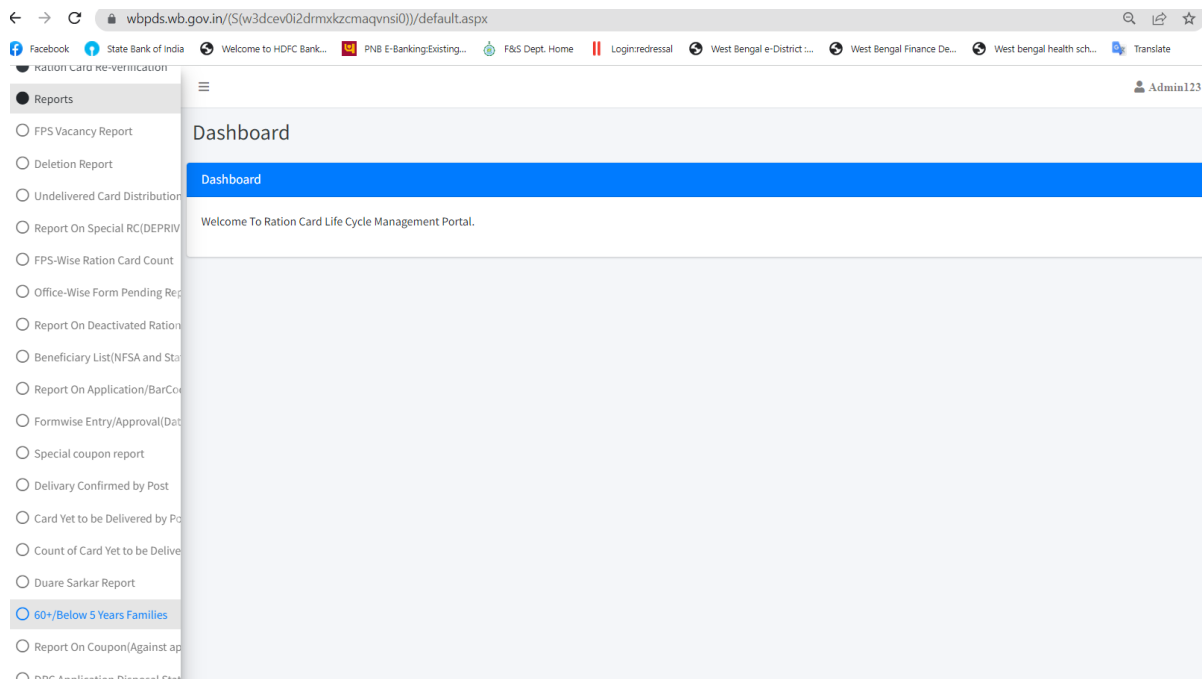


## SOP on reports of 60 +/- below 5 years family details

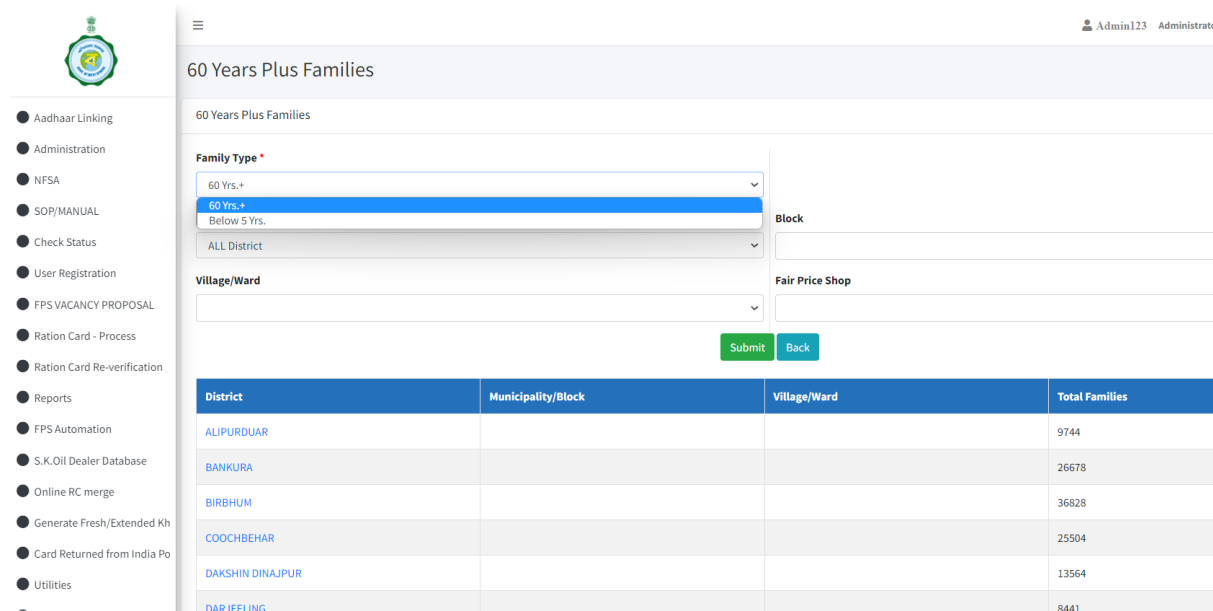
Step-01: - Please visit home page **www.food.wb.gov.in** and log in RCMS Portal.

Step-02: - Report has been placed under the tab **Reports- 60+/- below 5 years families.**



The screenshot shows the RCMS Portal dashboard. The left sidebar contains a list of reports, with '60+/- Below 5 Years Families' selected. The main content area displays the 'Dashboard' with a welcome message: 'Welcome To Ration Card Life Cycle Management Portal.' The user is logged in as 'Admin123'.

Step-03: - Please select 'Family Type' to proceed further.



The screenshot shows the '60 Years Plus Families' report configuration page. The 'Family Type' dropdown is set to '60 Yrs.+ Below 5 Yrs.'. The 'District' dropdown is set to 'ALL District'. The 'Village/Ward' dropdown is empty. The 'Block' and 'Fair Price Shop' fields are also empty. The 'Submit' and 'Back' buttons are visible. Below the form is a table showing the total number of families for each district.

District	Municipality/Block	Village/Ward	Total Families
ALIPURDUAR			9744
BANKURA			26678
BIRBHUM			36828
COOCHBEHAR			25504
DAKSHIN DINAJPUR			13564
DARJEELING			8441

Step-04: - Select more filter as District, Block, Village and FPS to view the Family details with Mobile Number and Total number of members in the family.

The screenshot shows the '60 Years Plus Families' page. The filters are set to: Family Type: 60 Yrs.+; District: DARJEELING; Block: Kurseong (M); Village/Ward: 0001. The table below shows the resulting family records.


Family ID	Municipality/Block	Village	Address	Mobile Number	FPS	Total Members
190100070040001000100013	Kurseong (M)	0001			BIRJU GURJUNG-132700500034	1
190100070040001000200031	Kurseong (M)	0001		9434222497	M/S S TAMANG & SONS-132700300040	1

Step-04: - Click on the 'Total Members' to view DRC details as below.

The screenshot shows the 'RC Details' modal window. The details for the selected family member are as follows:

Name	Father's Name	Family ID	Age	Municipality/Block	Village	Address	FPS	Mobile Number
BIJAY KUMAR RAI	CHANDRA BAHADUR RAI	190100070040001000200031	79	Kurseong (M)	0001		M/S S TAMANG & SONS-132700300040	9434222497

Step-06: - Similarly, the report on below 5 years can be viewed and DRC details can be export to excel.


Admin123 Administrator Logout

Below 5 Year

Below 5 Years Fam

Family Type \*  
Below 5 Yrs.

District \*  
DARJEELING

Village/Ward  
0001

Submit
Back

Family ID	Municipality/Block	Village	Address	Mobile Number	FPS	Total Members
190100070040001000200054	Kurseong (M)	0001			J N PRASAD-132700500018	1
F319010007004000418016107	Kurseong (M)	0001	DOWHILL ROAD SANATORIUM ; PO: KURSEONG MDG; PS: KURSEONG		J N PRASAD-132700500018	1

Export Excel (Details)

RC Details

Name	Father's Name	Family ID	Age	Municipality/Block	Village	Address	FPS	Mobile Number
Dakshesh Pradhan	Mousam Pradhan	F319010007004000418016107	3	Kurseong (M)	0001	DOWHILL ROAD SANATORIUM ; PO: KURSEONG MDG; PS: KURSEONG	J N PRASAD-132700500018	

Close
Export Excel