Government of West Bengal
Food and Supplies Department
11A, Mirza Ghalib Street, Kolkata-700 087

Memo No -2714 / FS/O/Sectt/IT-12/2014(Pt)   **Date: 16/8/2021**

O R D E R

Sub: Linking of Aadhaar with Digital Ration Card-additional facilities to the beneficiaries.

To expedite the linking of Aadhaar with Digital Ration Card (DRC), it has been decided that henceforth this linking process through **Biometric Authentication (through fingerprint scan) using eKYC mechanism** will also be done from the office of the Inspector and Rationing Officer, Food & Supplies Department as well as from the Bangla Sahayata Kendra (BSK) in addition to existing Aadhar seeding procedure at FPS or through house to house visit by surveyor .

To link the Aadhaar number with the DRC, beneficiaries may visit physically his/her nearest BSK or Office of the Inspector/Rationing Officer of F&S department along with his/her DRC and Aadhaar card.

Officials of the concerned Office will search the DRC of beneficiary first and then his/her Aadhaar number should be captured. After that, DRC holder needs to provide biometric authentication (thumb impression) through Biometric scanner. If authentication is successful, data (Name, Date of Birth etc) as stored against that Aadhaar number will be displayed in computer screen. Based on the data of Aadhaar, officials are required to verify whether the DRC holder and Aadhaar card holder is same or not. If it is same, the official will verify and Ration card &Aadhaar will get validate. Otherwise cancel button is to be clicked. All members of a family need not to come at office at a time for Aadhaar linking. They may come to those locations as per their convenience.

Besides, linking of Aadhaar with DRC, linking of mobile of at least one member of family through OTP verification will also be done.

Aadhaar linking through ePoS at Ration shop level will also continue uninterruptedly. Beneficiary can visit either Ration shops or Office or BSK as per his/her convenience.

It should be noted that, DRC holder of West Bengal can link his/her Aadhaar with DRC at any Ration shop or BSK or office of the Inspector/Rationing Officer.

Detailed Standard Operating Procedure (SOP) is attached as **Annexure-I.**

Secretary
to the Government of West Bengal
Food & Supplies Department

Memo No -2714 / FS/O/Sectt/IT-12/2014(Pt)　　　　　　　　**Date: 16/8/2021**

Copy forwarded for information and necessary action to-

1. State Nodal Officer, Bangla Sahayata Kendra.
2. Secretary in F&S Department.
3. Commissioner, Kolkata Municipal Corporation.
4. District Magistrate, All.
5. Director of DDP&S.
6. Director of Rationing.
7. Joint Secretary, Reform Cell/Food Cell.
8. Sr TD, NIC.
9. DCF&S/DDR. All
10. CEO-WTL.
11. P.S to HMIC, F&S.
12. PS to HMOS
13. Sr. PA to Secretary, F&S Department.
14. Guard file.

Joint Secretary
to the Government of West Bengal
Food & Supplies Department

Annexure to Memo No- 2714 / FS/O/Sectt/IT-12/2014(Pt),   Date: 16 /8/2021

Standard Operating Procedure for Aadhar Linking with Digital Ration Card at office of the Inspector/Rationing Officer through eKYC mechanism

1) DRC holder is required to visit physically at the nearest BSK or office of Inspector/RO and should carry his/her Digital Ration Card (DRC), Aadhaar card and a mobile phone.
2) He/She will produce DRC, Aadhaar card and mobile number to the official/ BSK Operator.
3) On production of Ration Card, Aadhaar and mobile number by beneficiary, Inspector/RO/BSK Operator will do the following process online through **"Aadhhar Linking"** module available under his/her log in RCMS portal.

   a) Enter category (AAY/PHH/SPHH/RKSY-I&II) and DRC No. of the DRC holder.
      GEN (non-subsidised) ration card is not required be seeded at present.
   b) Details of the ration card holder will be displayed along with Aadhaar card number, if the DRC already linked with Aadhaar but "Not Verified"
   c) Verify the Aadhar number from the physical Aadhar Card and update, if required. In case, the Aadhar field is blank enter Aadhar number from the AAdhar card of the beneficiary.
   d) Then click on **Do-eKYC** button.
   e) DRC holder need to put his/her finger on Biometric scanner after a beep sound and remove it after another beep sound.
   f) If the Authentication is successful, a pop up window in the screen will appear with the details of Aadhaar card holder.
   g) Verify whether the DRC holder and Aadhaar card holder is same or not on the basis of the details of Aadhaar and DRC,. If it is same, **"Verify and Save"** button is to be clicked on to complete the linking and verification process.
   h) If the data as per Aadhaar is not matched with the data of DRC, cancel button is to be clicked.
   i) At the time of Aadhaar linking, mobile number (at least one person from a family) should also be linked. For that purpose, already linked (if linked) mobile number with the Ration card will appear, which can be updated, if no mobile is linked yet, fresh entry can be done. After, that, an OTP will be sent to the given mobile number, this OTP should be entered in OTP verification field and save button to be clicked for completion of verification.
   j) All members of a family need not to come at office/BSK at a time for Aadhaar linking.
   k) Technical guideline for installation of Biometric scanner (One time process) in the computer of Inspector/RO/BSK is available in the Departmental portal.
   l) *It should be noted that Officials/Operator through his/her log in can Link Aadhaar of any DRC holder of West Bengal.*

Joint Secretary
to the Government of West Bengal
Food & Supplies Department