



SOP for updation of Mobile Number of Beneficiaries

1. Through EPOS

- a) FPS owner logs in his e POS
- b) After logging in FPS dealer has to select the seeding option.
- c) Then FPS owner needs to enter the Ration Card No
- d) After entry of RC number system will display list of family members

1.1 If Aadhaar and Mobile Number is pre-seeded with DRC

- 1.1.1 Click mobile number of desired family member
- 1.1.2 System asks for Biometric Authentication
- 1.1.3 A text box appears for entry of new Mobile number
- 1.1.4 After successful Biometric Authentication enter the mobile number in text box and submit.
- 1.1.5 OTP will be sent to the entered Mobile Number
- 1.1.6 Enter OTP within 60 second
- 1.1.7 If correct OTP is entered mobile number gets seeded and it will be reflected in e-POS within 24 hours.

1.2 If Aadhaar is seeded and Mobile Number is NOT seeded with the DRCs

- 1.2.1 Click mobile number of desired family member
- 1.2.2 System asks for Biometric Authentication
- 1.2.3 A text box appears for entry of new Mobile number
- 1.2.4 After successful Biometric Authentication enter the mobile number in text box and submit.
- 1.2.5 OTP will be sent to the entered Mobile Number
- 1.2.6 Enter OTP within 60 second
- 1.2.7 If correct OTP is entered mobile number gets seeded and it will be reflected in e-POS within 24 hours

1.3 If both Aadhaar and Mobile NOT seeded with the DRCs

- 1.3.1 e-KYC need to be completed first by going to seeding option
- 1.3.2 After completion of e-KYC FPS dealer has to exit from seeding option and re-enter seeding option
- 1.3.3 Click mobile number of desired family member
- 1.3.4 System asks for Biometric Authentication
- 1.3.5 After successful Biometric Authentication a text box appears for entry of new Mobile number
- 1.3.6 Enter the mobile number in text box and submit.
- 1.3.7 OTP will be sent to the entered Mobile Number
- 1.3.8 Enter OTP within 60 second
- 1.3.9 If correct OTP is entered mobile number gets seeded and it will be reflected in e-POS within 24 hours.



2 At food Inspector's office or BSK

- 2.1 Beneficiary comes to Inspector office/BSK with DRC and Aadhaar
- 2.2 Inspector logs in to the RCMS portal/BSK Logs in to BSK portal
- 2.3 Selects menu **Link Aadhaar**
- 2.4 Enters Card Number and Category
- 2.5 Card Details are displayed
- 2.6 Text Box for entering Aadhaar & Mobile No of beneficiary appears
- 2.7 Enters Aadhaar and Mobile Number
- 2.8 OTP will be sent to entered Mobile Number
- 2.9 After correct OTP is entered fingerprint of beneficiary to be captured by clicking capture fingerprint option.
- 2.10 After successful matching of fingerprint data with UIDAI server both Aadhaar number and mobile number get updated.
- 2.11 Updated data will be available in e-POS within 48 hours.



Officer on Special Duty
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