

Process Flow

Department: Food Civil Supplies and Consumer Affairs Department

Service: Ration Card Addition/Modification

Task (T)	Task Name	Performing Designation	Allowed Actions: (only one at a time) Document(s): Enclosure/Annexure Forward to Task: Conditional Business Rules
T0	Application submission	Applicant	<ul style="list-style-type: none"> ▪ Registration in the portal ▪ Applicant logins with the appropriate credentials ▪ The applicant provides the Detail of the Applicant & members with attached Enclosures ▪ Applicant receives an acknowledgement number ▪ Forwards to T1
T 1	Initial Verification by Inspector of Supply	Inspector of Supply	<ul style="list-style-type: none"> ▪ The details are reflected in The Inspector dashboard, where he/she performs <ol style="list-style-type: none"> a. Verification b. Re-correction if applicable. ▪ The Inspector forward to the Deputy Director Supply/Superintendent Supply for further verification & Approval along with appropriate Remarks ▪ In case of clarifications: Forwards to T1A with remarks ▪ Otherwise Forwards with remarks to T2
T1A	Provide clarification and Re-uploads missing enclosures	Applicant	<ul style="list-style-type: none"> ▪ Forwards to T1
T2	Final Approval	Deputy Director / Superintendent Supply	<ul style="list-style-type: none"> ▪ Deputy Director/ Superintendent Supply perform either of the following activity ▪ Approve ▪ Re-correction ▪ Rejection ▪ Approval the Ration Card, depending upon the availability of Allotment/Quota for the State.