



Government of West Bengal
Food & Supplies Department
KhadyashreeBhawan
11 A, Mirza Ghalib Street, Kolkata-700087
<https://food.wb.gov.in>



File No.FNS-19099/04/2024 IT SEC (E- 820401)

No. : 3093- FS

Dated: 05-08-2025

ORDER

Sub: Conversion of existing RKS family to AAY/PHH
Ref: Government order number 1590(2) dated 05.04.2024

The Government in Food and Supplies Department had issued the above referred order for processing applications for conversion to AAY from other categories. Two formats of enquiry one for rural area and one for Urban area were also attached with the order.

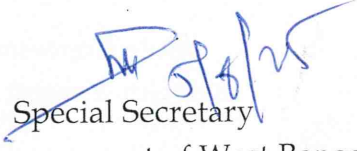
The applications presently are enquired into by the Inspector and if the requisite number of criteria is found to be applicable, then they are forwarded to IT&R Cell of the department in e-file through proper channel, namely the SCFS/RO, DCFS/DDR and DDPS/DR for conversion. The IT&R Cell, after thorough examination as to fulfillment of the minimum criteria and minimum numbers of family members, convert them to the desired category subject to availability of space in NFSA.

Now, in order to make conversion process smoother and faster, in partial modification of the above referred order, the following changes are made:

1. The present mechanism of processing the cases through e-file is done away with. Henceforth **all such applications shall have to be processed through the online conversion module** provided in the departmental RCMS portal following the same channel of hierarchy.
2. Families **above 7 members** shall not be allowed for conversion to AAY as this would lead to decrease of total food grain entitlement for the family.
3. Families with **member count below 3** shall also not be allowed except for **exceptional circumstances** i.e where the family belongs to PVTG (Lodha, Birhor and Toto), any member of the family is HIV⁺, any member is a PWD or other exceptional circumstance to be mentioned by the Inspector.
4. Enquiry report as per the selected deprivation criteria in portal has to be downloaded, signed and then uploaded by Inspector.
5. In case of selecting PVTG (Lodha/ Birhor/Toto), HIV⁺, PWD or other exceptional circumstance, appropriate certificate has to be uploaded in the portal for consideration.
6. SCFS/ROs are to re-verify themselves at least 10% of the cases being forwarded by them for conversion and DCFS/DDR or ADC/ADR on behalf of DCFS/DDR are to re-verify at least 2% of the cases themselves being forwarded by them.

User manual of the online conversion module is attached herewith.

The other clauses of the order will remain valid. This order is issued with approval of the competent authority in the department.


Special Secretary

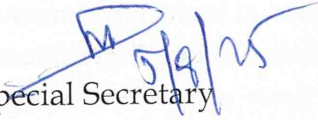
to the Government of West Bengal

Memo: - 3093-FS- FNS-19099/04/2024 IT SEC

Date: 05-08-2025

Copy forwarded for kind information to:

1. The Sr. Special Secretary , Food & Supplies Department
2. The Director, Directorate of DDP&S
3. The Director, Directorate of Rationing
4. The DCF&S (all)
5. The DDR (all)
6. The PS to Hon'ble MIC, Food and Supplies Department
7. The PS to Hon'ble MOS, Food and Supplies Department
8. PA to Principal Secretary, Food & Supplies Department, Government of West Bengal.


Special Secretary

to the Government of West Bengal