



Requirement:

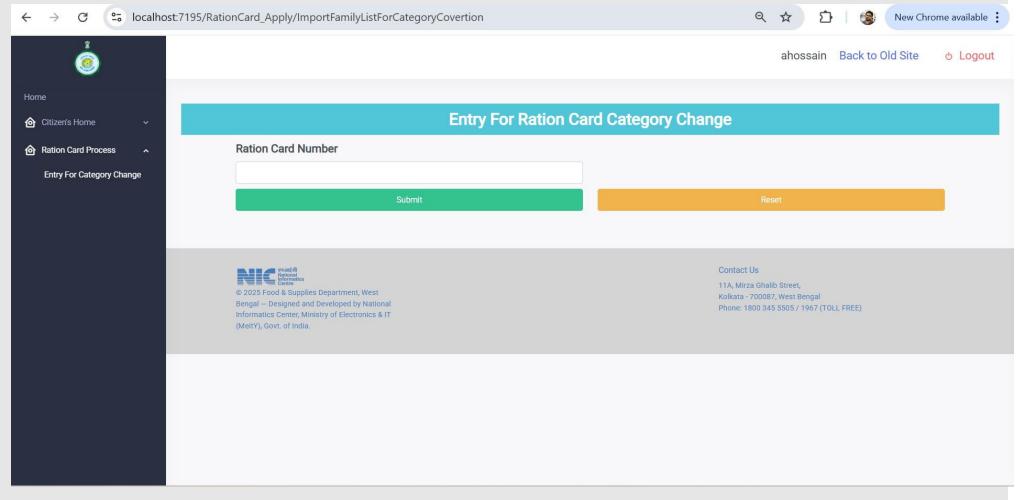
- Currently DRC category of a needy non-AAY family can be converted into AAY on the basis of field enquiry as stipulated in GO 1590(2) dated 05.04.2024.
- Now, it is observed in every month roughly 50 / 55 AAY conversion related e-files are being sent to Directorate of DDP&S/ Rationing & IT& R cell for 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.





Area Inspector's Login

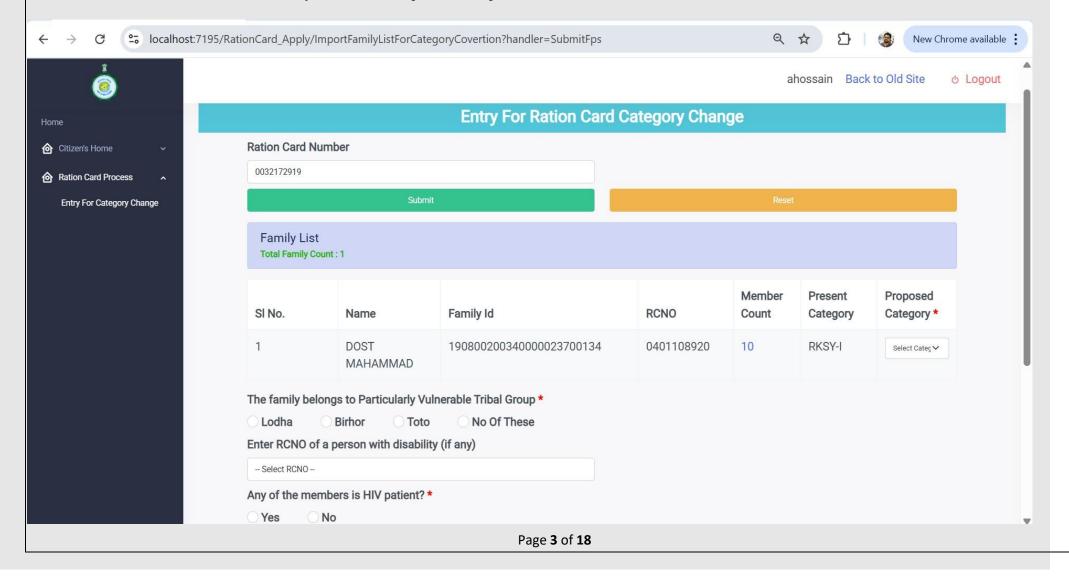
In the Searching Page: Open the *Category Conversion Module*. --> Enter the *Ration Card Number*. --> Click on the *Submit* to fetch family details.







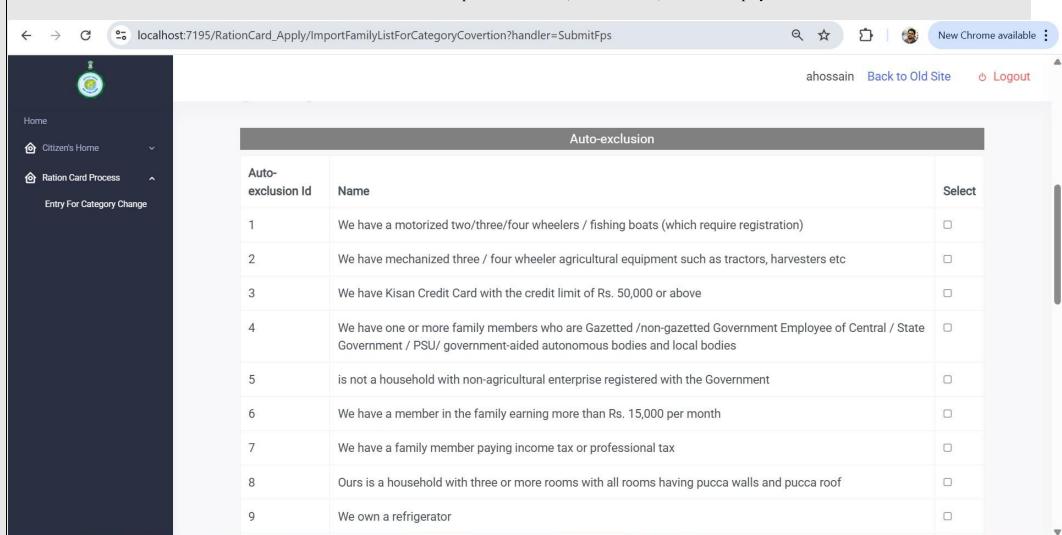
The system displays the **family list** with present and proposed category details. Please Select the **proposed category** from the dropdown. Indicate if the family belongs to any **Particularly Vulnerable Tribal Group** (Lodha, Birhor, Toto) and then provide the **DRCNO** of any Person With Disability,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





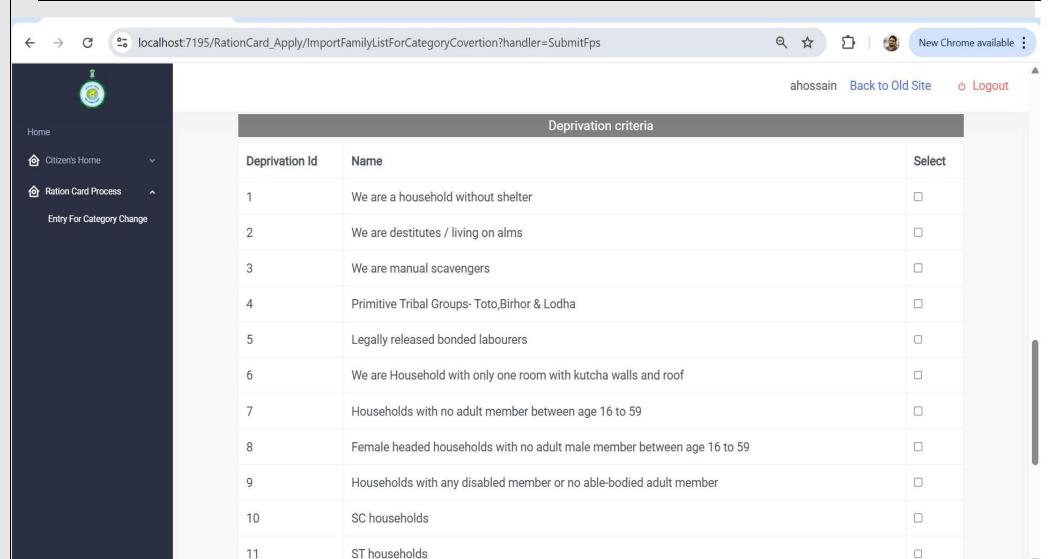


Next, on the basis of address of the DRC holder, auto exclusion & deprivation criteria (Urban or Rural) would be displayed.







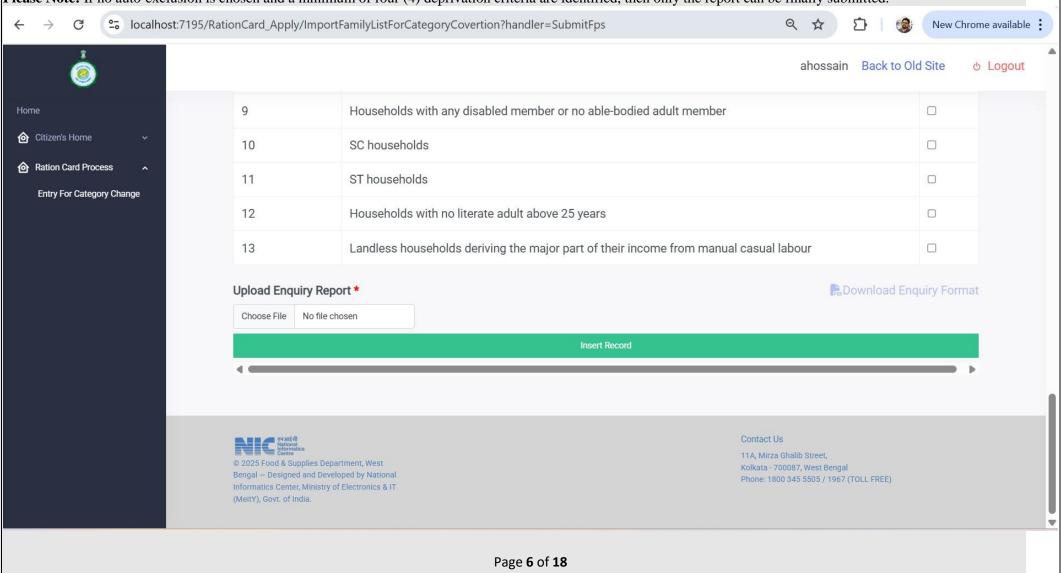






Finally, AI will download the auto-filled 'Enquiry Report'. After signing it, the same must be uploaded.

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.







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.







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

Selected Depriviation List

ou

RCNO:

32353884

The family belongs to Particularly Vulnerable

Tribal Group?:

Yes (Toto)

Created By:

ahossain

Section 2015 According to the Control of the Contro

Uploaded Document

View Document 1(Large Sige)

Present Category:

SPHH

Disability Person RCNO:

0032186804

Distirct Name:

BIRBHUM

STEE STEEL CONTROL OF S

Disability Documet

View Document 1(Large Sige)

Proposed Category:

AAY

Any of the members is HIV patient?:

Family Id:

Created On:

07-07-2025 13:26:42

190800200320000021420037

Yes

Office Name:

Block Office-Murarai - II



HIV Document

View Document 1(Large Sige)

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ahossain Back to Old Site

& Logout

Selected Depriviation 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

Murarai - II

View





Family Members List

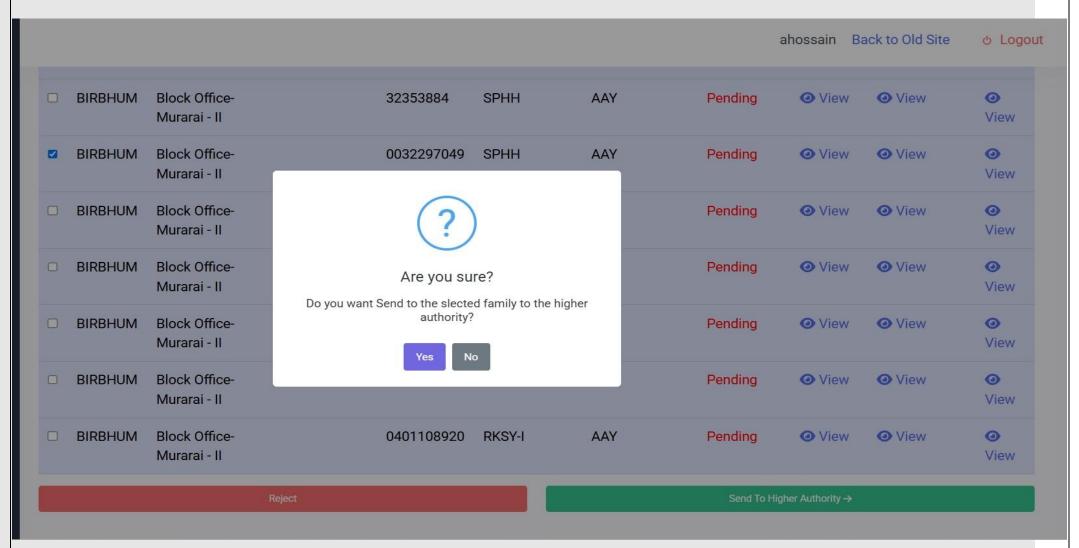
N.	,
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RC No.	Category	Status	Name	Age	Gurdian Name	Aadhaar No.	Aadhaar Verification Through	Mobile no.	FPS
0032186804	SPHH	Active	SARJINA KHATUN	25	ANOWAR HUSSAIN	******4133	EKYC	8887501429	MD. ABID ALI - (133402500023)
0032186808	SPHH	Active	SUGAM 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 -





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







☐ Further Processing:

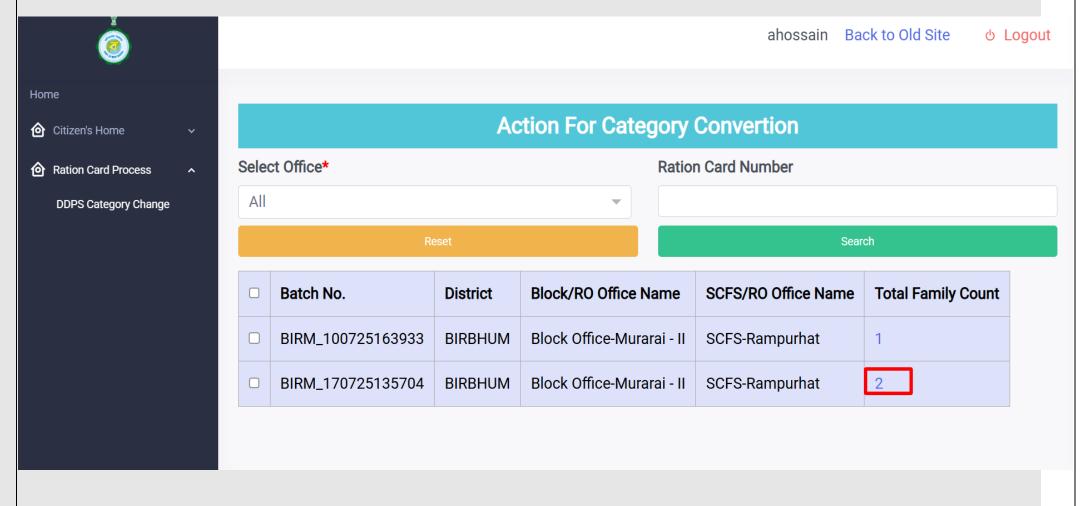
- DCFS / DDR may:
 - o Forward the eligible applications to the DDPS/DR, either individually or in bulk
 - o Or reject them in a similar manner, with proper reasoning.



SOP for non-AAY to AAY DRC Conversion

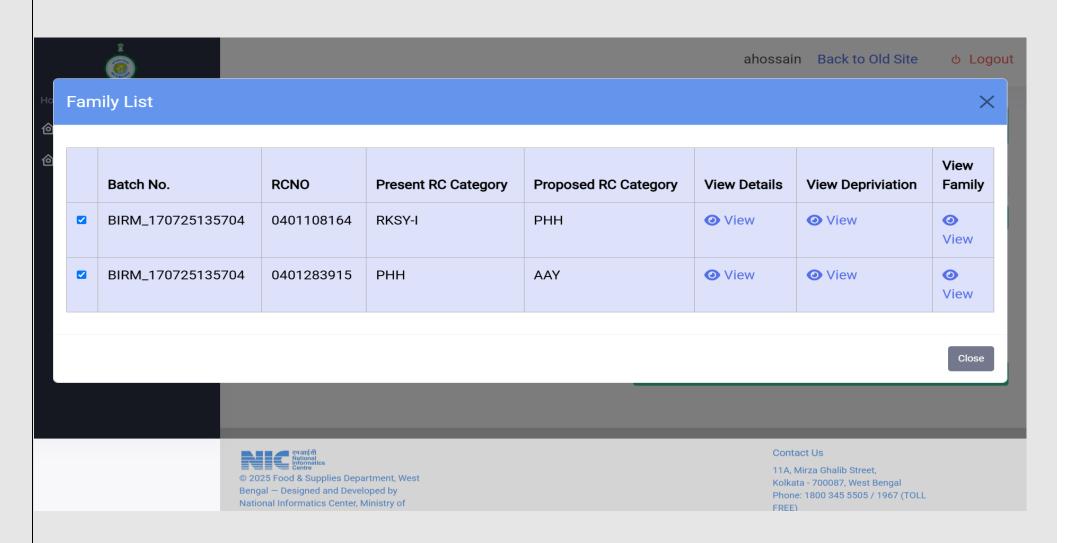
Memo: 3093-FS dated 05.08.2025





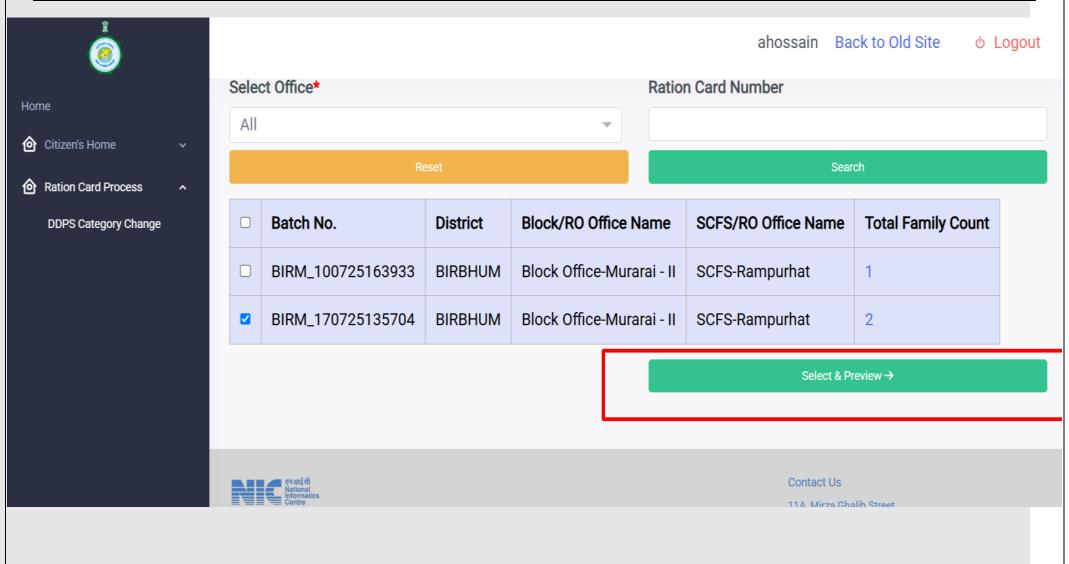














SOP for non-AAY to AAY DRC Conversion

Memo: 3093-FS dated 05.08.2025



Family List



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

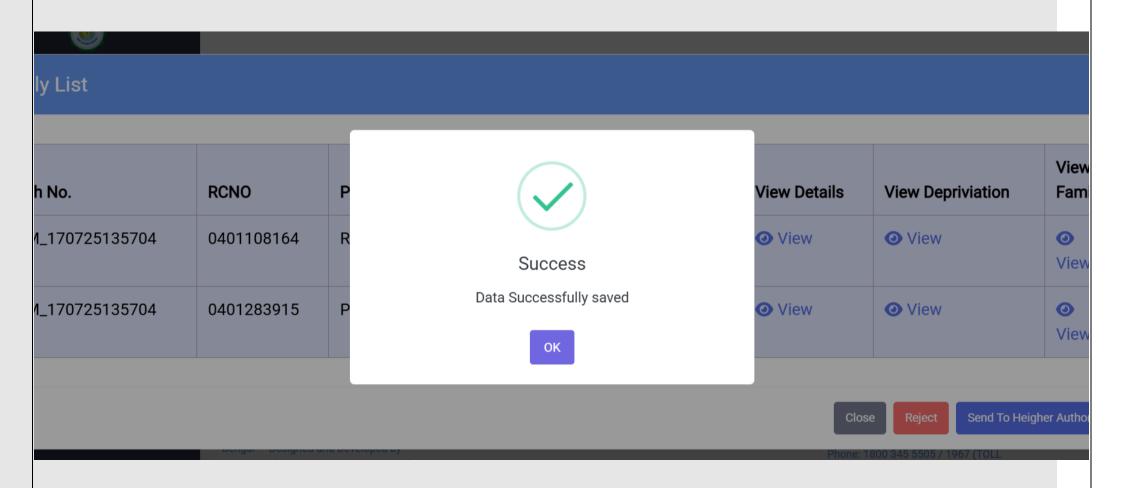
Close Reject Send To Heigher Authority



SOP for non-AAY to AAY DRC Conversion

Memo: 3093-FS dated 05.08.2025









| 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.