

SOP for sanction of Rice cards in 5 Days

Sl. No.	Activity	Action to be taken	Responsible Officer / Staff																					
1	Application Receiving	Collect application with following documents 1. Family Member Aadhaar cards 2. Hand filled application form	Village / Ward Volunteer																					
2	Uploading Application	Application details will be entered in GSWS portal along with uploaded documents. Generate Receipt and handover to Volunteers / Applicant. If the applicant is already having Rice Card, application will not be considered.	Digital Assistant / Data Processing Secretary																					
3	Validation of Application	The system will validate the application basing on the parameters of departmental database <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Sl.No.</th> <th style="text-align: left;">Name of the validation parameter</th> <th style="text-align: left;">Department</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Government Employee</td> <td>CFMS</td> </tr> <tr> <td>2</td> <td>Income Tax</td> <td>Income Tax</td> </tr> <tr> <td>3</td> <td>Landholding of family</td> <td>Web Land</td> </tr> <tr> <td>4</td> <td>Four- Wheeler</td> <td>RTA</td> </tr> <tr> <td>5</td> <td>Property in Municipal area</td> <td>MAUD</td> </tr> <tr> <td>6</td> <td>Electricity Consumption</td> <td>Transco</td> </tr> </tbody> </table>	Sl.No.	Name of the validation parameter	Department	1	Government Employee	CFMS	2	Income Tax	Income Tax	3	Landholding of family	Web Land	4	Four- Wheeler	RTA	5	Property in Municipal area	MAUD	6	Electricity Consumption	Transco	API from concerned departments
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4	Printing of field verification form	The above validation remarks along with uploaded documents are made available to VRO/WRS to download the Field Verification form for physical verification.	Village Revenue Officer (VRO) / Ward Revenue Secretary (WRS)																					
5	Field verification & eKYC	During field verification VRO/WRS verifies all the parameters mentioned in the application, departmental remarks as per scheme eligibility criteria given in Annexure and record the observations. eKYC of all the family members applied for New Rice card has to be captured in mobile app.	VRO/WRS																					

6	Uploading the field verification remarks	Enter the field observations against each parameter in the VRO/WRS login and endorsement will be issued if found ineligible.	VRO/WRS
7	Objection receiving	Objections raised during field verification will be received and entered by VRO/WRS in the screen provided and applications pushed to concerned department based on validation parameters.	VRO/WRS department official
8	Social Audit	VRO/WRS will download the eligible list for social audit and displayed at VS/WS for receiving objections if any	VRO/WRS
9	Social Audit Confirmation	VRO/WRS will submit the social audit completed applications In turn they will be forwarded to the Tahsildar/ASO logins in ePDS portal for Digital SIGN	VRO/WRS
10	Digital Sign	Tahsildar/ASO Digitally SIGN the eligible applications in ePDS portal	Tahsildar/ASO
11	Rice Card Generation	The NIC will generate the Rice card of Digitally signed and push them to GSWS portal VRO/WRS login	NIC
12	Rice Card Distribution	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:

Day 1	Receiving and uploading of application by DA/ DPS, Field Verification Proforma Download by VRO/WRS.
Day 2	VRO/WRS undertakes the physical verification and volunteer collects eKYC VRO/WRS upload verified data in Portal, Generates and issue endorsement to ineligible applicant

Day 3	Receiving objections from ineligible applicants and uploading in the objections screen and push to concerned department. Eligible list downloading and displaying at VS/WS for social audit by VRO/WRS.
Day 4	VRO/WRS should complete re-verification (if required), receiving the departmental status of objection applications and confirming the social audit of eligible applications by VRO/WRS and sending them for Digital Sign. Tahsildar / ASO should Digitally sign on same day.
Day 5	NIC generates Rice card and push to GSWS portal for print and distribution. Volunteer distributes the printed cards with eKYC acknowledgement

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

Annexure

Eligibility Criteria – To be verified

Sl. No.	Criteria	Documents to be verified
1	Total land holding of the family should be less than 3.00 acres of wet (or) 10.00 acres of dry (or) Both wet and dry land together 10.00 acres	1. Certificate from Revenue Department 2. Pattadar passbook 3. Ascertain Land possession 4. Land transfer document
2	Family should not own a four wheeler (Taxi, Tractors, Autos are exempted).	1. RC copy of the vehicle 2. Sale letter, if sold
3	Government Employee / pensioner	No family member should be a Government employee or Pensioner

4	Monthly electricity consumption of a family dwelling in own/rent house should be less than 300 units per month	Electricity Bills of last 6 months to be verified and average should be less than 300 units per month. 1. Commonmeter? If yes, no. of families sharing Per family no. of units per month 2. House-cum-petty business 3. only for business
5	Family in municipal areas who owns less than 1000 sq ft of built up area.	1. Built up area 2. Whose name the property registered 3. Family members Name? Amount of property taxpaid
6	No family member should be an income tax payee / payer	Verify with RTGS data received from Income Tax dept. 1. Applicant is paying Incometax Son/Daughter paying incometax.