initiated

2. Joint Director (NFSA Division)

Action Date: Feb 21 2018 3:35PM **Action Status:** Forward to Under Secretary (NFSA Division)
by: Bhagwan Dass

Remarks:
Submitted by JD

3. Under Secretary (NFSA Division)

Action Date: Feb 21 2018 4:16PM **Action Status:** Forward to Section Officer (NFSA Division)
by: Kaushik Choudhury

Remarks:
Submitted by US

4. Section Officer (NFSA Division)

Action Date: Feb 21 2018 4:33PM **Action Status:** Forward to Assistant Section Officer (NFSA Division)
by: Abhay Srivastava

Remarks:
Submitted by ASO

5. Assistant Section Officer (NFSA Division)

Action Date: Feb 21 2018 4:51PM **Action Status:** Verified
by: Anil Kumar

Remarks:
Submitted by ASO

6. Section Officer (NFSA Division)

Action Status: Pending
at: Abhay Srivastava

Remarks:

Ration Card Management System (RCMS) –User Manual (Draft)

The screenshot shows a form for taking action on a request. On the left, there's a section for "Upload Support Document" with a "Choose File" button and a dropdown menu showing "No file chosen". Below it is a "Uploaded Files" section stating "Total 0 file(s) added". A "Remarks For Action" field contains the text "Submitted by SO". On the right, there's an "Action" section with a dropdown menu set to "Forward for Approval to Under Secretary (NF)". Below it is a "Group Members" dropdown showing "Kaushik Choudhury". At the bottom are four buttons: "Cancel", "Save For Later", "Submit Request", and "Print".

FIGURE 38: ACTION TAKEN BY SO

A modal dialog box asking "Are you sure, you want to approve this." It has "OK" and "Cancel" buttons. Above the dialog, a header says "One Time Password (OTP) (As received from UIDAI to your registered mobile no.)". Below the dialog is another "One Time Password (OTP)" input field and "Cancel" and "Submit OTP" buttons.

Step 19: Request successfully submitted.

Step 20: Users have a provision to view the details by clicking view image icon under “Action”.

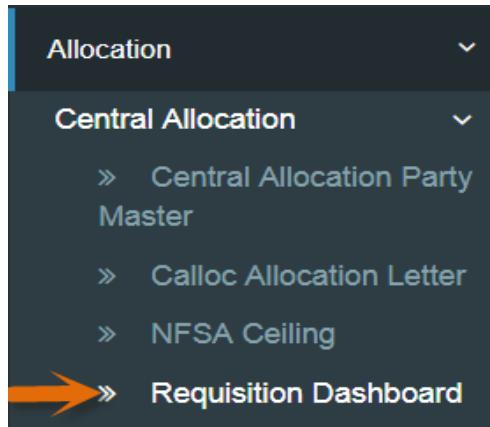
A table titled "My Completed" showing one row of data. The columns are: Sl. No., State, Requisition Type, Requisition No., Period, Request Date, Status, and Action. The data is as follows:

Pending Myside	Pending with Others	My Completed					
Sl. No.	State	Requisition Type	Requisition No.	Period	Request Date	Status	Action
1	JAMMU AND KASHMIR	National Food Security Act (NFSA)	jk1122	Jan 1 2018 - Jun 30 2018	Feb 21 2018 2:21PM	Action Completed	

FIGURE 39: MY COMPLETED REQUEST

2.1.8 REQUISITION DASHBOARD (US LEVEL)

Requisition Dashboard (Login Type : ‘Under Secretary (US)’)



- Step 1:** Under Secretary login.
- Step 2:** Click on **Requisition Dashboard** sub-menu under “Central Allocation” of “Allocation” from left panel.
- Step 3:** Total Pendency against the “National Food Security Act (NFSA) is appeared.
- Step 4:** Total Pendency against the “Tide-Over Allocation is appeared.
- Step 5:** And also figure of individual pendency is getting displayed.
- Step 6:** Users have a provision to view the Requisition request for a particular duration.
- Step 7:** Select the “Requisition no.”, “Request From Date”, “Request To Date”.
- Step 8:** Click on “Get Request Now”

The screenshot shows the "Requisition Dashboard" page. At the top, it says "Requisition Dashboard (Form No.: 444)" and "Allocation > Central Allocation > Requisition Dashboard". Below this, there are two main sections: "National Food Security Act (NFSA)" with a count of 2 and "Tide-over Allocation" with a count of 0. Both sections show "Total Pendency: 18" and "Total Pendency: 3" respectively. At the bottom, there are filters for "Requisition Type" (set to "All"), "Request From Date" (01/01/2018), "Request To Date" (21/02/2018), "Search Expression" (REQUISITION NO), and a "Get Requests Now" button.

FIGURE 40: REQUISITION DASHBOARD

- Step 9:** Pending my-side request populate in the section “Pending Myside”.
- Step 10:** Pending with other request populate in the section “Pending with other”.
- Step 11:** My Completed request populate in the section “My Completed”.
- Step 12:** Users have a provision to view the details by clicking view image icon under “Action”.
- Step 13:** Respected “Requisition details” against the requisition Application no. is getting displayed.

Pending Myside		Pending with Others	My Completed				
Sl. No.	State	Requisition Type	Requisition No	Period	Request Date	Status	Action
1	JAMMU AND KASHMIR	National Food Security Act (NFSA)	jk1122	Jan 1 2018 - Jun 30 2018	Feb 21 2018 2:21PM	Action Required <input checked="" type="checkbox"/>	
2	UTTARAKHAND	National Food Security Act (NFSA)	RFQNFSA002	Apr 1 2018 - Jun 30 2018	Feb 21 2018 4:04PM	Action Required <input type="checkbox"/>	

FIGURE 41: PENDING MYSIDE REQUEST

Step 14: Under the section “Requisition Details”, allowing the user to modifying “Total Recommended Qty (c) (MTs)”.

Step 15: Modify quantity will be reflected after submiting the request.

Requisition Details							
Requisition No:	jk1122						
Requisition Type:	National Food Security Act (NFSA)						
State:	JAMMU AND KASHMIR						
Period:	Jan 1 2018 - Jun 30 2018						
Attachment:	Click here to download						
Demand Quantity							
ANTYODAYA ANNA YOJANA							
Covered Ration Cards *							
Total Covered Beneficiaries *							
50.00	In Lakh	0.00	In Lakh				
Sl. No.	Commodity	Requested Qty.(MTs.)	Recommended Qty. (MTs.)				
1	Wheat	10.00	0.00				
2	Rice	12.00	0.00				
3	Coarse Grains	0.00	0.00				
Priority Household (NFSA)							
Covered Ration Cards *							
Total Covered Beneficiaries *							
0.00	In Lakh	0.00	In Lakh				
Sl. No.	Commodity	Requested Qty.(MTs.)	Recommended Qty. (MTs.)				
1	Wheat	0.00	0.00				
2	Rice	0.00	0.00				
3	Coarse Grains	0.00	0.00				
Total Ceiling Qty.(A)(MTs.):	751000.00	Total Requested Qty.(B)(MTs.):	22.00	Total Recommended Qty.(C)(MTs.):	0.00		

FIGURE 42: MODIFY RECOMMENDED QTY

Step 16: Under the section “Assistant Section Officer (NFSA Division), selelct the “Action” as Forward for Approval to Joint Director (NFSA Division)and “Group Members” from the drop down list.

Step 17: Upload the Support document (if any).

Step 18: Click on “Submit Request” button.

Ration Card Management System (RCMS) –User Manual (Draft)

Requisition Details

Requisition Details

Action Taken By

1. PDS Nodal Officer Jammu and Kashmir

Action Date: Feb 21 2018 2:21PM **Action Status:** Invoked
by: PDS Nodal Officer Jammu and Kashmir

Remarks:
Request Initiated

2. Joint Director (NFSA Division)

Action Date: Feb 21 2018 3:35PM **Action Status:** Forward to Under Secretary (NFSA Division)
by: Bhagwan Dass

Remarks:
Submitted by JD

3. Under Secretary (NFSA Division)

Action Date: Feb 21 2018 4:16PM **Action Status:** Forward to Section Officer (NFSA Division)
by: Kaushik Choudhury

Remarks:
Submitted by US

4. Section Officer (NFSA Division)

Action Date: Feb 21 2018 4:33PM **Action Status:** Forward to Assistant Section Officer (NFSA Division)
by: Abhay Srivastava

Remarks:
Submitted by ASO

5. Assistant Section Officer (NFSA Division)

Action Date: Feb 21 2018 4:51PM **Action Status:** Verified
by: Anil Kumar

Remarks:
Submitted by ASO

6. Section Officer (NFSA Division)

Action Date: Feb 21 2018 5:02PM **Action Status:** Forward for Approval to Under Secretary (NFSA Division)
by: Abhay Srivastava

Remarks:
Submitted by SO

Ration Card Management System (RCMS) –User Manual (Draft)

7. Under Secretary (NFSA Division)

Remarks:

Action Status: Pending at: Kaushik Choudhury

Upload Support Document

Choose File No file chosen + Add

Uploaded Files

Total 0 file(s) added

Action

Action * Forward for Approval to Joint Director (NFSA)

Group Members * Bhagwan Dass

Remarks For Action *

Remarks For Action

Cancel Save For Later Submit Request Print

FIGURE 43: ACTION TAKEN BY US

Are you sure, you want to approve this.

One Time Password (OTP) (As received from UIDAI to your registered mobile no.) X

OK Cancel

One Time Password (OTP) *

Cancel Submit OTP

Step 19: Request successfully submitted.

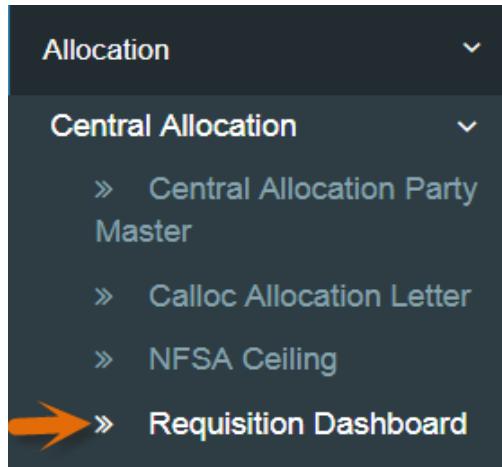
Step 20: Users have a provision to view the details by clicking view image icon under “Action”.

Pending Myside		Pending with Others		My Completed			
Sl. No.	State	Requisition Type	Requisition No	Period	Request Date	Status	Action
1	JAMMU AND KASHMIR	National Food Security Act (NFSA)	jk1122	Jan 1 2018 - Jun 30 2018	Feb 21 2018 2:21PM	Action Completed	

FIGURE 44: MY COMPLETED REQUEST

2.1.9 REQUISITION DASHBOARD (JD LEVEL)

Requisition Dashboard (Login Type : ‘Joint Director (JD)’)



- Step 1:** Joint Director Login.
- Step 2:** Click on **Requisition Dashboard** sub-menu under “Central Allocation” of “Allocation” from left panel.
- Step 3:** Total Pendency against the “National Food Security Act (NFSA) is appeared.
- Step 4:** Total Pendency against the “Tide-Over Allocation is appeared.
- Step 5:** And also figure of individual pendency is getting displayed.
- Step 6:** Users have a provision to view the Requisition request for a particular duration.
- Step 7:** Select the “Requisition no.”, “Request From Date”, “Request To Date”.
- Step 8:** Click on “Get Request Now”

FIGURE 45: REQUISITION DASHBOARD

- Step 9:** Pending my-side request populate in the section “Pending Myside”.
- Step 10:** Pending with other request populate in the section “Pending with other”.
- Step 11:** My Completed request populate in the section “My Completed”.
- Step 12:** Users have a provision to view the details by clicking view image icon under “Action”.
- Step 13:** Respected “Requisition details” against the requisition Application no. is getting displayed.

Pending Myside		Pending with Others	My Completed				
Sl. No.	State	Requisition Type	Requisition No	Period	Request Date	Status	Action
1	JAMMU AND KASHMIR	National Food Security Act (NFSA)	jk1122	Jan 1 2018 - Jun 30 2018	Feb 21 2018 2:21PM	Action Required <input checked="" type="checkbox"/>	
2	UTTARAKHAND	National Food Security Act (NFSA)	RFCSNFSA002	Apr 1 2018 - Jun 30 2018	Feb 21 2018 4:04PM	Action Required <input type="checkbox"/>	

FIGURE 46: PENDING MYSIDE

Step 14: Under the section “Requisition Details”, allowing the user to modifying “Total Recommended Qty (c) (MTs)”.

Step 15: Modify quantity will be reflected after submiting the request.

Requisition Details							
Requisition No:	jk1122						
Requisition Type:	National Food Security Act (NFSA)						
State:	JAMMU AND KASHMIR						
Period:	Jan 1 2018 - Jun 30 2018						
Attachment:	Click here to download						
Demand Quantity							
ANTYODAYA ANNA YOJANA							
Covered Ration Cards *	<input type="text" value="50.00"/> In Lakh <input type="text" value="0.00"/> Total Covered Beneficiaries * In Lakh						
Sl. No.	Commodity		Requested Qty.(MTs.)	Recommended Qty. (MTs.)			
1	Wheat		10.00	0.00			
2	Rice		12.00	0.00			
3	Coarse Grains		0.00	0.00			
Priority Household (NFSA)							
Covered Ration Cards *	<input type="text" value="0.00"/> In Lakh <input type="text" value="0.00"/> Total Covered Beneficiaries * In Lakh						
Sl. No.	Commodity		Requested Qty.(MTs.)	Recommended Qty. (MTs.)			
1	Wheat		0.00	0.00			
2	Rice		0.00	0.00			
3	Coarse Grains		0.00	0.00			
Total Ceiling Qty.(A)(MTs.):	751000.00						
Total Requested Qty.(B)(MTs.):	22.00						
Total Recommended Qty.(C)(MTs.):	0.00						

FIGURE 47: MODIFY QTY

Step 16: Under the section “Assistant Section Officer (NFSA Division), selelct the “Action” as Forword for Approval to Economic Adviser (NFSA Division)and “Group Members” from the drop down list.

Step 17: Upload the Support document (if any).

Step 18: Click on “Submit Request” button.

Ration Card Management System (RCMS) –User Manual (Draft)

Requisition Details

Requisition Details

Action Taken By

1. PDS Nodal Officer Jammu and Kashmir

Action Date: Feb 21 2018 2:21PM **Action Status:** Invoked
by: PDS Nodal Officer Jammu and Kashmir

Remarks:
Request Initiated

2. Joint Director (NFSA Division)

Action Date: Feb 21 2018 3:35PM **Action Status:** Forward to Under Secretary (NFSA Division)
by: Bhagwan Dass

Remarks:
Submitted by JD

3. Under Secretary (NFSA Division)

Action Date: Feb 21 2018 4:16PM **Action Status:** Forward to Section Officer (NFSA Division)
by: Kaushik Choudhury

Remarks:
Submitted by US

4. Section Officer (NFSA Division)

Action Date: Feb 21 2018 4:33PM **Action Status:** Forward to Assistant Section Officer (NFSA Division)
by: Abhay Srivastava

Remarks:
Submitted by ASO

5. Assistant Section Officer (NFSA Division)

Action Date: Feb 21 2018 4:51PM **Action Status:** Verified
by: Anil Kumar

Remarks:
Submitted by ASO

6. Section Officer (NFSA Division)

Action Date: Feb 21 2018 5:02PM **Action Status:** Forward for Approval to Under Secretary (NFSA Division)
by: Abhay Srivastava

Remarks:
Submitted by SO

7. Under Secretary (NFSA Division)

Action Date: Feb 21 2018 5:08PM **Action Status:** Forward for Approval to Joint Director (NFSA Division)
by: Kaushik Choudhury

Remarks:
Submitted by US

The screenshot shows a form for a 'Joint Director (NFSA Division)' action. At the top right, it says 'Action Status: Pending at: Bhagwan Dass'. Below this, there's a 'Remarks' section. On the left, there's a 'Upload Support Document' section with a 'Choose File' button (No file chosen), a '+ Add' button, and an 'Uploaded Files' section showing 'Total 0 file(s) added'. On the right, there's an 'Action' section with dropdown menus for 'Action *' (Forward for Approval to Economic Adviser (N)) and 'Group Members *' (Nilambuj Sharan). At the bottom, there are buttons for 'Cancel', 'Save For Later', 'Submit Request', and 'Print'.

FIGURE 48: ACTION TAKEN BY JD

The first step is a confirmation dialog: 'Are you sure, you want to approve this.' with 'OK' and 'Cancel' buttons. The second step is an OTP entry screen: 'One Time Password (OTP) (As received from UIDAI to your registered mobile no.)' with a text input field containing '123456' and 'Cancel', 'Submit OTP' buttons.

Step 19: Request successfully submitted.

Step 20: Users have a provision to view the details by clicking view image icon under "Action".

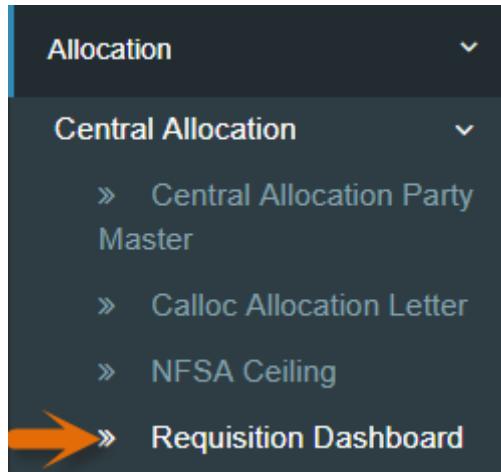
A table titled 'My Completed' showing a single row of data. The columns are: Pending Myside, Pending with Others, My Completed, Sl. No., State, Requisition Type, Requisition No, Period, Request Date, Status, and Action. The data is as follows:

Pending Myside	Pending with Others	My Completed	Sl. No.	State	Requisition Type	Requisition No	Period	Request Date	Status	Action
			1	JAMMU AND KASHMIR	National Food Security Act (NFSA)	jk1122	Jan 1 2018 - Jun 30 2018	Feb 21 2018 2:21PM	Action Completed	

FIGURE 49: MY COMPLETED REQUEST

2.1.10 REQUISITION DASHBOARD (EA LEVEL)

Requisition Dashboard (Login Type : ‘Economic Adviser (EA)’)



- Step 1:** Economic Adviser login.
- Step 2:** Click on **Requisition Dashboard** sub-menu under “Central Allocation” of “Allocation” from left panel.
- Step 3:** Total Pendency against the “National Food Security Act (NFSA) is appeared.
- Step 4:** Total Pendency against the “Tide-Over Allocation is appeared.
- Step 5:** And also figure of individual pendency is getting displayed.
- Step 6:** Users have a provision to view the Requisition request for a particular duration.
- Step 7:** Select the “Requisition no.”, “Request From Date”, “Request To Date”.
- Step 8:** Click on “Get Request Now”

The screenshot shows the 'Requisition Dashboard' page. At the top, it displays 'Requisition Dashboard (Form No.: 444)' and navigation links for 'Allocation', 'Central Allocation', and 'Requisition Dashboard'. The main area has two large boxes: one for 'National Food Security Act (NFSA)' with a value of '1' and 'Total Pendency: 19'; and another for 'Tide-over Allocation' with a value of '0' and 'Total Pendency: 3'. Below these are search filters: 'Requisition Type' (set to 'All'), 'Request From Date' (set to '01/01/2018'), 'Request To Date' (set to '21/02/2018'), 'Search Expression' (set to 'REQUISITION NO'), and a 'Get Requests Now' button.

FIGURE 50: REQUISITION DASHBOARD

- Step 9:** Pending my-side request populate in the section “Pending Myside”.
- Step 10:** Pending with other request populate in the section “Pending with other”.
- Step 11:** My Completed request populate in the section “My Completed”.
- Step 12:** Users have a provision to view the details by clicking view image icon under “Action”.
- Step 13:** Respected “Requisition details” against the requisition Application no. is getting displayed.

Pending Myside		Pending with Others	My Completed				
Sl. No.	State	Requisition Type	Requisition No	Period	Request Date	Status	Action
1	JAMMU AND KASHMIR	National Food Security Act (NFSA)	jk1122	Jan 1 2018 - Jun 30 2018	Feb 21 2018 2:21PM	Action Required <input checked="" type="checkbox"/>	
2	UTTARAKHAND	National Food Security Act (NFSA)	RFQNFSA002	Apr 1 2018 - Jun 30 2018	Feb 21 2018 4:04PM	Action Required <input type="checkbox"/>	

FIGURE 51: PENDING MYSIDE

Step 14: Under the section “Requisition Details”, allowing the user to modifying “Total Recommended Qty (c) (MTs)”.

Step 15: Modify quantity will be reflected after submiting the request.

Requisition Details							
Requisition No:	jk1122						
Requisition Type:	National Food Security Act (NFSA)						
State:	JAMMU AND KASHMIR						
Period:	Jan 1 2018 - Jun 30 2018						
Attachment:	Click here to download						
Demand Quantity							
ANTYODAYA ANNA YOJANA							
Covered Ration Cards *							
Total Covered Beneficiaries *							
50.00	In Lakh	0.00	In Lakh				
Sl. No.	Commodity	Requested Qty.(MTs.)	Recommended Qty. (MTs.)				
1	Wheat	10.00	0.00				
2	Rice	12.00	0.00				
3	Coarse Grains	0.00	0.00				
Priority Household (NFSA)							
Covered Ration Cards *							
Total Covered Beneficiaries *							
0.00	In Lakh	0.00	In Lakh				
Sl. No.	Commodity	Requested Qty.(MTs.)	Recommended Qty. (MTs.)				
1	Wheat	0.00	0.00				
2	Rice	0.00	0.00				
3	Coarse Grains	0.00	0.00				
Total Ceiling Qty.(A)(MTs.):	751000.00	Total Requested Qty.(B)(MTs.):	22.00	Total Recommended Qty.(C)(MTs.):	0.00		

FIGURE 52: MODIFY QTY

Step 16: Under the section “Assistant Section Officer (NFSA Division), selelct the “Action” as Approves (NFSA Division)and “Group Members” from the drop down list.

Step 17: Upload the Support document (if any).

Step 18: Click on “Submit Request” button.

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Requisition Details	
Requisition Details	
Action Taken By	
1. PDS Nodal Officer Jammu and Kashmir	
Action Date:	Feb 21 2018 2:21PM
Remarks:	Request Initiated
Action Status:	Invoked by: PDS Nodal Officer Jammu and Kashmir
2. Joint Director (NFSA Division)	
Action Date:	Feb 21 2018 3:35PM
Remarks:	Submitted by JD
Action Status:	Forward to Under Secretary (NFSA Division) by: Bhagwan Dass
3. Under Secretary (NFSA Division)	
Action Date:	Feb 21 2018 4:16PM
Remarks:	Submitted by US
Action Status:	Forward to Section Officer (NFSA Division) by: Kaushik Choudhury
4. Section Officer (NFSA Division)	
Action Date:	Feb 21 2018 4:33PM
Remarks:	Submitted by ASO
Action Status:	Forward to Assistant Section Officer (NFSA Division) by: Abhay Srivastava
5. Assistant Section Officer (NFSA Division)	
Action Date:	Feb 21 2018 4:51PM
Remarks:	Submitted by ASO
Action Status:	Verified by: Anil Kumar
6. Section Officer (NFSA Division)	
Action Date:	Feb 21 2018 5:02PM
Remarks:	Submitted by SO
Action Status:	Forward for Approval to Under Secretary (NFSA Division) by: Abhay Srivastava
7. Under Secretary (NFSA Division)	
Action Date:	Feb 21 2018 5:08PM
Remarks:	Submitted by US
Action Status:	Forward for Approval to Joint Director (NFSA Division) by: Kaushik Choudhury
8. Joint Director (NFSA Division)	
Action Date:	Feb 21 2018 5:19PM
Remarks:	Submitted by JD
Action Status:	Forward for Approval to Economic Adviser (NFSA Division) by: Bhagwan Dass

9. Economic Adviser (NFSA Division)

Action Status: Pending
at: Nilambuj Sharan

Remarks:

Upload Support Document

Choose File No file chosen + Add

Uploaded Files

Total 0 file(s) added

Action

Action * Approve

Group Members * Ravikant

Remarks For Action *

Submitted by EA

Cancel Save For Later Submit Request Print

FIGURE 53: ACTION TAKEN BY EA

Are you sure, you want to approve this.

OK Cancel

One Time Password (OTP) (As received from UIDAI to your registered mobile no.)

One Time Password (OTP) *

Cancel Submit OTP

Step 19: Request successfully submitted.

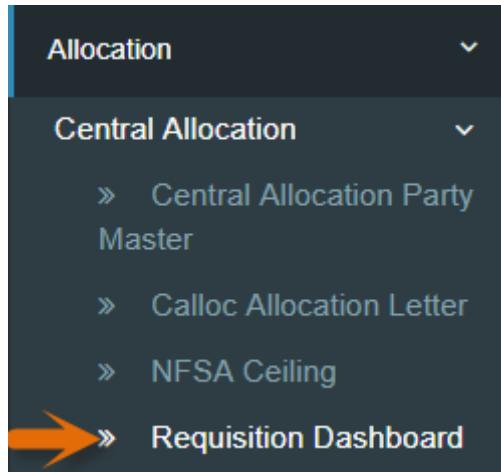
Step 20: Users have a provision to view the details by clicking view image icon under “Action”.

My Completed							
Sl. No.	State	Requisition Type	Requisition No	Period	Request Date	Status	Action
1	JAMMU AND KASHMIR	National Food Security Act (NFSA)	jk1122	Jan 1 2018 - Jun 30 2018	Feb 21 2018 2:21PM	Action Completed	

FIGURE 54: MY COMPLETED REQUEST

2.1.11 REQUISITION DASHBOARD (SECRETARY (DFPD) LEVEL)

Requisition Dashboard (Login Type : ‘Secretary (DFPD)’)



- Step 1:** Secretary (DFPD) login.
- Step 2:** Click on **Requisition Dashboard** sub-menu under “Central Allocation” of “Allocation” from left panel.
- Step 3:** Total Pendency against the “National Food Security Act (NFSA) is appeared.
- Step 4:** Total Pendency against the “Tide-Over Allocation is appeared.
- Step 5:** And also figure of individual pendency is getting displayed.
- Step 6:** Users have a provision to view the Requisition request for a particular duration.
- Step 7:** Select the “Requisition no.”, “Request From Date”, “Request To Date”.
- Step 8:** Click on “Get Request Now”

FIGURE 55: REQUISITION DASHBOARD

- Step 9:** Pending my-side request populate in the section “Pending Myside”.
- Step 10:** Pending with other request populate in the section “Pending with other”.
- Step 11:** My Completed request populate in the section “My Completed”.
- Step 12:** Users have a provision to view the details by clicking view image icon under “Action”.
- Step 13:** Respected “Requisition details” against the requisition Application no. is getting displayed.

Pending Myside		Pending with Others	My Completed					
Sl. No.	State	Requisition Type	Requisition No	Period	Request Date	Status	Action	
1	JAMMU AND KASHMIR	National Food Security Act (NFSA)	jk1122	Jan 1 2018 - Jun 30 2018	Feb 21 2018 2:21PM	Action Required <input checked="" type="checkbox"/>		
2	UTTARAKHAND	National Food Security Act (NFSA)	RFCSNFSA002	Apr 1 2018 - Jun 30 2018	Feb 21 2018 4:04PM	Action Required <input type="checkbox"/>		

FIGURE 56: PENDING MYSIDE

Step 14: Under the section “Requisition Details”, allowing the user to modifying “Total Recommended Qty (c) (MTs)”.

Step 15: Modify quantity will be reflected after submiting the request.

Requisition Details							
Requisition No:	jk1122						
Requisition Type:	National Food Security Act (NFSA)						
State:	JAMMU AND KASHMIR						
Period:	Jan 1 2018 - Jun 30 2018						
Attachment:	Click here to download						
Demand Quantity							
ANTYODAYA ANNA YOJANA							
Covered Ration Cards *							
Total Covered Beneficiaries *							
50.00	In Lakh	0.00	In Lakh				
Sl. No.	Commodity	Requested Qty.(MTs.)	Recommended Qty. (MTs.)				
1	Wheat	10.00	0.00				
2	Rice	12.00	0.00				
3	Coarse Grains	0.00	0.00				
Priority Household (NFSA)							
Covered Ration Cards *							
Total Covered Beneficiaries *							
0.00	In Lakh	0.00	In Lakh				
Sl. No.	Commodity	Requested Qty.(MTs.)	Recommended Qty. (MTs.)				
1	Wheat	0.00	0.00				
2	Rice	0.00	0.00				
3	Coarse Grains	0.00	0.00				
Total Ceiling Qty.(A)(MTs.):	751000.00	Total Requested Qty.(B)(MTs.):	22.00	Total Recommended Qty.(C)(MTs.):	0.00		

FIGURE 57: MODIFY REQUISITION DETAILS

Step 16: Under the section “Assistant Section Officer (NFSA Division), selelct the “Action” as Approve (NFSA Division)and “Group Members” from the drop down list.

Step 17: Upload the Support document (if any).

Step 18: Click on “Submit Request” button.

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Requisition Details	
Requisition Details	
Action Taken By	
1. PDS Nodal Officer Jammu and Kashmir	
Action Date:	Feb 21 2018 2:21PM
Remarks:	Request Initiated
Action Status:	Invoked by: PDS Nodal Officer Jammu and Kashmir
2. Joint Director (NFSA Division)	
Action Date:	Feb 21 2018 3:35PM
Remarks:	Submitted by JD
Action Status:	Forward to Under Secretary (NFSA Division) by: Bhagwan Dass
3. Under Secretary (NFSA Division)	
Action Date:	Feb 21 2018 4:16PM
Remarks:	Submitted by US
Action Status:	Forward to Section Officer (NFSA Division) by: Kaushik Choudhury
4. Section Officer (NFSA Division)	
Action Date:	Feb 21 2018 4:33PM
Remarks:	Submitted by ASO
Action Status:	Forward to Assistant Section Officer (NFSA Division) by: Abhay Srivastava
5. Assistant Section Officer (NFSA Division)	
Action Date:	Feb 21 2018 4:51PM
Remarks:	Submitted by ASO
Action Status:	Verified by: Anil Kumar
6. Section Officer (NFSA Division)	
Action Date:	Feb 21 2018 5:02PM
Remarks:	Submitted by SO
Action Status:	Forward for Approval to Under Secretary (NFSA Division) by: Abhay Srivastava
7. Under Secretary (NFSA Division)	
Action Date:	Feb 21 2018 5:08PM
Remarks:	Submitted by US
Action Status:	Forward for Approval to Joint Director (NFSA Division) by: Kaushik Choudhury
8. Joint Director (NFSA Division)	
Action Date:	Feb 21 2018 5:19PM
Remarks:	Submitted by JD
Action Status:	Forward for Approval to Economic Adviser (NFSA Division) by: Bhagwan Dass

Ration Card Management System (RCMS) –User Manual (Draft)

9. Economic Adviser (NFSA Division)

Action Date: Feb 21 2018 5:26PM

Action Status: Approve
by: Nilambuj Sharan

Remarks:
Submitted by EA

10. Secretary (F and PD)

Action Status: Pending at: Ravikant

Remarks:

Upload Support Document

Choose File No file chosen + Add

Uploaded Files

Total 0 file(s) added

Action

Action * Approve

Group Members * Nilambuj Sharan

Remarks For Action *

Submitted by Secretary

Cancel Save For Later Submit Request Print

FIGURE 58: ACTION TAKEN BY SECRETARY

Are you sure, you want to approve this.

OK

Cancel

One Time Password (OTP) (As received from UIDAI to your registered mobile no.) X

One Time Password (OTP) *

Cancel

Submit OTP

Step 19: Request successfully submitted.

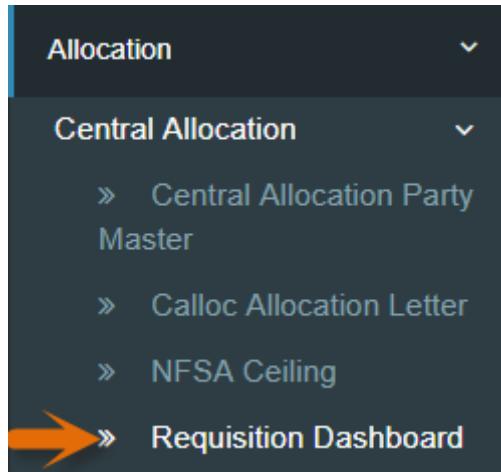
Step 20: Users have a provision to view the details by clicking view image icon under “Action”.

Pending Myside		Pending with Others		My Completed			
SI. No.	State	Requisition Type	Requisition No	Period	Request Date	Status	Action
1	JAMMU AND KASHMIR	National Food Security Act (NFSA)	jk1122	Jan 1 2018 - Jun 30 2018	Feb 21 2018 2:21PM	Action Completed	

FIGURE 59: MY COMPLETED REQUEST

2.1.12 REQUISITION DASHBOARD (EA LEVEL)

Requisition Dashboard (Login Type : ‘Economic Adviser (EA)’)



- Step 1:** Economic Adviser login.
- Step 2:** Click on **Requisition Dashboard** sub-menu under “Central Allocation” of “Allocation” from left panel.
- Step 3:** Total Pendency against the “National Food Security Act (NFSA) is appeared.
- Step 4:** Total Pendency against the “Tide-Over Allocation is appeared.
- Step 5:** And also figure of individual pendency is getting displayed.
- Step 6:** Users have a provision to view the Requisition request for a particular duration.
- Step 7:** Select the “Requisition no.”, “Request From Date”, “Request To Date”.
- Step 8:** Click on “Get Request Now”

The screenshot shows the 'Requisition Dashboard' page. At the top, it displays 'Requisition Dashboard (Form No.: 444)' and a help icon. In the top right corner, there are links for 'Allocation', 'Central Allocation', and 'Requisition Dashboard'. The main area has two large boxes: one for 'National Food Security Act (NFSA)' with a value of '1' and 'Total Pendency: 19'; and another for 'Tide-over Allocation' with a value of '0' and 'Total Pendency: 3'. Below these are search filters: 'Requisition Type' (set to 'All'), 'Request From Date' (set to '01/01/2018'), 'Request To Date' (set to '21/02/2018'), 'Search Expression' (set to 'REQUISITION NO'), and a 'Get Requests Now' button.

FIGURE 60: REQUISITION DASHBOARD

- Step 9:** Pending my-side request populate in the section “Pending Myside”.
- Step 10:** Pending with other request populate in the section “Pending with other”.
- Step 11:** My Completed request populate in the section “My Completed”.
- Step 12:** Users have a provision to view the details by clicking view image icon under “Action”.
- Step 13:** Respected “Requisition details” against the requisition Application no. is getting displayed.

Pending Myside		Pending with Others	My Completed				
Sl. No.	State	Requisition Type	Requisition No	Period	Request Date	Status	Action
1	JAMMU AND KASHMIR	National Food Security Act (NFSA)	jk1122	Jan 1 2018 - Jun 30 2018	Feb 21 2018 2:21PM	Action Required <input checked="" type="checkbox"/>	
2	UTTARAKHAND	National Food Security Act (NFSA)	RFQNFSA002	Apr 1 2018 - Jun 30 2018	Feb 21 2018 4:04PM	Action Required <input type="checkbox"/>	

FIGURE 61: PENDING MYSIDE

Step 14: Under the section “Requisition Details”, allowing the user to modifying the figures of the commodity.

Step 15: Modify quantity will be reflected after submiting the request.

Requisition Details							
Requisition No:	jk1122						
Requisition Type:	National Food Security Act (NFSA)						
State:	JAMMU AND KASHMIR						
Period:	Jan 1 2018 - Jun 30 2018						
Attachment:	Click here to download						
Demand Quantity							
ANTYODAYA ANNA YOJANA							
Covered Ration Cards *	<input type="text" value="50.00"/> In Lakh <input type="text" value="0.00"/> Total Covered Beneficiaries * In Lakh						
Sl. No.	Commodity		Requested Qty.(MTs.)	Recommended Qty. (MTs.)			
1	Wheat		10.00	0.00			
2	Rice		12.00	0.00			
3	Coarse Grains		0.00	0.00			
Priority Household (NFSA)							
Covered Ration Cards *	<input type="text" value="0.00"/> In Lakh <input type="text" value="0.00"/> Total Covered Beneficiaries * In Lakh						
Sl. No.	Commodity		Requested Qty.(MTs.)	Recommended Qty. (MTs.)			
1	Wheat		0.00	0.00			
2	Rice		0.00	0.00			
3	Coarse Grains		0.00	0.00			
Total Ceiling Qty.(A)(MTs.):	751000.00						
Total Requested Qty.(B)(MTs.):	22.00						
Total Recommended Qty.(C)(MTs.):	0.00						

FIGURE 62: MODIFY QTY

Step 16: Under the section “Assistant Section Officer (NFSA Division), selelct the “Action” as Forward to Join Director (NFSA Division)and “Group Members” from the drop down list.

Step 17: Upload the Support document (if any).

Step 18: Click on “Submit Request” button.

Ration Card Management System (RCMS) –User Manual (Draft)

Requisition Details	
Requisition Details	
Action Taken By	
1. PDS Nodal Officer Jammu and Kashmir	
Action Date:	Feb 21 2018 2:21PM
Remarks:	Request Initiated
Action Status:	Invoked by: PDS Nodal Officer Jammu and Kashmir
2. Joint Director (NFSA Division)	
Action Date:	Feb 21 2018 3:35PM
Remarks:	Submitted by JD
Action Status:	Forward to Under Secretary (NFSA Division) by: Bhagwan Dass
3. Under Secretary (NFSA Division)	
Action Date:	Feb 21 2018 4:16PM
Remarks:	Submitted by US
Action Status:	Forward to Section Officer (NFSA Division) by: Kaushik Choudhury
4. Section Officer (NFSA Division)	
Action Date:	Feb 21 2018 4:33PM
Remarks:	Submitted by ASO
Action Status:	Forward to Assistant Section Officer (NFSA Division) by: Abhay Srivastava
5. Assistant Section Officer (NFSA Division)	
Action Date:	Feb 21 2018 4:51PM
Remarks:	Submitted by ASO
Action Status:	Verified by: Anil Kumar
6. Section Officer (NFSA Division)	
Action Date:	Feb 21 2018 5:02PM
Remarks:	Submitted by SO
Action Status:	Forward for Approval to Under Secretary (NFSA Division) by: Abhay Srivastava
7. Under Secretary (NFSA Division)	
Action Date:	Feb 21 2018 5:08PM
Remarks:	Submitted by US
Action Status:	Forward for Approval to Joint Director (NFSA Division) by: Kaushik Choudhury
8. Joint Director (NFSA Division)	
Action Date:	Feb 21 2018 5:19PM
Remarks:	Submitted by JD
Action Status:	Forward for Approval to Economic Adviser (NFSA Division) by: Bhagwan Dass

Ration Card Management System (RCMS) –User Manual (Draft)

9. Economic Adviser (NFSA Division)	Action Date: Feb 21 2018 5:26PM	Action Status: Approve by: Nilambuj Sharan
Remarks: Submitted by EA		
10. Secretary (F and PD)	Action Date: Feb 21 2018 5:30PM	Action Status: Approve by: Ravikant
Remarks: Submitted by Secretary		

11. Economic Adviser (NFSA Division)	Action Status: Pending at: Nilambuj Sharan
Remarks:	
<p>Upload Support Document</p> <p>Choose File No file chosen + Add</p> <p>Uploaded Files</p> <p>Total 0 file(s) added</p>	<p>Action</p> <p>Action * Forward to Joint Director (NFSA Division)</p> <p>Group Members * Bhagwan Dass</p>
Remarks For Action *	Submitted by EA

[Cancel](#) [Save For Later](#) [Submit Request](#) [Print](#)

FIGURE 63 : ACTION TAKEN BY EA

Are you sure, you want to approve this.

One Time Password (OTP) (As received from UIDAI to your registered mobile no.) [X](#)

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

One Time Password (OTP) *

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

Step 19: Request successfully submitted.

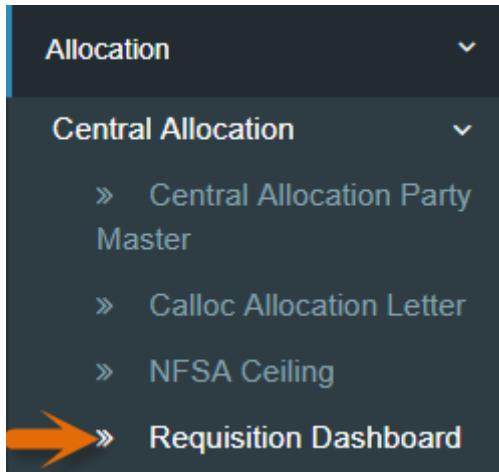
Step 20: Users have a provision to view the details by clicking view image icon under “Action”.

Pending Myside	Pending with Others	My Completed					
Sl. No.	State	Requisition Type	Requisition No	Period	Request Date	Status	Action
1	JAMMU AND KASHMIR	National Food Security Act (NFSA)	jk1122	Jan 1 2018 - Jun 30 2018	Feb 21 2018 2:21PM	Action Completed	

FIGURE 64: MY COMPLETED

2.1.13 REQUISITION DASHBOARD (JD LEVEL)

Requisition Dashboard (Login Type : ‘Joint Director (JD)’)



- Step 1:** Joint Director login.
- Step 2:** Click on **Requisition Dashboard** sub-menu under “Central Allocation” of “Allocation” from left panel.
- Step 3:** Total Pendency against the “National Food Security Act (NFSA) is appeared.
- Step 4:** Total Pendency against the “Tide-Over Allocation is appeared.
- Step 5:** And also figure of individual pendency is getting displayed.
- Step 6:** Users have a provision to view the Requisition request for a particular duration.
- Step 7:** Select the “Requisition no.”, “Request From Date”, “Request To Date”.
- Step 8:** Click on “Get Request Now”

The screenshot shows the "Requisition Dashboard" page. At the top, it displays "Requisition Dashboard (Form No.:444)" and a help icon. In the top right corner, there is a breadcrumb navigation: "Allocation > Central Allocation > Requisition Dashboard". Below this, there are two sections: "National Food Security Act (NFSA)" with a count of 4 and "Tide-over Allocation" with a count of 1. Both sections show "Total Pendency: 19" and "Total Pendency: 3" respectively. At the bottom, there are search filters: "Requisition Type" (set to "All"), "Request From Date" (set to "01/01/2018"), "Request To Date" (set to "21/02/2018"), "Search Expression" (set to "REQUISITION NO"), and a "Get Requests Now" button.

FIGURE 65: REQUISITION DASHBOARD

- Step 9:** Pending my-side request populate in the section “Pending Myside”.
- Step 10:** Pending with other request populate in the section “Pending with other”.
- Step 11:** My Completed request populate in the section “My Completed”.
- Step 12:** Users have a provision to view the details by clicking view image icon under “Action”.
- Step 13:** Respected “Requisition details” against the requisition Application no. is getting displayed.

Pending Myside		Pending with Others	My Completed				
Sl. No.	State	Requisition Type	Requisition No	Period	Request Date	Status	Action
1	JAMMU AND KASHMIR	National Food Security Act (NFSA)	jk1122	Jan 1 2018 - Jun 30 2018	Feb 21 2018 2:21PM	Action Required <input checked="" type="checkbox"/>	
2	UTTARAKHAND	National Food Security Act (NFSA)	RFCSNFSA002	Apr 1 2018 - Jun 30 2018	Feb 21 2018 4:04PM	Action Required <input type="checkbox"/>	

FIGURE 66: PENDING MYSIDE

Step 14: Under the section “Requisition Details”, allowing the user to modifying the figures of the commodity.

Step 15: Modify quantity will be reflected after submiting the request.

Requisition Details								
Requisition No:	jk1122							
Requisition Type:	National Food Security Act (NFSA)							
State:	JAMMU AND KASHMIR							
Period:	Jan 1 2018 - Jun 30 2018							
Attachment:	Click here to download							
Demand Quantity								
ANTYODAYA ANNA YOJANA								
Covered Ration Cards *								
50.00	In Lakh	Total Covered Beneficiaries *	0.00				In Lakh	
Sl. No.	Commodity				Requested Qty.(MTs.)	Recommended Qty. (MTs.)		
1	Wheat				10.00	0.00		
2	Rice				12.00	0.00		
3	Coarse Grains				0.00	0.00		
Priority Household (NFSA)								
Covered Ration Cards *								
0.00	In Lakh	Total Covered Beneficiaries *	0.00				In Lakh	
Sl. No.	Commodity				Requested Qty.(MTs.)	Recommended Qty. (MTs.)		
1	Wheat				0.00	0.00		
2	Rice				0.00	0.00		
3	Coarse Grains				0.00	0.00		
Total Ceiling Qty(A)(MTs.): 751000.00		Total Requested Qty(B)(MTs.): 22.00		Total Recommended Qty(C)(MTs.): 0.00				

FIGURE 67: MODIFY QTY

Step 16: Under the section “Assistant Section Officer (NFSA Division), selelct the “Action” as Forward to Dy. Secretary(BP) (NFSA Division)and “Group Members” from the drop down list.

Step 17: Upload the Support document (if any).

Step 18: Click on “Submit Request” button.

Ration Card Management System (RCMS) –User Manual (Draft)

Requisition Details	
Requisition Details	
Action Taken By	
1. PDS Nodal Officer Jammu and Kashmir	
Action Date:	Feb 21 2018 2:21PM
Remarks:	Request Initiated
Action Status:	Invoked by: PDS Nodal Officer Jammu and Kashmir
2. Joint Director (NFSA Division)	
Action Date:	Feb 21 2018 3:35PM
Remarks:	Submitted by JD
Action Status:	Forward to Under Secretary (NFSA Division) by: Bhagwan Dass
3. Under Secretary (NFSA Division)	
Action Date:	Feb 21 2018 4:16PM
Remarks:	Submitted by US
Action Status:	Forward to Section Officer (NFSA Division) by: Kaushik Choudhury
4. Section Officer (NFSA Division)	
Action Date:	Feb 21 2018 4:33PM
Remarks:	Submitted by ASO
Action Status:	Forward to Assistant Section Officer (NFSA Division) by: Abhay Srivastava
5. Assistant Section Officer (NFSA Division)	
Action Date:	Feb 21 2018 4:51PM
Remarks:	Submitted by ASO
Action Status:	Verified by: Anil Kumar
6. Section Officer (NFSA Division)	
Action Date:	Feb 21 2018 5:02PM
Remarks:	Submitted by SO
Action Status:	Forward for Approval to Under Secretary (NFSA Division) by: Abhay Srivastava
7. Under Secretary (NFSA Division)	
Action Date:	Feb 21 2018 5:08PM
Remarks:	Submitted by US
Action Status:	Forward for Approval to Joint Director (NFSA Division) by: Kaushik Choudhury
8. Joint Director (NFSA Division)	
Action Date:	Feb 21 2018 5:19PM
Remarks:	Submitted by JD
Action Status:	Forward for Approval to Economic Adviser (NFSA Division) by: Bhagwan Dass

Ration Card Management System (RCMS) –User Manual (Draft)

9. Economic Adviser (NFSA Division)

Action Date: Feb 21 2018 5:26PM

Remarks:
Submitted by EA

Action Status: Approve
by: Nilambuj Sharan

10. Secretary (F and PD)

Action Date: Feb 21 2018 5:30PM

Remarks:
Submitted by Secretary

Action Status: Approve
by: Ravikant

11. Economic Adviser (NFSA Division)

Action Date: Feb 21 2018 5:46PM

Remarks:
Submitted by EA

Action Status: Forward to Joint Director (NFSA Division)
by: Nilambuj Sharan

12. Joint Director (NFSA Division)

Remarks:
Submitted by JD

Action Status: Pending
at: Bhagwan Dass

Upload Support Document

Choose File No file chosen + Add

Uploaded Files

Total 0 file(s) added

Action

Action * Forward to Dy. Secretary (BP)

Group Members * K.M.S. Khalsa

Remarks For Action *

Submitted by JD

Cancel Save For Later Submit Request Print

FIGURE 68: ACTION TAKEN BY JD

Are you sure, you want to approve this.

OK

Cancel

One Time Password (OTP) (As received from UIDAI to your registered mobile no.)

One Time Password (OTP) *

Cancel Submit OTP

Step 19: Request successfully submitted.

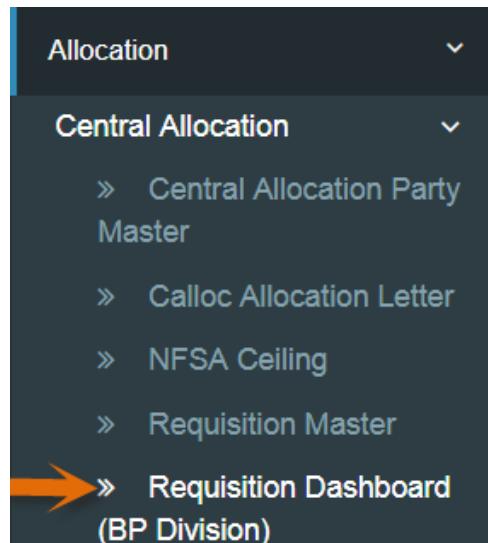
Step 20: Users have a provision to view the details by clicking view image icon under “Action”.

My Completed							
Sl. No.	State	Requisition Type	Requisition No	Period	Request Date	Status	Action
1	JAMMU AND KASHMIR	National Food Security Act (NFSA)	jk1122	Jan 1 2018 - Jun 30 2018	Feb 21 2018 2:21PM	Action Completed	

FIGURE 69: MY COMPLETED REQUEST

2.1.14 REQUISITION DASHBOARD (DY. SECRETARY (BP))

Requisition Dashboard (Login Type : ‘Dy. Secretary (BP)’)



- Step 1:** Dy. Secretary (BP) login.
- Step 2:** Click on **Requisition Dashboard** sub-menu under “Central Allocation” of “Allocation” from left panel.
- Step 3:** Total Pendency against the “National Food Security Act (NFSA) is appeared.
- Step 4:** Total Pendency against the “Tide-Over Allocation is appeared.
- Step 5:** And also figure of individual pendency is getting displayed.
- Step 6:** Users have a provision to view the Requisition request for a particular duration.
- Step 7:** Select the “Requisition no.”, “Request From Date”, “Request To Date”.
- Step 8:** Click on “Get Request Now”

Requisition Dashboard (BP Division) (Form No.: 451) ⓘ Allocation > Central Allocation > Requisition Dashboard (BP Division)

0 Annapurna Total Pendency: 0	0 Hostel And Welfare Schemes Total Pendency: 0	1 Mid-day-Meal Total Pendency: 1
1 National Food Security Act (NFSA) Total Pendency: 18	0 Natural Calamity, Law and Order Total Pendency: 0	0 Sabla Total Pendency: 0
0 Tide-over Allocation Total Pendency: 3	0 Wheat Based Nutrition Program (WBNP-ICDS) Total Pendency: 0	

Requisition Type: All | Request From Date: 01/01/2018 | Request To Date: 22/02/2018 | Search Expression: REQUISITION NO: | Get Requests Now

FIGURE 70: REQUISITION DASHBOARD

- Step 9:** Pending my-side request populate in the section “Pending Myside”.
- Step 10:** Pending with other request populate in the section “Pending with other”.
- Step 11:** My Completed request populate in the section “My Completed”.
- Step 12:** Users have a provision to view the details by clicking view image icon under “Action”.
- Step 13:** Respected “Requisition details” against the requisition Application no. is getting displayed.

Pending Myside		Pending with Others	My Completed				
Sl. No.	State	Requisition Type	Requisition No	Period	Request Date	Status	Action
1	Central	Mid-day-Meal	MMD/001	Jan 1 2018 - Mar 31 2018	Feb 21 2018 6:41PM	Action Required	<input checked="" type="checkbox"/>
2	JAMMU AND KASHMIR	National Food Security Act (NFSA)	jk1122	Jan 1 2018 - Jun 30 2018	Feb 21 2018 2:21PM	Action Required	<input checked="" type="checkbox"/>

FIGURE 71: PENDING MYSIDE

- Step 14:** Under the section “Requisition Details”, allowing the user to modifying the figures of the commodity.
- Step 15:** Modify quantity will be reflected after submiting the request.

Requisition Details							
Requisition No:	jk1122						
Requisition Type:	National Food Security Act (NFSA)						
State:	JAMMU AND KASHMIR						
Period:	Jan 1 2018 - Jun 30 2018						
Attachment:	Click here to download						
Demand Quantity							
ANYODAYA ANNA YOJANA							
Covered Ration Cards *							
50.00	In Lakh	0.00	In Lakh	Total Covered Beneficiaries *			
Sl. No.	Commodity	Requested Qty.(MTs.)	Recommended Qty. (MTs.)				
1	Wheat	10.00	0.00				
2	Rice	12.00	0.00				
3	Coarse Grains	0.00	0.00				
Priority Household (NFSA)							
Covered Ration Cards *							
0.00	In Lakh	0.00	In Lakh	Total Covered Beneficiaries *			
Sl. No.	Commodity	Requested Qty.(MTs.)	Recommended Qty. (MTs.)				
1	Wheat	0.00	0.00				
2	Rice	0.00	0.00				
3	Coarse Grains	0.00	0.00				
Total Ceiling Qty(A)(MTs.):	751000.00	Total Requested Qty(B)(MTs.):	22.00	Total Recommended Qty(C)(MTs.):	0.00		

FIGURE 72: MODIFY QTY

- Step 16:** Under the section “Assistant Section Officer (NFSA Division), selelct the “Action” as Forward to Dy. Secretary(BP) (NFSA Division)and “Group Members” from the drop down list.
- Step 17:** Upload the Support document (if any).
- Step 18:** Click on “Submit Request” button.

Ration Card Management System (RCMS) –User Manual (Draft)

Requisition Details	
Requisition Details	
Action Taken By	
1. PDS Nodal Officer Jammu and Kashmir	
Action Date:	Feb 21 2018 2:21PM
Remarks:	Request Initiated
Action Status:	Invoked by: PDS Nodal Officer Jammu and Kashmir
2. Joint Director (NFSA Division)	
Action Date:	Feb 21 2018 3:35PM
Remarks:	Submitted by JD
Action Status:	Forward to Under Secretary (NFSA Division) by: Bhagwan Dass
3. Under Secretary (NFSA Division)	
Action Date:	Feb 21 2018 4:16PM
Remarks:	Submitted by US
Action Status:	Forward to Section Officer (NFSA Division) by: Kaushik Choudhury
4. Section Officer (NFSA Division)	
Action Date:	Feb 21 2018 4:33PM
Remarks:	Submitted by ASO
Action Status:	Forward to Assistant Section Officer (NFSA Division) by: Abhay Srivastava
5. Assistant Section Officer (NFSA Division)	
Action Date:	Feb 21 2018 4:51PM
Remarks:	Submitted by ASO
Action Status:	Verified by: Anil Kumar
6. Section Officer (NFSA Division)	
Action Date:	Feb 21 2018 5:02PM
Remarks:	Submitted by SO
Action Status:	Forward for Approval to Under Secretary (NFSA Division) by: Abhay Srivastava
7. Under Secretary (NFSA Division)	
Action Date:	Feb 21 2018 5:08PM
Remarks:	Submitted by US
Action Status:	Forward for Approval to Joint Director (NFSA Division) by: Kaushik Choudhury
8. Joint Director (NFSA Division)	
Action Date:	Feb 21 2018 5:19PM
Remarks:	Submitted by JD
Action Status:	Forward for Approval to Economic Adviser (NFSA Division) by: Bhagwan Dass

Ration Card Management System (RCMS) –User Manual (Draft)

9. Economic Adviser (NFSA Division)

Action Date: Feb 21 2018 5:26PM

Remarks:
Submitted by EA

Action Status: Approve
by: Nilambuj Sharan

10. Secretary (F and PD)

Action Date: Feb 21 2018 5:30PM

Remarks:
Submitted by Secretary

Action Status: Approve
by: Ravikant

11. Economic Adviser (NFSA Division)

Action Date: Feb 21 2018 5:46PM

Remarks:
Submitted by EA

Action Status: Forward to Joint Director (NFSA Division)
by: Nilambuj Sharan

12. Joint Director (NFSA Division)

Action Date: Feb 21 2018 5:57PM

Remarks:
Submitted by JD

Action Status: Forward to Dy. Secretary (BP)
by: Bhagwan Dass

13. Dy. Secretary (BP)

Remarks:

Action Status: Pending
at: K.M.S. Khalsa

Upload Support Document

Choose File No file chosen + Add

Uploaded Files

- aadhar card 6.pdf ×

Total 1 file(s) added

Action

Action *

Group Members *

Remarks For Action *

Submitted by Dy. Secretary

Cancel Save For Later Submit Request Print

FIGURE 73: ACTION TAKEN BY DS

Are you sure, you want to approve this.

OK

Cancel

One Time Password (OTP) (As received from UIDAI to your registered mobile no.) X

One Time Password (OTP) *

Cancel Submit OTP

Step 19: Request successfully submitted.

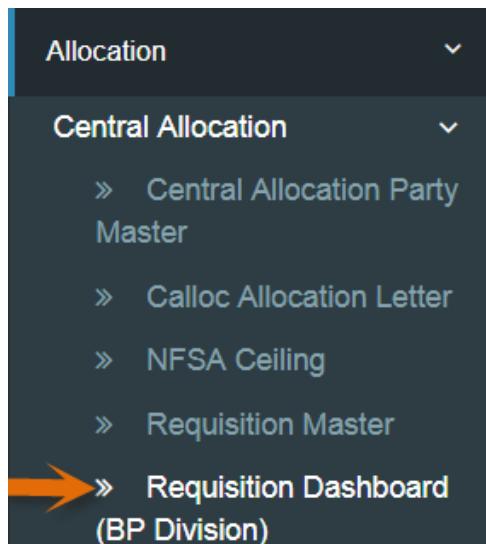
Step 20: Users have a provision to view the details by clicking view image icon under “Action”.

My Completed							
Sl. No.	State	Requisition Type	Requisition No	Period	Request Date	Status	Action
1	JAMMU AND KASHMIR	National Food Security Act (NFSA)	jk1122	Jan 1 2018 - Jun 30 2018	Feb 21 2018 2:21PM	Action Completed	

FIGURE 74: MY COMPLETED REQUEST

2.1.15 REQUISITION DASHBOARD (US LEVEL)

Requisition Dashboard (Login Type : ‘Under Secretary (US)’)



- Step 1:** Under Secretary (US) login.
- Step 2:** Click on **Requisition Dashboard** sub-menu under “Central Allocation” of “Allocation” from left panel.
- Step 3:** Total Pendency against the “National Food Security Act (NFSA) is appeared.
- Step 4:** Total Pendency against the “Tide-Over Allocation is appeared.
- Step 5:** And also figure of individual pendency is getting displayed.
- Step 6:** Users have a provision to view the Requisition request for a particular duration.
- Step 7:** Select the “Requisition no.”, “Request From Date”, “Request To Date”.
- Step 8:** Click on “Get Request Now”

The screenshot displays the 'Requisition Dashboard (BP Division)' interface. It features a grid of six boxes, each representing a program and its total pendency. The programs and their total pendencies are:

- Annapurna: Total Pendency: 0
- Hostel And Welfare Schemes: Total Pendency: 0
- Mid-day-Meal: Total Pendency: 1
- National Food Security Act (NFSA): Total Pendency: 18
- Natural Calamity, Law and Order: Total Pendency: 0
- Sabla: Total Pendency: 0
- Tide-over Allocation: Total Pendency: 3
- Wheat Based Nutrition Program (WBNP-ICDS): Total Pendency: 0

Below the dashboard are search and filter controls: 'Requisition Type' (set to 'All'), 'Request From Date' (01/01/2018), 'Request To Date' (22/02/2018), 'Search Expression' (REQUISITION NO), and a 'Get Requests Now' button.

FIGURE 75: REQUISITION DASHBOARD

- Step 9:** Pending my-side request populate in the section “Pending Myside”.
- Step 10:** Pending with other request populate in the section “Pending with other”.
- Step 11:** My Completed request populate in the section “My Completed”.
- Step 12:** Users have a provision to view the details by clicking view image icon under “Action”.
- Step 13:** Respected “Requisition details” against the requisition Application no. is getting displayed.

Pending Myside	Pending with Others	My Completed					
Sl. No.	State	Requisition Type	Requisition No	Period	Request Date	Status	Action
1	DELHI	National Food Security Act (NFSA)	F&S/Dist/2018/1	Apr 1 2017 - Mar 31 2018	Feb 22 2018 12:32PM	Action Required	<input checked="" type="checkbox"/>
2	JAMMU AND KASHMIR	National Food Security Act (NFSA)	jk1122	Jan 1 2018 - Jun 30 2018	Feb 21 2018 2:21PM	Action Required	<input checked="" type="checkbox"/>
3	RAJASTHAN	National Food Security Act (NFSA)	RJ/REQ/N/FY17/003	Apr 1 2017 - Mar 31 2018	Feb 14 2018 6:19PM	Action Required	<input checked="" type="checkbox"/>

FIGURE 76: PENDING MYSIDE REQUEST

- Step 14:** Under the section “Requisition Details”, allowing the user to modifying the figures of the commodity.
- Step 15:** Modify quantity will be reflected after submiting the request.

Requisition Details							
Requisition No:	jk1122						
Requisition Type:	National Food Security Act (NFSA)						
State:	JAMMU AND KASHMIR						
Period:	Jan 1 2018 - Jun 30 2018						
Attachment:	Click here to download						
<u>Demand Quantity</u>							
ANTYODAYA ANNA YOJANA							
Covered Ration Cards *							
50.00		In Lakh	Total Covered Beneficiaries *		In Lakh		
			0.00				
Sl. No.	Commodity		Requested Qty.(MTs.)		Recommended Qty. (MTs.)		
1	Wheat		10.00		10.00		
2	Rice		12.00		12.00		
3	Coarse Grains		0.00		15.00		
Priority Household (NFSA)							
Covered Ration Cards *							
0.00		In Lakh	Total Covered Beneficiaries *		In Lakh		
			0.00				
Sl. No.	Commodity		Requested Qty.(MTs.)		Recommended Qty. (MTs.)		
1	Wheat		0.00		18.00		
2	Rice		0.00		20.00		
3	Coarse Grains		0.00		22.00		
Total Ceiling Qty.(A)(MTs.): 751000.00			Total Requested Qty.(B)(MTs.): 22.00			Total Recommended Qty.(C)(MTs.): 0.00	

FIGURE 77: MODIFY QTY

- Step 16:** Under the section “Assistant Section Officer (NFSA Division), selelct the “Action” as Forward to Section Officer (BP-III) (NFSA Division)and “Group Members” from the drop down list.
- Step 17:** Upload the Support document (if any).
- Step 18:** Click on “Submit Request” button.

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Requisition Details	
Requisition Details	
Action Taken By	
1. PDS Nodal Officer Jammu and Kashmir	
Action Date:	Feb 21 2018 2:21PM
Remarks:	Request Initiated
Action Status:	Invoked by: PDS Nodal Officer Jammu and Kashmir
2. Joint Director (NFSA Division)	
Action Date:	Feb 21 2018 3:35PM
Remarks:	Submitted by JD
Action Status:	Forward to Under Secretary (NFSA Division) by: Bhagwan Dass
3. Under Secretary (NFSA Division)	
Action Date:	Feb 21 2018 4:16PM
Remarks:	Submitted by US
Action Status:	Forward to Section Officer (NFSA Division) by: Kaushik Choudhury
4. Section Officer (NFSA Division)	
Action Date:	Feb 21 2018 4:33PM
Remarks:	Submitted by ASO
Action Status:	Forward to Assistant Section Officer (NFSA Division) by: Abhay Srivastava
5. Assistant Section Officer (NFSA Division)	
Action Date:	Feb 21 2018 4:51PM
Remarks:	Submitted by ASO
Action Status:	Verified by: Anil Kumar
6. Section Officer (NFSA Division)	
Action Date:	Feb 21 2018 5:02PM
Remarks:	Submitted by SO
Action Status:	Forward for Approval to Under Secretary (NFSA Division) by: Abhay Srivastava
7. Under Secretary (NFSA Division)	
Action Date:	Feb 21 2018 5:08PM
Remarks:	Submitted by US
Action Status:	Forward for Approval to Joint Director (NFSA Division) by: Kaushik Choudhury
8. Joint Director (NFSA Division)	
Action Date:	Feb 21 2018 5:19PM
Remarks:	Submitted by JD
Action Status:	Forward for Approval to Economic Adviser (NFSA Division) by: Bhagwan Dass

Ration Card Management System (RCMS) –User Manual (Draft)

9. Economic Adviser (NFSA Division)			
Action Date:	Feb 21 2018 5:26PM		
Remarks:	Submitted by EA		
Action Status:	Approve by: Nilambuj Sharan		
10. Secretary (F and PD)			
Action Date:	Feb 21 2018 5:30PM		
Remarks:	Submitted by Secretary		
Action Status:	Approve by: Ravikant		
11. Economic Adviser (NFSA Division)			
Action Date:	Feb 21 2018 5:46PM		
Remarks:	Submitted by EA		
Action Status:	Forward to Joint Director (NFSA Division) by: Nilambuj Sharan		
12. Joint Director (NFSA Division)			
Action Date:	Feb 21 2018 5:57PM		
Remarks:	Submitted by JD		
Action Status:	Forward to Dy. Secretary (BP) by: Bhagwan Dass		
13. Dy. Secretary (BP)			
Action Date:	Feb 22 2018 3:05PM		
Remarks:	Submitted by Dy. Secretary • aadhar card 6.pdf		
Action Status:	Forward to Under Secretary (BP-III) by: K.M.S. Khalsa		
14. Under Secretary (BP-III)			
Remarks:	Action Status: Pending at: Asit Halder		
Upload Support Document			
<input type="button" value="Choose File"/> No file chosen	<input type="button" value="+ Add"/>		
Uploaded Files			
Total 0 file(s) added			
Action			
Action *	Forward to Section Officer (BP-III)		
Group Members *	Pawan Kumar		
Remarks For Action *	Submitted by US		
<input type="button" value="Cancel"/>	<input type="button" value="Save For Later"/>	<input type="button" value="Submit Request"/>	<input type="button" value="Print"/>

FIGURE 78: ACTION TAKEN BY US (BP-III)

Ration Card Management System (RCMS) –User Manual (Draft)

Are you sure, you want to approve this.

OK Cancel

One Time Password (OTP) (As received from UIDAI to your registered mobile no.)

One Time Password (OTP) *

XXXXXX

Cancel Submit OTP

Step 19: Request successfully submitted.

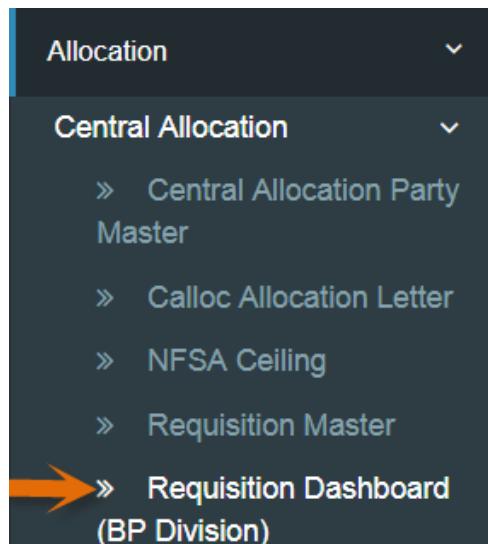
Step 20: Users have a provision to view the details by clicking view image icon under "Action".

My Completed							
Sl. No.	State	Requisition Type	Requisition No	Period	Request Date	Status	Action
1	JAMMU AND KASHMIR	National Food Security Act (NFSA)	jk1122	Jan 1 2018 - Jun 30 2018	Feb 21 2018 2:21PM	Action Completed	

FIGURE 79: MY COMPLETED REQUEST

2.1.16 REQUISITION DASHBOARD (SO LEVEL)

Requisition Dashboard (Login Type : ‘Section Officer (BP III)’)



- Step 1:** Section Officer (BP III) login.
- Step 2:** Click on Requisition Dashboard sub-menu under “Central Allocation” of “Allocation” from left panel.
- Step 3:** Total Pendency against the “National Food Security Act (NFSA) is appeared.
- Step 4:** Total Pendency against the “Tide-Over Allocation is appeared.
- Step 5:** And also figure of individual pendency is getting displayed.
- Step 6:** Users have a provision to view the Requisition request for a particular duration.
- Step 7:** Select the “Requisition no.”, “Request From Date”, “Request To Date”.
- Step 8:** Click on “Get Request Now”

Requisition Dashboard (BP Division) (Form No.: 451) ⓘ		Allocation > Central Allocation > Requisition Dashboard (BP Division)	
0	Annapurna	0	Hostel And Welfare Schemes
Total Pendency: 0		Total Pendency: 0	
1	National Food Security Act (NFSA)	0	Natural Calamity, Law and Order
Total Pendency: 23		Total Pendency: 0	
0	Tide-over Allocation	0	Wheat Based Nutrition Program (WBNP-ICDS)
Total Pendency: 3		Total Pendency: 0	
Requisition Type <input type="button" value="All"/>		Request From Date <input type="text" value="01/01/2018"/>	
		Request To Date <input type="text" value="23/02/2018"/>	
		Search Expression <input type="text" value="REQUISITION NO"/> <input type="button" value="x"/>	
<input type="button" value="Get Requests Now"/>			

FIGURE 80: REQUISITION DASHBOARD

- Step 9:** Pending my-side request populate in the section “Pending Myside”.
- Step 10:** Pending with other request populate in the section “Pending with other”.
- Step 11:** My Completed request populate in the section “My Completed”.
- Step 12:** Users have a provision to view the details by clicking view image icon under “Action”.
- Step 13:** Respected “Requisition details” against the requisition Application no. is getting displayed.

Pending Myside	Pending with Others	My Completed					
Sl. No.	State	Requisition Type	Requisition No	Period	Request Date	Status	Action
1	JAMMU AND KASHMIR	National Food Security Act (NFSA)	jk1122	Jan 1 2018 - Jun 30 2018	Feb 21 2018 2:21PM	Action Required	<input checked="" type="checkbox"/>

FIGURE 81: PENDING MYSIDE

- Step 14:** Under the section “Requisition Details”, allowing the user to modifying the figures of the commodity.
- Step 15:** Modify quantity will be reflected after submiting the request.

Requisition Details							
Requisition No:	jk1122						
Requisition Type:	National Food Security Act (NFSA)						
State:	JAMMU AND KASHMIR						
Period:	Jan 1 2018 - Jun 30 2018						
Attachment:	Click here to download						
Demand Quantity	Total Covered Beneficiaries *						
ANTYODAYA ANNA YOJANA							
Covered Ration Cards *							
50.00	In Lakh	0.00	In Lakh				
Sl. No.	Commodity	Requested Qty.(MTs.)	Recommended Qty.(MTs.)				
1	Wheat	10.00	10.00				
2	Rice	12.00	12.00				
3	Coarse Grains	0.00	15.00				
Priority Household (NFSA)							
Covered Ration Cards *							
0.00	In Lakh	0.00	In Lakh				
Sl. No.	Commodity	Requested Qty.(MTs.)	Recommended Qty.(MTs.)				
1	Wheat	0.00	18.00				
2	Rice	0.00	20.00				
3	Coarse Grains	0.00	22.00				
Total Ceiling Qty.(A)(MTs.): 751000.00		Total Requested Qty.(B)(MTs.): 22.00		Total Recommended Qty.(C)(MTs.): 0.00			

FIGURE 82: MODIFY QTY

- Step 16:** Under the section “Assistant Section Officer (NFSA Division), selelct the “Action” as Forward to Asistant Section Officer (BP-III) (NFSA Division)and “Group Members” from the drop down list.
- Step 17:** Upload the Support document (if any).
- Step 18:** Click on “Submit Request” button.

Ration Card Management System (RCMS) –User Manual (Draft)

Requisition Details	
Requisition Details	
Action Taken By	
1. PDS Nodal Officer Jammu and Kashmir	
Action Date:	Feb 21 2018 2:21PM
Remarks:	Request Initiated
Action Status:	Invoked by: PDS Nodal Officer Jammu and Kashmir
2. Joint Director (NFSA Division)	
Action Date:	Feb 21 2018 3:35PM
Remarks:	Submitted by JD
Action Status:	Forward to Under Secretary (NFSA Division) by: Bhagwan Dass
3. Under Secretary (NFSA Division)	
Action Date:	Feb 21 2018 4:16PM
Remarks:	Submitted by US
Action Status:	Forward to Section Officer (NFSA Division) by: Kaushik Choudhury
4. Section Officer (NFSA Division)	
Action Date:	Feb 21 2018 4:33PM
Remarks:	Submitted by ASO
Action Status:	Forward to Assistant Section Officer (NFSA Division) by: Abhay Srivastava
5. Assistant Section Officer (NFSA Division)	
Action Date:	Feb 21 2018 4:51PM
Remarks:	Submitted by ASO
Action Status:	Verified by: Anil Kumar
6. Section Officer (NFSA Division)	
Action Date:	Feb 21 2018 5:02PM
Remarks:	Submitted by SO
Action Status:	Forward for Approval to Under Secretary (NFSA Division) by: Abhay Srivastava
7. Under Secretary (NFSA Division)	
Action Date:	Feb 21 2018 5:08PM
Remarks:	Submitted by US
Action Status:	Forward for Approval to Joint Director (NFSA Division) by: Kaushik Choudhury
8. Joint Director (NFSA Division)	
Action Date:	Feb 21 2018 5:19PM
Remarks:	Submitted by JD
Action Status:	Forward for Approval to Economic Adviser (NFSA Division) by: Bhagwan Dass

Ration Card Management System (RCMS) –User Manual (Draft)

9. Economic Adviser (NFSA Division)

Action Date: Feb 21 2018 5:26PM

Action Status: Approve
by: Nilambuj Sharan

Remarks:

Submitted by EA

10. Secretary (F and PD)

Action Date: Feb 21 2018 5:30PM

Action Status: Approve
by: Ravikant

Remarks:

Submitted by Secretary

11. Economic Adviser (NFSA Division)

Action Date: Feb 21 2018 5:46PM

Action Status: Forward to Joint Director (NFSA Division)
by: Nilambuj Sharan

Remarks:

Submitted by EA

12. Joint Director (NFSA Division)

Action Date: Feb 21 2018 5:57PM

Action Status: Forward to Dy. Secretary (BP)
by: Bhagwan Dass

Remarks:

Submitted by JD

13. Dy. Secretary (BP)

Action Date: Feb 22 2018 3:05PM

Action Status: Forward to Under Secretary (BP-III)
by: K.M.S. Khalsa

Remarks:

Submitted by Dy. Secretary

- aadhar card 6.pdf

14. Under Secretary (BP-III)

Action Date: Feb 23 2018 11:15AM

Action Status: Forward to Section Officer (BP-III)
by: Asit Halder

Remarks:

Submitted by US

15. Section Officer (BP-III)

Action Status: Pending
at: Pawan Kumar

Remarks:

Upload Support Document

Choose File No file chosen **+ Add**

Uploaded Files

Total 0 file(s) added

Action

Action *
Forward to Asst. Section Officer (BP-III)

Group Members *
Monika Dahiya

Remarks For Action *
Remarks For Action

Buttons: Cancel, Save For Later, Submit Request, Print

FIGURE 83: ACTION TAKEN BY SC

Are you sure, you want to approve this.

OK **Cancel**

One Time Password (OTP) (As received from UIDAI to your registered mobile no.)

One Time Password (OTP) *

Buttons: Cancel, Submit OTP

Step 19: Request successfully submitted.

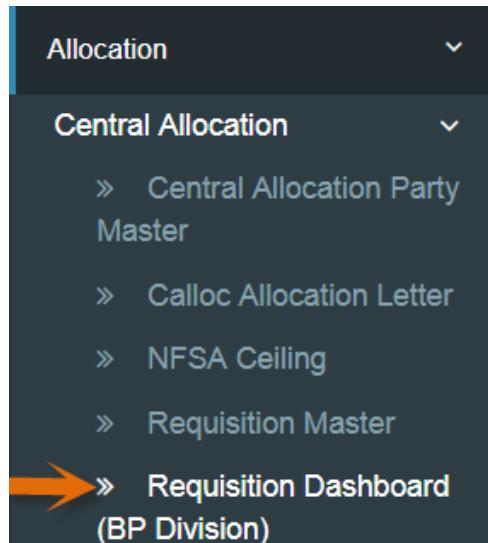
Step 20: Users have a provision to view the details by clicking view image icon under “Action”.

Pending Myside		Pending with Others		My Completed			
Sl. No.	State	Requisition Type	Requisition No	Period	Request Date	Status	Action
1	JAMMU AND KASHMIR	National Food Security Act (NFSAct)	jk1122	Jan 1 2018 - Jun 30 2018	Feb 21 2018 2:21PM	Action Completed	

FIGURE 84: MY COMPLETED REQUEST

2.1.17 REQUISITION DASHBOARD (ASO LEVEL)

Requisition Dashboard (Login Type : ‘Assistant Section Officer (BP III)’)



- Step 1:** Assistant Section Officer (BP III) login.
- Step 2:** Click on Requisition Dashboard sub-menu under “Central Allocation” of “Allocation” from left panel.
- Step 3:** Total Pendency against the “National Food Security Act (NFSA) is appeared.
- Step 4:** Total Pendency against the “Tide-Over Allocation is appeared.
- Step 5:** And also figure of individual pendency is getting displayed.
- Step 6:** Users have a provision to view the Requisition request for a particular duration.
- Step 7:** Select the “Requisition no.”, “Request From Date”, “Request To Date”.
- Step 8:** Click on “Get Request Now”

FIGURE 85: REQUISITION DASHBOARD

- Step 9:** Pending my-side request populate in the section “Pending Myside”.
- Step 10:** Pending with other request populate in the section “Pending with other”.
- Step 11:** My Completed request populate in the section “My Completed”.
- Step 12:** Users have a provision to view the details by clicking view image icon under “Action”.
- Step 13:** Respected “Requisition details” against the requisition Application no. is getting displayed.

Pending Myside	Pending with Others	My Completed					
Sl. No.	State	Requisition Type	Requisition No	Period	Request Date	Status	Action
1	JAMMU AND KASHMIR	National Food Security Act (NFSA)	jk1122	Jan 1 2018 - Jun 30 2018	Feb 21 2018 2:21PM	Action Required	

FIGURE 86: PENDING MYSIDE

- Step 14:** Under the section “Requisition Details”, allowing the user to modifying the figures of the commodity.
- Step 15:** Modify quantity will be reflected after submiting the request.

Requisition Details							
Requisition No:	jk1122						
Requisition Type:	National Food Security Act (NFSA)						
State:	JAMMU AND KASHMIR						
Period:	Jan 1 2018 - Jun 30 2018						
Attachment:	Click here to download						
<u>Demand Quantity</u>							
ANTYODAYA ANNA YOJANA							
Covered Ration Cards *							
Total Covered Beneficiaries *							
0.00 In Lakh				0.00 In Lakh			
Sl. No.	Commodity	Requested Qty.(MTs.)	Recommended Qty.(MTs.)				
1	Wheat	10.00	10.00				
2	Rice	12.00	12.00				
3	Coarse Grains	0.00	15.00				
Priority Household (NFSA)							
Covered Ration Cards *							
Total Covered Beneficiaries *							
0.00 In Lakh				0.00 In Lakh			
Sl. No.	Commodity	Requested Qty.(MTs.)	Recommended Qty.(MTs.)				
1	Wheat	0.00	0.00				
2	Rice	0.00	0.00				
3	Coarse Grains	0.00	0.00				
Total Ceiling Qty.(A)(MTs.): 751000.00				Total Requested Qty.(B)(MTs.): 22.00			
Total Recommended Qty.(C)(MTs.): 0.00							

FIGURE 87: MODIFY QTY

- Step 16:** Under the section “Assistant Section Officer (NFSA Division), selelct the “Action” as Approve and “Group Members” from the drop down list.
- Step 17:** Upload the Support document (if any).
- Step 18:** Click on “Submit Request” button.

Ration Card Management System (RCMS) –User Manual (Draft)

Requisition Details	
Requisition Details	
Action Taken By	
1. PDS Nodal Officer Jammu and Kashmir	
Action Date:	Feb 21 2018 2:21PM
Remarks:	Request Initiated
Action Status:	Invoked by: PDS Nodal Officer Jammu and Kashmir
2. Joint Director (NFSA Division)	
Action Date:	Feb 21 2018 3:35PM
Remarks:	Submitted by JD
Action Status:	Forward to Under Secretary (NFSA Division) by: Bhagwan Dass
3. Under Secretary (NFSA Division)	
Action Date:	Feb 21 2018 4:16PM
Remarks:	Submitted by US
Action Status:	Forward to Section Officer (NFSA Division) by: Kaushik Choudhury
4. Section Officer (NFSA Division)	
Action Date:	Feb 21 2018 4:33PM
Remarks:	Submitted by ASO
Action Status:	Forward to Assistant Section Officer (NFSA Division) by: Abhay Srivastava
5. Assistant Section Officer (NFSA Division)	
Action Date:	Feb 21 2018 4:51PM
Remarks:	Submitted by ASO
Action Status:	Verified by: Anil Kumar
6. Section Officer (NFSA Division)	
Action Date:	Feb 21 2018 5:02PM
Remarks:	Submitted by SO
Action Status:	Forward for Approval to Under Secretary (NFSA Division) by: Abhay Srivastava
7. Under Secretary (NFSA Division)	
Action Date:	Feb 21 2018 5:08PM
Remarks:	Submitted by US
Action Status:	Forward for Approval to Joint Director (NFSA Division) by: Kaushik Choudhury
8. Joint Director (NFSA Division)	
Action Date:	Feb 21 2018 5:19PM
Remarks:	Submitted by JD
Action Status:	Forward for Approval to Economic Adviser (NFSA Division) by: Bhagwan Dass

Ration Card Management System (RCMS) –User Manual (Draft)

9. Economic Adviser (NFSA Division)

Action Date: Feb 21 2018 5:26PM

Action Status: Approve
by: Nilambuj Sharan

Remarks:

Submitted by EA

10. Secretary (F and PD)

Action Date: Feb 21 2018 5:30PM

Action Status: Approve
by: Ravikant

Remarks:

Submitted by Secretary

11. Economic Adviser (NFSA Division)

Action Date: Feb 21 2018 5:46PM

Action Status: Forward to Joint Director (NFSA Division)
by: Nilambuj Sharan

Remarks:

Submitted by EA

12. Joint Director (NFSA Division)

Action Date: Feb 21 2018 5:57PM

Action Status: Forward to Dy. Secretary (BP)
by: Bhagwan Dass

Remarks:

Submitted by JD

13. Dy. Secretary (BP)

Action Date: Feb 22 2018 3:05PM

Action Status: Forward to Under Secretary (BP-III)
by: K.M.S. Khalsa

Remarks:

Submitted by Dy. Secretary

- aadhar card 6.pdf

14. Under Secretary (BP-III)

Action Date: Feb 23 2018 11:15AM

Action Status: Forward to Section Officer (BP-III)
by: Asit Halder

Remarks:

Submitted by US

Ration Card Management System (RCMS) –User Manual (Draft)

15. Section Officer (BP-III)

Action Date: Feb 23 2018 12:25PM

Action Status: Forward to Asst. Section Officer (BP-III)
by: Pawan Kumar

Remarks:
Submitted by SO

16. Asst. Section Officer (BP-III)

Action Status: Pending
at: Monika Dahiya

Remarks:

Upload Support Document

Choose File | No file chosen + Add

Uploaded Files

Total 0 file(s) added

Action

Action * Approve

Group Members * Pawan Kumar

Remarks For Action *

Approved

Cancel Save For Later Submit Request Print

FIGURE 88: ACTION TAKEN BY ASO

Are you sure, you want to approve this.

OK Cancel

One Time Password (OTP) (As received from UIDAI to your registered mobile no.) Resend

One Time Password (OTP) * XXXXXX

Cancel Submit OTP

Step 19: Request successfully submitted.

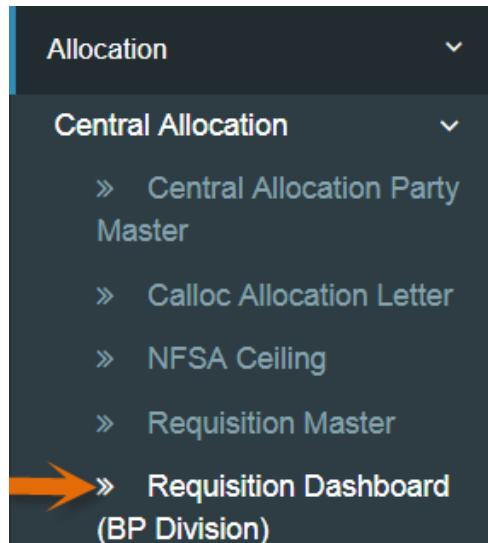
Step 20: Users have a provision to view the details by clicking view image icon under “Action”.

Pending Myside		Pending with Others		My Completed			
Sl. No.	State	Requisition Type	Requisition No	Period	Request Date	Status	Action
1	JAMMU AND KASHMIR	National Food Security Act (NFSA)	jk1122	Jan 1 2018 - Jun 30 2018	Feb 21 2018 2:21PM	Action Completed	

FIGURE 89: MY COMPLETED REQUEST

2.1.18 REQUISITION DASHBOARD (US LEVEL)

Requisition Dashboard (Login Type : ‘Under Secretary (BP III)’)



- Step 1:** Under Secretary (BP III) login.
- Step 2:** Click on Requisition Dashboard sub-menu under “Central Allocation” of “Allocation” from left panel.
- Step 3:** Total Pendency against the “National Food Security Act (NFSA) is appeared.
- Step 4:** Total Pendency against the “Tide-Over Allocation is appeared.
- Step 5:** And also figure of individual pendency is getting displayed.
- Step 6:** Users have a provision to view the Requisition request for a particular duration.
- Step 7:** Select the “Requisition no.”, “Request From Date”, “Request To Date”.
- Step 8:** Click on “Get Request Now”

Requisition Dashboard (BP Division) (Form No.:451)		Allocation > Central Allocation > Requisition Dashboard (BP Division)						
0 Annapurna Total Pendency: 0	0 Hostel And Welfare Schemes Total Pendency: 0	0 Mid-day-Meal Total Pendency: 1						
3 National Food Security Act (NFSA) Total Pendency: 24	0 Natural Calamity, Law and Order Total Pendency: 0	0 Sabla Total Pendency: 0						
0 Tide-over Allocation Total Pendency: 3	0 Wheat Based Nutrition Program (WBNP-ICDS) Total Pendency: 0							
Requisition Type <input type="button" value="All"/>		Request From Date <input type="text" value="01/01/2018"/>		Request To Date <input type="text" value="23/02/2018"/>		Search Expression <input type="text" value="REQUISITION NO"/>		<input type="button" value="Get Requests Now"/>

FIGURE 90: REQUISITION DASHBOARD

- Step 9:** Pending my-side request populate in the section “Pending Myside”.
- Step 10:** Pending with other request populate in the section “Pending with other”.
- Step 11:** My Completed request populate in the section “My Completed”.
- Step 12:** Users have a provision to view the details by clicking view image icon under “Action”.
- Step 13:** Respected “Requisition details” against the requisition Application no. is getting displayed.

Pending Myside	Pending with Others	My Completed					
Sl. No.	State	Requisition Type	Requisition No	Period	Request Date	Status	Action
1	JAMMU AND KASHMIR	National Food Security Act (NFSA)	jk1122	Jan 1 2018 - Jun 30 2018	Feb 21 2018 2:21PM	Action Required	<input checked="" type="checkbox"/>

FIGURE 91: PENDING MYSIDE

- Step 14:** Under the section “Requisition Details”, allowing the user to modifying the figures of the commodity.
- Step 15:** Modify quantity will be reflected after submiting the request.

Requisition Details

Requisition No:	jk1122																
Requisition Type:	National Food Security Act (NFSA)																
State:	JAMMU AND KASHMIR																
Period:	Jan 1 2018 - Jun 30 2018																
Attachment:	Click here to download																
Demand Quantity																	
ANTYODAYA ANNA YOJANA																	
Covered Ration Cards *																	
50.00	In Lakh																
Total Covered Beneficiaries *																	
0.00	In Lakh																
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Sl. No.</th> <th>Commodity</th> <th>Requested Qty.(MTs.)</th> <th>Recommended Qty. (MTs.)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Wheat</td> <td>10.00</td> <td>10.00</td> </tr> <tr> <td>2</td> <td>Rice</td> <td>12.00</td> <td>12.00</td> </tr> <tr> <td>3</td> <td>Coarse Grains</td> <td>0.00</td> <td>15.00</td> </tr> </tbody> </table>		Sl. No.	Commodity	Requested Qty.(MTs.)	Recommended Qty. (MTs.)	1	Wheat	10.00	10.00	2	Rice	12.00	12.00	3	Coarse Grains	0.00	15.00
Sl. No.	Commodity	Requested Qty.(MTs.)	Recommended Qty. (MTs.)														
1	Wheat	10.00	10.00														
2	Rice	12.00	12.00														
3	Coarse Grains	0.00	15.00														
Priority Household (NFSA)																	
Covered Ration Cards *																	
0.00	In Lakh																
Total Covered Beneficiaries *																	
0.00	In Lakh																
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Sl. No.</th> <th>Commodity</th> <th>Requested Qty.(MTs.)</th> <th>Recommended Qty. (MTs.)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Wheat</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>2</td> <td>Rice</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>3</td> <td>Coarse Grains</td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table>		Sl. No.	Commodity	Requested Qty.(MTs.)	Recommended Qty. (MTs.)	1	Wheat	0.00	0.00	2	Rice	0.00	0.00	3	Coarse Grains	0.00	0.00
Sl. No.	Commodity	Requested Qty.(MTs.)	Recommended Qty. (MTs.)														
1	Wheat	0.00	0.00														
2	Rice	0.00	0.00														
3	Coarse Grains	0.00	0.00														
Total Ceiling Qty.(A)(MTs.): 751000.00 Total Requested Qty.(B)(MTs.): 22.00 Total Recommended Qty.(C)(MTs.): 0.00																	

FIGURE 92: MODIFY QTY

- Step 16:** Under the section “Assistant Section Officer (NFSA Division), selelct the “Action” as forward to Dy. Secretary (BP III) and “Group Members” from the drop down list.
- Step 17:** Upload the Support document (if any).
- Step 18:** Click on “Submit Request” button.

Ration Card Management System (RCMS) –User Manual (Draft)

Requisition Details	
Requisition Details	
Action Taken By	
1. PDS Nodal Officer Jammu and Kashmir	
Action Date:	Feb 21 2018 2:21PM
Remarks:	Request Initiated
Action Status:	Invoked by: PDS Nodal Officer Jammu and Kashmir
2. Joint Director (NFSA Division)	
Action Date:	Feb 21 2018 3:35PM
Remarks:	Submitted by JD
Action Status:	Forward to Under Secretary (NFSA Division) by: Bhagwan Dass
3. Under Secretary (NFSA Division)	
Action Date:	Feb 21 2018 4:16PM
Remarks:	Submitted by US
Action Status:	Forward to Section Officer (NFSA Division) by: Kaushik Choudhury
4. Section Officer (NFSA Division)	
Action Date:	Feb 21 2018 4:33PM
Remarks:	Submitted by ASO
Action Status:	Forward to Assistant Section Officer (NFSA Division) by: Abhay Srivastava
5. Assistant Section Officer (NFSA Division)	
Action Date:	Feb 21 2018 4:51PM
Remarks:	Submitted by ASO
Action Status:	Verified by: Anil Kumar
6. Section Officer (NFSA Division)	
Action Date:	Feb 21 2018 5:02PM
Remarks:	Submitted by SO
Action Status:	Forward for Approval to Under Secretary (NFSA Division) by: Abhay Srivastava
7. Under Secretary (NFSA Division)	
Action Date:	Feb 21 2018 5:08PM
Remarks:	Submitted by US
Action Status:	Forward for Approval to Joint Director (NFSA Division) by: Kaushik Choudhury
8. Joint Director (NFSA Division)	
Action Date:	Feb 21 2018 5:19PM
Remarks:	Submitted by JD
Action Status:	Forward for Approval to Economic Adviser (NFSA Division) by: Bhagwan Dass

Ration Card Management System (RCMS) –User Manual (Draft)

9. Economic Adviser (NFSA Division)

Action Date: Feb 21 2018 5:26PM

Action Status: Approve
by: Nilambuj Sharan

Remarks:
Submitted by EA

10. Secretary (F and PD)

Action Date: Feb 21 2018 5:30PM

Action Status: Approve
by: Ravikant

Remarks:
Submitted by Secretary

11. Economic Adviser (NFSA Division)

Action Date: Feb 21 2018 5:46PM

Action Status: Forward to Joint Director (NFSA Division)
by: Nilambuj Sharan

Remarks:
Submitted by EA

12. Joint Director (NFSA Division)

Action Date: Feb 21 2018 5:57PM

Action Status: Forward to Dy. Secretary (BP)
by: Bhagwan Dass

Remarks:
Submitted by JD

13. Dy. Secretary (BP)

Action Date: Feb 22 2018 3:05PM

Action Status: Forward to Under Secretary (BP-III)
by: K.M.S. Khalsa

Remarks:
Submitted by Dy. Secretary

- aadhar card 6.pdf

14. Under Secretary (BP-III)

Action Date: Feb 23 2018 11:15AM

Action Status: Forward to Section Officer (BP-III)
by: Asit Halder

Remarks:
Submitted by US

15. Section Officer (BP-III)

Action Date: Feb 23 2018 12:25PM

Action Status: Forward to Asst. Section Officer (BP-III)
by: Pawan Kumar

Remarks:
Submitted by SO

16. Asst. Section Officer (BP-III)

Action Date: Feb 23 2018 12:36PM

Action Status: Approve
by: Monika Dahiya

Remarks:
Approved

Ration Card Management System (RCMS) –User Manual (Draft)

17. Section Officer (BP-III)

Action Date: Feb 23 2018 12:42PM

Action Status: Forward for Approval to Under Secretary (BP-III)
by: Pawan Kumar

Remarks:
Submitted By SO

18. Under Secretary (BP-III)

Action Status: Pending
at: Asit Halder

Remarks:

Upload Support Document

Choose File No file chosen + Add

Uploaded Files

Total 0 file(s) added

Action

Action *

Forward for Approval to Dy. Secretary (BP) ▾

Group Members *

K.M.S. Khalsa ▾

Remarks For Action *

Submitted by US|

Cancel Save For Later Submit Request Print

FIGURE 93: ACTION TAKEN BY US

Are you sure, you want to approve this.

OK Cancel

One Time Password (OTP) (As received from UIDAI to your registered mobile no.)

One Time Password (OTP) *

Cancel Submit OTP

Step 19: Request successfully submitted.

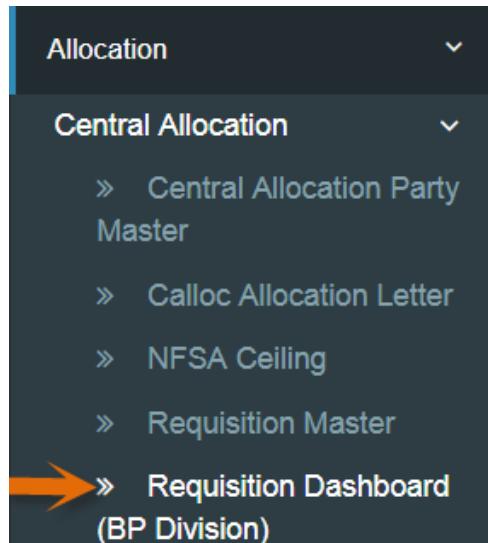
Step 20: Users have a provision to view the details by clicking view image icon under “Action”.

My Completed Requests							
Pending Myside		Pending with Others		My Completed			
Sl. No.	State	Requisition Type	Requisition No.	Period	Request Date	Status	Action
1	JAMMU AND KASHMIR	National Food Security Act (NFSA)	jk1122	Jan 1 2018 - Jun 30 2018	Feb 21 2018 2:21PM	Action Completed	

FIGURE 94: MY COMPLETED REQUEST

2.1.19 REQUISITION DASHBOARD (DS (BP) LEVEL)

Requisition Dashboard (Login Type : ‘Dy. Secretary (BP)’)



- Step 1:** Dy. Secretary (BP) login.
- Step 2:** Click on Requisition Dashboard sub-menu under “Central Allocation” of “Allocation” from left panel.
- Step 3:** Total Pendency against the “National Food Security Act (NFSA) is appeared.
- Step 4:** Total Pendency against the “Tide-Over Allocation is appeared.
- Step 5:** And also figure of individual pendency is getting displayed.
- Step 6:** Users have a provision to view the Requisition request for a particular duration.
- Step 7:** Select the “Requisition no.”, “Request From Date”, “Request To Date”.
- Step 8:** Click on “Get Request Now”

The screenshot shows the 'Requisition Dashboard (BP Division)' page. It displays a grid of six boxes, each representing a different scheme with its total pendency count. The schemes and their counts are: Annapurna (0), Hostel And Welfare Schemes (0), Mid-day-Meal (0), National Food Security Act (NFSA) (1), Natural Calamity, Law and Order (0), Sabla (0), Tide-over Allocation (0), and Wheat Based Nutrition Program (WBNP-ICDS) (0). Below the grid, there are search and filter options: 'Requisition Type' (set to 'All'), 'Request From Date' (01/01/2018), 'Request To Date' (23/02/2018), 'Search Expression' (REQUISITION NO.), and a 'Get Requests Now' button.

FIGURE 95: REQUISITION DASHBOARD

- Step 9:** Pending my-side request populate in the section “Pending Myside”.
- Step 10:** Pending with other request populate in the section “Pending with other”.
- Step 11:** My Completed request populate in the section “My Completed”.
- Step 12:** Users have a provision to view the details by clicking view image icon under “Action”.
- Step 13:** Respected “Requisition details” against the requisition Application no. is getting displayed.

Pending Myside	Pending with Others	My Completed					
Sl. No.	State	Requisition Type	Requisition No	Period	Request Date	Status	Action
1	JAMMU AND KASHMIR	National Food Security Act (NFSA)	jk1122	Jan 1 2018 - Jun 30 2018	Feb 21 2018 2:21PM	Action Required	

FIGURE 96: PENDING MYSIDE REQUEST

- Step 14:** Under the section “Requisition Details”, allowing the user to modifying the figures of the commodity.
- Step 15:** Modify quantity will be reflected after submiting the request.

Requisition Details							
Requisition No:	jk1122						
Requisition Type:	National Food Security Act (NFSA)						
State:	JAMMU AND KASHMIR						
Period:	Jan 1 2018 - Jun 30 2018						
Attachment:	Click here to download						
<u>Demand Quantity</u>							
ANTYODAYA ANNA YOJANA							
Covered Ration Cards *							
Total Covered Beneficiaries *							
50.00	In Lakh	0.00	In Lakh				
Sl. No.	Commodity		Requested Qty.(MTs.)	Recommended Qty. (MTs.)			
1	Wheat		10.00	10.00			
2	Rice		12.00	12.00			
3	Coarse Grains		0.00	15.00			
Priority Household (NFSA)							
Covered Ration Cards *							
0.00	In Lakh	0.00	In Lakh				
Sl. No.	Commodity		Requested Qty.(MTs.)	Recommended Qty. (MTs.)			
1	Wheat		0.00	0.00			
2	Rice		0.00	0.00			
3	Coarse Grains		0.00	0.00			
Total Ceiling Qty.(A)(MTs.):	751000.00		Total Requested Qty.(B)(MTs.):	22.00		Total Recommended Qty.(C)(MTs.): 0.00	

FIGURE 97: MODIFY QTY

- Step 16:** Under the section “Assistant Section Officer (NFSA Division), selelct the “Action” as forward for approval to Joint Secretary (BP&PD) and “Group Members” from the drop down list.
- Step 17:** Upload the Support document (if any).
- Step 18:** Click on “Submit Request” button.

Ration Card Management System (RCMS) –User Manual (Draft)

Requisition Details	
Requisition Details	
Action Taken By	
1. PDS Nodal Officer Jammu and Kashmir	
Action Date:	Feb 21 2018 2:21PM
Remarks:	Request Initiated
Action Status:	Invoked by: PDS Nodal Officer Jammu and Kashmir
2. Joint Director (NFSA Division)	
Action Date:	Feb 21 2018 3:35PM
Remarks:	Submitted by JD
Action Status:	Forward to Under Secretary (NFSA Division) by: Bhagwan Dass
3. Under Secretary (NFSA Division)	
Action Date:	Feb 21 2018 4:16PM
Remarks:	Submitted by US
Action Status:	Forward to Section Officer (NFSA Division) by: Kaushik Choudhury
4. Section Officer (NFSA Division)	
Action Date:	Feb 21 2018 4:33PM
Remarks:	Submitted by ASO
Action Status:	Forward to Assistant Section Officer (NFSA Division) by: Abhay Srivastava
5. Assistant Section Officer (NFSA Division)	
Action Date:	Feb 21 2018 4:51PM
Remarks:	Submitted by ASO
Action Status:	Verified by: Anil Kumar
6. Section Officer (NFSA Division)	
Action Date:	Feb 21 2018 5:02PM
Remarks:	Submitted by SO
Action Status:	Forward for Approval to Under Secretary (NFSA Division) by: Abhay Srivastava
7. Under Secretary (NFSA Division)	
Action Date:	Feb 21 2018 5:08PM
Remarks:	Submitted by US
Action Status:	Forward for Approval to Joint Director (NFSA Division) by: Kaushik Choudhury
8. Joint Director (NFSA Division)	
Action Date:	Feb 21 2018 5:19PM
Remarks:	Submitted by JD
Action Status:	Forward for Approval to Economic Adviser (NFSA Division) by: Bhagwan Dass

Ration Card Management System (RCMS) -User Manual (Draft)

9. Economic Adviser (NFSA Division)

Action Date: Feb 21 2018 5:26PM

Action Status: Approve
by: Nilambuj Sharan

Remarks:
Submitted by EA

10. Secretary (F and PD)

Action Date: Feb 21 2018 5:30PM

Action Status: Approve
by: Ravikant

Remarks:
Submitted by Secretary

11. Economic Adviser (NFSA Division)

Action Date: Feb 21 2018 5:46PM

Action Status: Forward to Joint Director (NFSA Division)
by: Nilambuj Sharan

Remarks:
Submitted by EA

12. Joint Director (NFSA Division)

Action Date: Feb 21 2018 5:57PM

Action Status: Forward to Dy. Secretary (BP)
by: Bhagwan Dass

Remarks:
Submitted by JD

13. Dy. Secretary (BP)

Action Date: Feb 22 2018 3:05PM

Action Status: Forward to Under Secretary (BP-III)
by: K.M.S. Khalsa

Remarks:
Submitted by Dy. Secretary

- aadhar card 6.pdf

14. Under Secretary (BP-III)

Action Date: Feb 23 2018 11:15AM

Action Status: Forward to Section Officer (BP-III)
by: Asit Halder

Remarks:
Submitted by US

15. Section Officer (BP-III)

Action Date: Feb 23 2018 12:25PM

Action Status: Forward to Asst. Section Officer (BP-III)
by: Pawan Kumar

Remarks:
Submitted by SO

16. Asst. Section Officer (BP-III)

Action Date: Feb 23 2018 12:36PM

Action Status: Approve
by: Monika Dahiya

Remarks:
Approved

Ration Card Management System (RCMS) –User Manual (Draft)

17. Section Officer (BP-III)

Action Date: Feb 23 2018 12:42PM

Action Status: Forward for Approval to Under Secretary (BP-III)
by: Pawan Kumar

Remarks:
Submitted By SO

18. Under Secretary (BP-III)

Action Date: Feb 23 2018 12:46PM

Action Status: Forward for Approval to Dy. Secretary (BP)
by: Asit Halder

Remarks:
Submitted by US

19. Dy. Secretary (BP)

Action Status: Pending
at: K.M.S. Khalsa

Remarks:

Upload Support Document

No file chosen **+ Add**

Uploaded Files

Total 0 file(s) added

Action

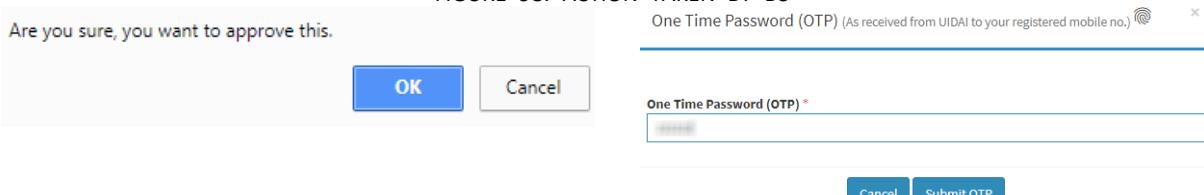
Action *

Group Members *

Remarks For Action *
Submitted by DS|

Cancel Save For Later Submit Request Print

FIGURE 98: ACTION TAKEN BY DS



Step 19: Request successfully submitted.

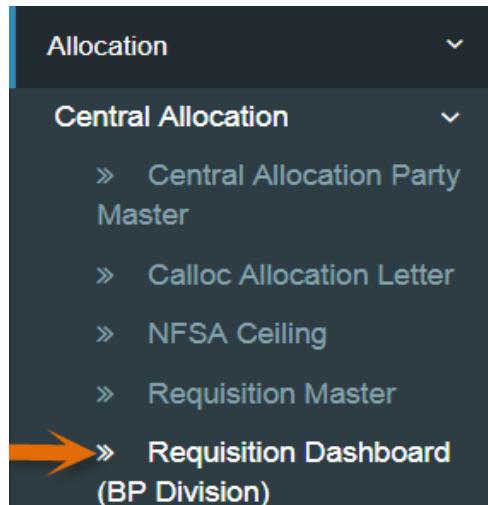
Step 20: Users have a provision to view the details by clicking view image icon under “Action”.

Pending Myside		Pending with Others		My Completed			
Sl. No.	State	Requisition Type	Requisition No	Period	Request Date	Status	Action
1	JAMMU AND KASHMIR	National Food Security Act (NFSAct)	jk1122	Jan 1 2018 - Jun 30 2018	Feb 21 2018 2:21PM	Action Completed	

FIGURE 99: MY COMPLETED REQUEST

2.1.20 REQUISITION DASHBOARD (JS (BP&PD) LEVEL)

Requisition Dashboard (Login Type : ‘Joint Secretary (BP)’)



- Step 1:** Joint Secretary (BP) login.
- Step 2:** Click on **Requisition Dashboard** sub-menu under “Central Allocation” of “Allocation” from left panel.
- Step 3:** Total Pendency against the “National Food Security Act (NFSA) is appeared.
- Step 4:** Total Pendency against the “Tide-Over Allocation is appeared.
- Step 5:** And also figure of individual pendency is getting displayed.
- Step 6:** Users have a provision to view the Requisition request for a particular duration.
- Step 7:** Select the “Requisition no.”, “Request From Date”, “Request To Date”.
- Step 8:** Click on “Get Request Now”

The screenshot displays the "Requisition Dashboard (BP Division)" page. It features a grid of six boxes, each representing a different scheme with its total pending requests and a "Get Requests Now" button. The schemes and their pending counts are:

- Annapurna: 0 pending
- Hostel And Welfare Schemes: 0 pending
- Mid-day-Meal: 0 pending
- National Food Security Act (NFSA): 2 pending (Total Pendency: 24)
- Natural Calamity, Law and Order: 0 pending
- Sabla: 0 pending
- Tide-over Allocation: 0 pending
- Wheat Based Nutrition Program (WBNP-ICDS): 0 pending

Below the grid, there are search and filter options:

- Requisition Type: All
- Request From Date: 01/01/2018
- Request To Date: 23/02/2018
- Search Expression: REQUISITION NO
- Get Requests Now button

FIGURE 100: REQUISITION DASHBOARD

- Step 9:** Pending my-side request populate in the section “Pending Myside”.
- Step 10:** Pending with other request populate in the section “Pending with other”.
- Step 11:** My Completed request populate in the section “My Completed”.

- Step 12:** Users have a provision to view the details by clicking view image icon under “Action”.
- Step 13:** Respected “Requisition details” against the requisition Application no. is getting displayed.

Pending Myside		Pending with Others	My Completed				
Sl. No.	State	Requisition Type	Requisition No	Period	Request Date	Status	Action
1	JAMMU AND KASHMIR	National Food Security Act (NFSA)	jk1122	Jan 1 2018 - Jun 30 2018	Feb 21 2018 2:21PM	Action Required	

FIGURE 101: PENDING MYSIDE REQUEST

- Step 14:** Under the section “Requisition Details”, allowing the user to modifying the figures of the commodity.
- Step 15:** Modify quantity will be reflected after submiting the request.

Requisition Details								
Requisition No:	jk1122							
Requisition Type:	National Food Security Act (NFSA)							
State:	JAMMU AND KASHMIR							
Period:	Jan 1 2018 - Jun 30 2018							
Attachment:	Click here to download							
Demand Quantity								
ANTYODAYA ANNA YOJANA								
Covered Ration Cards *								
50.00		In Lakh	Total Covered Beneficiaries *		In Lakh			
			0.00					
Sl. No.	Commodity		Requested Qty.(MTs.)	Recommended Qty.(MTs.)				
1	Wheat		10.00	10.00				
2	Rice		12.00	12.00				
3	Coarse Grains		0.00	15.00				
Priority Household (NFSA)								
Covered Ration Cards *								
0.00		In Lakh	Total Covered Beneficiaries *		In Lakh			
			0.00					
Sl. No.	Commodity		Requested Qty.(MTs.)	Recommended Qty.(MTs.)				
1	Wheat		0.00	0.00				
2	Rice		0.00	0.00				
3	Coarse Grains		0.00	0.00				
Total Ceiling Qty.(A)(MTs.): 751000.00		Total Requested Qty.(B)(MTs.): 22.00		Total Recommended Qty.(C)(MTs.): 0.00				

FIGURE 102: MODIFY QTY

- Step 16:** Under the section “Assistant Section Officer (NFSA Division), selelct the “Action” as Approve & forword for Issue Allocation order to Dy Secretary (BP) and “Group Members” from the drop down list.
- Step 17:** Upload the Support document (if any).
- Step 18:** Click on “Submit Request” button.

Ration Card Management System (RCMS) –User Manual (Draft)

Requisition Details	
Requisition Details	
Action Taken By	
1. PDS Nodal Officer Jammu and Kashmir	
Action Date:	Feb 21 2018 2:21PM
Remarks:	Request Initiated
Action Status:	Invoked by: PDS Nodal Officer Jammu and Kashmir
2. Joint Director (NFSA Division)	
Action Date:	Feb 21 2018 3:35PM
Remarks:	Submitted by JD
Action Status:	Forward to Under Secretary (NFSA Division) by: Bhagwan Dass
3. Under Secretary (NFSA Division)	
Action Date:	Feb 21 2018 4:16PM
Remarks:	Submitted by US
Action Status:	Forward to Section Officer (NFSA Division) by: Kaushik Choudhury
4. Section Officer (NFSA Division)	
Action Date:	Feb 21 2018 4:33PM
Remarks:	Submitted by ASO
Action Status:	Forward to Assistant Section Officer (NFSA Division) by: Abhay Srivastava
5. Assistant Section Officer (NFSA Division)	
Action Date:	Feb 21 2018 4:51PM
Remarks:	Submitted by ASO
Action Status:	Verified by: Anil Kumar
6. Section Officer (NFSA Division)	
Action Date:	Feb 21 2018 5:02PM
Remarks:	Submitted by SO
Action Status:	Forward for Approval to Under Secretary (NFSA Division) by: Abhay Srivastava
7. Under Secretary (NFSA Division)	
Action Date:	Feb 21 2018 5:08PM
Remarks:	Submitted by US
Action Status:	Forward for Approval to Joint Director (NFSA Division) by: Kaushik Choudhury
8. Joint Director (NFSA Division)	
Action Date:	Feb 21 2018 5:19PM
Remarks:	Submitted by JD
Action Status:	Forward for Approval to Economic Adviser (NFSA Division) by: Bhagwan Dass

Ration Card Management System (RCMS) –User Manual (Draft)

9. Economic Adviser (NFSA Division)

Action Date: Feb 21 2018 5:26PM

Action Status: Approve
by: Nilambuj Sharan

Remarks:
Submitted by EA

10. Secretary (F and PD)

Action Date: Feb 21 2018 5:30PM

Action Status: Approve
by: Ravikant

Remarks:
Submitted by Secretary

11. Economic Adviser (NFSA Division)

Action Date: Feb 21 2018 5:46PM

Action Status: Forward to Joint Director (NFSA Division)
by: Nilambuj Sharan

Remarks:
Submitted by EA

12. Joint Director (NFSA Division)

Action Date: Feb 21 2018 5:57PM

Action Status: Forward to Dy. Secretary (BP)
by: Bhagwan Dass

Remarks:
Submitted by JD

13. Dy. Secretary (BP)

Action Date: Feb 22 2018 3:05PM

Action Status: Forward to Under Secretary (BP-III)
by: K.M.S. Khalsa

Remarks:
Submitted by Dy. Secretary

- aadhar card 6.pdf

14. Under Secretary (BP-III)

Action Date: Feb 23 2018 11:15AM

Action Status: Forward to Section Officer (BP-III)
by: Asit Halder

Remarks:
Submitted by US

15. Section Officer (BP-III)

Action Date: Feb 23 2018 12:25PM

Action Status: Forward to Asst. Section Officer (BP-III)
by: Pawan Kumar

Remarks:
Submitted by SO

16. Asst. Section Officer (BP-III)

Action Date: Feb 23 2018 12:36PM

Action Status: Approve
by: Monika Dahiya

Remarks:
Approved

Ration Card Management System (RCMS) –User Manual (Draft)

17. Section Officer (BP-III)

Action Date: Feb 23 2018 12:42PM

Remarks:
Submitted By SO

Action Status: Forward for Approval to Under Secretary (BP-III)
by: Pawan Kumar

18. Under Secretary (BP-III)

Action Date: Feb 23 2018 12:46PM

Remarks:
Submitted by US

Action Status: Forward for Approval to Dy. Secretary (BP)
by: Asit Halder

19. Dy. Secretary (BP)

Action Date: Feb 23 2018 2:48PM

Remarks:
Submitted by DS

Action Status: Forward for Approval to Jt. Secretary (BP and PD)
by: K.M.S. Khalsa

20. Jt. Secretary (BP and PD)

Remarks:

Action Status: Pending
at: Pramod Kumar Tiwari

Upload Support Document

Choose File | No file chosen

+ Add

Uploaded Files

Total 0 file(s) added

Action

Action *
Approve and Forward for Issue of Allocation

Group Members *
K.M.S. Khalsa

Remarks For Action *

submitted by JS

Cancel Save For Later Submit Request Print

FIGURE 103: ACTION TAKEN BY JS

Are you sure, you want to approve this.

OK Cancel

One Time Password (OTP) (As received from UIDAI to your registered mobile no.)

One Time Password (OTP) *

Cancel Submit OTP

Step 19: Request successfully submitted.

Step 20: Users have a provision to view the details by clicking view image icon under “Action”.

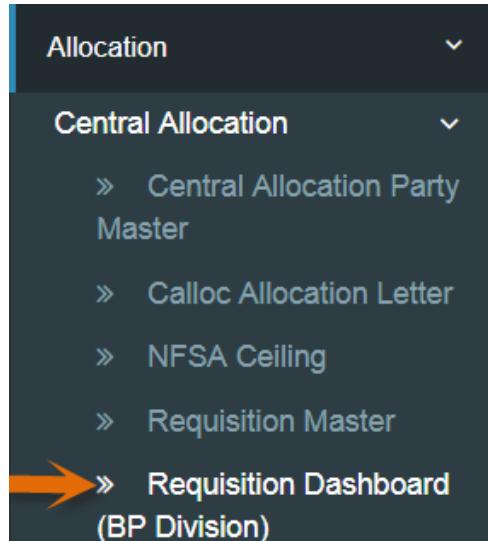
Ration Card Management System (RCMS) –User Manual (Draft)

My Completed							
S.I. No.	State	Requisition Type	Requisition No	Period	Request Date	Status	Action
1	JAMMU AND KASHMIR	National Food Security Act (NFSA)	jk1122	Jan 1 2018 - Jun 30 2018	Feb 21 2018 2:21PM	Action Completed	

FIGURE 104: MY COMPLETED REQUEST

2.1.21 REQUISITION DASHBOARD (DS LEVEL)

Requisition Dashboard (Login Type : ‘Dy. Secretary (BP)’)



- Step 1:** Dy. Secretary (BP) login.
- Step 2:** Click on **Requisition Dashboard** sub-menu under “Central Allocation” of “Allocation” from left panel.
- Step 3:** Total Pendency against the “National Food Security Act (NFSA) is appeared.
- Step 4:** Total Pendency against the “Tide-Over Allocation is appeared.
- Step 5:** And also figure of individual pendency is getting displayed.
- Step 6:** Users have a provision to view the Requisition request for a particular duration.
- Step 7:** Select the “Requisition no.”, “Request From Date”, “Request To Date”.
- Step 8:** Click on “Get Request Now”

The screenshot displays the 'Requisition Dashboard (BP Division)' interface. At the top, a header bar shows the title and a back navigation path: 'Allocation > Central Allocation > Requisition Dashboard (BP Division)'. Below this is a grid of six boxes, each representing a different scheme with its total pending requests:

0 Annapurna Total Pendency: 0	0 Hostel And Welfare Schemes Total Pendency: 0	0 Mid-day-Meal Total Pendency: 1
1 National Food Security Act (NFSA) Total Pendency: 24	0 Natural Calamity, Law and Order Total Pendency: 0	0 Sabla Total Pendency: 0
0 Tide-over Allocation Total Pendency: 3	0 Wheat Based Nutrition Program (WBNP-ICDS) Total Pendency: 0	

At the bottom of the dashboard, there are several input fields and a search bar:

- Requisition Type dropdown: All
- Request From Date: 01/01/2018
- Request To Date: 23/02/2018
- Search Expression: REQUISITION NO
- Get Requests Now button

FIGURE 105: REQUISITION DASHBOARD

- Step 9:** Pending my-side request populate in the section “Pending Myside”.
- Step 10:** Pending with other request populate in the section “Pending with other”.
- Step 11:** My Completed request populate in the section “My Completed”.

- Step 12:** Users have a provision to view the details by clicking view image icon under “Action”.
- Step 13:** Respected “Requisition details” against the requisition Application no. is getting displayed.

Pending Myside		Pending with Others	My Completed				
Sl. No.	State	Requisition Type	Requisition No	Period	Request Date	Status	Action
1	JAMMU AND KASHMIR	National Food Security Act (NFSA)	jk1122	Jan 1 2018 - Jun 30 2018	Feb 21 2018 2:21PM	Action Required	

FIGURE 106: PENDING MYSIDE REQUEST

- Step 14:** Under the section “Requisition Details”, allowing the user to modifying the figures of the commodity.
- Step 15:** Modify quantity will be reflected after submiting the request.

Requisition Details									
Requisition No:	jk1122								
Requisition Type:	National Food Security Act (NFSA)								
State:	JAMMU AND KASHMIR								
Period:	Jan 1 2018 - Jun 30 2018								
Attachment:	Click here to download								
Demand Quantity									
ANTYODAYA ANNA YOJANA									
Covered Ration Cards *									
Total Covered Beneficiaries *									
50.00	In Lakh	0.00	In Lakh						
Sl. No.	Commodity		Requested Qty.(MTs.)	Recommended Qty.(MTs.)					
1	Wheat		10.00	10.00					
2	Rice		12.00	12.00					
3	Coarse Grains		0.00	15.00					
Priority Household (NFSA)									
Covered Ration Cards *									
Total Covered Beneficiaries *									
0.00	In Lakh	0.00	In Lakh						
Sl. No.	Commodity		Requested Qty.(MTs.)	Recommended Qty.(MTs.)					
1	Wheat		0.00	0.00					
2	Rice		0.00	0.00					
3	Coarse Grains		0.00	0.00					
Total Ceiling Qty.(A)(MTs.):		751000.00	Total Requested Qty.(B)(MTs.):		22.00	Total Recommended Qty.(C)(MTs.):			0.00

FIGURE 107: MODIFY QTY

- Step 16:** Under the section “Assistant Section Officer (NFSA Division), selelct the “Action” as Forword to under Secretary (BP-III) and “Group Members” from the drop down list.
- Step 17:** Upload the Support document (if any).
- Step 18:** Click on “Submit Request” button.

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Requisition Details	
Requisition Details	
Action Taken By	
1. PDS Nodal Officer Jammu and Kashmir	
Action Date:	Feb 21 2018 2:21PM
Remarks:	Request Initiated
Action Status:	Invoked by: PDS Nodal Officer Jammu and Kashmir
2. Joint Director (NFSA Division)	
Action Date:	Feb 21 2018 3:35PM
Remarks:	Submitted by JD
Action Status:	Forward to Under Secretary (NFSA Division) by: Bhagwan Dass
3. Under Secretary (NFSA Division)	
Action Date:	Feb 21 2018 4:16PM
Remarks:	Submitted by US
Action Status:	Forward to Section Officer (NFSA Division) by: Kaushik Choudhury
4. Section Officer (NFSA Division)	
Action Date:	Feb 21 2018 4:33PM
Remarks:	Submitted by ASO
Action Status:	Forward to Assistant Section Officer (NFSA Division) by: Abhay Srivastava
5. Assistant Section Officer (NFSA Division)	
Action Date:	Feb 21 2018 4:51PM
Remarks:	Submitted by ASO
Action Status:	Verified by: Anil Kumar
6. Section Officer (NFSA Division)	
Action Date:	Feb 21 2018 5:02PM
Remarks:	Submitted by SO
Action Status:	Forward for Approval to Under Secretary (NFSA Division) by: Abhay Srivastava
7. Under Secretary (NFSA Division)	
Action Date:	Feb 21 2018 5:08PM
Remarks:	Submitted by US
Action Status:	Forward for Approval to Joint Director (NFSA Division) by: Kaushik Choudhury
8. Joint Director (NFSA Division)	
Action Date:	Feb 21 2018 5:19PM
Remarks:	Submitted by JD
Action Status:	Forward for Approval to Economic Adviser (NFSA Division) by: Bhagwan Dass

Ration Card Management System (RCMS) –User Manual (Draft)

9. Economic Adviser (NFSA Division)

Action Date: Feb 21 2018 5:26PM

Remarks:
Submitted by EA

Action Status: Approve
by: Nilambuj Sharan

10. Secretary (F and PD)

Action Date: Feb 21 2018 5:30PM

Remarks:
Submitted by Secretary

Action Status: Approve
by: Ravikant

11. Economic Adviser (NFSA Division)

Action Date: Feb 21 2018 5:46PM

Remarks:
Submitted by EA

Action Status: Forward to Joint Director (NFSA Division)
by: Nilambuj Sharan

12. Joint Director (NFSA Division)

Action Date: Feb 21 2018 5:57PM

Remarks:
Submitted by JD

Action Status: Forward to Dy. Secretary (BP)
by: Bhagwan Dass

13. Dy. Secretary (BP)

Action Date: Feb 22 2018 3:05PM

Remarks:
Submitted by Dy. Secretary
• aadhar card 6.pdf

Action Status: Forward to Under Secretary (BP-III)
by: K.M.S. Khalsa

14. Under Secretary (BP-III)

Action Date: Feb 23 2018 11:15AM

Remarks:
Submitted by US

Action Status: Forward to Section Officer (BP-III)
by: Asit Halder

15. Section Officer (BP-III)

Action Date: Feb 23 2018 12:25PM

Remarks:
Submitted by SO

Action Status: Forward to Asst. Section Officer (BP-III)
by: Pawan Kumar

16. Asst. Section Officer (BP-III)

Action Date: Feb 23 2018 12:36PM

Remarks:
Approved

Action Status: Approve
by: Monika Dahiya

Ration Card Management System (RCMS) –User Manual (Draft)

17. Section Officer (BP-III)	Action Date: Feb 23 2018 12:42PM	Action Status: Forward for Approval to Under Secretary (BP-III) by: Pawan Kumar
Remarks: Submitted By SO		
18. Under Secretary (BP-III)	Action Date: Feb 23 2018 12:46PM	Action Status: Forward for Approval to Dy. Secretary (BP) by: Asit Halder
Remarks: Submitted by US		
19. Dy. Secretary (BP)	Action Date: Feb 23 2018 2:48PM	Action Status: Forward for Approval to Jt. Secretary (BP and PD) by: K.M.S. Khalsa
Remarks: Submitted by DS		
20. Jt. Secretary (BP and PD)	Action Date: Feb 23 2018 3:08PM	Action Status: Approve and Forward for Issue of Allocation Order to Dy. Secretary (BP) by: Pramod Kumar Tiwari
Remarks: submitted by JS		
21. Dy. Secretary (BP)	Action Status: Pending at: K.M.S. Khalsa	
Remarks:		
Upload Support Document		
<input type="button" value="Choose File"/> No file chosen	<input type="button" value="+ Add"/>	
Uploaded Files		
Total 0 file(s) added		
Remarks For Action *		
Submitted by DS		
<input type="button" value="Cancel"/> <input type="button" value="Save For Later"/> <input type="button" value="Submit Request"/> <input type="button" value="Print"/>		

FIGURE 108: ACTION TAKEN BY DS

Are you sure, you want to approve this.

OK

Cancel

One Time Password (OTP) (As received from UIDAI to your registered mobile no.)

One Time Password (OTP) *

Step 19: Request successfully submitted.

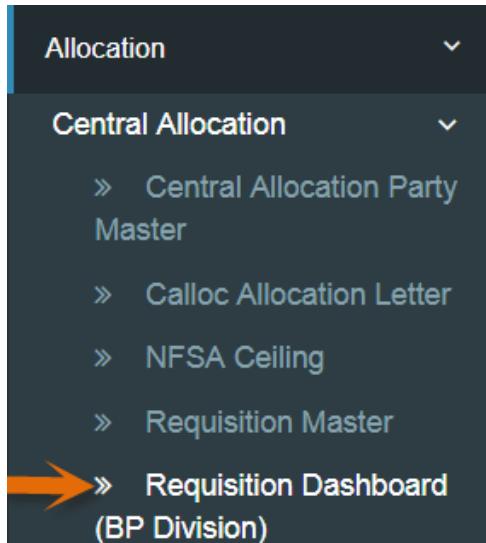
Step 20: Users have a provision to view the details by clicking view image icon under “Action”.

My Completed							
Sl. No.	State	Requisition Type	Requisition No	Period	Request Date	Status	Action
1	JAMMU AND KASHMIR	National Food Security Act (NFSA)	jk1122	Jan 1 2018 - Jun 30 2018	Feb 21 2018 2:21PM	Action Completed	

FIGURE 109: MY COMPLETED REQUEST

2.1.22 REQUISITION DASHBOARD (US LEVEL)

Requisition Dashboard (Login Type : ‘Under Secretary (BP-III)’)



- Step 1:** Under Secretary (BP-III) login.
- Step 2:** Click on **Requisition Dashboard** sub-menu under “Central Allocation” of “Allocation” from left panel.
- Step 3:** Total Pendency against the “National Food Security Act (NFSA) is appeared.
- Step 4:** Total Pendency against the “Tide-Over Allocation is appeared.
- Step 5:** And also figure of individual pendency is getting displayed.
- Step 6:** Users have a provision to view the Requisition request for a particular duration.
- Step 7:** Select the “Requisition no.”, “Request From Date”, “Request To Date”.
- Step 8:** Click on “Get Request Now”

The screenshot shows the 'Requisition Dashboard (BP Division)' page. At the top, it displays 'Requisition Dashboard (BP Division) (Form No.: 451)'. The main area contains six boxes representing different schemes:

- Annapurna:** Total Pendency: 0
- Hostel And Welfare Schemes:** Total Pendency: 0
- Mid-day-Meal:** Total Pendency: 1
- National Food Security Act (NFSA):** Total Pendency: 24
- Natural Calamity, Law and Order:** Total Pendency: 0
- Sabla:** Total Pendency: 0
- Tide-over Allocation:** Total Pendency: 3
- Wheat Based Nutrition Program (WBNP-ICDS):** Total Pendency: 0

Below the dashboard, there are search filters: 'Requisition Type' (set to 'All'), 'Request From Date' (set to '01/01/2018'), 'Request To Date' (set to '23/02/2018'), 'Search Expression' (set to 'REQUISITION NO'), and a 'Get Requests Now' button.

FIGURE 110: REQUISITION DASHBOARD

- Step 9:** Pending my-side request populate in the section “Pending Myside”.
- Step 10:** Pending with other request populate in the section “Pending with other”.
- Step 11:** My Completed request populate in the section “My Completed”.

- Step 12:** Users have a provision to view the details by clicking view image icon under “Action”.
- Step 13:** Respected “Requisition details” against the requisition Application no. is getting displayed.

Pending Myside		Pending with Others	My Completed					
Sl. No.	State	Requisition Type	Requisition No	Period	Request Date	Status	Action	
1	JAMMU AND KASHMIR	National Food Security Act (NFSA)	jk1122	Jan 1 2018 - Jun 30 2018	Feb 21 2018 2:21PM	Action Required		

FIGURE 111: PENDING MYSIDE

- Step 14:** Under the section “Requisition Details”, allowing the user to modifying the figures of the commodity.
- Step 15:** Modify quantity will be reflected after submiting the request.

Requisition Details								
Requisition No:	jk1122							
Requisition Type:	National Food Security Act (NFSA)							
State:	JAMMU AND KASHMIR							
Period:	Jan 1 2018 - Jun 30 2018							
Attachment:	Click here to download							
Demand Quantity								
ANTYODAYA ANNA YOJANA								
Covered Ration Cards *								
50.00		In Lakh	0.00		In Lakh	Total Covered Beneficiaries *		
Sl. No.	Commodity		Requested Qty.(MTs.)		Recommended Qty. (MTs.)			
1	Wheat		10.00		10.00			
2	Rice		12.00		12.00			
3	Coarse Grains		0.00		15.00			
Priority Household (NFSA)								
Covered Ration Cards *								
0.00		In Lakh	0.00		In Lakh	Total Covered Beneficiaries *		
Sl. No.	Commodity		Requested Qty.(MTs.)		Recommended Qty. (MTs.)			
1	Wheat		0.00		0.00			
2	Rice		0.00		0.00			
3	Coarse Grains		0.00		0.00			
Total Ceiling Qty.(A)(MTs.):		751000.00	Total Requested Qty.(B)(MTs.):		22.00	Total Recommended Qty.(C)(MTs.):		0.00

FIGURE 112: MODIFY QTY

- Step 16:** Under the section “Assistant Section Officer (NFSA Division), selelct the “Action” as Forward to Section Officer (BP-III) and “Group Members” from the drop down list.
- Step 17:** Upload the Support document (if any).
- Step 18:** Click on “Submit Request” button.

Ration Card Management System (RCMS) -User Manual (Draft)

Requisition Details	
Requisition Details	
Action Taken By	
1. PDS Nodal Officer Jammu and Kashmir	
Action Date:	Feb 21 2018 2:21PM
Remarks:	Request Initiated
Action Status:	Invoked by: PDS Nodal Officer Jammu and Kashmir
2. Joint Director (NFSA Division)	
Action Date:	Feb 21 2018 3:35PM
Remarks:	Submitted by JD
Action Status:	Forward to Under Secretary (NFSA Division) by: Bhagwan Dass
3. Under Secretary (NFSA Division)	
Action Date:	Feb 21 2018 4:16PM
Remarks:	Submitted by US
Action Status:	Forward to Section Officer (NFSA Division) by: Kaushik Choudhury
4. Section Officer (NFSA Division)	
Action Date:	Feb 21 2018 4:33PM
Remarks:	Submitted by ASO
Action Status:	Forward to Assistant Section Officer (NFSA Division) by: Abhay Srivastava
5. Assistant Section Officer (NFSA Division)	
Action Date:	Feb 21 2018 4:51PM
Remarks:	Submitted by ASO
Action Status:	Verified by: Anil Kumar
6. Section Officer (NFSA Division)	
Action Date:	Feb 21 2018 5:02PM
Remarks:	Submitted by SO
Action Status:	Forward for Approval to Under Secretary (NFSA Division) by: Abhay Srivastava
7. Under Secretary (NFSA Division)	
Action Date:	Feb 21 2018 5:08PM
Remarks:	Submitted by US
Action Status:	Forward for Approval to Joint Director (NFSA Division) by: Kaushik Choudhury
8. Joint Director (NFSA Division)	
Action Date:	Feb 21 2018 5:19PM
Remarks:	Submitted by JD
Action Status:	Forward for Approval to Economic Adviser (NFSA Division) by: Bhagwan Dass

Ration Card Management System (RCMS) –User Manual (Draft)

9. Economic Adviser (NFSA Division)

Action Date: Feb 21 2018 5:26PM

Action Status: Approve
by: Nilambuj Sharan

Remarks:
Submitted by EA

10. Secretary (F and PD)

Action Date: Feb 21 2018 5:30PM

Action Status: Approve
by: Ravikant

Remarks:
Submitted by Secretary

11. Economic Adviser (NFSA Division)

Action Date: Feb 21 2018 5:46PM

Action Status: Forward to Joint Director (NFSA Division)
by: Nilambuj Sharan

Remarks:
Submitted by EA

12. Joint Director (NFSA Division)

Action Date: Feb 21 2018 5:57PM

Action Status: Forward to Dy. Secretary (BP)
by: Bhagwan Dass

Remarks:
Submitted by JD

13. Dy. Secretary (BP)

Action Date: Feb 22 2018 3:05PM

Action Status: Forward to Under Secretary (BP-III)
by: K.M.S. Khalsa

Remarks:
Submitted by Dy. Secretary

- aadhar card 6.pdf

14. Under Secretary (BP-III)

Action Date: Feb 23 2018 11:15AM

Action Status: Forward to Section Officer (BP-III)
by: Asit Halder

Remarks:
Submitted by US

15. Section Officer (BP-III)

Action Date: Feb 23 2018 12:25PM

Action Status: Forward to Asst. Section Officer (BP-III)
by: Pawan Kumar

Remarks:
Submitted by SO

16. Asst. Section Officer (BP-III)

Action Date: Feb 23 2018 12:36PM

Action Status: Approve
by: Monika Dahiya

Ration Card Management System (RCMS) –User Manual (Draft)

17. Section Officer (BP-III)	Action Date: Feb 23 2018 12:42PM	Action Status: Forward for Approval to Under Secretary (BP-III) by: Pawan Kumar
Remarks: Submitted By SO		
18. Under Secretary (BP-III)	Action Date: Feb 23 2018 12:46PM	Action Status: Forward for Approval to Dy. Secretary (BP) by: Asit Halder
Remarks: Submitted by US		
19. Dy. Secretary (BP)	Action Date: Feb 23 2018 2:48PM	Action Status: Forward for Approval to Jt. Secretary (BP and PD) by: K.M.S. Khalsa
Remarks: Submitted by DS		
20. Jt. Secretary (BP and PD)	Action Date: Feb 23 2018 3:08PM	Action Status: Approve and Forward for Issue of Allocation Order to Dy. Secretary (BP) by: Pramod Kumar Tiwari
Remarks: submitted by JS		
21. Dy. Secretary (BP)	Action Date: Feb 23 2018 3:18PM	Action Status: Forward to Under Secretary (BP-III) by: K.M.S. Khalsa
Remarks: Submitted by DS		
22. Under Secretary (BP-III)	Action Status: Pending at: Asit Halder	
Remarks:		
Upload Support Document <input type="button" value="Choose File"/> No file chosen <input type="button" value="+ Add"/>	Action Action * <input type="button" value="Forward to Section Officer (BP-III)"/> Group Members * <input type="button" value="Pawan Kumar"/>	
Uploaded Files Total 0 file(s) added		
Remarks For Action * Submitted By US		
<input type="button" value="Cancel"/> <input type="button" value="Save For Later"/> <input type="button" value="Submit Request"/> <input type="button" value="Print"/>		

FIGURE 113: ACTION TAKEN BY US

Step 19: Request successfully submitted.

Step 20: Users have a provision to view the details by clicking view image icon under “Action”.

My Requisition Details							
Pending Myside		Pending with Others		My Completed			
Sl. No.	State	Requisition Type	Requisition No	Period	Request Date	Status	Action
1	JAMMU AND KASHMIR	National Food Security Act (NFSNA)	jk1122	Jan 1 2018 - Jun 30 2018	Feb 21 2018 2:21PM	Action Completed	

Step 21: Click on **Calloc Allocation Letter** sub-menu under “Central Allocation” of “Allocation” from left panel.

Step 22: Select the “Allocation Reference No.” from the drop down list.

Step 23: Click “Add button” .

Step 24: Select the “State”, “Allocation Order Date”, “Schemes”, and “Commodities”.

Step 25: Enter the “Allocation Order No.”.

Step 26: Select the “Party Type To”, “Party Type CC”.

Step 27: Enter the “Validation Period (No. of days)”.

Step 28: Upload the “Signature image of Sender”.

Step 29: For Later modification, clickon ‘Save’ button.

Step 30: For view the draft letter, Click on “View Draft Letter” button.

Step 31: For frezzing the details, click on “Frezee” button.

Step 32: Download the “Allocation Letter”, by clicking on ‘Print’ button.

Ration Card Management System (RCMS) –User Manual (Draft)

Allocation Letter Details

Allocation Reference No.: jk112 CALLOC0000000075	State * JAMMU AND KASHMIR	Allocation Order Date * 28/02/2018	Allocation Order No. Alloc/Test/001
Schemes * <input type="checkbox"/> Select All <input checked="" type="checkbox"/> ANTYODAYA ANNA YOJANA <input checked="" type="checkbox"/> Priority Household (NFSA)	Commodities * <input type="checkbox"/> Select All <input checked="" type="checkbox"/> Wheat <input checked="" type="checkbox"/> Rice <input checked="" type="checkbox"/> Coarse Grains	Party Type To * The Principal Secretary	Party Type CC * <input checked="" type="checkbox"/> Executive Director-Sales <input type="checkbox"/> General Manager -Sales <input type="checkbox"/> The Chairman cum Managing Director
Subject * Monthly allocation of foodgrains for ANTYODAYA ANNA YOJANA & Priority Household (NFSA) categories to JAMMU AND KASHMIR under Targeted Public Distribution System (TPDS) for the year 2018-2019-reg.	Remarks 2 * The rice allocated under TPDS should be distributed in the form of whole grains. However, the wheat allocated may be distributed as wheat flour/atta through the network of fair price shops to AAV & PHM categories of card holders under the TPDS, Subject to the terms and conditions as laid down in	Remarks 1 * Detailed instructions on extension of validity for deposit of cost and lifting of food grains under TPDS have already been issued vide this Department's letter No.1-2/2007-BP-III BP-III dated 27 June, 2011.	Remarks 3 Remarks 3 <input type="checkbox"/> Remarks 3
Validation Period(No.of.Days) 30	Status * <input checked="" type="radio"/> Active <input type="radio"/> Inactive	Signature Image of Sender * <input type="button" value="Choose File"/> No file chosen	
<input type="button" value="Cancel"/> <input type="button" value="Save"/> <input type="button" value="Freez"/> <input type="button" value="View Draft Letter"/>			

Note: * Mandatory fields

FIGURE 114: CREATING ALLOCATION LETTER

2/28/2018	Print																																																				
Alloc/Test/001 Ministry of Consumer Affairs and Public Distribution Department of Food and Public Distribution																																																					
Dated: 28/02/2018																																																					
<p>The Principal Secretary Secretary Department of Food Civil Supplies & Consumer Affairs, Government of Jammu & Kashmir Jammu ,</p> <p>Sub: Monthly allocation of foodgrains for ANTYODAYA ANNA YOJANA & Priority Household (NFSA) categories to JAMMU AND KASHMIR under Targeted Public Distribution System (TPDS) for the year 2018-2019-reg.</p> <p>Sir,</p> <p>Detailed instructions on extension of validity for deposit of cost and lifting of food grains under TPDS have already been issued vide this Department's letter No.1-2/2007-BP-III BP-III dated 27 June, 2011.</p> <p>The Principal Secretary Secretary Department of Food Civil Supplies & Consumer Affairs, Government of Jammu & Kashmir Jammu ,</p> <p>Sub: Monthly allocation of foodgrains for ANTYODAYA ANNA YOJANA & Priority Household (NFSA) categories to JAMMU AND KASHMIR under Targeted Public Distribution System (TPDS) for the year 2018-2019-reg.</p> <p>Sir,</p> <p>Detailed instructions on extension of validity for deposit of cost and lifting of food grains under TPDS have already been issued vide this Department's letter No.1-2/2007-BP-III BP-III dated 27 June, 2011.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 5px;">Sl.No.</th> <th style="text-align: left; padding: 5px;">Scheme</th> <th style="text-align: left; padding: 5px;">Quantity</th> <th style="text-align: left; padding: 5px;">Center Issue Price</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: center; padding: 5px;">Coarse Grains</td> </tr> <tr> <td colspan="4" style="text-align: center; padding: 5px;">-----</td> </tr> <tr> <td colspan="4" style="text-align: center; padding: 5px;">Sub: Monthly allocation of foodgrains for ANTYODAYA ANNA YOJANA & Priority Household (NFSA) categories to JAMMU AND KASHMIR under Targeted Public Distribution System (TPDS) for the year 2018-2019-reg.</td> </tr> <tr> <td colspan="4" style="text-align: center; padding: 5px;">-----</td> </tr> <tr> <td colspan="4" style="text-align: center; padding: 5px;">Sir,</td> </tr> <tr> <td colspan="4" style="text-align: center; padding: 5px;">Detailed instructions on extension of validity for deposit of cost and lifting of food grains under TPDS have already been issued vide this Department's letter No.1-2/2007-BP-III BP-III dated 27 June, 2011.</td> </tr> <tr> <th style="text-align: left; padding: 5px;">Sl.No.</th> <th style="text-align: left; padding: 5px;">Scheme</th> <th style="text-align: left; padding: 5px;">Quantity</th> <th style="text-align: left; padding: 5px;">Center Issue Price</th> </tr> <tr> <td colspan="4" style="text-align: center; padding: 5px;">Coarse Grains</td> </tr> <tr> <td style="padding: 5px;">1</td> <td style="padding: 5px;">ANTYODAYA ANNA YOJANA</td> <td style="padding: 5px;">150.00000 Qtl.Kggms</td> <td style="padding: 5px;">0.00 Rs/QtL.Kggms</td> </tr> <tr> <td style="padding: 5px;">2</td> <td style="padding: 5px;">Priority Household (NFSA)</td> <td style="padding: 5px;">0.00000 Qtl.Kggms</td> <td style="padding: 5px;">0.00 Rs/QtL.Kggms</td> </tr> <tr> <td colspan="4" style="text-align: center; padding: 5px;">Rice</td> </tr> <tr> <td style="padding: 5px;">3</td> <td style="padding: 5px;">ANTYODAYA ANNA YOJANA</td> <td style="padding: 5px;">120.00000 Qtl.Kggms</td> <td style="padding: 5px;">300.00 Rs/QtL.Kggms</td> </tr> </tbody> </table> <p>The rice allocated under TPDS should be distributed in the form of whole grains. However, the wheat allocated may be distributed as wheat flour/atta through the network of fair price shops to AAY & PHH categories of card holders under the TPDS, Subject to the terms and conditions as laid down in this Department's letter No.4-7/2005-PyIV/PD.I(Pt.) dated 17th January, 2008 as modified from time to time.</p> <p style="text-align: right; margin-right: 100px;"> Yours faithfully, (Asit Halder) Under Secretary to the Department of Food & Public Distribution </p>		Sl.No.	Scheme	Quantity	Center Issue Price	Coarse Grains				-----				Sub: Monthly allocation of foodgrains for ANTYODAYA ANNA YOJANA & Priority Household (NFSA) categories to JAMMU AND KASHMIR under Targeted Public Distribution System (TPDS) for the year 2018-2019-reg.				-----				Sir,				Detailed instructions on extension of validity for deposit of cost and lifting of food grains under TPDS have already been issued vide this Department's letter No.1-2/2007-BP-III BP-III dated 27 June, 2011.				Sl.No.	Scheme	Quantity	Center Issue Price	Coarse Grains				1	ANTYODAYA ANNA YOJANA	150.00000 Qtl.Kggms	0.00 Rs/QtL.Kggms	2	Priority Household (NFSA)	0.00000 Qtl.Kggms	0.00 Rs/QtL.Kggms	Rice				3	ANTYODAYA ANNA YOJANA	120.00000 Qtl.Kggms	300.00 Rs/QtL.Kggms
Sl.No.	Scheme	Quantity	Center Issue Price																																																		
Coarse Grains																																																					

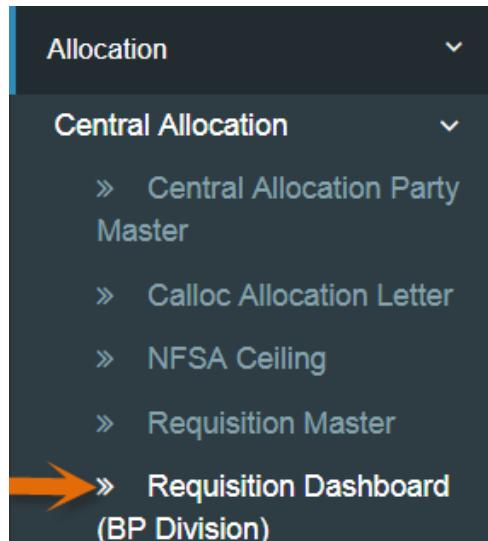
Sub: Monthly allocation of foodgrains for ANTYODAYA ANNA YOJANA & Priority Household (NFSA) categories to JAMMU AND KASHMIR under Targeted Public Distribution System (TPDS) for the year 2018-2019-reg.																																																					

Sir,																																																					
Detailed instructions on extension of validity for deposit of cost and lifting of food grains under TPDS have already been issued vide this Department's letter No.1-2/2007-BP-III BP-III dated 27 June, 2011.																																																					
Sl.No.	Scheme	Quantity	Center Issue Price																																																		
Coarse Grains																																																					
1	ANTYODAYA ANNA YOJANA	150.00000 Qtl.Kggms	0.00 Rs/QtL.Kggms																																																		
2	Priority Household (NFSA)	0.00000 Qtl.Kggms	0.00 Rs/QtL.Kggms																																																		
Rice																																																					
3	ANTYODAYA ANNA YOJANA	120.00000 Qtl.Kggms	300.00 Rs/QtL.Kggms																																																		
<small>1/2</small>																																																					

FIGURE 115: ALLOCATION LETTER

2.1.23 REQUISITION DASHBOARD (SO LEVEL)

Requisition Dashboard (Login Type : ‘Section Officer (BP-III)’)



- Step 1:** Section Officer (BP-III) login.
- Step 2:** Click on **Requisition Dashboard** sub-menu under “Central Allocation” of “Allocation” from left panel.
- Step 3:** Total Pendency against the “National Food Security Act (NFSA) is appeared.
- Step 4:** Total Pendency against the “Tide-Over Allocation is appeared.
- Step 5:** And also figure of individual pendency is getting displayed.
- Step 6:** Users have a provision to view the Requisition request for a particular duration.
- Step 7:** Select the “Requisition no.”, “Request From Date”, “Request To Date”.
- Step 8:** Click on “Get Request Now”

FIGURE 116: REQUISITION DASHBOARD

- Step 9:** Pending my-side request populate in the section “Pending Myside”.
- Step 10:** Pending with other request populate in the section “Pending with other”.
- Step 11:** My Completed request populate in the section “My Completed”.
- Step 12:** Users have a provision to view the details by clicking view image icon under “Action”.
- Step 13:** Respected “Requisition details” against the requisition Application no. is getting displayed.

Pending Myside	Pending with Others	My Completed					
Sl. No.	State	Requisition Type	Requisition No	Period	Request Date	Status	Action
1	JAMMU AND KASHMIR	National Food Security Act (NFSA)	jk1122	Jan 1 2018 - Jun 30 2018	Feb 21 2018 2:21PM	Action Required	<input checked="" type="checkbox"/>

FIGURE 117: PENDING MYSIDE

- Step 14:** Under the section “Requisition Details, View the “Requisition Details”.

Requisition Details								
Requisition No:	jk1122							
Requisition Type:	National Food Security Act (NFSA)							
State:	JAMMU AND KASHMIR							
Period:	Jan 1 2018 - Jun 30 2018							
Attachment:	Click here to download							
<u>Demand Quantity</u>								
ANTYODAYA ANNA YOJANA								
Covered Ration Cards *								
50.00		In Lakh	Total Covered Beneficiaries *		In Lakh			
			0.00					
Sl. No.	Commodity			Requested Qty.(MTs.)	Recommended Qty.(MTs.)			
1	Wheat			10.00	10.00			
2	Rice			12.00	12.00			
3	Coarse Grains			0.00	15.00			
Priority Household (NFSA)								
Covered Ration Cards *								
0.00		In Lakh	Total Covered Beneficiaries *		In Lakh			
			0.00					
Sl. No.	Commodity			Requested Qty.(MTs.)	Recommended Qty.(MTs.)			
1	Wheat			0.00	0.00			
2	Rice			0.00	0.00			
3	Coarse Grains			0.00	0.00			
Total Ceiling Qty.(A)(MTs.):		751000.00	Total Requested Qty.(B)(MTs.):		22.00	Total Recommended Qty.(C)(MTs.):		0.00

FIGURE 118: MODIFY QTY

- Step 15:** Under the section “Assistant Section Officer (NFSA Division), select the “Action” as Forward to Section Officer (BP-III) and “Group Members” from the drop down list.
- Step 16:** Upload the Support document (if any).
- Step 17:** Click on “Submit Request” button.

Ration Card Management System (RCMS) –User Manual (Draft)

Requisition Details	
Requisition Details	
Action Taken By	
1. PDS Nodal Officer Jammu and Kashmir	
Action Date:	Feb 21 2018 2:21PM
Remarks:	Request Initiated
Action Status:	Invoked by: PDS Nodal Officer Jammu and Kashmir
2. Joint Director (NFSA Division)	
Action Date:	Feb 21 2018 3:35PM
Remarks:	Submitted by JD
Action Status:	Forward to Under Secretary (NFSA Division) by: Bhagwan Dass
3. Under Secretary (NFSA Division)	
Action Date:	Feb 21 2018 4:16PM
Remarks:	Submitted by US
Action Status:	Forward to Section Officer (NFSA Division) by: Kaushik Choudhury
4. Section Officer (NFSA Division)	
Action Date:	Feb 21 2018 4:33PM
Remarks:	Submitted by ASO
Action Status:	Forward to Assistant Section Officer (NFSA Division) by: Abhay Srivastava
5. Assistant Section Officer (NFSA Division)	
Action Date:	Feb 21 2018 4:51PM
Remarks:	Submitted by ASO
Action Status:	Verified by: Anil Kumar
6. Section Officer (NFSA Division)	
Action Date:	Feb 21 2018 5:02PM
Remarks:	Submitted by SO
Action Status:	Forward for Approval to Under Secretary (NFSA Division) by: Abhay Srivastava
7. Under Secretary (NFSA Division)	
Action Date:	Feb 21 2018 5:08PM
Remarks:	Submitted by US
Action Status:	Forward for Approval to Joint Director (NFSA Division) by: Kaushik Choudhury
8. Joint Director (NFSA Division)	
Action Date:	Feb 21 2018 5:19PM
Remarks:	Submitted by JD
Action Status:	Forward for Approval to Economic Adviser (NFSA Division) by: Bhagwan Dass

Ration Card Management System (RCMS) -User Manual (Draft)

9. Economic Adviser (NFSA Division)

Action Date: Feb 21 2018 5:26PM

Action Status: Approve
by: Nilambuj Sharan

Remarks:

Submitted by EA

10. Secretary (F and PD)

Action Date: Feb 21 2018 5:30PM

Action Status: Approve
by: Ravikant

Remarks:

Submitted by Secretary

11. Economic Adviser (NFSA Division)

Action Date: Feb 21 2018 5:46PM

Action Status: Forward to Joint Director (NFSA Division)
by: Nilambuj Sharan

Remarks:

Submitted by EA

12. Joint Director (NFSA Division)

Action Date: Feb 21 2018 5:57PM

Action Status: Forward to Dy. Secretary (BP)
by: Bhagwan Dass

Remarks:

Submitted by JD

13. Dy. Secretary (BP)

Action Date: Feb 22 2018 3:05PM

Action Status: Forward to Under Secretary (BP-III)
by: K.M.S. Khalsa

Remarks:

Submitted by Dy. Secretary

- aadhar card 6.pdf

14. Under Secretary (BP-III)

Action Date: Feb 23 2018 11:15AM

Action Status: Forward to Section Officer (BP-III)
by: Asit Halder

Remarks:

Submitted by US

15. Section Officer (BP-III)

Action Date: Feb 23 2018 12:25PM

Action Status: Forward to Asst. Section Officer (BP-III)
by: Pawan Kumar

Remarks:

Submitted by SO

16. Asst. Section Officer (BP-III)

Action Date: Feb 23 2018 12:36PM

Action Status: Approve
by: Monika Dahiya

Remarks:

Approved

Ration Card Management System (RCMS) –User Manual (Draft)

17. Section Officer (BP-III)

Action Date: Feb 23 2018 12:42PM

Action Status: Forward for Approval to Under Secretary (BP-III)
by: Pawan Kumar

Remarks:
Submitted By SO

18. Under Secretary (BP-III)

Action Date: Feb 23 2018 12:46PM

Action Status: Forward for Approval to Dy. Secretary (BP)
by: Asit Halder

Remarks:
Submitted by US

19. Dy. Secretary (BP)

Action Date: Feb 23 2018 2:48PM

Action Status: Forward for Approval to Jt. Secretary (BP and PD)
by: K.M.S. Khalsa

Remarks:
Submitted by DS

20. Jt. Secretary (BP and PD)

Action Date: Feb 23 2018 3:08PM

Action Status: Approve and Forward for Issue of Allocation Order to Dy.
Secretary (BP)
by: Pramod Kumar Tiwari

Remarks:
submitted by JS

21. Dy. Secretary (BP)

Action Date: Feb 23 2018 3:18PM

Action Status: Forward to Under Secretary (BP-III)
by: K.M.S. Khalsa

Remarks:
Submitted by DS

22. Under Secretary (BP-III)

Action Date: Feb 23 2018 3:28PM

Action Status: Forward to Section Officer (BP-III)
by: Asit Halder

Remarks:
Submitted By US

23. Section Officer (BP-III)

Action Status: Pending
at: Pawan Kumar

Remarks:

Upload Support Document

Choose File No file chosen + Add

Uploaded Files

Total 0 file(s) added

Action

Action * Forward to Asst. Section Officer (BP-III)

Group Members * Monika Dahiya

Remarks For Action *

Submitted by SO

Cancel Save For Later Submit Request Print

FIGURE 119: ACTION TAKEN BY SO

Are you sure, you want to approve this.

One Time Password (OTP) (As received from UIDAI to your registered mobile no.)

OK Cancel

One Time Password (OTP) *

Cancel Submit OTP

Step 18: Request successfully submitted.

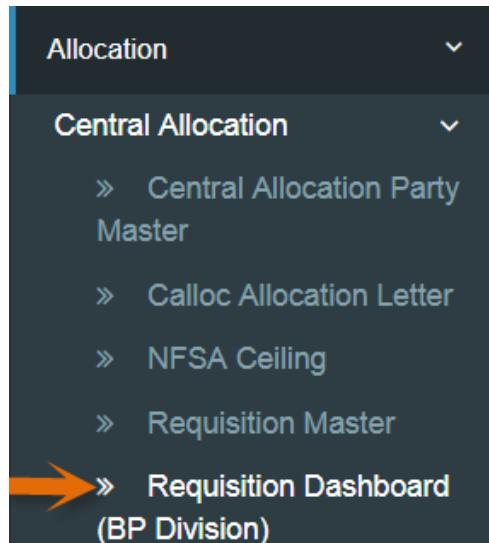
Step 19: Users have a provision to view the details by clicking view image icon under “Action”.

Pending Myside		Pending with Others		My Completed			
Sl. No.	State	Requisition Type	Requisition No	Period	Request Date	Status	Action
1	JAMMU AND KASHMIR	National Food Security Act (NFSAct)	jk1122	Jan 1 2018 - Jun 30 2018	Feb 21 2018 2:21PM	Action Completed	

FIGURE 120: MY COMPLETED REQUEST

2.1.24 REQUISITION DASHBOARD (ASO LEVEL)

Requisition Dashboard (Login Type : ‘Assistant Section Officer (BP-III)’)



- Step 1:** Assistant Section Officer (BP-III) login.
- Step 2:** Click on Requisition Dashboard sub-menu under “Central Allocation” of “Allocation” from left panel.
- Step 3:** Total Pendency against the “National Food Security Act (NFSA) is appeared.
- Step 4:** Total Pendency against the “Tide-Over Allocation is appeared.
- Step 5:** And also figure of individual pendency is getting displayed.
- Step 6:** Users have a provision to view the Requisition request for a particular duration.
- Step 7:** Select the “Requisition no.”, “Request From Date”, “Request To Date”.
- Step 8:** Click on “Get Request Now”

FIGURE 121: REQUISITION DASHBOARD

- Step 9:** Pending my-side request populate in the section “Pending Myside”.
- Step 10:** Pending with other request populate in the section “Pending with other”.
- Step 11:** My Completed request populate in the section “My Completed”.
- Step 12:** Users have a provision to view the details by clicking view image icon under “Action”.
- Step 13:** Respected “Requisition details” against the requisition Application no. is getting displayed.

Pending Myside	Pending with Others	My Completed					
Sl. No.	State	Requisition Type	Requisition No	Period	Request Date	Status	Action
1	JAMMU AND KASHMIR	National Food Security Act (NFSA)	jk1122	Jan 1 2018 - Jun 30 2018	Feb 21 2018 2:21PM	Action Required	

FIGURE 122: PENDING MYSIDE REQUEST

- Step 14:** Under the section “Requisition Details, View the “Requisition Details”.

Requisition Details

Requisition No:	jk1122
Requisition Type:	National Food Security Act (NFSA)
State:	JAMMU AND KASHMIR
Period:	Jan 1 2018 - Jun 30 2018
Attachment:	Click here to download
<u>Demand Quantity</u>	
ANTYODAYA ANNA YOJANA	
Covered Ration Cards *	

Total Covered Beneficiaries *			
50.00	In Lakh	0.00	In Lakh
Sl. No.	Commodity	Requested Qty.(MTs.)	Recommended Qty. (MTs.)
1	Wheat	10.00	10.00
2	Rice	12.00	12.00
3	Coarse Grains	0.00	15.00

Priority Household (NFSA)			
Covered Ration Cards *			
0.00	In Lakh	0.00	In Lakh
Sl. No.	Commodity	Requested Qty.(MTs.)	Recommended Qty. (MTs.)
1	Wheat	0.00	0.00
2	Rice	0.00	0.00
3	Coarse Grains	0.00	0.00

Total Ceiling Qty.(A)(MTs.): 751000.00 Total Requested Qty.(B)(MTs.): 22.00 Total Recommended Qty.(C)(MTs.): 0.00

FIGURE 123: MODIFY QTY

- Step 15:** Under the section “Assistant Section Officer (NFSA Division), select the “Action” as Close and Retain the Request and “Group Members” from the drop down list.
- Step 16:** Upload the Support document (if any).
- Step 17:** Click on “Submit Request” button.

Ration Card Management System (RCMS) -User Manual (Draft)

Requisition Details	
Requisition Details	
Action Taken By	
1. PDS Nodal Officer Jammu and Kashmir	
Action Date:	Feb 21 2018 2:21PM
Remarks:	Request Initiated
Action Status:	Invoked by: PDS Nodal Officer Jammu and Kashmir
2. Joint Director (NFSA Division)	
Action Date:	Feb 21 2018 3:35PM
Remarks:	Submitted by JD
Action Status:	Forward to Under Secretary (NFSA Division) by: Bhagwan Dass
3. Under Secretary (NFSA Division)	
Action Date:	Feb 21 2018 4:16PM
Remarks:	Submitted by US
Action Status:	Forward to Section Officer (NFSA Division) by: Kaushik Choudhury
4. Section Officer (NFSA Division)	
Action Date:	Feb 21 2018 4:33PM
Remarks:	Submitted by ASO
Action Status:	Forward to Assistant Section Officer (NFSA Division) by: Abhay Srivastava
5. Assistant Section Officer (NFSA Division)	
Action Date:	Feb 21 2018 4:51PM
Remarks:	Submitted by ASO
Action Status:	Verified by: Anil Kumar
6. Section Officer (NFSA Division)	
Action Date:	Feb 21 2018 5:02PM
Remarks:	Submitted by SO
Action Status:	Forward for Approval to Under Secretary (NFSA Division) by: Abhay Srivastava
7. Under Secretary (NFSA Division)	
Action Date:	Feb 21 2018 5:08PM
Remarks:	Submitted by US
Action Status:	Forward for Approval to Joint Director (NFSA Division) by: Kaushik Choudhury
8. Joint Director (NFSA Division)	
Action Date:	Feb 21 2018 5:19PM
Remarks:	Submitted by JD
Action Status:	Forward for Approval to Economic Adviser (NFSA Division) by: Bhagwan Dass

Ration Card Management System (RCMS) -User Manual (Draft)

9. Economic Adviser (NFSA Division)

Action Date: Feb 21 2018 5:26PM

Action Status: Approve
by: Nilambuj Sharan

Remarks:
Submitted by EA

10. Secretary (F and PD)

Action Date: Feb 21 2018 5:30PM

Action Status: Approve
by: Ravikant

Remarks:
Submitted by Secretary

11. Economic Adviser (NFSA Division)

Action Date: Feb 21 2018 5:46PM

Action Status: Forward to Joint Director (NFSA Division)
by: Nilambuj Sharan

Remarks:
Submitted by EA

12. Joint Director (NFSA Division)

Action Date: Feb 21 2018 5:57PM

Action Status: Forward to Dy. Secretary (BP)
by: Bhagwan Dass

Remarks:
Submitted by JD

13. Dy. Secretary (BP)

Action Date: Feb 22 2018 3:05PM

Action Status: Forward to Under Secretary (BP-III)
by: K.M.S. Khalsa

Remarks:
Submitted by Dy. Secretary
• aadhar card 6.pdf

14. Under Secretary (BP-III)

Action Date: Feb 23 2018 11:15AM

Action Status: Forward to Section Officer (BP-III)
by: Asit Halder

Remarks:
Submitted by US

15. Section Officer (BP-III)

Action Date: Feb 23 2018 12:25PM

Action Status: Forward to Asst. Section Officer (BP-III)
by: Pawan Kumar

Remarks:
Submitted by SO

16. Asst. Section Officer (BP-III)

Action Date: Feb 23 2018 12:36PM

Action Status: Approve
by: Monika Dahiya

Remarks:
Approved

Ration Card Management System (RCMS) –User Manual (Draft)

17. Section Officer (BP-III)

Action Date: Feb 23 2018 12:42PM

Action Status: Forward for Approval to Under Secretary (BP-III)

by: Pawan Kumar

Remarks:
Submitted By SO

18. Under Secretary (BP-III)

Action Date: Feb 23 2018 12:46PM

Action Status: Forward for Approval to Dy. Secretary (BP)

by: Asit Halder

Remarks:
Submitted by US

19. Dy. Secretary (BP)

Action Date: Feb 23 2018 2:48PM

Action Status: Forward for Approval to Jt. Secretary (BP and PD)

by: K.M.S. Khalsa

Remarks:
Submitted by DS

20. Jt. Secretary (BP and PD)

Action Date: Feb 23 2018 3:08PM

Action Status: Approve and Forward for Issue of Allocation Order to Dy.

Secretary (BP)

by: Pramod Kumar Tiwari

Remarks:
submitted by JS

21. Dy. Secretary (BP)

Action Date: Feb 23 2018 3:18PM

Action Status: Forward to Under Secretary (BP-III)

by: K.M.S. Khalsa

Remarks:
Submitted by DS

22. Under Secretary (BP-III)

Action Date: Feb 23 2018 3:28PM

Action Status: Forward to Section Officer (BP-III)

by: Asit Halder

Remarks:
Submitted By US

Ration Card Management System (RCMS) –User Manual (Draft)

23. Section Officer (BP-III)

Action Date: Feb 23 2018 3:56PM

Action Status: Forward to Asst. Section Officer (BP-III)
by: Pawan Kumar

Remarks:
Submitted by SO

24. Asst. Section Officer (BP-III)

Action Status: Pending
at: Monika Dahiya

Remarks:

Upload Support Document

No file chosen + Add

Uploaded Files

Total 0 file(s) added

Action

Action * Close and Retain the Request File

Remarks For Action *
Final action |

Cancel Save For Later Submit Request Print

FIGURE 124: ACTION TAKEN BY ASO

Are you sure, you want to approve this.

OK Cancel

One Time Password (OTP) (As received from UIDAI to your registered mobile no.) ×

One Time Password (OTP) *

Cancel Submit OTP

Step 18: Request successfully submitted.

Step 19: Users have a provision to view the details by clicking view image icon under “Action”.

Pending Myside		Pending with Others		My Completed			
Sl. No.	State	Requisition Type	Requisition No	Period	Request Date	Status	Action
1	JAMMU AND KASHMIR	National Food Security Act (NFSAct)	jk1122	Jan 1 2018 - Jun 30 2018	Feb 21 2018 2:21PM	Action Completed	

FIGURE 125: MY COMPLETED REQUEST

3 GLOSSARY

Abbreviation	Description
AAY	Antodaya Anna Yojana
ASO	Assistant Section Officer
DS	Deputy Secretary
EA	Economic Adviser
ePDS	Electronics Public Distribution System
F&CS	Food & Civil Supplies
FCI	Food Corporation of India
FEAST	Food & Essential Commodities Assurance & Security Target
FPS	Fair Price Shop
FSI	Food Supply Inspector
FSO	Food Supply Officer
ICT	Information & Communication Technology
JD	Joint Director
JS	Joint Secretary
KOD	Kerosene Oil Depot
MIS	Management Information System
NFSA	National Food Security Act
NIC	National Informatics Centre
PDS	Public Distribution System
PHH	Priority House Hold
PoS	Point of Sale
RC	Ration Card
RCMS	Ration Card Management System
SDM	Social Division Magistrate
SFY	State Food Yojana
SMS	Short Messaging Service
SWS	Social Welfare Scheme
SO	Section Officer
TSO	Taluka Supply Office
US	Under Secretary