**SOP for issuing Split Rice Cards in 5 Days**

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| **SI. No.** | **Activity** | **Action to be taken** | **Responsible Officer / Staff / Persons** |
| 1 | Application Receiving | Collect application with following documents1. Rice Card
2. Family Member Aadhaar cards
3. Completion of all the members eKYC
 | Village / Ward Volunteer |
| 2 | Uploading Application | Application details will be entered in GSWS portal along with uploaded documents. Generate Receipt and handover to Volunteers. | Digital Assistant / Data Processing Secretary |
| 3 | Validation of Application | The system will validate the following pairs only from departmental database to split

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| **SI.No** | **Pair** |
| 1 | Son, Daughter-in-law |
| 2 | Daughter, Son-in-law |
| 3 | Father, Mother |
| 4 | Father in law, Mother in law |
| 5 | Grand Mother, Grand Father |

 | API from civil supplies department |
| 9 | Confirmation | VRO/WRS will confirm the splitting of application and forwards to the TAHSILDAR/ASO login in ePDS portal for digital sign | VRO/WRS |
| 10 | Digital Sign | TAHSILDAR/ASO will digital sign the eligible applications in ePDS portal | TAHSILDAR/ASO |
| 11 | Split Rice Card Generation | The NIC will generate the split rice card to the digital signed applications and push to GSWS portal. VRO/WRS prints the generated Rice cards | NIC |
| 12 | Rice Card  | The Volunteer will distribute the Rice card at the doorstep of the applicant with eKYC acknowledgement. | Village /Ward Volunteer |
| 13 | Distribution of Essential Commodities | Essential Commodities will be issued in the next distribution cycle | CIVIL SUPPLIES |

**Sub SLAs:**

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| --- | --- |
| Day 1 | Receiving and uploading of application by DA/ DPS |
| Day 2 | Confirming the application |
| Day 3 | TAHSILDAR/ASO should do the digital sign. |
| Day 4 | NIC will generate Rice card and send it to GSWS portal. |
| Day 5 | Rice card distribution will be done by volunteer |

Note: The entire process should be completed within 5 working days from the date of receipt of application as per SLA.