



USER MANUAL

Public Distribution System- Ration Card

Food, Civil Supplies and Consumer Affairs (FCS&CA)

Homepage URL: <http://food.hp.nic.in/> <https://g2g.hpepds.com/>

Direct Link:

<https://g2g.hpepds.com/pdf-reports/RationCard-Checklist.pdf>



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1. Checklist And Fee Details

Online Application for Ration Card

Checklist for Online Application:

- Aadhaar Card Number
- Proof of Resident
- Caste Certificate(if applicable)
- Differently abled/ physically challenged certificate (if applicable)
- In case of Tibetans, certificate from Tibetan Welfare Society or Tibetan Settlement Officer.
- Surrender/ deletion/ death/ birth/ marriage certificate/ court orders as per the requirement.

Applicable Fees

- Ration card application and issuance is free in the States as we are not giving hard copy and is to be printed by the consumer on its own.



2. Online Application

Step 1:

Visit <https://g2g.hpepds.com/> for application of Ration Card:

The screenshot shows the website dashboard with the following statistics:

7 Days The public service guarantee Act time	17 Applications Received	1 Applications Approved	4 Applications Rejected
1 Day Maximum Approval Time	1 Day Minimum Approval Time	1 Day Average Approval Time	1 Day Median Approval Time

Last Updated Time : 28-Oct-2022 04:00:00 PM

Login

Department User Citizen User

Username

Password

Captcha
934771

Step 2:

For registration user will be validated via mobile OTP verification and Captcha validation as shown below.

The screenshot shows the website dashboard with the following statistics:

120 Total Application Received	80 Total Application Approved	40 Total Application Rejected
10:15:52 Maximum time taken for Approval	10:15:52 Minimum time taken for Approval	10:15:52 Average time taken for Approval

Login

Department User Citizen User

Mobile Number

Captcha
720464

Type the number displayed above*

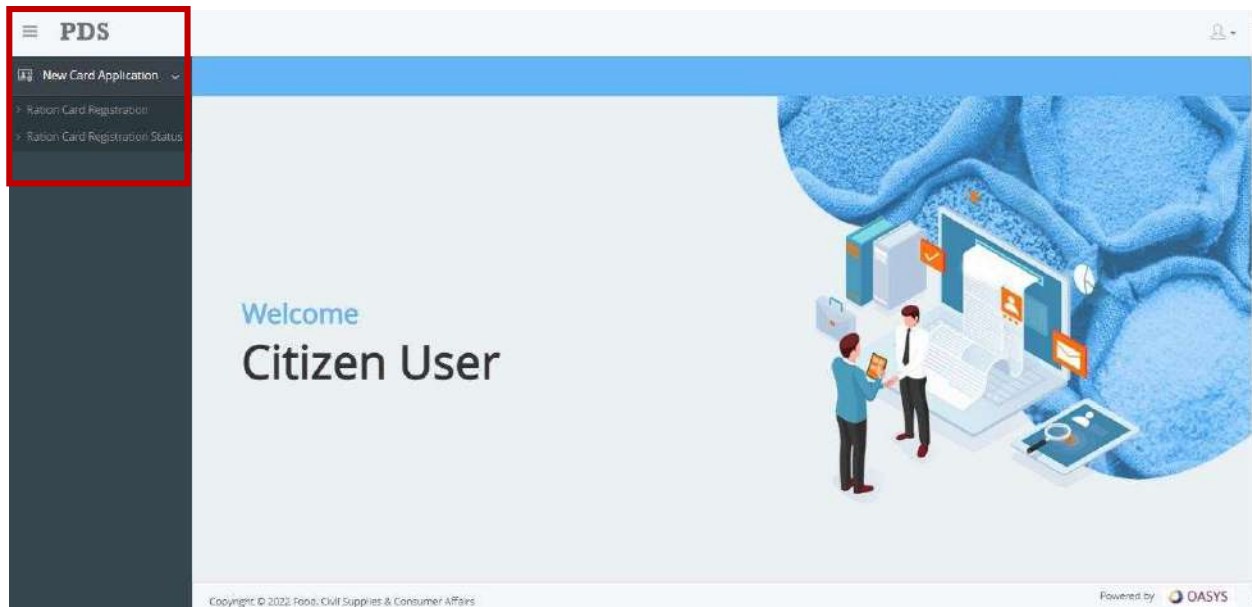


In first stage user will do the mobile number and captcha validation after successful validation user will receive the OTP for login validation.



Step 3:

After Successful login user will navigate to citizen page in the main page, two options will be provided to the user in the page. (Ration Card Registration and Ration Card Registration status)





Step 4:

Click on Ration Card Registration and **completely fill the form and upload the supporting documents** and click on submit as shown in the image below in the next page:

≡ PDS Home > Apply New Ration Card

New Card Application > Apply New Ration Card

> New Card Application
> New Card Application Status

* Required

Personal Details

Name of Family Head * Father's / Husband's / Wife's Name *

Mr.

Present Address
Address Line 1 * Address Line 2 Address Line 3

Please tick mark checkbox if Permanent Address is same as Present Address

Permanent Address
Address Line 1 * Address Line 2 Address Line 3

Place and State from where migrated Deletion or Surrender certificate Yes Date Reason of arrival in the distribution area

District Name * Block Name * Panchayat Name * FPS Code *

FPS Name PIN code * Email Address Land Line Number

Example: pds@mail.com

Family Member Details *

+ Add Family Member

Name	Gender	Date of Birth	Relationship	Aadhaar Card Number	Action
No records found					

Proof of Residence *

Select

Note: (pdf, jpg, jpeg, png and gif only), (Max file size 2 mb)

Gas Connection * Caste *

Select Select

I do hereby solemnly affirm and state as per the Section 199 of IPC that: (a) the information given in this form is true (b) None of the persons mentioned above are in receipt of any ration form army/paramilitary forces and are also not entered in any consumer card in India & persons detailed above are actually residing on given address of applicant.

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Step 5:

On successful submission of the request, a unique reference number will be generated for reference purposes. The reference number will be forwarded to the user via SMS notifications.

The screenshot shows a web form with a modal dialog box in the center. The modal has a blue header with a checkmark icon and the text 'Submission Success'. Below the header, it says 'Your Request Submitted Successfully !!!' in green. Underneath, it displays 'Your Reference Number is:' followed by the number '033220920866529' in yellow. At the bottom of the modal is a blue 'ok' button. The background form is dimmed and includes fields for 'Name of Family Head' (with a dropdown set to 'Mr.' and text 'Elvakumar'), 'Present Address' (with 'Address Line 1' containing 'shirnia'), and 'Place and State from where migrated' (with a dropdown set to 'No').

3. Online Tracking of Status of Application:

Ration Card Registration Status - This menu will show the current status of the submitted Ration Card registration request.

The screenshot shows the PDS web application interface. On the left, a sidebar menu has 'Ration Card Registration Status' highlighted with a red box. The main content area is titled 'New Card Application Status'. It features a 'Reference Number*' field with the value '033220920866529' and a 'Submit' button. Below the form, a status message is displayed in a yellow-bordered box: 'New Card Application is In progress at Inspector / Panchayat secretary level'. The interface also includes a navigation bar at the top with 'PDS' and 'New Card Application' menus, and a 'Home / Dashboard' link.



Department of Food, Civil Supplies & Consumer Affairs

- Screen of Inspector Acknowledgement will list out all the received applications in Pending status. The Inspector will review the respective application and update the Card status as “APPROVED” or “REJECTED”.

Inspector Acknowledgement Home > Inspector Acknowledgement

Q Search

District Name* Shimla (शिमला) Block Name* URBAN AREA Panchayat Name SHIMLA URBAN AREA Mobile Number +91

Reference Number: Front: To: Card Status* Pending

* Marked fields are mandatory. Clear Search

Searched - 2 Applications

#	Reference Number	District Name	Block Name	Panchayat Name	Created Date	Acknowledged Date	Status	Select
1	033220920865529	Shimla	URBAN AREA	SHIMLA URBAN AREA	20-Sep-2022		Pending	<input type="radio"/>
2	033220914401871	Shimla	URBAN AREA	SHIMLA URBAN AREA	14-Sep-2022		Pending	<input type="radio"/>

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- Inspector / panchayat secretary will select the pending application and they will validate in the review screen and based on beneficiary eligibility inspector will select the card type and approve the application.

District: Shimla Block: URBAN AREA Panchayat: SHIMLA URBAN AREA FPS Code: 2355(The jai kishan Coop. So. kasi)

FPS Name: The jai kishan Coop. So. Kasumptati Email Address: PIN code: 666666 Land Line Number:

Family Member Details

Name	Gender	Date of Birth	Relationship	Aadhaar Card Number			Annual Income	Mobile Number	Action
Mr. sivakumar	Male	01-jun-2005	Self	7538	3109	2105	100000.0	9865332248	<input type="button" value="Edit"/>

Beneficiary Card Options: Select Proof of Residence: Aadhaar Card

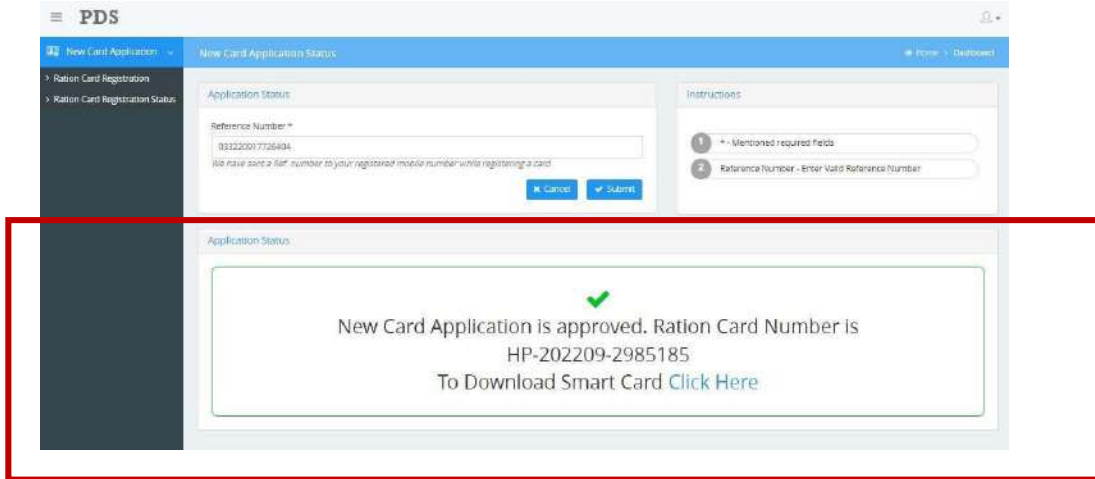
OFFICE USE ONLY

Inspector Verification Comment* Card Status: Approved

- After the request has been approved, the new Ration Card number will be gener



- SMS Notifications will be forwarded to the beneficiary for the updates of cardstatus with New Ration Card number (if approved).
- If rejected, the SMS notification will be forwarded with the comments of rejection. In the Ration Card Registration status screen after inspector successful validation, status show to the user as Ration Card details (Ration card Number will be shared as shown below).

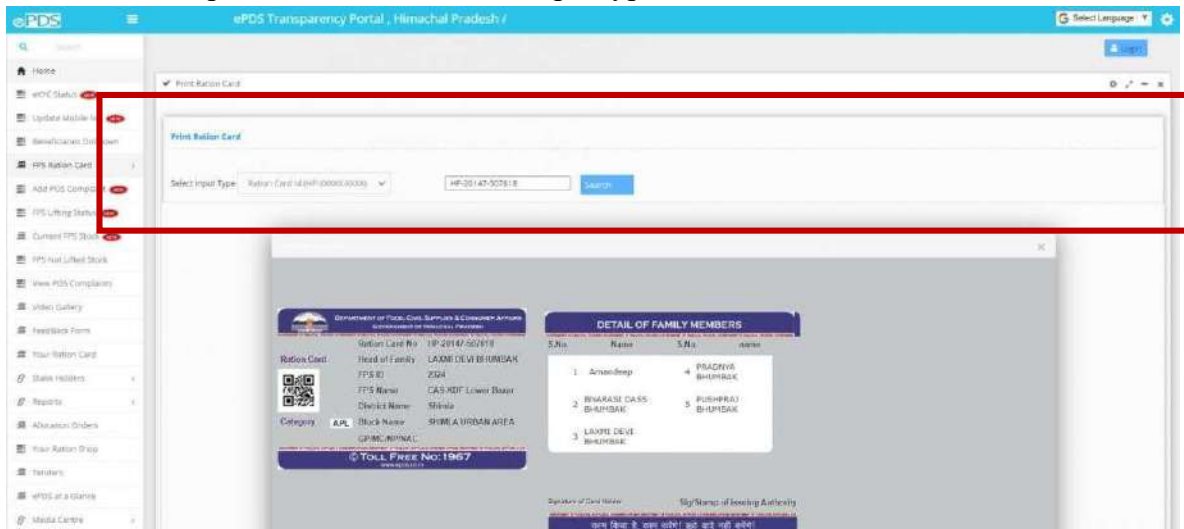


Step 6

User will be redirected to website as shown in image. The direct link is

https://epds.co.in/RC_TEST.aspx

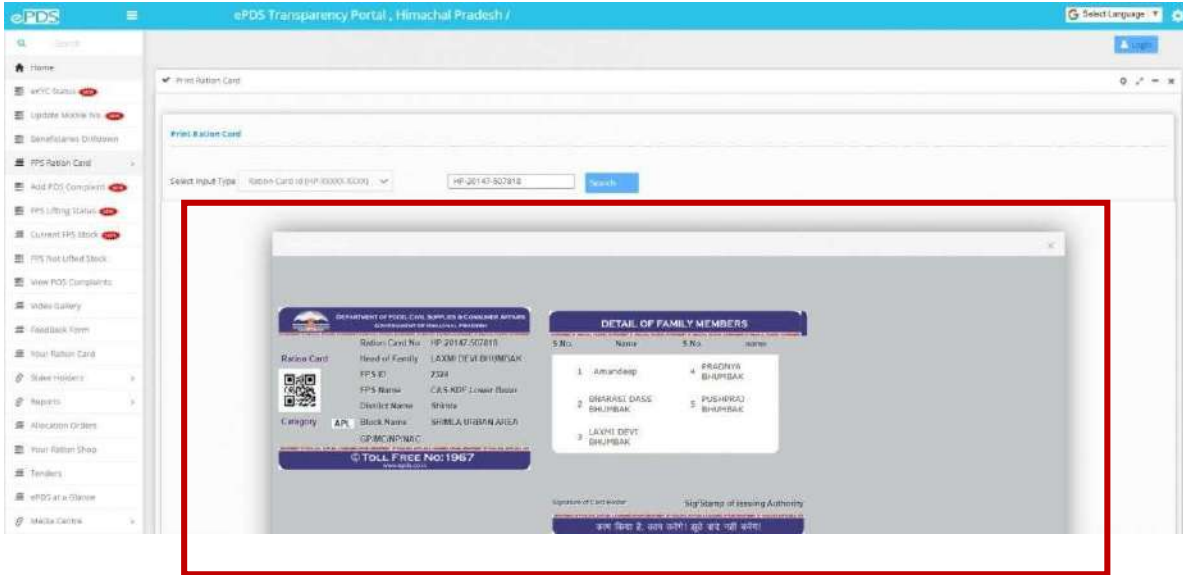
The user will input the details of “Select input type” and “Ration card no.” and hit search.





Step7

After clicking on search user can see his/her **ration card** and can **print it** as shown below.





Department of Food, Civil Supplies & Consumer Affairs

Mandate Order for online submission of Application

07

Government of Himachal Pradesh
Department of Food, Civil Supplies & Consumer Affairs

No. FDS-A(3)-4/2020-I Dated : Shimla-2 01st October, 2022

Notification

In pursuance of proceedings of the Review Meeting held on 16-09-2022 regarding status of implementation of Business Reforms Action Plan 2022, the Governor of Himachal Pradesh is pleased to order to implement on line system for applying Ration Card on the department portal/dashboard integrate with the Single Window System (e-district), henceforth and offline applications will not be considered.

By Order

Principal Secretary (FCS&CA) to the
Government of Himachal Pradesh.

Encst. No. FDS-F(6)-1/2021 Dated : Shimla-2 01st October, 2022.

Copy for information and necessary action is forwarded to:-

1. The Secretary to the Governor, Himachal Pradesh, Shimla-2.
2. The Principal Secretary to the Chief Minister, H.P., Shimla-2.
3. The Sr. Private Secretary to the Food, Civil Supplies and Consumer Affairs Minister, H.P., Shimla-2.
4. All Administrative Secretaries, to the Government of Himachal Pradesh, Shimla-02.
5. All Heads of the Departments, Himachal Pradesh, Shimla.
6. The Director, Food, Civil Supplies and Consumer Affairs, H.P., Shimla-09.
7. The Managing Director, H.P. State Civil Supplies Corporation Limited, H.P. Shimla-09
8. All District Controller, Food, Civil Supplies and Consumer Affairs, Himachal Pradesh.
9. Guard File.

(Ajit Kumar)

Under Secretary (FCS&CA) to the
Government of Himachal Pradesh
(Ph. No. 0177-2880350)