



SOP for non-AAY to AAY DRC Conversion
Memo : 3093-FS dated 05.08.2025



Requirement:

- Currently DRC category of a needy non-AAY family can be converted into AAY on the basis of field enquiry as stipulated in GO 1590(2) dated 05.04.2024.
- Now, it is observed in every month roughly 50 / 55 AAY conversion related e-files are being sent to Directorate of DDP&S/ Rationing & IT& R cell for approval.
- So, for ensuring timely disposal for each & every petition, one front-end facility has been enabled in field official's login so that Area Inspector can submit his report directly through front-end facility on the basis of his field enquiry report.
- A revised order numbering 3093-FS dated 05.08.2025 has been issued by the department in this regard.



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Area Inspector's Login

In the Searching Page: Open the **Category Conversion Module**. --> Enter the **Ration Card Number**. --> Click on the **Submit** to fetch family details.

← → ↻

localhost:7195/RationCard_Apply/ImportFamilyListForCategoryCovertion

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Entry For Category Change

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Entry For Ration Card Category Change

Ration Card Number

Submit

Reset

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The system displays the **family list** with present and proposed category details. Please Select the **proposed category** from the dropdown. Indicate if the family belongs to any **Particularly Vulnerable Tribal Group** (Lodha, Birhor, Toto) and then provide the **DRCNO** of any Person With Disability, if applicable. AI can mention details of HIV member as well. In case, PWD/ HIV is marked necessary documents is required to be uploaded.

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Ration Card Number

0032172919

Submit

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Family List

Total Family Count : 1

SI No.	Name	Family Id	RCNO	Member Count	Present Category	Proposed Category *
1	DOST MAHAMMAD	190800200340000023700134	0401108920	10	RKSY-I	Select Categ

The family belongs to Particularly Vulnerable Tribal Group *

Lodha

Birhor

Toto

No Of These

Enter RCNO of a person with disability (if any)

-- Select RCNO --

Any of the members is HIV patient? *

Yes

No

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Next, on the basis of address of the DRC holder, auto exclusion & deprivation criteria (Urban or Rural) would be displayed.

localhost:7195/RationCard_Apply/ImportFamilyListForCategoryCovertion?handler=SubmitFps



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Auto-exclusion

Auto-exclusion Id	Name	Select
1	We have a motorized two/three/four wheelers / fishing boats (which require registration)	☐
2	We have mechanized three / four wheeler agricultural equipment such as tractors, harvesters etc	☐
3	We have Kisan Credit Card with the credit limit of Rs. 50,000 or above	☐
4	We have one or more family members who are Gazetted /non-gazetted Government Employee of Central / State Government / PSU/ government-aided autonomous bodies and local bodies	☐
5	is not a household with non-agricultural enterprise registered with the Government	☐
6	We have a member in the family earning more than Rs. 15,000 per month	☐
7	We have a family member paying income tax or professional tax	☐
8	Ours is a household with three or more rooms with all rooms having pucca walls and pucca roof	☐
9	We own a refrigerator	☐



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Deprivation criteria		
Deprivation Id	Name	Select
1	We are a household without shelter	☐
2	We are destitutes / living on alms	☐
3	We are manual scavengers	☐
4	Primitive Tribal Groups- Toto,Birhor & Lodha	☐
5	Legally released bonded labourers	☐
6	We are Household with only one room with kutchha walls and roof	☐
7	Households with no adult member between age 16 to 59	☐
8	Female headed households with no adult male member between age 16 to 59	☐
9	Households with any disabled member or no able-bodied adult member	☐
10	SC households	☐
11	ST households	☐



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Finally, AI will download the auto-filled 'Enquiry Report'. After signing it, the same must be uploaded.

Please Note: If no auto-exclusion is chosen and a minimum of four (4) deprivation criteria are identified, then only the report can be finally submitted.

localhost:7195/RationCard_Apply/ImportFamilyListForCategoryCovertion?handler=SubmitFps



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Entry For Category Change

9

Households with any disabled member or no able-bodied adult member



10

SC households



11

ST households



12

Households with no literate adult above 25 years



13

Landless households deriving the major part of their income from manual casual labour



Upload Enquiry Report *

[Download Enquiry Format](#)

Choose File

No file chosen

Insert Record



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SCFS/ RO Level

This stage enables the SCFS user to identify the stage of each application and take further steps like review, verification, or rejection.

localhost:7195/Rationcard_apply/ConvertCardCategoryFromExcel



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SCFS Category Change

☐	BIRBHUM	Block Office-Murarai - II	32353884	SPHH	AAY	Pending	View	View	View
☐	BIRBHUM	Block Office-Murarai - II	0032297049	SPHH	AAY	Pending	View	View	View
☐	BIRBHUM	Block Office-Murarai - II	2009213497	RKSY-I	PHH	Pending	View	View	View
☐	BIRBHUM	Block Office-Murarai - II	0401108920	RKSY-I	AAY	Pending	View	View	View
☐	BIRBHUM	Block Office-Murarai - II	1224772297	RKSY-I	PHH	Pending	View	View	View
☐	BIRBHUM	Block Office-Murarai - II	0401108920	RKSY-I	AAY	Pending	View	View	View
☐	BIRBHUM	Block Office-Murarai - II	0401108920	RKSY-I	AAY	Pending	View	View	View



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On clicking ‘View’ option, SCFS can be able to verify all of the documents uploaded from AI login

Selected Deprivation List

RCNO :
32353884

The family belongs to Particularly Vulnerable Tribal Group? :
Yes (Toto)

Created By :
ahossain

Present Category :
SPHH

Disability Person RCNO:
0032186804

Distirct Name:
BIRBHUM

Proposed Category :
AAY

Any of the members is HIV patient ? :
Yes

Office Name:
Block Office-Murarai - II

Family Id:
190800200320000021420037

Created On :
07-07-2025 13:26:42

Uploaded Document

View Document 1(Large Sige)

Disability Document

View Document 1(Large Sige)

HIV Document

View Document 1(Large Sige)



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Selected Deprivation List



Sl. No.	Name
1	Households with no adult member between age 16 to 59
2	Female headed households with no adult male member between age 16 to 59
3	Households with any disabled member or no able-bodied adult member
4	SC households

Close

Murari - II

View



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Family Members List

RC No.	Category	Status	Name	Age	Gurdian Name	Aadhaar No.	Aadhaar Verification Through	Mobile no.	FPS
0032186804	SPHH	Active	SARJINA KHATUN	25	ANOWAR HUSSAIN	*****4133	EKYC	8887501429	MD. ABID ALI - (133402500023)
0032186808	SPHH	Active	SUGAM SEKH	23	IDRISH MONDAL	*****9372	EKYC	8975789809	MD. ABID ALI - (133402500023)
0032186810	SPHH	Active	BULINA BIBI	40	kutub shaikh	*****7554	EKYC	8637575448	MD. ABID ALI - (133402500023)
0032186811	SPHH	Active	RINKI KHATUN	26	rantu shaikh	*****5231	EKYC	8004657865	MD. ABID ALI - (133402500023)
0032186812	SPHH	Active	FANSI KHATUN	13	rantu shaikh	*****7190	EKYC	8637575448	MD. ABID ALI - (133402500023)
0032186813	SPHH	Active	PINKI KHATUN	17	raintu shaikh	*****5552	EKYC	8790873421	MD. ABID ALI - (133402500023)
0032186814	SPHH	De-activated	PIRU SHAIKH	3	reintu shaikh		Demo Auth	N/A	MD. ABID ALI - (133402500023)
32353884	SPHH	De-	AFAJADDIN SEKH	61	JALIL SEKH		N/A	N/A	MD. ABID ALI -



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Once satisfied, SCFS/ RO would be able to forward it to DCFS/ DDR/ JDR. Otherwise, he can Reject the application.

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☐	BIRBHUM	Block Office-Murarai - II	32353884	SPHH	AAY	Pending	View	View	View
☒	BIRBHUM	Block Office-Murarai - II	0032297049	SPHH	AAY	Pending	View	View	View
☐	BIRBHUM	Block Office-Murarai - II				Pending	View	View	View
☐	BIRBHUM	Block Office-Murarai - II				Pending	View	View	View
☐	BIRBHUM	Block Office-Murarai - II				Pending	View	View	View
☐	BIRBHUM	Block Office-Murarai - II				Pending	View	View	View
☐	BIRBHUM	Block Office-Murarai - II	0401108920	RKSY-I	AAY	Pending	View	View	View

?

Are you sure?

Do you want Send to the slected family to the higher authority?

Yes

No

Reject

Send To Higher Authority →



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☐ **Further Processing:**

- DCFS / DDR may:
 - Forward the eligible applications to the DDPS/DR, either individually or in bulk
 - Or reject them in a similar manner, with proper reasoning.



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DDPS Category Change

Action For Category Conversion

Select Office*

All

Reset

Ration Card Number

Search

☐	Batch No.	District	Block/RO Office Name	SCFS/RO Office Name	Total Family Count
☐	BIRM_100725163933	BIRBHUM	Block Office-Murarai - II	SCFS-Rampurhat	1
☐	BIRM_170725135704	BIRBHUM	Block Office-Murarai - II	SCFS-Rampurhat	2



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Family List

	Batch No.	RCNO	Present RC Category	Proposed RC Category	View Details	View Deprivation	View Family
☒	BIRM_170725135704	0401108164	RKSY-I	PHH	View	View	View
☒	BIRM_170725135704	0401283915	PHH	AAY	View	View	View

Close

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Select Office*

All

Reset

Ration Card Number

Search

☐	Batch No.	District	Block/RO Office Name	SCFS/RO Office Name	Total Family Count
☐	BIRM_100725163933	BIRBHUM	Block Office-Murarai - II	SCFS-Rampurhat	1
☒	BIRM_170725135704	BIRBHUM	Block Office-Murarai - II	SCFS-Rampurhat	2

Select & Preview →



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Family List



Batch No.	RCNO	Present RC Category	Proposed RC Category	View Details	View Deprivation	View Family
BIRM_170725135704	0401108164	RKSY-I	PHH	View	View	View
BIRM_170725135704	0401283915	PHH	AAY	View	View	View

[Close](#)[Reject](#)[Send To Higher Authority](#)



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ly List

h No.	RCNO	P	View Details	View Deprivation	View Fam
M_170725135704	0401108164	R	View	View	View
M_170725135704	0401283915	P	View	View	View



Success

Data Successfully saved

OK

Close Reject Send To Heigher Author



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☐ **Final Disposal:**

- The DDPS/DR will then forward valid applications to the Head of the IT&R Cell. The disposal process will be similar to that followed by the DCFS/DDR.
- The Cell In-Charge/Officer nominated by him will finally dispose of the applications — either approving or rejecting them as per verification and system validation.
- However as AAY belongs to NFSA and there is a ceiling for both family and individual in respect of AAY final accommodation shall depend on the availability of space in AAY ceiling.