



SOP for AAY family splitting

Memo: 4165/FNS-26012(11)/1/2020-REFORMSEC

Dated 19.8.2025



Requirement: Large AAY families having 12 or more family members may be split in the following manner:

- Only AAY families with more than 12 members shall be available for splitting.
- Families with more than 12 but less than 22 can be split into maximum two families.
- Families with 22 or more than 22 members can be split into 2 or 3 families.
- Both families should be consisting of at least 5 members.
- At least one of the members in each family should be of 18 years or above.
- The family if so desires shall submit an application in writing to the Area Inspector.
- The Area Inspector shall then through the online module provided for this purpose split the family accordingly.
- SCFS/RO after checking the submitted application may then approve the case. The AAY family will be split as desired into 2-3 families.



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A. Area Inspector's login

- On receiving such prayer from an AAY beneficiary, Area Inspector will first verify whether such family info is available for splitting in his/her RCMS login.

Splitting of AAY Families



PENDING LIST
3

DOWNLOAD COMPLETE LIST OF THE BLOCK

HOF/Mobile/FAMILYID/FPS NAME/FPS CODE

Search

Sl.No.	FamilyID	HOF Name	FPS NAME	Mobile NO	ADDRESS	Total Members	Action
1	45190400070180002000820034	MULCHAND RAUT	Mehboob Alam(WB0033084199)	9932308690	COLLEGE MORE PS:0 PO:Dalkhola	16	View
2	13190400500140000002620083	SALINDAR MAHATA	Mehboob Alam(WB0033084199)	8653832803	BHAGBANPUR.PIN-733201 PS:KARANDIGHI PO:Jagadishpur	13	View
3	25190400070180001000220025	ABDUL BARI	Mehboob Alam(WB0033084199)	9635095330	DAKSHIN MOHAMMADPUR, JAGADISHPUR DALKHOLA	13	View



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- If the data is available in 'Splitting of AAY Families' section, the beneficiary's family may be bifurcated or trifurcated, depending on family size.



sghosh BlockInspector

Please Select

Logout

Splitting of AAY Families



PENDING LIST
3

DOWNLOAD COMPLETE LIST OF THE BLOCK

9932308690

Search

SL.No.	FamilyID	HOF Name	FPS NAME	Mobile NO	ADDRESS	Total Members	Action
1	45190400070180002000820034	MULCHAND RAUT	Mehboob Alam(WB0033084199)	9932308690	COLLEGE MORE PS:0 PO:Dalkhola	16	View



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- On clicking into 'View' option, Area Inspector can view all the family member's name and their other details like Father's name, age Gender etc. In this page, he can mark whether family is to be bifurcated or trifurcated from the dropdown.

sglosh BlockInspectorPlease SelectLogout

Splitting of AAY Families

 PENDING LIST
3

DOWNLOAD COMPLETE LIST OF THE BLOCK

Family Details

DOWNLOAD FAMILY LIST

Rationcard No	Rationcard Category	Name	Father Name	AGE	GENDER	HOF Name
0013538725	AAY	ABDUL BARI	ABDULLA	73	MALE	ABDUL BARI
0013538726	AAY	BIBI SAHAJADI	MD. YUSUF	64	FEMALE	ABDUL BARI
0013538727	AAY	ABDUR RAHIM	ABDUL BARI	27	MALE	ABDUL BARI
1204448750	AAY	BIBI NASIMA KHATUN	MASUD ALAM	33	FEMALE	ABDUL BARI
1204448751	AAY	NASEHA PARVIN	ABDUR RAHIM	11	FEMALE	ABDUL BARI
1224489903	AAY	MD BADRUDDUZA	ABDULBARI	36	MALE	ABDUL BARI
1224489904	AAY	SUKTARA KHATUN	MD BADRUDDUZA	30	FEMALE	ABDUL BARI
1224489905	AAY	AFROZA KHATUN	MD BADRUDDUZA	10	FEMALE	ABDUL BARI
1224489906	AAY	ASIFA KHATUN	MD BADRUDDUZA	8	FEMALE	ABDUL BARI
0013538731	AAY	MINARA KHATUN	ABDUL BARI	19	FEMALE	ABDUL BARI
0013538732	AAY	HINARA KHTUN	ABDUL BARI	20	FEMALE	ABDUL BARI
2014024983	AAY	REAZUL ISLAM	ABDUR RAHIM	8	MALE	ABDUL BARI
2018363251	AAY	SAAD	MD BADRUDDUZA	4	MALE	ABDUL BARI

Choose number of families you want to split into

Please Select

Back



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- Then he would be requested to mark the family members for 1st family and then for 2nd family.

Please note Both families should be consisting of at least 5 members and at least one of the members in each family should be of 18 years or above.

Select Members for Family 1 (Atleast 1 member age must be above 18 years)

Select Members	Rationcard No	Rationcard Category	Name	Father Name	AGE	HOF Name	Mobile No	Address	Gender	AADHAAR	AADHAAR_masking
☐	0013538725	AAY	ABDUL BARI	ABDULLA	73	ABDUL BARI		DAKSHIN MOHAMMADPUR, JAGADISHPUR DALKHOLA	MALE	812854686334	XXXX-XXXX-6334
☐	0013538726	AAY	BIBI SAHAJADI	MD. YUSUF	64	ABDUL BARI		DAKSHIN MOHAMMADPUR, JAGADISHPUR DALKHOLA	FEMALE	742135841127	XXXX-XXXX-1127
☒	0013538727	AAY	ABDUR RAHIM	ABDUL BARI	27	ABDUL BARI		DAKSHIN MOHAMMADPUR, JAGADISHPUR DALKHOLA	MALE	547077125894	XXXX-XXXX-5894
☒	1204448750	AAY	BIBI NASIMA KHATUN	MASUD ALAM	33	ABDUL BARI		DAKSHIN MOHAMMADPUR, JAGADISHPUR DALKHOLA	FEMALE	885384160663	XXXX-XXXX-0663
☒	1204448751	AAY	NASEHA PARVIN	ABDUR RAHIM	11	ABDUL BARI		DAKSHIN MOHAMMADPUR, JAGADISHPUR DALKHOLA	FEMALE	480938866380	XXXX-XXXX-6380
☒	1224489903	AAY	MD BADRUDDUZA	ABDULBARI	36	ABDUL BARI	7602022321	DAKSHIN MOHAMMADPUR, JAGADISHPUR DALKHOLA	MALE	384549402413	XXXX-XXXX-2413
☒	1224489904	AAY	SUKTARA KHATUN	MD BADRUDDUZA	30	ABDUL BARI		DAKSHIN MOHAMMADPUR, JAGADISHPUR DALKHOLA	FEMALE	544218099454	XXXX-XXXX-9454
☐	1224489905	AAY	AFROZA KHATUN	MD BADRUDDUZA	10	ABDUL BARI		DAKSHIN MOHAMMADPUR, JAGADISHPUR DALKHOLA	FEMALE	851042064982	XXXX-XXXX-4982
☐	1224489906	AAY	ASIFA KHATUN	MD BADRUDDUZA	8	ABDUL BARI		DAKSHIN MOHAMMADPUR, JAGADISHPUR DALKHOLA	FEMALE	253799834948	XXXX-XXXX-4948
☐	0013538731	AAY	MINARA KHATUN	ABDUL BARI	19	ABDUL BARI		DAKSHIN MOHAMMADPUR, JAGADISHPUR DALKHOLA	FEMALE	336060191892	XXXX-XXXX-1892
☐	0013538732	AAY	HINARA KHTUN	ABDUL BARI	20	ABDUL BARI		DAKSHIN MOHAMMADPUR, JAGADISHPUR DALKHOLA	FEMALE	631151884295	XXXX-XXXX-4295
☐	2014024983	AAY	REAZUL ISLAM	ABDUR RAHIM	8	ABDUL BARI		DAKSHIN MOHAMMADPUR, JAGADISHPUR DALKHOLA	MALE	718993869279	XXXX-XXXX-9279
☐	2018363251	AAY	SAAD	MD BADRUDDUZA	4	ABDUL BARI	9635095330	DAKSHIN MOHAMMADPUR, JAGADISHPUR DALKHOLA	MALE		

Next



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- Once all the members are marked, 'Head of the family' for newly created families are required to be marked. Please note HOF must be an adult family member.

localhost:51285/AAY_Family_Splits.aspx

Finish update

Adhar	Family ID	Family Type	Family Name	Head of Family	Age	Gender	Family Head
	0013538723	AAY	ABDUL BARI	ABDUL BARI	73	MALE	ABDUL BARI
	0013538726	AAY	BIBI SAHAJADI	MD. YUSUF	64	FEMALE	ABDUL BARI
	0013538727	AAY	ABDUR RAHIM	ABDUL BARI	27	MALE	ABDUL BARI
	1204448750	AAY	BIBI NASIMA KHATUN	MASUD ALAM	33	FEMALE	ABDUL BARI
	1204448751	AAY	NASEHA PARVIN	ABDUR RAHIM	11	FEMALE	ABDUL BARI
	1224489903	AAY	MD BADRUDDUZA	ABDULBARI	36	MALE	ABDUL BARI
	1224489904	AAY	SUKTARA KHATUN	MD BADRUDDUZA	30	FEMALE	ABDUL BARI
	1224489905	AAY	AFROZA KHATUN	MD BADRUDDUZA	10	FEMALE	ABDUL BARI
	1224489906	AAY	ASIFA KHATUN	MD BADRUDDUZA	8	FEMALE	ABDUL BARI
	0013538731	AAY	MINARA KHATUN	ABDUL BARI	19	FEMALE	ABDUL BARI
	0013538732	AAY	HINARA KHTUN	ABDUL BARI	20	FEMALE	ABDUL BARI
	2014024983	AAY	REAZUL ISLAM	ABDUR RAHIM	8	MALE	ABDUL BARI
	2018363251	AAY	SAAD	MD BADRUDDUZA	4	MALE	ABDUL BARI

Choose number of families you want to split into

2

Select all HOFs for submit

Family	Members	HOF NAME	Ekyc	Ekyc OTP
Family 1 (Atleast 1 member age must be above 18 years)	ABDUR RAHIM (27-Years), BIBI NASIMA KHATUN (33-Years), NASEHA PARVIN (11-Years), MD BADRUDDUZA (36-Years), SUKTARA KHATUN (30-Years)	Select HOF	--Send Otp for EKYC--	
Family 2 (Atleast 1 member age must be above 18 years)	ABDUL BARI (73-Years), BIBI SAHAJADI (64-Years), AFROZA KHATUN (10-Years), ASIFA KHATUN (8-Years), MINARA KHATUN (19-Years), HINARA KHTUN (20-Years), REAZUL ISLAM (8-Years), SAAD (4-Years)	Select HOF	--Send Otp for EKYC--	



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- Next, e KYC verification of HOFs is to be completed.

Select all HOFs for submit

Family	Members	HOF NAME	Ekyc	Ekyc OTP
Family 1 (Atleast 1 member age must be above 18 years)	MULCHAND RAUT (56-Years), KULDIP RAUT (18-Years), SHALIK ROUTH (72-Years), PHUL KUMARI ROUTH (71-Years), BHARAT ROUTH (43-Years)	MULCHAND RAUT (56-Years) ▼	MULCHAND RAUT-(XXXX-X) ▼	<button>Send OTP</button>
Family 2 (Atleast 1 member age must be above 18 years)	ANJALI ROUTH (36-Years), RAUNAK RAUTH (18-Years), RINKI ROUTH (15-Years), RAMA SHANKAR RAUTH (39-Years), SAJANI RAUTH (34-Years), TRISHA RAUTH (18-Years), ASHA DEBI RAUTH (45-Years), ABHAY KUMAR RAUTH (22-Years), MANNU KUMAR RAUTH (47-Years), AMIT KUMAR RAUTH (25-Years), KARTIK RAUTH (13-Years)	Select HOF ▼	--Send Otp for EKYC-- ▼	

ENTER OTP * (OTP sent on your aadhar linked mobile number)

392984

SUBMIT



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- Once e KYC is done for both HOFs, application of the beneficiary is to be uploaded.

Choose number of families you want to split into

Select all HOFs for submit

Family	Members	HOF NAME	Ekyc	Ekyc OTP
Family 1 (Atleast 1 member age must be above 18 years)	MULCHAND RAUT (56-Years), KULDIP RAUT (18-Years), SHALIK ROUTH (72-Years), PHUL KUMARI ROUTH (71-Years), BHARAT ROUTH (43-Years)	MULCHAND RAUT (56-Years) ▾	MULCHAND RAUT-(XXXX-XX) ▾	EKYC Done
Family 2 (Atleast 1 member age must be above 18 years)	ANJALI ROUTH (36-Years), RAUNAK RAUT (18-Years), RINKI ROUTH (15-Years), RAMA SHANKAR RAUT (39-Years), SAJANI RAUT (34-Years), TRISHA RAUT (18-Years), ASHA DEBI RAUT (45-Years), ABHAY KUMAR RAUT (22-Years), MANNU KUMAR RAUT (47-Years), AMIT KUMAR RAUT (25-Years), KARTIK RAUT (13-Years)	RAUNAK RAUT (18-Years) ▾	MANNU KUMAR RAUT-(XX) ▾	EKYC Done

Upload Application for Splitting *

Choose file No file chosen

Upload File



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- Once done, successful document update message will be displayed and Inspector can finally submit the application.

Select all HOFs for submit

Family	Members	HOF NAME	Ekyc	Ekyc OTP
Family 1 (Atleast 1 member age must be above 18 years)	MULCHAND RAUT (56-Years)), KULDIP RAUT (18-Years)), SHALIK ROUTH (72-Years)), PHUL KUMARI ROUTH (71-Years)), BHARAT ROUTH (43-Years))	MULCHAND RAUT (56-Years) ▼	MULCHAND RAUT-(XXXX-X) ▼	EKyc Done
Family 2 (Atleast 1 member age must be above 18 years)	ANJALI ROUTH (36-Years)), RAUNAK RAUTH (18-Years)), RINKI ROUTH (15-Years)), RAMA SHANKAR RAUTH (39-Years)), SAJANI RAUTH (34-Years)), TRISHA RAUTH (18-Years)), ASHA DEBI RAUTH (45-Years)), ABHAY KUMAR RAUTH (22-Years)), MANNU KUMAR RAUTH (47-Years)), AMIT KUMAR RAUTH (25-Years)), KARTIK RAUTH (13-Years))	RAUNAK RAUTH (18-Years)) ▼	MANNU KUMAR RAUTH-(X) ▼	EKyc Done

Document uploaded successfully.

Final Submit



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- Finally, message will be prompted to proceed further.

Do you want to proceed? ×

Yes

No

- On clicking into 'Yes' option, data will be saved and forwarded to SCFS/ RO for next course of action.



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B. SCFS/RO login

- Once forwarded to SCFS/RO, he can be able to view those applications under 'Splitting AAY Family' option of his/her RCMS login.

sgbosh SCFS

Please Select Logout

Splitting AAY Families

PENDING
1

APPROVE
0

REJECT
0

DOWNLOAD COMPLETE LIST OF THE BLOCK

Search



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- By clicking on the 'View' option, he can view the realigned members and their details, highlighted with different colour codes.



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Splitting AAY Families



PENDING
1

APPROVE
0

REJECT
0

DOWNLOAD COMPLETE LIST OF THE BLOCK

Family Details

DOWNLOAD FAMILY LIST

Sl.No.	NAME	RCNO	AGE	GENDER	HOF NAME	FPS NAME	FAMILY ID
1	ANJALI ROUTH	1224491474	36	FEMALE	RAUNAK RAUTH	Mehboob Alam(WB0033084199)	45190400070180002000820034
2	RAUNAK RAUTH	1224491475	18	MALE	RAUNAK RAUTH	Mehboob Alam(WB0033084199)	45190400070180002000820034
3	RINKI ROUTH	1224491476	15	FEMALE	RAUNAK RAUTH	Mehboob Alam(WB0033084199)	45190400070180002000820034
4	RAMA SHANKAR RAUTH	1224491477	39	MALE	RAUNAK RAUTH	Mehboob Alam(WB0033084199)	45190400070180002000820034
5	SAJANI RAUTH	1224491478	34	FEMALE	RAUNAK RAUTH	Mehboob Alam(WB0033084199)	45190400070180002000820034
6	KARTIK RAUTH	1224491479	13	MALE	RAUNAK RAUTH	Mehboob Alam(WB0033084199)	45190400070180002000820034
7	MANNU KUMAR RAUTH	2012100698	47	MALE	RAUNAK RAUTH	Mehboob Alam(WB0033084199)	45190400070180002000820034
8	ASHA DEBI RAUTH	2012100699	45	FEMALE	RAUNAK RAUTH	Mehboob Alam(WB0033084199)	45190400070180002000820034
9	AMIT KUMAR RAUTH	2012100700	25	MALE	RAUNAK RAUTH	Mehboob Alam(WB0033084199)	45190400070180002000820034
10	ABHAY KUMAR RAUTH	2012100701	22	MALE	RAUNAK RAUTH	Mehboob Alam(WB0033084199)	45190400070180002000820034
11	TRISHA RAUTH	2012100702	18	FEMALE	RAUNAK RAUTH	Mehboob Alam(WB0033084199)	45190400070180002000820034
12	MULCHAND RAUT	0014311285	56	MALE	MULCHAND RAUT	Mehboob Alam(WB0033084199)	202509011300310014311285
13	KULDIP RAUT	0014311290	18	MALE	MULCHAND RAUT	Mehboob Alam(WB0033084199)	202509011300310014311285
14	SHALIK ROUTH	1224491471	72	MALE	MULCHAND RAUT	Mehboob Alam(WB0033084199)	202509011300310014311285
15	PHUL KUMARI ROUTH	1224491472	71	FEMALE	MULCHAND RAUT	Mehboob Alam(WB0033084199)	202509011300310014311285
16	BHARAT ROUTH	1224491473	43	MALE	MULCHAND RAUT	Mehboob Alam(WB0033084199)	202509011300310014311285

Approve

Reject

- If the details are correct and found suitable, SCFS/ RO shall approve otherwise he can Reject the prayer. Once approved, pop-up message would appear.



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localhost:51285 says

The family split has been successfully completed in RCMS. Activation will proceed through the automation process .

OK

Splitting AAY Families

PENDING

0

APPROVE

1

REJECT

0

Approve

Reject