

# **PDS Portal Getting Started Guide**

**(Version:1.0)**

**Date:-Friday, Feb 06, 2015**



**Assam Electronics Development Corporation Ltd,  
(A Govt. of Assam Undertaking)  
Industrial Estate, Bamunimaidan,  
Guwahati-781021**

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## 1. Introduction

### 1.1 Target Audience

The application can be used by Portal Users (Govt officials and citizens), Admin, and Supervisor

### 1.2 Customer Support

AMTRON,  
Assam Electronics Development Corporation Ltd,  
Industrial Estate Bamunimaidan,  
Guwahati-781021

Contact person: bornali.gogoi@amtron.in  
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### 1.3 Definitions, Acronyms & Abbreviations

Sl no.	Abbreviation	Description
1)	PDS	Public Distribution System
2)	TPDS	Targeted Public Distribution System
3)	BPL	Below Poverty Line
4)	AAY	Antyodaya Anna Yojana
5)	APL	Above Poverty Line
6)	MMASY	Mukhya Mantrir Anna Surakshya Yojna
7)	Additional BPL	Additional Below Poverty Line
8)	Additional APL	Additional Above Poverty Line

### 1.4 OVERVIEW

PDS has become an important part of Government's policy for management of food economy in the country. Its responsibilities are to maintain overall stability of general price level and to ensure adequate supply of commodities at right quantity in weight to the masses of the state. The weaker section of the society selecting as BPL & AAY is targeted to provide food security as well as targeted to uplift their economic status.

### 1.5 Role:

There are three types of roles a user can log in:

- *PDSADMIN*
- *DISTRICTWISE*
- *SUBDIVISIONWISE*

## 2.GETTING STARTED with PDS

### 2.1 User login screen:

The login screen is shown below: [Refer to fig:Screenshot1]

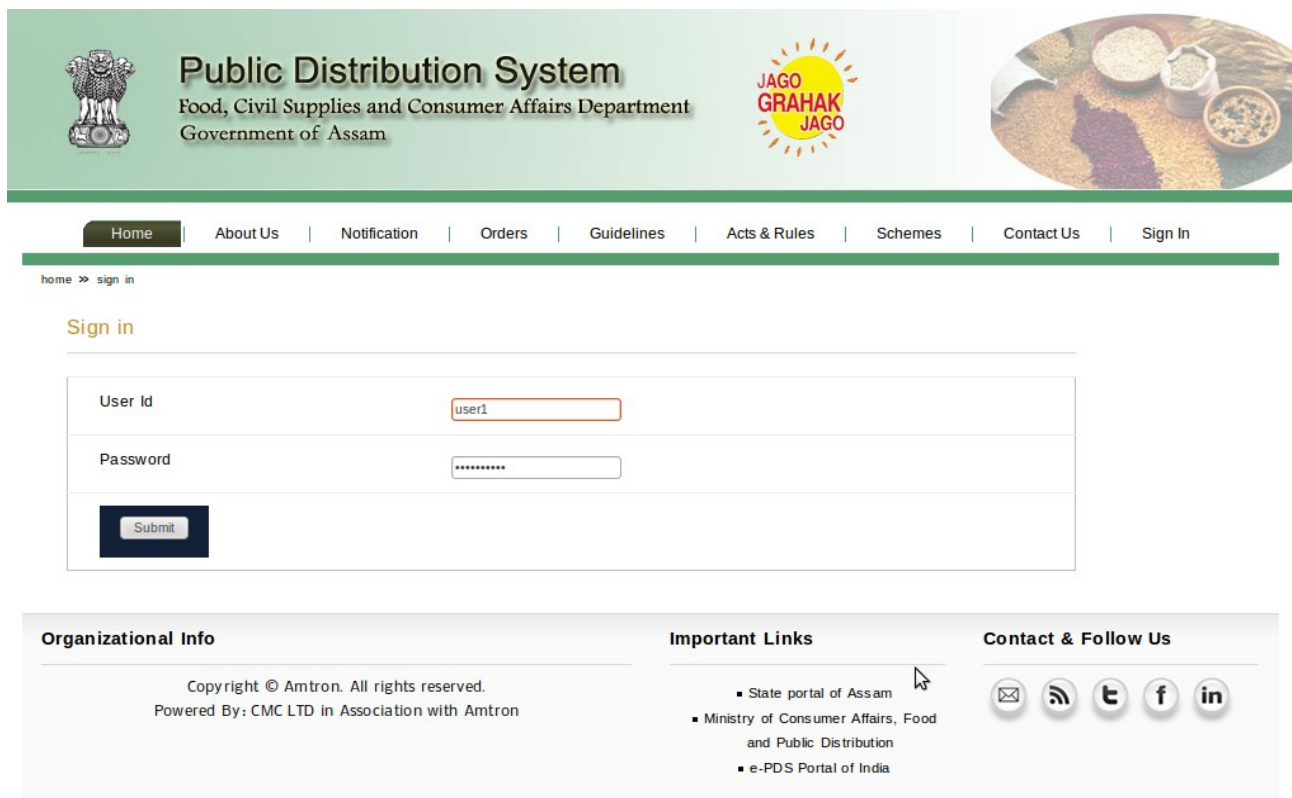


fig: Screenshot 1

### 2.2 Menu Options:

When a user logs in he/she will get following screen containing:

#### 1) Upper Horizontal menu

- Home
- Notification
- Orders
- Guidelines

- *Register*
- *Change Password*
- *Signout*

## 2)Left vertical Menu

- *Directorate Information*
  - *Organizational Structure*
  - *Funtion*
- *Storage Capacity*
  - *State Godowns (Detailed)*
  - *State Godowns (Summary)*
  - *State Godowns (Statistical Info)*
- *PDS Stake Holders*
  - *State Food and Public Distribution System*
    - *Food Directorate*
    - *District Food and Supply Officer*
    - *Taluka/Tehsil/Block/Sub-Divisional Food and Supply Officer*
    - *Food and Kerosene Inspector*
  - *Wholesaler Agencies*
  - *FPS Dealers*
- *District Information*
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  - *Beneficiary List*
  - *Transport List*
- *Ration Card Report*
- *Allocation Details*
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  - *Monthly Allocation Order Of The State*
- *Add Documents*
- *Add News and Updates*
- *Manage News Updates*
- *Add New Role*
- *User Role Map*
- *District Level Role Map*
- *AAmar Dukan*
- *Ration Card Information*
- *Grievance redressal*
- *District Subdivision Map*
- *Subdivision Circle Map*

**Home Screen:**

Screenshot of Dashboard after login:

[Refer to fig:Screenshot2]

home » my-page

Menu

- Directorate Information ▶
- Storage Capacity ▶
- PDS Stake Holders ▶
- District Information ▶
- Ration Card Report
- Allocation Details ▶
- Add Documents
- Add News and Updates
- Manage News Updates
- Add New Role
- User Role Map
- District Level Role Map

My Dashboard

Welcome PDS Admin

PDS Commodity Rates(Rs/Kg)

SCHEMES	WHEAT	RICE	ATTA	SALT	SKOIL	SUGAR
BPL	7	7	-	-	-	7
Additional BPL	-	-	-	-	-	-
AAY	7	7	-	-	-	7
APL	7	7	-	-	-	7
Additional APL	-	-	-	-	-	-
MMASY	-	-	-	-	-	-
Other	7	7	-	-	-	7

fig: Screenshot 2

When the user logs into the Home Screen dashboard will appear where the Commodity rates of all the schemes viz. BPL, Additional BPL, APL, Additional APL, MMASY and others for WHEAT, RICE, ATTA, SALT, SKOIL and SUGAR will be displayed.

**3. Directorate Information:**

User will get two sub menus here: [Refer to fig:Screenshot3]

- 1. Organizational structure
- 2. Function

SCHEMES	WHEAT	RICE	ATTA	SALT	SKOIL	SUGAR
DPL	-	5.05	-	-	-	-
Additional BPL	-	-	-	-	-	-
AAY	-	3.00	-	-	-	-
APL	6.10	8.30	-	-	-	-
Additional APL	-	-	-	-	-	-
MMASY	-	-	-	-	-	-
Other	-	-	-	-	-	-

*fig: Screenshot 3*



**3.1. Organizational Structure:**

1. Click on **Directorate information->Organizational Structure**

It will show the structure of the department.

[Refer to fig:Screenshot4]

Menu

STRUCTURE OF THE ORGANIZATION

1. FOOD,CIVIL SUPPLIES & CONSUMER AFFAIRS DEPARTMENT : The department is headed by the Principal Secretary & Commissioner to the Govt. of Assam, FCS&CA Department , Dispur. He is assisted by a number of subordinate officials.

2. DIRECTORATE FCS&CA , Bhangagarh.

SI No	Post/Designation	Sanctioned Strength	Man In Position	Shortfal	Area of Jurisdiction
1	Director	1	1	0	All Over State
2	Joint Director	4	0	4	Zonal Wise
3	Deputy Director	18	4	14	Respective Sadar Sub-Division
4	Assistant Director	21	15	6	Respective Sadar and other Sub-Division where if any when there is no Dy. Director or Superitendent as the case may be is posted
5	Superitendent	37	26	11	Respective Sub-Division other than sadar Sub-Division
6	Inspector	185	166	19	Respective Sub-Division other than Sadar Sub-Division where if and when no Asstt.Director or Superitendent is posted

*fig: Screenshot 4*

### 3.2. Function:

#### 1. Click on **Directorate information**->Select on **Function**

It will show information about functions of Directorate of food,civil supplies & consumer affairs.

[Refer to fig:Screenshot5]

The screenshot displays the website for the Public Distribution System (PDS) of the Government of Assam. The header includes the state emblem, the text 'Public Distribution System', 'Food, Civil Supplies and Consumer Affairs Department', and 'Government of Assam'. A logo with the text 'JAGO GRAHAK JAGO' and an image of various grains are also present. A navigation menu at the top contains 'Home', 'Notification', 'Orders', 'Guidelines', 'Register', 'Change Password', and 'Sign Out'. Below the menu, a breadcrumb trail shows 'home >> aboutus'. A left-hand menu lists various options, with 'Directorate Information' selected. The main content area is titled 'FUNCTION OF DIRECTORATE OF FOOD, CIVIL SUPPLIES & CONSUMER AFFAIRS' and contains the following text:

The Directorate of Food & Civil Supplies is responsible for managing the functioning of PDS/TPDS, enforcement of various Acts/Rules, Orders of the Govt. of India and State Govt. with the active role of DC/SDO(C)/Principal Secretaries of Autonomous Councils, to maintain liaison with State Govt. The Directorate has the appointment and administrative control upon the Sub Inspectors and other ministerial staffs. Moreover, the following activities are under taken by the Directorate:

- The Directorate of Food, Civil Supplies & Consumer Affairs is responsible for monitoring the stock position and stability of food grains with general price level prevailing in the state.
- The Directorate of Food, Civil Supplies & Consumer Affairs is also responsible for equitable distribution of Notified Articles (PDS/TPDS) at fair prices amongst the bonafide consumers of the State

fig: Screenshot 5

4. **Storage Capacity:** To view all the details of State Godowns three sub menus are there:

1. State Godowns(Detailed)
2. State Godowns(Summary)
3. State Godowns(Statistical info)

[Refer to fig:Screenshot6]

SCHEMES	WHEAT	RICE	SUGAR
APL	7	7	7
Other	7	7	7

fig: Screenshot 6

#### 4.1. State Godowns (Detailed):

1. Click on **Storage Capacity**->select **State Godowns(Detailed)**  
[Refer to fig:Screenshot7]

It will lead to Stakeholder Identity Management System's State Warehouses/Godowns/Wholesaler Depot page. [Refer to fig:Screenshot8]

2. Select either **All District** or **specified** district from **District**(drop down).
3. Select **Depot Type** (according to which they can view reports of the selected District) [Refer to fig:Screenshot8]
4. Click on **View Report**

SCHEMES	WHEAT	RICE	SUGAR
APL	7	7	7
Other	7	7	7

fig: Screenshot 7

District:  Sort Order:  View Report

Depot Type:

1 of 2 Find | Next

Date: 10-February-2015

Time: 15:35:41

**State Warehouses/Godowns/Wholesaler Depot**  
(Source: DCMS-States)

Parameters :State - ASSAM ||District - Kamrup ||Request Status - Approved

Depot S.No.	Depot Code	Depot Name	District	Pre Dominant Storage Type	Hired Date	Dehired Date	Covered Capacity (MTs)	Open		Silo Capacity (MTs)	Type
								Open Scientific (MTs)	Non-Scientific Open(Mts)		
1	5	6	7	8	9	10	11	12	13	14	15
<b>State: ASSAM</b>											
<b>District: KAMRUP</b>											
1	1806053	BAIDYAGARH GPSS LTD	Kamrup	COVERED	01/11/2014	01/01/2050	220	0	0	0	Wholesaler- Foodgrains
2	1806041	BEKELI GPSS	Kamrup	COVERED	01/07/2014	01/01/2050	100	0	0	0	Wholesaler- Foodgrains
3	1806045	BOKO GPSS	Kamrup	COVERED	01/09/2014	01/01/2050	100	0	0	0	Wholesaler- Foodgrains
4	1806056	BORIGOR GPSS LTD	Kamrup	COVERED	04/11/2014	01/01/2050	100	0	0	0	Wholesaler- Foodgrains
5	1806006	BORKHAT PANBARI GPSS LTD	Kamrup	COVERED	01/04/2013	31/03/2012	150	0	0	0	Wholesaler- Foodgrains
6	1806042	CHAMARIA SATRA SS LTD	Kamrup	COVERED	01/08/2014	01/01/2050	100	0	0	0	Wholesaler- Foodgrains
7	1806044	CHAMPAK NAGAR GPSS	Kamrup	COVERED	01/08/2014	01/01/2050	100	0	0	0	Wholesaler- Foodgrains
8	1806009	DIMORIA GPSS	Kamrup	COVERED	01/04/2013	31/03/2012	3000	0	0	0	Wholesaler- Foodgrains
9	1806002	FOOD CORPORATION OF INDIA	Kamrup	COVERED	01/04/2013	31/03/2012	300	0	0	0	Wholesaler- Foodgrains
10	1806004	FOOD CORPORATION OF INDIA	Kamrup	COVERED	01/04/2013	31/03/2012	150	0	0	0	Wholesaler- Foodgrains
11	1806005	FOOD CORPORATION OF INDIA	Kamrup	COVERED	01/04/2013	31/03/2012	300	0	0	0	Wholesaler- Foodgrains

*fig: Screenshot 8*

#### 4.2. State Godowns (Summary):

1. Click on Storage Capacity-> select State Godowns(Summary)  
[Refer to fig:Screenshot9]

page will be redirected to National Register of PDS Related Depots/Godowns  
[Refer to fig:Screenshot10]

Public Distribution System  
Food, Civil Supplies and Consumer Affairs Department  
Government of Assam

JAGO GRAHAK JAGO

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home >> my-page

Menu

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Storage Capacity ▶  
PDS Stake Holders ▶  
District Information ▶  
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Allocation Details ▶  
Add Documents  
Add News and Updates  
Manage News Updates  
Add New Role  
User Role Man

My Dashboard

Welcome PDS Admin

PDS Commodity Rates(Rs/Kg)

SCHEMES	WHEAT	RICE	ATTA	SALT	SKOIL	SUGAR
BPL	-	5.65	-	-	-	-
Additional BPL	-	-	-	-	-	-
AAY	-	3.00	-	-	-	-
APL	6.10	8.30	-	-	-	-
Additional APL	-	-	-	-	-	-
MMASY	-	-	-	-	-	-

fig: Screenshot 9

### National Register of PDS Related Depots/Godowns

S..No.	State Name	Total No. of Godowns	Godown Type and Count	Covered Capacity (MTs)	Open Capacity Scientific (MTs)	Open Capacity Non Scientific (MTs)	Silo Capacity (MTs)	Total (MTs)	Kerosene Capacity (KLs)	
1	2	3	4	5	6	7	8	9		
1	ANDAMAN & NICOBAR	2	<b>Foodgrain Depots - owned/hired by FCI</b>	2	7081	0	0	0	7081	-
			<b>Total Depot &amp; Capacity for ANDAMAN &amp; NICOBAR</b>	<b>2</b>	<b>7081</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7081</b>	-
2	ANDHRA PRADESH	858	Owned - by CSC, (Covered and/or CAP)	74	98739	22050	2320	0	123109	-
			Hired - by CSC, belongs to SWC & Managed by SWC	4	2708	1108	300	800	4916	-
			Hired - by CSC, belongs to MARKFED	19	15850	0	3100	6700	25650	-
			Hired - by CSC, belongs to Private	100	104537	31516	12793	0	148846	-
			Hired - by CSC, belongs to Co-operative	24	13733	2165	3200	11404	30502	-
			Hired - by CSC, belongs to Private & Managed by SWC	5	5700	0	0	0	5700	-
			Hired - by CSC, belongs to RMC (Regulated Market Committee)	33	36100	48000	0	0	84100	-
			Hired - by CSC, belongs to RCMS (Regional Co-operative Marketing Society)	2	4002	1	2	3	4008	-
			Hired - by CSC, belongs to Others	92	42377	9392	483	162	52414	-
			Hired - by CSC, belongs to Oilfed	1	800	0	0	800	1600	-
			Hired - by CSC, belongs to AGRO	8	6900	550	0	0	7450	-
			Owned - by SFC	1	200	0	0	0	200	-
			Hired - by SFC, belongs to Private	1	5	5	5	0	15	-
			State Govt. Godown	7	4600	23600	14400	600	43200	-
			<b>Wholesaler- Kerosene</b>	<b>382</b>	-	-	-	-	-	450079
			Hired - by GCC, belongs to Private	1	200	0	0	0	200	-
			Hired - by GCC, belong to Co-operative	1	500	0	0	0	500	-
			Owned - by GCC	10	2635	270	0	0	2905	-
			State Pool Godown	8	87000	87000	0	2000	176000	-
			Block/PDS Godown	1	5	5	5	5	20	-
			<b>Foodgrain Depots - owned/hired by State</b>	<b>392</b>	<b>426591</b>	<b>225662</b>	<b>36608</b>	<b>22474</b>	<b>711335</b>	-
			<b>Foodgrain Depots - owned/hired by FCI</b>	<b>84</b>	<b>1436581</b>	<b>115000</b>	<b>45000</b>	<b>0</b>	<b>1596581</b>	-
			<b>Total Depot &amp; Capacity for ANDHRA PRADESH</b>	<b>476</b>	<b>1863177</b>	<b>340662</b>	<b>81608</b>	<b>22474</b>	<b>2307016</b>	-

fig: Screenshot 10



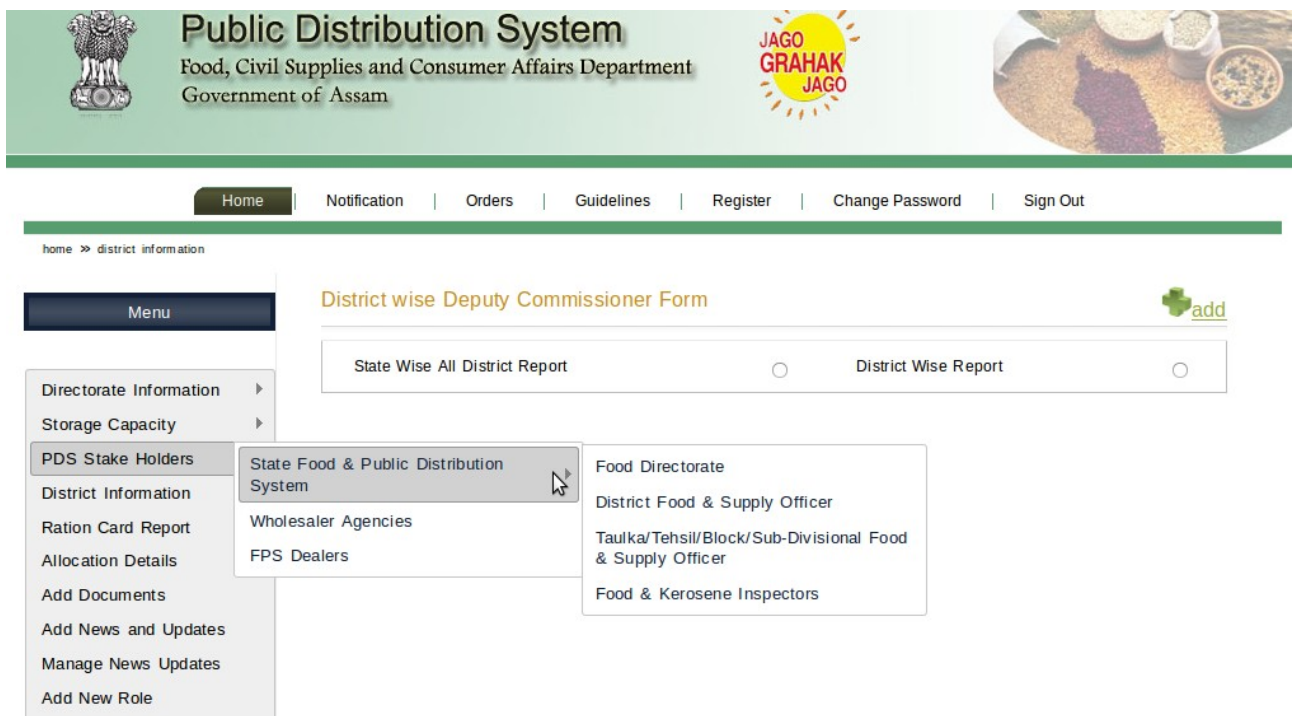
5. *PDS Stake Holders*: User will get three submenus as follows: [Refer to fig:Screenshot11]

1. *State Food and Public Distribution System*: It will have following four options:

- *Food Directorate*
- *District Food and Supply Officer*
- *Taluka/Tehsil/Block/Sub-Divisional Food and Supply Officer*
- *Food and Kerosene Inspector*:

2. *Wholesaler Agencies*

3. *FPS Dealers*



*fig: Screenshot 11*



### 5.1.1 Food Directorate:

1. Click on **PDS Stake Holders->State Food and Public Distribution System-> Food Directorate** [Refer to fig:Screenshot12]

page will be redirected to Food, Civil Supply and Consumer affairs Department page: [source: online.assam.gov.in]  
[Refer to fig:Screenshot13]

Public Distribution System  
Food, Civil Supplies and Consumer Affairs Department  
Government of Assam

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Menu

My Dashboard

Welcome PDS Admin

PDS Commodity Rates(Rs/Kg)

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	-	-	-	-	-	-
	-	-	-	-	-	-

Directorate Information >  
Storage Capacity >  
PDS Stake Holders  
District Information  
Ration Card Report  
Allocation Details  
Add Documents  
Add News and Updates  
Manage News Updates

State Food & Public Distribution System >  
Wholesaler Agencies  
FPS Dealers

Food Directorate  
District Food & Supply Officer  
Taulka/Tehsil/Block/Sub-Divisional Food & Supply Officer  
Food & Kerosene Inspectors

fig: Screenshot 12

অসম চৰকাৰ

## Food, Civil Supplies & Consumer Affairs Department

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Everything

**Food, Civil Supplies and Consumer Affairs Department**

The mandate of Food & Civil Supplies Department is to provide food security to the entire population of the State by way of implementation of Public Distribution System and Target Public Distribution System (PDS/TPDS) for welfare of the society. The Department deals with the allotment and distribution of PDS/TPDS commodities through distributing agencies, monitoring of availability and prices of essential commodities; enforcement of law and Rules relating to trading of essential commodities etc. Procurement of Food Grains from the growers through procuring agencies at minimum support price to protect the interest of growers (Cultivators) is another basic responsibility of the department.

The department has a Secretariat and a Directorate at the Headquarters with subordinate offices in the amalgamated establishment of Deputy Commissioner, Sub-Divisional Officer (Civil) and Secretariat in Autonomous District Council. There is no Board / Corporation or other agencies under this department.

**Activities of the Department**

- The department, as per its mandate, works in implementation of the Public Distribution System, Targeted Public Distribution System for the whole section of the society along with its allied schemes.
- PDS is implemented to provide selected essential commodities to the entire population of the State at fair price and equitably through its distribution network.
- TPDS is implemented through the PDS network for providing food grains at highly subsidized rate to the selected families living below the poverty line in the State. Poorest of the poor families of below poverty line categories are provided food grains at more subsidized rate under the scheme "[Antodaya Anna Yojana Scheme](#)".
- **Randhanjyoti** - Selected women beneficiaries of BPL category are provided with free LPG connection under the scheme. The Scheme, in its 2nd phase of implementation has benefited 1,43,035 beneficiary families to get their LPG connection free of cost

**See Also**

- [Ministry of Health & Family Welfare, Govt. of India](#)
- [Assam State AIDS Control Society](#)
- [National Health Mission](#)
- [Healthy India](#)

*fig: Screenshot 13*

### 5.1.2. District Food and Supply Officer:

1. Click on **PDS Stake Holders**->select **State Food and Public Distribution System**->select **District Food Supply**. [Refer to fig:Screenshot14]
2. It will be redirected to Stakeholder Identity Management System's page [Refer to fig:Screenshot15]
3. Select **Report Type**
4. Select **State**
5. Click on **View Report**->  
It will display District food supply office(DFSO) report

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User Role Map

My Dashboard

Welcome PDS Admin

PDS Commodity Rates(Rs/Kg)

SCHEMES	WHEAT	PRICE	ATTA	SALT	SKOIL	SUGAR
Food Directorate						
District Food & Supply Officer						
Taulka/Tehsil/Block/Sub-Divisional Food & Supply Officer			-	-	-	-
Food & Kerosene Inspectors			-	-	-	-
APL	6.10	8.30	-	-	-	-
Additional APL	-	-	-	-	-	-
MMASY	-	-	-	-	-	-
Other						

fig: Screenshot 14

Report Title  State

1 of 1  Export

### STAKEHOLDER IDENTITY MANAGEMENT SYSTEM

#### District Food Supply Office (DFS) REPORT

State: ASSAM

Sr.No.	Name of Food & Supply Office	Address	Phone No./FaxNo.	Email Id
1	For Baksa District - Joint Director, FCS and CA, Kokrajhar	Mushalpur , JD Road, Kokrajhar , Baksa		
2	O/O the Deputy Commissioner, FCS&CA, BARPETA	Barpeta (MB) , Barpeta Town, Barpeta , Barpeta		
3	FOOD, CIVIL SUPPLIES & CONSUMER AFFAIRS,O/O THE DY COMMISSIONER,BONGAIGAON	Bongaigaon (MB) , MG ROAD , Bongaigaon	3664230872,3664231338	
4	Food Civil Supply and consumer affairs	Silchar (MB) , Sadarghat Silchar Town, Ward no 7 , Cachar		
5	For Chirang District - Joint Director, FCS and CA, Kokrajhar	Madhyam Kajalgaon. , JD Road, Kokrajhar , Chirang		
6	O/O The Deputy Director, FCS&CA, Mangaldai	Mangaldoi (MB) , Mangaldai Town , Darrang		
7	Office of the Assistant Director, Food & Civil Supply and Consumer Affairs	Dhemaji (TC) , Near Office of the Deputy Commissioner, Dhemaji , Dhemaji		
8	O/O THE DY. COMMISSIONER, FOOD, CIVIL SUPPLIES AND CONSUMER AFFAIRS,DHUBRI	Dhubri (MB) , TOP FLOOR,D.C.S COURT BUILDING, W/N-1, DHUBRI TOWN , Dhubri		
9	Office of the Food, Civil Supplies and Consumer Affairs, Branch, Dibrugarh	Dibrugarh (MB) , Chowkidinghee, Dibrugarh , Dibrugarh		
10	Deputy Director, FCS & CA, Dima Hasao, Haflong	Haflong (TC) , Haflong , Dima Hasao		
11	FOOD CIVIL SUPPLY AND CONSUMER AFFAIRS	Goalpara (MB) . DC OFFICE, BALADMARI, WARD NO 7 , Goalpara		
12	FOOD, CIVIL SUPPLIES & CONSUMER AFFAIRS, GOLAGHAT	Golaghat (MB) , FIRST FLOOR OF THE JUDICIAL COURT BUILDING, GOLAGHAT , Golaghat	280455	
13	ASSTT DIRECTOR FOOD CIVIL SUPPLIES AND CONSUMER	Hailakandi (MB) , HAILAKANDI DC OFFICE , Hailakandi		

*fig: Screenshot 15*

### 5.1.3. Taluka/Tehsil/Block/Sub-Divisional Food and Supply Officer:

1. Click on **PDS Stake Holders**->select **State Food and Public Distribution System**-> select **Taluka/Tehsil/Block/Sub-Divisional Food and Supply Officer**.

[Refer to fig:Screenshot16]

2. It will be redirected to Stakeholder Identity Management System's page  
[Refer to fig:Screenshot17]

3. Select **Report Type**

4. Select **State**

5. Click on **View Report**

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State Food & Public Distribution System ▶  
Wholesaler Agencies  
FPS Dealers

Food Directorate  
District Food & Supply Officer  
Taulka/Tehsil/Block/Sub-Divisional Food & Supply Officer  
Food & Kerosene Inspectors

fig: Screenshot 16

Report Title: Checklist Report for AFSO State: ASSAM View Report

Report Title: Checklist Report for AFSO State: ASSAM View Report

1 of 1 Select a format Export

**STAKEHOLDER IDENTITY MANAGEMENT SYSTEM**  
**TALUKA/TEHSIL/BLOCK SUPPLY OFFICE (TSO) / ASSISTANT FOOD SUPPLY OFFICE (AFSO)**  
**REPORT**

State: ASSAM

Sr.no.	TSO/AFSO Name	Taluka/Tehsil/Subdisrict Name	Address	Phone No./Fax No.	Email Id
<b>DFSO Office: ASSTT DIRECTOR FOOD CIVIL SUPPLIES AND CONSUMER AFFAIRS</b>					
1	Asstt Director Food Civil Supplies and Consumer Affairs	Hailakandi	Hailakandi (MB),Hailakandi DC Office,Hailakandi		
2	TEST HKD SUB DIVISION	Hailakandi	Hailakandi (MB),HAILAKANDI DC OFFICE,Hailakandi	9435078519	
<b>DFSO Office: DEPUTY DIRECTOR, FCS &amp; CA</b>					
3	Asstt. Director, FCS&CA, Hamren	Hamren	Diphu (TC),Hamren ( Circuit House Road), Behind Town Committee Office,Karbi Anglong		
4	BOKAJAN SUBDIVISION FCS OFFICE	Diphu	Diphu (TC),NEAR BOKAJAN POLICE STATION, BOKAJAN TOWN,Karbi Anglong		
5	FCS & CA Office, Diphu SubDivision	Diphu	Diphu (TC),Lumding Road, DC Office,Karbi Anglong		
<b>DFSO Office: Deputy Director, FCS &amp; CA, Dima Hasao, Haflong</b>					
6	O/O THE ASSTT. DIRECTOR, FCS&CA, MAIBANG, CAMP-HAFLONG	Maibang	Haflong (TC),MAIBANG,Dima Hasao		
7	O/O THE DEPUTY DIRECTOR,FCS & CA, DIMA HASAO,HAFLONG	Haflong	Haflong (TC),HAFLONG,Dima Hasao		
<b>DFSO Office: DISTRICT OFFICE, FOOD, CIVIL SUPPLIES &amp; CONSUMER AFFAIRS, NAGAON</b>					
8	Food,Civil Supplies & CA Branch, DC office, Nagaon	NAGAON	Nagaon (MB),D.C. Office Building, Nagaon,Nagaon		
9	Food,Civil Supplies & CA Branch, Hojai	HOJAI	Nagaon (MB),SDO(C) office, Hojai,Nagaon		
10	SDO (C) OFFICE, FCS&CA, KALIABOR	KALIABOR	Nagaon (MB),KALIABOR TINIALI,Nagaon	276605,276993	asng-kaliabor@nic.in
<b>DFSO Office: DISTRICT SUPPLY OFFICE, Nalbari</b>					

*fig: Screenshot 17*



#### 5.1.4 Food and Kerosene Inspector:

1. Click on **PDS Stake Holders**->select **State Food and Public Distribution System**-> select **Food and Kerosene Inspector**

[Refer to fig:Screenshot18]

2. It will be redirected to Stakeholder Identity Management System's page

[Refer to fig:Screenshot19]

3. Select **State**

4. Select **District**

5. Select **District Office**

6. Select **Tehsil/Subdivisional/Block office**

5. Click on **View Report**

It will show Taluka/Tehsil/Block Supply Office/Assistant Food Supply Office's report

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SCHEMES	WHEAT	RICE	ATTA	SALT	SKOIL	SUGAR
State Food & Public Distribution System	-	-	-	-	-	-
Wholesaler Agencies	-	-	-	-	-	-
FPS Dealers	-	-	-	-	-	-

State Food & Public Distribution System

Wholesaler Agencies

FPS Dealers

Food Directorate

District Food & Supply Officer

Taulka/Tehsil/Block/Sub-Divisional Food & Supply Officer

Food & Kerosene Inspectors

fig: Screenshot 18

State: ASSAM District: All Districts View Report

District Office: ALL Tahsil/Subdivision/Block Office: ALL

1 of 1 Select a format Export

**STAKEHOLDER IDENTITY MANAGEMENT SYSTEM**  
**Food Inspector Office REPORT**

State: ASSAM

INSP CODE	Office Name LL	Office Name EN	Address	Phone No./Fax No.	Email Id
<b>District: Kokrajhar</b>					
<b>DFSO/DFSC/DFO: JOINT DIRECTOR, FOOD CIVIL SUPPLY AND CONSUMER AFFAIRS, KOKRAJHAR</b>					
<b>AFSO/AFSC/BFO: FCS&amp;CA KOKRAJHAR SUBDIVISION OFFICE</b>					
001	JOINT DIRECTOR FOOD CIVIL SUPPLIES AND CONSUMER AFFAIRS KOKRAJHAR	JOINT DIRECTOR FOOD CIVIL SUPPLIES AND CONSUMER AFFAIRS KOKRAJHAR	Kokrajhar (MB) / JD ROAD NEAR METROLOGY OFFICE / Kokrajhar/783370	3661275669/3661275669	chdfcscabtc@gmail.com
<b>AFSO/AFSC/BFO: FCS&amp;CA GOSSAIGAON</b>					
001	FI SDFCS Goggaigaon	FI SDFCS Goggaigaon	Gossaigaon (TC) / Gossaigaon / Kokrajhar/783370	3661275144/3661275144	kokrajha@nic.in
<b>District: Sivasagar</b>					
<b>DFSO/DFSC/DFO: FOOD CIVIL SUPPLIES &amp; CONSUMER AFFAIRS</b>					
<b>AFSO/AFSC/BFO: Sub Division Food Office, Sonari</b>					
001		Sub Division Food Inspector Office, Sonari	Sonari (MB) / SDO Office Sonari / Sivasagar/	/	
<b>AFSO/AFSC/BFO: Sub Division Food Office, Nazira</b>					
001		Sub Division Food Inspector Office, Nazira	Nazira (MB) / SDO office Nazira / Sivasagar/	/	
<b>AFSO/AFSC/BFO: DISTRICT FOOD &amp; CIVIL SUPPLY OFFICE</b>					
001		Supply office	Sibsagar (MB) / DC OFFICE / Sivasagar/	/	
<b>District: Barpeta</b>					
<b>DFSO/DFSC/DFO: O/O the Deputy Commissioner, FCS&amp;CA, BARPETA</b>					
<b>AFSO/AFSC/BFO: Office of the Deputy Commissioner Barpeta, FCS and CA Branch</b>					
001		Office of the Deputy	Barpeta (MB) / Barpeta Town, Barpeta /	3665251105/3665251105	

*fig: Screenshot 19*



## 5.2. Wholesaler Agencies:

1. Click on **PDS Stake Holders**-> select **Wholesaler Agencies**  
[Refer to fig:Screenshot20]
2. It will be redirected to Stakeholder Identity Management System's page  
[Refer to fig:Screenshot21]
3. Select **Report Title**
4. Select **State**
5. Select **District**
6. Click on **view report**

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  - FPS Dealers
- District Information
- Ration Card Report
- Allocation Details
- Add Documents

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Welcome PDS Admin

PDS Commodity Rates(Rs/Kg)

SCHEMES	WHEAT	RICE	ATTA	SALT	SKOIL	SUGAR
Other	-	-	-	-	-	-

fig: Screenshot 20

Report Title  State

District

1 of 33  Export

**STAKEHOLDER IDENTITY MANAGEMENT SYSTEM**  
**Details of Wholesalers in ASSAM**

**District: All Districts**

Wholesaler Code	Wholesaler Name	Contact Number
<b>State: ASSAM</b>		
<b>District: Baksa</b>		
<b>District Office: For Baksa District - Joint Director, FCS and CA, Kokrajhar</b>		
0000619	Paschim Baksa Bss Ltd, NIL, Bangalipara, MUSHALPUR (SADAR), MUSHALPUR (SADAR), Baksa, ASSAM - 781333	NOT AVAILABLE
0000804	PASCHIM BAKSA B.S.S. LTD., BANGALIPARA, Bangalipara, MUSHALPUR (SADAR), MUSHALPUR (SADAR), Baksa, ASSAM - 781333	NOT AVAILABLE
0000805	MS NO TWO UTTAR BAKSA BSS LTD, MUSHALPUR-BATTOPURI, Ambari, MUSHALPUR (SADAR), MUSHALPUR (SADAR), Baksa, ASSAM	3641234522
0000851	CHAPAGURI SS LTD KUJIDEOR, KUJIDEOR, ANCHALI, Kujideor, MUSHALPUR (SADAR), MUSHALPUR (SADAR), Baksa, ASSAM - 781327	NOT AVAILABLE
0000874	M/S NAMATI BSS LTD, KUJIDEOR, ANCHALI, Kujideor, MUSHALPUR (SADAR), MUSHALPUR (SADAR), Baksa, ASSAM	NOT AVAILABLE
0001058	NO TWO UTTAR BASKA SS LTD. MUSHALPUR -	7896112243

*fig: Screenshot 21*

### 5.3. FPS Dealers:

1. Click on **PDS Stake Holders**-> select **FPS Dealers**  
[Refer to fig:Screenshot22]

2. It will be redirected to Stakeholder Identity Management System's page  
[Refer to fig:Screenshot23]

3. Select **Report Title**

4. Select **State**

5. Select **District**

6. Click on **view report**

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PDS Commodity Rates(Rs/Kg)

SCHEMES	WHEAT	RICE	ATTA	SALT	SKOIL	SUGAR
Other	-	-	-	-	-	-

fig: Screenshot 22

State: ASSAM District: Bongaigaon Block / Tehsil: All Tehsils

View Report

1 of 1 Select a format Export

**Details of Fair Price Shops (Tehsil-wise) For State: ASSAM | District: Bongaigaon | Tehsil: All Tehsils**

Summary		
Tehsil	No. of FPS	No. of Cards
5	717	189236

District	Tehsil	FPS Name	License No.	Address	Phone No	Linked Depot(s)	Status (Active/Suspended)	Card Count
								Total Cards
Bongaigaon	Bijni (Pt)	<b>Bijni (Pt) Total</b>						36122
	Boitamari	<b>Boitamari Total</b>						29121
	Bongaigaon (Pt)	<b>Bongaigaon (Pt) Total</b>						48428
	Sidli (Pt)	<b>Sidli (Pt) Total</b>						13542
	Srijangram	<b>Srijangram Total</b>						62023
	<b>Bongaigaon Total</b>							189236
<b>ASSAM Total</b>								189236

Developed by: NIC

Report generated as on: 12/02/2015 12:23:10 PM

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*fig: Screenshot 23*

## 6. District Information:

### 6.1. District Information::Add

To enter DC offices information, follow the following steps:

1. Click on **District Information**-> select **DC Offices**  
[Refer to fig:Screenshot24]
2. click on **add** on the right side of the page.  
[Refer to fig:Screenshot25]
3. Select your respective **district** name. [Refer to fig:Screenshot26]
4. Fill up the form. [Refer to fig:Screenshot26]
5. Click on the submit button to save the aforesaid information successfully.

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PDS Commodity Rates(Rs/Kg)

	WHEAT	RICE	ATTA	SALT	SKOIL	SUGAR
BPL	-	5.65	-	-	-	-
Additional BPL	-	-	-	-	-	-
AAY	-	3.00	-	-	-	-

fig: Screenshot 24



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### District wise Deputy Commissioner Form

 [add](#)

State Wise All District Report

District Wise Report



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Deputy Commissioner Form

Select District

Bongaigaon

Name Of the Officer	Mrinmoy DAs
Designation	SDO(Civil)
Contact No (M)	9856412365
Phone No (O)	9856412789
Email Id	md@gmail.com
Office Address	Uzanbazar
	Kharghuli
	Guwahati
	Hs no-2

fig: Screenshot 26



## 6.2 DC Offices:View

To view the DC offices information of all the districts along with your own district:

1. Click on **District Information->DC Offices** [Refer to fig:Screenshot27]

2. Click on **state wise all district report.**  
[Refer to fig:Screenshot28] & [Refer to fig:Screenshot29]

3. To view only your DC office information: Click **district wise report.**  
[Refer to fig:Screenshot28] & [Refer to fig:Screenshot30]

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- Add New Role
- User Role Map
- District Level Role Map
- Aamar Dukan
- Ration Card Information

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PDS Commodity Rates

SCHEMES	WHEAT	RICE	SUGAR
Other	7	7	7

fig: Screenshot 27





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### District wise Deputy Commissioner Form

State Wise All District Report



District Wise Report

## State Wise District Report:



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- District Subdivision Map
- Subdivision Circle Map

### District wise Deputy Commissioner Form + add

State Wise All District Report 
District Wise Report

#### Deputy Commissioner Offices

Show  entries Search:

SR. NO.	DISTRICT	NAME	DESIGNATION	EMAIL	MOBILE	TELEPHONE(O)	ADDRE
1	Kamrup	Mr Jyoti Ranjan Kakati	District Commissioner	jyoti@mail.com	7878787845	7878787844	Assam Secret Dispur Guwah 781001 Assam India
2	Baksa	Mr Abhishek Paul	Sub-Inspectors	ap@gmail.com	9876545678	8876234567	CMC LI Zoo TI Hs No- 781024 Assam

*fig: Screenshot 29*

**District wise Report:**

The screenshot displays the Public Distribution System (PDS) web application interface. At the top, there is a header with the Government of Assam logo, the text "Public Distribution System Food, Civil Supplies and Consumer Affairs Department Government of Assam", and a "JAGO GRAHAK JAGO" logo. A navigation bar includes links for Home, Notification, Orders, Guidelines, Register, Change Password, and Sign Out. The main content area is titled "District wise Deputy Commissioner Form" and features a "State Wise All District Report" radio button (unselected) and a "District Wise Report" radio button (selected). Below this is a "Select District" dropdown menu with "Baksa" selected. A section titled "Deputy Commissioner Offices" contains a table with one entry. The table has columns for SR. NO., DISTRICT, NAME, DESIGNATION, EMAIL, MOBILE, TELEPHONE(O), and ADDRESS. The entry shows a Sub-Inspector named Abhishek Paul in Baksa district with contact details and an address in CMC LTI Zoo, Tiniali, Assam, India.

home >> district information

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- User Role Map
- District Level Role Map
- Aamar Dukan
- Ration Card Information
- Grievance redressal
- District Subdivision Map

**District wise Deputy Commissioner Form** [add](#)

State Wise All District Report  District Wise Report

Select District

**Deputy Commissioner Offices**

Show  entries Search:

SR. NO.	DISTRICT	NAME	DESIGNATION	EMAIL	MOBILE	TELEPHONE(O)	ADDRESS
1	Baksa	Mr Abhishek Paul	Sub-Inspectors	ap@gmail.com	9876545678	8876234567	CMC LTI Zoo Tiniali, No-45, 781024, Assam, India

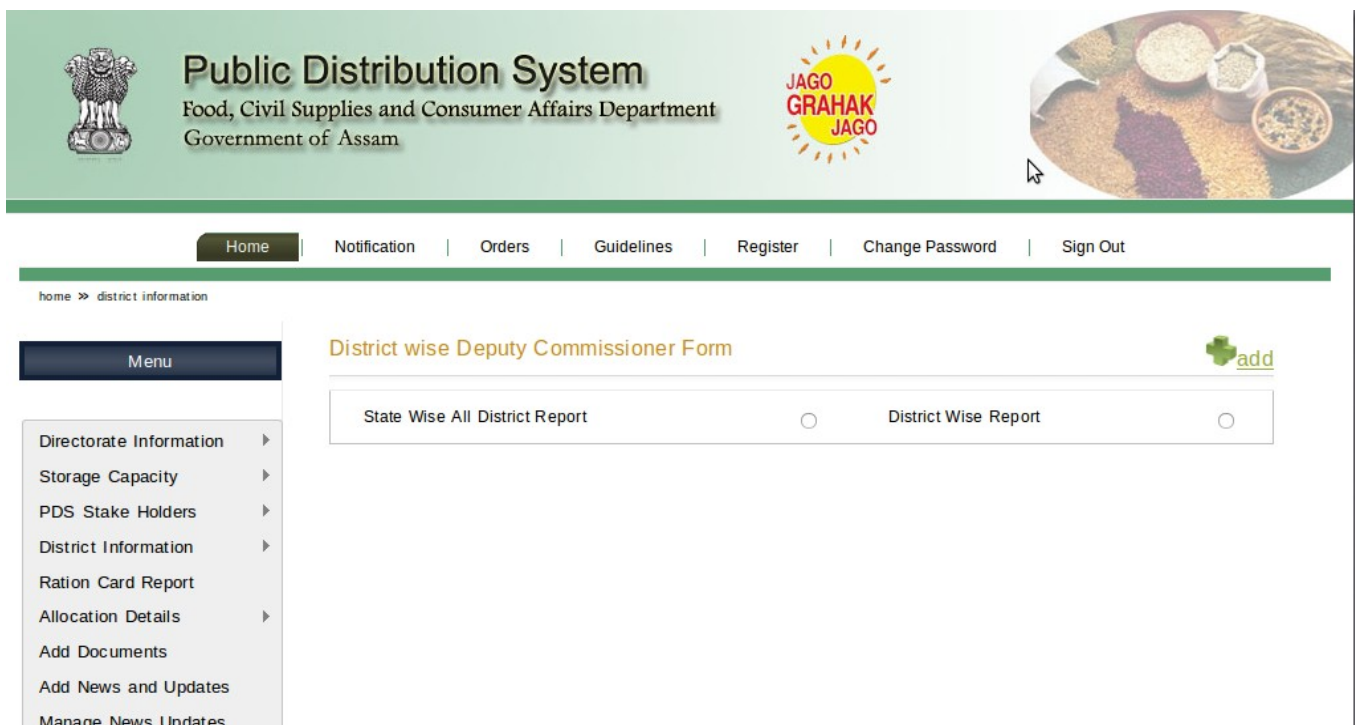
Showing 1 to 1 of 1 entries

*fig: Screenshot 30*

### 6.3 District Information::Edit

User can edit or modify any previous entry by clicking on the image given within edit column in each entry:

1. Click on **District Information**->select **DC Offices**
2. Select Either **State Wise All District Report**(to view all the district's report) or **District Wise Report** [Refer to fig:Screenshot31] & [Refer to fig:Screenshot32]
3. Edit Data [Refer to fig:Screenshot33]
4. click on **Submit**. [Refer to fig:Screenshot33]



The screenshot displays the Public Distribution System (PDS) website interface. At the top, there is a header with the Government of Assam logo, the text "Public Distribution System Food, Civil Supplies and Consumer Affairs Department Government of Assam", and a "JAGO GRAHAK JAGO" logo. Below the header is a navigation menu with links: Home, Notification, Orders, Guidelines, Register, Change Password, and Sign Out. The main content area shows the breadcrumb "home >> district information" and a "Menu" sidebar with options like Directorate Information, Storage Capacity, PDS Stake Holders, District Information, Ration Card Report, Allocation Details, Add Documents, Add News and Updates, and Manage News Updates. The main content area features the "District wise Deputy Commissioner Form" with two radio button options: "State Wise All District Report" and "District Wise Report". A green "add" button is visible in the top right corner of the form area.

*fig: Screenshot 31*



home >> district information

Menu

- Directorate Information >
- Storage Capacity >
- PDS Stake Holders >
- District Information >
- Ration Card Report >
- Allocation Details >
- Add Documents
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- Grievance redressal
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District wise Deputy Commissioner Form



State Wise All District Report

District Wise Report

Search:

DESIGNATION	E-MAIL	MOBILE	TELEPHONE(O)	ADDRESS	EDIT
ADC incharge of FCS&CA	dc-bongaigaon@nic.in	9435194509	03664231338	O/O DEPUTY COMMISSIONER, BONGAIGAON, , 783380, ASSAM, INDIA	
District Commissioner	dc-cachar@nic.in	9435075333	03842245056	Office of Deputy Commissioner, Cachar, Silchar, , 788001, Assam, India	
District	dc-lakhimpur@nic.in	9864026137	0375222196	DC's Office, Lakhimpur	

s/edit\_deputy\_commissioner.htm?dcidPk=1&districtId=5

fig: Screenshot 32



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- District Information ▶
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- Grievance redressal
- District Subdivision Map
- Subdivision Circle Map

### District wise Deputy Commissioner Form



State Wise All District Report

District Wise Report

Contact No (M)	<input type="text" value="9876545678"/>
Phone No (O)	<input type="text" value="8876234567"/>
Email Id	<input type="text" value="ap@gmail.com"/>
Office Address	<input type="text" value="CMCLTD"/>
	<input type="text" value="Zoo Tiniali"/>
	<input type="text" value="Hs No-45"/>
	<input type="text"/>
Pin	<input type="text" value="781024"/>
State	<input type="text" value="Assam"/>
Country	<input type="text" value="India"/>

Submit

fig: Screenshot 33

7. **Allocation Details:** When the user clicks on Allocation details there will be two sub options

- Allocation Policy
- Monthly allocation order of the state

[Refer to fig:Screenshot34]

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- Allocation Details
  - Allocation Policy
  - Monthly allocation order of the state
  - District Wise monthly allocation order of the state OLD
- Add Documents
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- Add New Role
- User Role Map
- District Level Role Map
- Aamar Dukan

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Welcome PDS Admin

PDS Commodity Rates(Rs/Kg)

SCHEMES	WHEAT	RICE	ATTA	SALT	SKOIL	SUGAR
BPL	45	545	-	-	-	-
Additional BPL	-	-	-	-	-	-
AAY	-	-	-	-	-	-
API	-	-	-	-	-	-

9000/PDS/distMonthlyAllocation.html

fig: Screenshot 34



### **7.1 Allocation Policy**

**Allocation policy** will be uploaded by the Office of the Directorate of FCS&CA, Govt of Assam. Districts will upload their monthly allocation details through the link **District wise monthly allocation order of the state**.

Users can upload the allocation details in either of the two ways given below:

1. Allocation policy document in PDF format with a mandatory appropriate file name or
2. Enter the values of amount of commodities allocated and prices scheme wise.

#### **7.1.1. Allocation Policy::View:**


To view Allocation policy follow steps given below:

1. Click on **Allocation Details** -> select **Allocation Policy**[Refer to fig:Screenshot35]
2. Select **Year** [Refer to fig:Screenshot36]
3. Select **Month** [Refer to fig:Screenshot36]



Then the Commodity Details of Wheat, Rice and Sugar of selected month and year will be shown as in pic. no.

[Refer to fig:Screenshot37]





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- Allocation Details >**
  - Allocation Policy**
    - Monthly allocation order of the state
    - District Wise monthly allocation order of the state OLD
- Add Documents
- Add News and Updates
- Manage News Updates
- Add New Role
- User Role Map
- District Level Role Map
- Aamar Dukan
- Ration Card Information

**My Dashboard** Welcome PDS Admin

**PDS Commodity Rates(Rs/Kg)**

SCHEMES	WHEAT	RICE	ATTA	SALT	SKOIL	SUGAR
BPL	45	545	-	-	-	-
Additional BPL	-	-	-	-	-	-
AAV	-	-	-	-	-	-
APL	-	-	-	-	-	-
Additional APL	-	-	-	-	-	-
MMASY	-	-	-	-	-	-
Other	-	-	-	-	-	-

fig: Screenshot 35



**Public Distribution System**  
Food, Civil Supplies and Consumer Affairs Department  
Government of Assam




Home | Notification | Orders | Guidelines | Register | Change Password | Sign Out

home >> allocation details >> allocation policy

**Menu**

- Directorate Information >
- Storage Capacity >
- PDS Stake Holders >
- District Information >
- Ration Card Report >
- Allocation Details >**
  - Allocation Policy**
- Add Documents
- Add News and Updates
- Manage News Updates
- Add New Role
- User Role Map
- District Level Role Map

**3 ALLOCATION DETAILS (FREQUENCY OF UPDATION: MONTHLY)**

**3.1 ALLOCATION POLICY**

Select Year: 2015

Select Month: **...** Select

- Select
- January
- February
- March
- April
- May
- June
- July
- August
- September
- October
- November
- December

 add

fig: Screenshot 36



home >> allocation details >> allocation policy

Menu

- Directorate Information >
- Storage Capacity >
- PDS Stake Holders >
- District Information >
- Ration Card Report >
- Allocation Details >
- Add Documents
- Add News and Updates
- Manage News Updates
- Add New Role
- User Role Map
- District Level Role Map
- Aamar Dukan
- Ration Card Information
- Grievance redressal
- District Subdivision Map
- Subdivision Circle Map

**3 ALLOCATION DETAILS (FREQUENCY OF UPDATION: MONTHLY)**

3.1 ALLOCATION POLICY



Select Year	2014	Select Month	December
-------------	------	--------------	----------



COMMODITY DETAILS	WHEAT		RICE	
SCHEMES	QTY ALLOCATED (KG)	PRICE (RS.)	QTY ALLOCATED (KG)	PRICE (RS.)
Unit of Distribution	(Kg)	(Rs.)	(Kg)	(Rs.)
Below Poverty Line(BPL)	7 (Kg)	7 (Rs.)	7 (Kg)	7 (Rs)
Antyodaya Anna Yojana(AAY)	7 (Kg)	7 (Rs.)	7 (Kg)	7 (Rs)
Above Poverty Line(APL)	77 (Kg)	7 (Rs.)	7 (Kg)	7 (Rs)
Other Scheme	7 (Kg)	7 (Rs.)	7 (Kg)	7 (Rs)

*fig: Screenshot 37*

**7.1.2 Allocation Policy::Edit and Delete:**

**For Edit or modify previous data follow the given steps:**

1. Click on **Allocation Details**->select **Allocation Policy**
2. Select **Year**->select **Month**
3. Click on the **Edit** image given in the left side of the page [Refer to fig:Screenshot38]
4. Edit data \* [Refer to fig:Screenshot39]
5. click on **Submit** to save the edited data successfully \*\*

Menu

- Directorate Information ▶
- Storage Capacity ▶
- PDS Stake Holders ▶
- District Information ▶
- Ration Card Report ▶
- Allocation Details ▶
- Add Documents
- Add News and Updates
- Manage News Updates
- Add New Role
- User Role Map
- District Level Role Map
- Aamar Dukan
- Ration Card Information
- Grievance redressal
- District Subdivision Map
- Subdivision Circle Map

**3 ALLOCATION DETAILS (FREQUENCY OF UPDATION: MONTHLY)**

---

**3.1 ALLOCATION POLICY**

Select Year

Select Month

COMMODITY DETAILS	WHEAT		RICE	
SCHEMES	QTY ALLOCATED (KG)	PRICE (RS.)	QTY ALLOCATED (KG)	PRICE (RS.)
Unit of Distribution	(Kg)	(Rs.)	(Kg)	(Rs.)
Below Poverty Line(BPL)	7 (Kg)	7 (Rs.)	7 (Kg)	7 (Rs.)
Antyodaya Anna Yojana(AAY)	7 (Kg)	7 (Rs.)	7 (Kg)	7 (Rs.)
Above Poverty Line(APL)	77 (Kg)	7 (Rs.)	7 (Kg)	7 (Rs.)
Other Scheme	7 (Kg)	7 (Rs.)	7 (Kg)	7 (Rs.)

*fig: Screenshot 38*

Menu

- Directorate Information ▶
- Storage Capacity ▶
- PDS Stake Holders ▶
- District Information ▶
- Ration Card Report ▶
- Allocation Details ▶
- Add Documents
- Add News and Updates
- Manage News Updates
- Add New Role
- User Role Map
- District Level Role Map
- Aamar Dukan
- Ration Card Information
- Grievance redressal
- District Subdivision Map
- Subdivision Circle Map

### 3 ALLOCATION DETAILS (FREQUENCY OF UPDATION: MONTHLY)

3.1 ALLOCATION POLICY add

Select Year	2014	Select Month	December
-------------	------	--------------	----------

Below Poverty Line(BPL)	7	7	7
Antyodaya Anna Yojana(AAY)	7	7	7
Above Poverty Line(APL)	77	7	7
Other Scheme	7	7	7

Allocation Policy File Name

Allocation Policy File  No file selected.

*fig: Screenshot 39*

*\*If the user is uploading any Allocation Policy File PDF then it is mandatory to enter a name for the file in the Allocation Policy File Name section and Vice versa.*

*\*\* If user does not upload any new PDF file then it will show the previously uploaded Pdf document.*

**For Deleting previous Data follow the given steps:**

1. Click on Allocation Details->select Allocation Policy
2. Click on the Delete image which is in the right side of edit image [Refer to fig:Screenshot40]
3. Do you want to Delete-> If yes click OK-> else click on Cancel [Refer to fig:Screenshot41]

COMMODITY DETAILS	WHEAT		RICE	
SCHEMES	QTY ALLOCATED (KG)	PRICE (RS.)	QTY ALLOCATED (KG)	PRICE (RS.)
Unit of Distribution	(Kg)	(Rs.)	(Kg)	(Rs.)
Below Poverty Line(BPL)	7 (Kg)	7 (Rs.)	7 (Kg)	7 (Rs.)
Antyodaya Anna Yojana(AAY)	7 (Kg)	7 (Rs.)	7 (Kg)	7 (Rs.)
Above Poverty Line(APL)	77 (Kg)	7 (Rs.)	7 (Kg)	7 (Rs.)
Other Scheme	7 (Kg)	7 (Rs.)	7 (Kg)	7 (Rs.)

*fig: Screenshot 40*

Do you want to delete



### 7.1.3. Allocation Policy::Add

To add new **Allocation Policy** follow steps given below:

1. Clicks on Allocation Details->Allocation Policy-> click on **ADD** image
2. select **year**
3. select **month**
4. Add data with respect to the selected month and year
5. Enter a **name** for the uploaded PDF \*
6. Upload PDF
7. Click on **Submit**.

[Refer to fig:Screenshot42]

Menu

- Directorate Information ▶
- Storage Capacity ▶
- PDS Stake Holders ▶
- District Information ▶
- Ration Card Report ▶
- Allocation Details ▶
- Add Documents
- Add News and Updates
- Manage News Updates
- Add New Role
- User Role Map
- District Level Role Map
- Aamar Dukan
- Ration Card Information
- Grievance redressal
- District Subdivision Map
- Subdivision Circle Map

3 ALLOCATION DETAILS (FREQUENCY OF UPDATION: MONTHLY)

---

3.1 ALLOCATION POLICY add

Select Year

2014

Select Month

December

COMMODITY DETAILS	WHEAT		RICE	
SCHEMES	QTY ALLOCATED (KG)	PRICE (RS.)	QTY ALLOCATED (KG)	PRICE (RS.)
Unit of Distribution	(Kg)	(Rs.)	(Kg)	(Rs.)
Below Poverty Line(BPL)	7 (Kg)	7 (Rs.)	7 (Kg)	7 (Rs)
Antyodaya Anna Yojana(AAY)	7 (Kg)	7 (Rs.)	7 (Kg)	7 (Rs)
Above Poverty Line(APL)	77 (Kg)	7 (Rs.)	7 (Kg)	7 (Rs)
Other Scheme	7 (Kg)	7 (Rs.)	7 (Kg)	7 (Rs)

fig: Screenshot 42

\*If the user is uploading any Allocation Policy File PDF then it is mandatory to enter a name for the file in the Allocation Policy File Name section and Vice versa.

**7.2. Allocation Details:**

**7.2.1. Monthly Allocation Order Of The State:: View:**

[Refer to fig:Screenshot43]

1. Click on Allocation Details
  2. Click on Monthly Allocation Order of The State
  3. Select Either **District Wise Report** (To view all district report) or **Subdivision Wise Report** [Refer to fig:Screenshot30]
  4. Select District
  5. Select Year & Month
- data will be shown as below:

The screenshot shows a web application interface for viewing allocation details. The top navigation bar includes links for Home, About Us, Notification, Orders, Guidelines, Acts & Rules, Schemes, Contact Us, and Sign In. The breadcrumb trail is: home >> allocation details >> allocation order policy.

The main content area is titled "3 ALLOCATION DETAILS (FREQUENCY OF UPDATION: MONTHLY)". Underneath, it shows "3.2 MONTHLY ALLOCATION ORDER". There are two radio buttons: "District Wise Report" (selected) and "Sub-Division Wise Report".

Below the radio buttons, there are three filter sections:
 

- "Select District": A dropdown menu showing "Tinsukia".
- "Select Year": A dropdown menu showing "2015".
- "Select Month": A dropdown menu showing "January".

The data is presented in a table with the following structure:

COMMODITY	WHEAT					
SCHEME	APL	BPL	AAV	MMASY	TOTAL QUANTITY	TOTAL AMOUNT
QUANTITY PER UNIT	QUINTALS	QUINTALS	QUINTALS	QUINTALS	(IN QUINTALS)	(IN RUPEES)
District Name :	Tinsukia					
	0.808	1.14	1.578	1.146	4.67	300

fig: Screenshot 43

Similarly user can view the second option i.e **Sub-division Wise Report** to view:

Home | Notification | Orders | Guidelines | Register | Change Password | Sign Out

home >> allocation details >> allocation order policy

**3 ALLOCATION DETAILS (FREQUENCY OF UPDATION: MONTHLY)**

3.2 MONTHLY ALLOCATION ORDER

District Wise Report  Sub-Division Wise Report

Select District: Tinsukia | Select Subdivision: TinsukiaSub Div2

Select Year: 2015 | Select Month: January

COMMODITY	WHEAT (IN QUINTALS)					
SCHEME	APL	BPL	AAY	MMASY	TOTAL QUANTITY	TOTAL AMOUNT
QUANTITY PER UNIT	QUINTALS	QUINTALS	QUINTALS	QUINTALS	(IN QUINTALS)	(IN RUPEES)
District Name :	Tinsukia			Sub-Division Name :		Tinsukia
	0.34	0.45	0.45	0.45	1.69	100

fig: Screenshot 44



**7.2.2. Monthly Allocation Order Of The State:: Edit and Delete**

- Edit:**

**Click on Edit image for the row you want to Edit [Refer to fig:Screenshot45]**

**1. Select Either District Wise Report (To Edit all district report) or Sub-division Wise Report**

**2. Select District**

**3. Select Year & Month**

**4. Click on Edit image**

**5. Edit data [Refer to fig:Screenshot46]**

**6. Click on Submit**

home » allocation details » allocation order policy

**3 ALLOCATION DETAILS (FREQUENCY OF UPDATION: MONTHLY)**

**3.2 MONTHLY ALLOCATION ORDER**

District Wise Report  Sub-Division Wise Report

Select District: Tinsukia Select Subdivision: TinsukiaSubDiv1

Select Year: 2015 Select Month: January

COMMODITY	WHEAT (IN QUINTALS)					
SCHEME	APL	BPL	AAY	MMASY	TOTAL QUANTITY	TOTAL AMOUNT
QUANTITY PER UNIT	QUINTALS	QUINTALS	QUINTALS	QUINTALS	(IN QUINTALS)	(IN RUPEES)
District Name :	Tinsukia			Sub-Division Name :	TinsukiaSubDiv1	

*fig: Screenshot 45*

Menu

- Directorate Information
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- District Information
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- Add New Role
- User Role Map
- District Level Role Map
- Aamar Dukan
- Ration Card Information
- Grievance redressal
- District Subdivision Map
- Subdivision Circle Map

3 ALLOCATION DETAILS (FREQUENCY OF UPDATION: MONTHLY)



3.2 MONTHLY ALLOCATION ORDER

District Wise Report	<input type="radio"/>	Sub-Division Wise Report	<input checked="" type="radio"/>
Select District	Tinsukia	Select Subdivision	TinsukiaSubDiv1
Select Year	2015	Select Month	January

BPL (in Liter)	0.543
AAY (in Liter)	0.654
MMASY (in Liter)	0.234
Total Quantity(in Liter)	1.78
Total Amount(in Rupees)	100
Allocation Order File Upload	
<a href="#">Add File</a>	<a href="#">Remove File</a>
File Name ?	file1
File Upload	<input type="button" value="Browse"/> No file selected

fig: Screenshot 47

- **Delete:**

Click on **Delete** image for the row you want to delete [Refer to **fig:Screenshot48**]

1. Select Either **District Wise Report** (To Delete all district report) or **Sub-Division Wise Report**

2. Select **District**

3. Select **Year & Month**





4. Click on **Delete** image

5. Do you want to delete-> if yes click **OK**-> if no click **Cancel** [Refer to **fig:Screenshot49**]

- Storage Capacity ▶
- PDS Stake Holders ▶
- District Information ▶
- Ration Card Report
- Allocation Details ▶
- Add Documents
- Add News and Updates
- Manage News Updates
- Add New Role
- User Role Map
- District Level Role Map
- Aamar Dukan
- Ration Card Information
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- District Subdivision Map
- Subdivision Circle Map

Select Year	2014	Select Month	December
-------------	------	--------------	----------

RICE (IN QUINTALS)								
INT	APL	BPL	AAY	TOTAL QUANTITY	TOTAL AMOUNT			
ES)	KG	KG	KG	(IN QUINTALS)	(IN RUPEES)	ALLOCATION ORDER FILE	EDIT	DELETE
es)	323	232	32	3232 (in quintals)	23 (in Rupees)	<a href="#">Elpayment_.pdf</a>		
in es)	5	5	5	15 (in quintals)	150 (in Rupees)	<a href="#">adfgik</a>		

*fig: Screenshot 48*

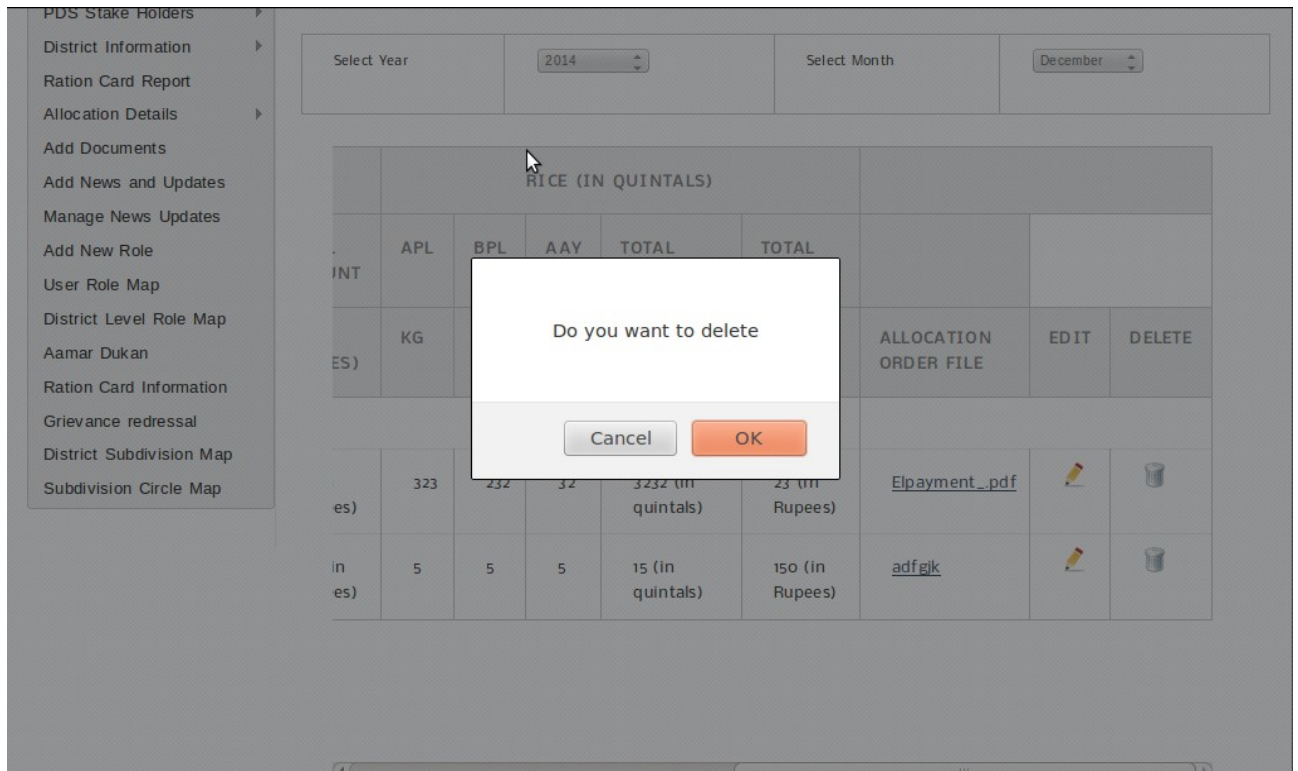


fig: Screenshot 49

### 7.2.3. Monthly Allocation Order Of The State:: Add

To add new data follow steps:

1. Click on **Allocation Details-> Monthly Allocation Order Of The State**
2. Click on the **add** image

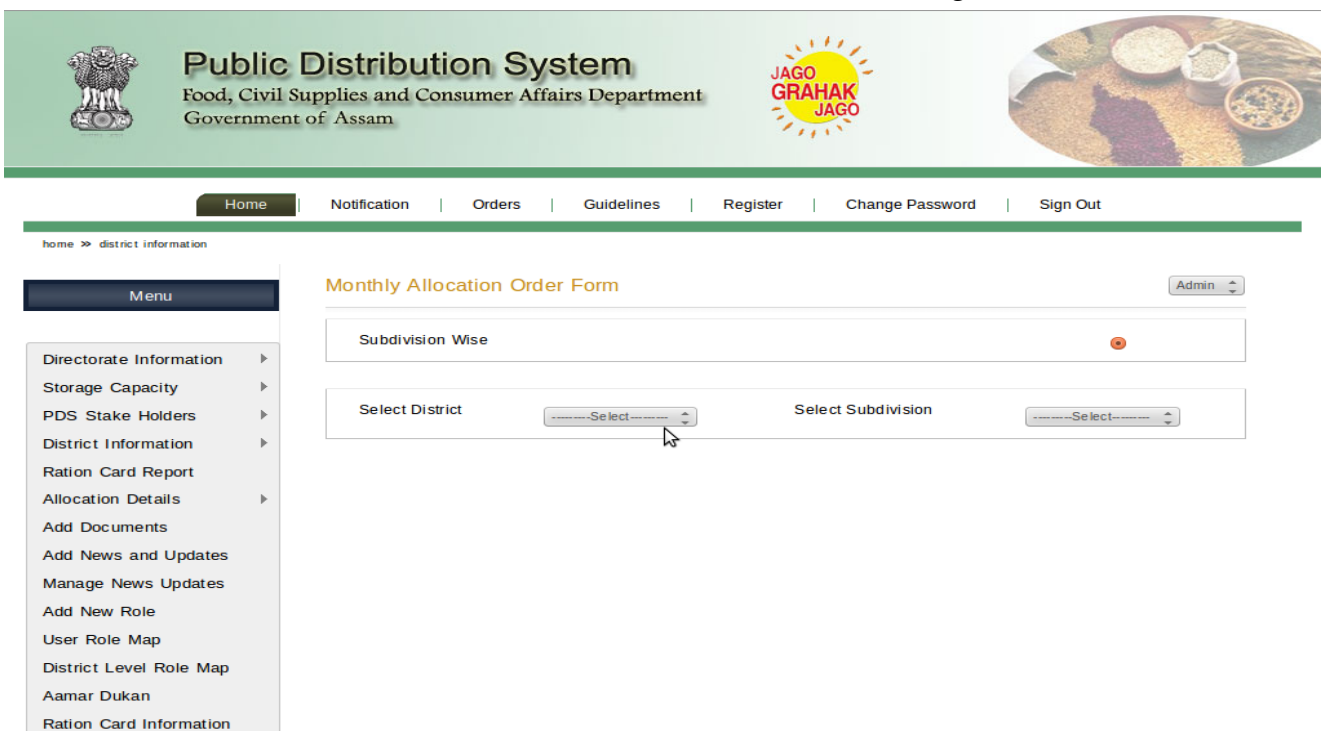


fig: Screenshot 50

3. select Sub-Division [Refer to fig:Screenshot50]
4. Select District & Sub-Division
5. Enter Data & Name of the pdf
6. upload Pdf
7. click on submit [Refer to fig:Screenshot51]

**Menu**

- Directorate Information ▶
- Storage Capacity ▶
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**Monthly Allocation Order Form** Admin

---

Subdivision Wise +

---

Select District  Select Subdivision

---

APL (in Liter)	<input type="text" value="0"/>
BPL (in Liter)	<input type="text" value="0"/>
AAY (in Liter)	<input type="text" value="0"/>
MMASY (in Liter)	<input type="text" value="0"/>
Total Quantity(in Liter)	<input type="text" value="0"/>
Total Amount(in Rupees)	<input type="text" value="0"/>

---

Allocation Order File Upload

[Add File](#)
 [Remove File](#)

File Name ?

File Upload  No file selected.

---

*fig: Screenshot 51*

### 8. Add Documents:

There are three options in the upper menu bar; viz Notifications, Orders, Guidelines where PDF's of respective subjects are to be uploaded. The uploading should be done through Add Documents section from the left vertical menu

Follow Steps:

[Refer to fig:Screenshot 52]

1. Click on **Add Document**
2. Select **Document Type**
3. Add **Subject**
4. Browse and **Upload** PDF file
5. Click on **Upload**

The screenshot displays the Public Distribution System (PDS) website interface. At the top, there is a header with the Government of Assam logo, the text 'Public Distribution System', 'Food, Civil Supplies and Consumer Affairs Department', and 'Government of Assam'. To the right of the header is a logo for 'JAGO GRAHAK JAGO' and an image of various grains. Below the header is a navigation bar with links: Home, Notification, Orders, Guidelines, Register, Change Password, and Sign Out. The main content area is titled 'Upload Documents' and contains a form with the following fields: 'Select Document Type' (a dropdown menu set to 'Notifications'), 'Subject' (a text area containing 'DISTRICT WISE STATEMENT OF ACTION TAKEN UNDER THE ESSENTIAL COMMODITIES ACT, 1995'), and 'File to upload' (a file input field with a 'Browse...' button and the filename 'sample.pdf'). An 'Upload' button is located at the bottom of the form. On the left side, there is a vertical menu with various options, including 'Add Documents'.

fig: Screenshot 52

To Edit any document:

1. Click on **Notification** or **Orders** or **Guidelines**->**Edit** image
2. **Edit data**
3. **Edit Status**
4. click on **upload**. [Refer to fig:Screenshot 53]

To Delete any document:

1. Click on **Notification** or **Orders** or **Guidelines**->Click on **Delete** image
2. document will be deleted from the list.  
[Refer to fig:Screenshot 53]

Public Distribution System  
Food, Civil Supplies and Consumer Affairs Department  
Government of Assam

JAGO GRAHAK JAGO

Home | Notification | Orders | Guidelines | Register | Change Password | Sign Out

home >> notification

Menu

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- User Role Map
- District Level Role Map
- Aamar Dukan
- Ration Card Information
- Grievance redressal
- District Subdivision Map
- Subdivision Circle Map

Upload Documents

Select Document Type: Orders

Subject: PUBLIC DISTRIBUTION SYSTEM (CONTROL) ORDER, 2001

Status:  Active  Inactive

Upload

fig: Screenshot 52





Home

Notification

Orders

Guidelines

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Change Password

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home >> orders

Menu

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- Add Documents
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- District Subdivision Map

Orders

	<a href="#">PUBLIC DISTRIBUTION SYSTEM (CONTROL) ORDER, 2001</a>	03/12/2014 17:53:35	Active		
	<a href="#">THE SOLVENT RAFFINATE AND SLOP (ACQUISITION, SALE, STORAGE AND PREVENTION OF USE IN AUTOMOBILE) ORDER, 2000</a>	03/12/2014 17:52:17	Active		
	<a href="#">The Assam Paddy and Rice Procedure (Leavy and Licensing) Permanent Order,1995</a>	26/11/2014 11:40:45	Active		
	<a href="#">The Assam Trade Articles (Licensing and Control) Order,1982</a>	26/11/2014 11:39:49	Active		
	<a href="#">The Assam Public Distribution of Article Orders 1982</a>	26/11/2014 11:38:49	Active		
	<a href="#">KEROSENE (RESTRICTION ON USE AND</a>	26/11/2014 11:37:00	Active		

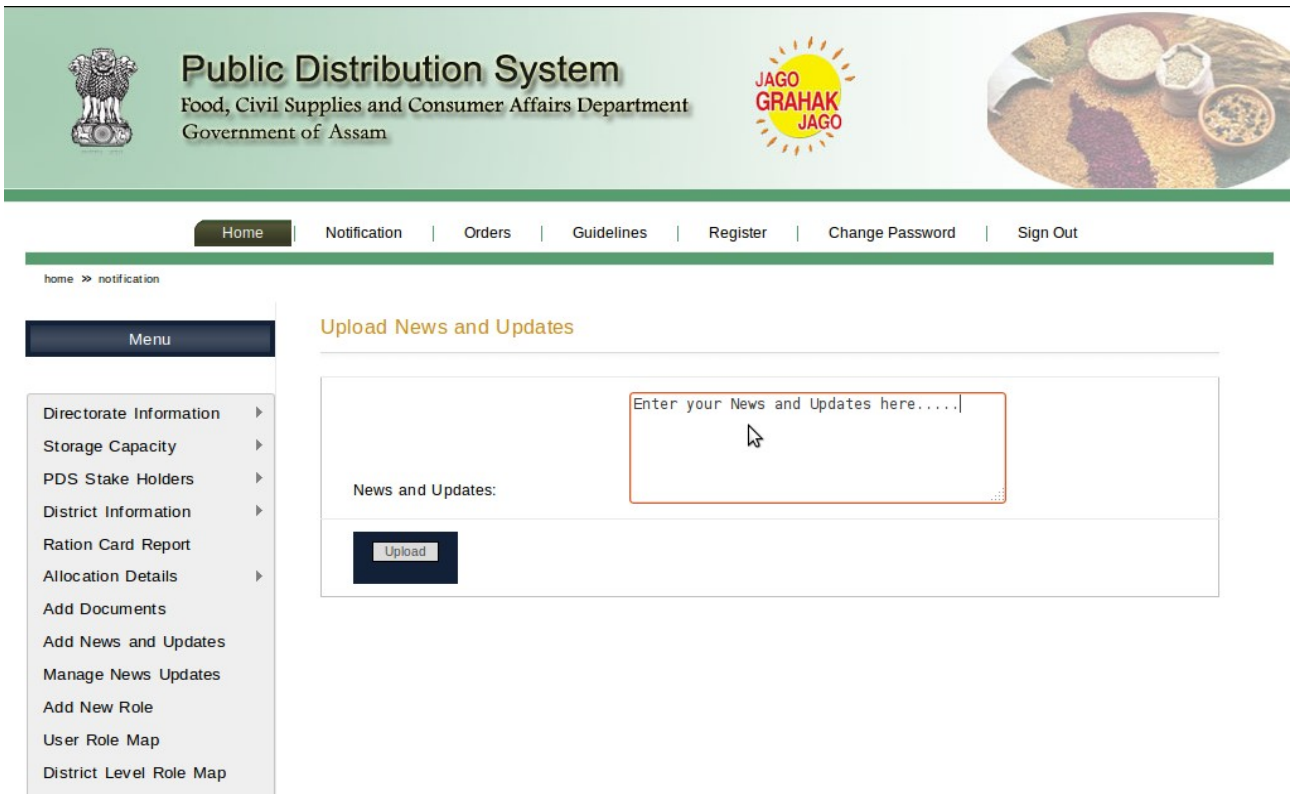
fig: Screenshot 53



## 9. Add News and Updates:

User can Publish news and updates similar as that of add documents:

1. Click on **Add news and Updates**->Enter data
2. Click on **Upload**



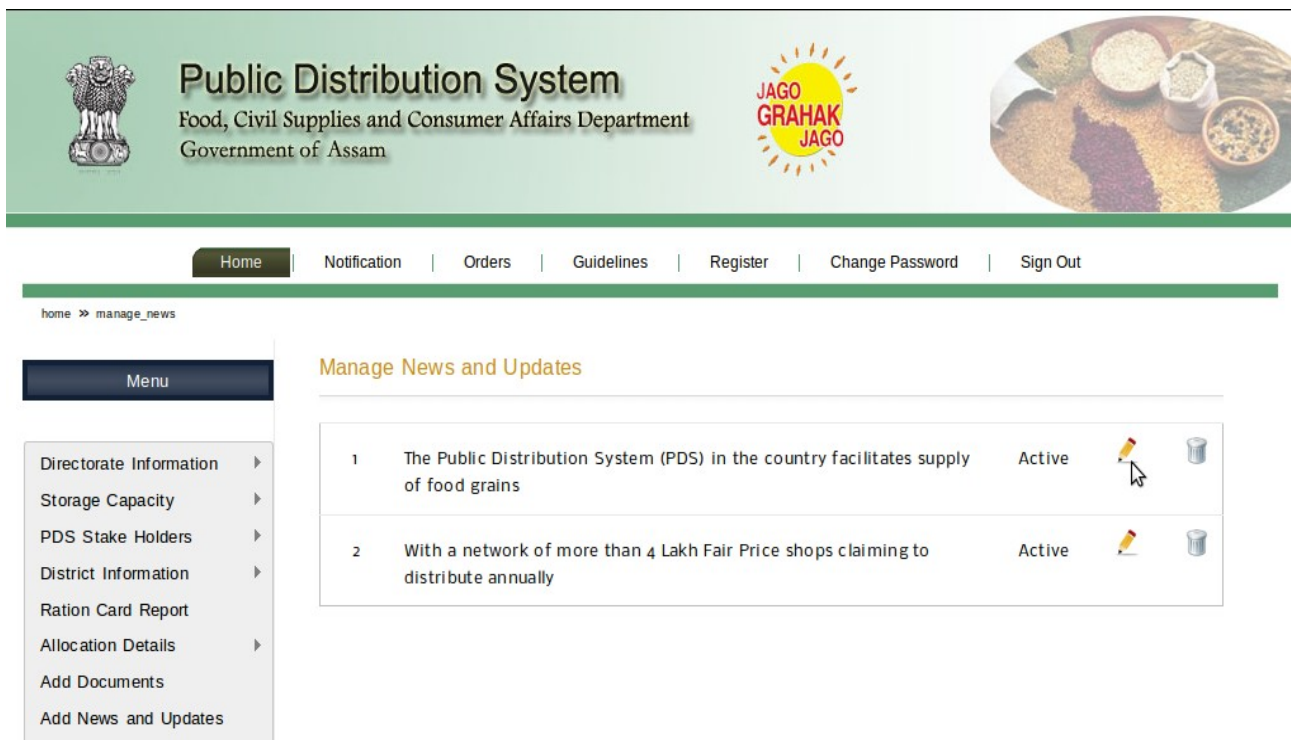
The screenshot displays the 'Public Distribution System' website interface. At the top, there is a header with the Government of Assam logo, the text 'Public Distribution System Food, Civil Supplies and Consumer Affairs Department Government of Assam', and a 'JAGO GRAHAK JAGO' logo. A navigation bar includes links for Home, Notification, Orders, Guidelines, Register, Change Password, and Sign Out. Below the navigation bar, a breadcrumb trail shows 'home >> notification'. On the left, a 'Menu' sidebar lists various options, with 'Add News and Updates' highlighted. The main content area is titled 'Upload News and Updates' and features a text input field with the placeholder text 'Enter your News and Updates here.....'. Below the input field is an 'Upload' button.

*fig: Screenshot 54*

**10. Manage News and Updates:**

User can Edit or Delete already uploaded News and Updates by clicking on Manage News and Updates: [Refer to fig:Screenshot 55]

1. Click On **Manage News and Updates**
2. Click on **Edit**
3. Edit news within textarea
4. Select **Status** [Refer to fig:Screenshot 56]
  - **Active:** To show the news within all news list
  - **Inactive:** To hide the news from showing



*fig: Screenshot 55*



Home

Notification

Orders

Guidelines

Register

Change Password

Sign Out

home >> notification

Menu

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- Aamar Dukan
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- District Subdivision Map
- Subdivision Circle Man

Upload Documents

<p>The Public Distribution System (PDS) in the country facilitates supply of food grains</p>	
News and Updates:	
Status:	<input checked="" type="radio"/> Active <input type="radio"/> Inactive
<p>Upload</p>	

fig: Screenshot 56

*If the document is Active then it will be shown in the News and Update section and if it is Inactive then it will not be shown within the uploaded documnet list of pdf's*

11. **Add New Role:** For adding any new role follow the steps given below:

1. click on **Add New Role** from the left menu

2. after clicking one form will be displayed where the user can fill the new role's name and level they want to assign them.

There are three levels viz. **Level 1** which is for **District and Sub-Division both**, **Level 2** which is for **District** and **Level 3** which is for **Sub-Division**.

3. After filling up the name and role user need to click on **submit** button.

The list of already assigned roles will be displayed within the same screen as shown below.

[Refer to fig:Screenshot 57]

The screenshot displays the 'Add New Role' page on the Government of Assam JAGO portal. The page features a navigation menu on the left with 'Add New Role' highlighted. The main content area contains a form with two input fields: 'Role Name' (a text box) and 'Role Level' (a dropdown menu with a question mark icon). A 'Submit' button is located below the form. Below the form is a table listing existing roles.

SL NO.	ROLE NAME	ROLE LEVEL
1	Admin	admin
2	DistrictSubdivisionRole	level1
3	DistrictRole	level2
4	SubdivisionRole	level3

fig: Screenshot 57

12. **User Role Map:** Where mapping between user and their role can be done:

1. Select User Name
2. Select Role from the drop down list
3. Click on Map

[Refer to fig:Screenshot 58]

Public Distribution System  
Food, Civil Supplies and Consumer Affairs Department  
Government of Assam

JAGO GRAHAK JAGO

Home | Notification | Orders | Guidelines | Register | Change Password | Sign Out

home >> user-role-map

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- District Level Role Map
- Aamar Dukan
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User Role Map

Select User: Kamrup District Admin | Select Role: DistrictRole

Map

SL NO.	USER NAME	ROLE NAME	EDIT	DELETE
1	PDS Admin	Admin		
2	Kamrup District Admin	DistrictRole	<a href="#">EDIT</a>	<a href="#">DELETE</a>
3	Tinsukia District Admin	DistrictRole	<a href="#">EDIT</a>	<a href="#">DELETE</a>
4	Baksa District Admin	DistrictRole	<a href="#">EDIT</a>	<a href="#">DELETE</a>
5	Barpeta District Admin	DistrictRole	<a href="#">EDIT</a>	<a href="#">DELETE</a>
6	Bongaigaon District Admin	DistrictRole	<a href="#">EDIT</a>	<a href="#">DELETE</a>

fig: Screenshot 58

User can also Edit or Delete already assigned role using Edit and Delete option as shown below:  
 User can select one District and can re-map its Role: [Refer to fig:Screenshot 58]

1. Click on **User Role Map**
2. Click on **Edit** for the user you want to re-map
3. Select **User** for Edit
4. Select **Role**
5. Click on **Map**

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 Food, Civil Supplies and Consumer Affairs Department  
 Government of Assam

JAGO GRAHAK JAGO

Home | Notification | Orders | Guidelines | Register | Change Password | Sign Out

home >> user-role-map

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- District Subdivision Map
- Subdivision Circle Map

User Role Map

Select User: Bongaigaon District Admin | Select Role: DistrictRole

Map

SL NO.	USER NAME	ROLE NAME	EDIT	DELETE
0	PDS Admin	Admin	<a href="#">EDIT</a>	<a href="#">DELETE</a>
2	Kamrup District Admin	DistrictRole	<a href="#">EDIT</a>	<a href="#">DELETE</a>
3	Tinsukia District Admin	DistrictRole	<a href="#">EDIT</a>	<a href="#">DELETE</a>
4	Baksa District Admin	DistrictRole	<a href="#">EDIT</a>	<a href="#">DELETE</a>
5	Barpeta District Admin	DistrictRole	<a href="#">EDIT</a>	<a href="#">DELETE</a>
6	Bongaigaon District Admin	DistrictRole	<a href="#">EDIT</a>	<a href="#">DELETE</a>
7	Cachar District Admin	DistrictRole	<a href="#">EDIT</a>	<a href="#">DELETE</a>

fig: Screenshot 58



### 13. District Level Role Map:

To **Map** between user and their role follow steps given below:

1. Click on **District Level Role Map**
2. Select one option among **District wise map, Subdivision wise map and District and Subdivision wise map**, after that
3. Select **User Name**
4. Select **District** for mapping with the selected user.
5. Click on **Map** button.

[Refer to fig:Screenshot 59]

The screenshot displays the 'District Level Role Map' interface on the Government of Assam JAGO portal. The page features a navigation menu on the left with options like 'Directorate Information', 'Storage Capacity', 'PDS Stake Holders', 'District Information', 'Ration Card Report', 'Allocation Details', 'Add Documents', 'Add News and Updates', 'Manage News Updates', 'Add New Role', 'User Role Map', 'District Level Role Map', 'Aamar Dukan', 'Ration Card Information', 'Grievance redressal', 'District Subdivision Map', and 'Subdivision Circle Map'. The main content area includes a header with the government logo and 'JAGO' text, and a navigation bar with 'Home', 'Notification', 'Orders', 'Guidelines', 'Register', 'Change Password', and 'Sign Out'. The 'District Level Role Map' section has three radio buttons for 'District Wise Map' (selected), 'Subdivision Wise Map', and 'District and Subdivision Wise Map'. Below these are two dropdown menus for 'Select User Name' (set to 'Baksa District Admin') and 'Select District' (set to 'Baksa'). A 'Map' button is located below the dropdowns. A table lists existing role mappings with columns for SL NO., USER NAME, DISTRICT NAME, SUB-DIVISION NAME, EDIT, and DELETE.

SL NO.	USER NAME	DISTRICT NAME	SUB-DIVISION NAME	EDIT	DELETE
1	Kamrup District Admin	Kamrup		<a href="#">EDIT</a>	<a href="#">DELETE</a>
2	Tinsukia District Admin	Tinsukia		<a href="#">EDIT</a>	<a href="#">DELETE</a>
3	Baksa District Admin	Baksa		<a href="#">EDIT</a>	<a href="#">DELETE</a>
4	Barpeta District Admin	Barpeta		<a href="#">EDIT</a>	<a href="#">DELETE</a>
5	Bongaigaon District Admin	Bongaigaon		<a href="#">EDIT</a>	<a href="#">DELETE</a>
6	Cachar District Admin	Cachar		<a href="#">EDIT</a>	<a href="#">DELETE</a>

fig: Screenshot 59

User can also Edit or Delete any previous entry by using **EDIT** and **DELETE** button in each entry: [Refer to fig:Screenshot 60]

By clicking on Edit option user can re-map the district and its role

1. Click on **District Level Role Map**
2. Select one option among **District wise map**, **Subdivision wise map** and **District and Subdivision wise map**, after that.
3. Click on **Edit**
4. Select **User Name**
5. Select **District** for mapping with the selected user.
6. Click on **Map** button.

**Public Distribution System**  
Food, Civil Supplies and Consumer Affairs Department  
Government of Assam

**JAGO GRAHAK JAGO**

Home | Notification | Orders | Guidelines | Register | Change Password | Sign Out

home >> user-role-map

**Edit District Level Role Map**

Select User Name: Tinsukia District Admin | Select District: Tinsukia | Select Subdivision: -----Select-----

**Map**

SL NO.	USER NAME	DISTRICT NAME	SUB-DIVISION NAME	EDIT	DELETE
1	Kamrup District Admin	Kamrup		<a href="#">EDIT</a>	<a href="#">DELETE</a>
2	Tinsukia District Admin	Tinsukia		<a href="#">EDIT</a>	<a href="#">DELETE</a>
3	Baksa District Admin	Baksa		<a href="#">EDIT</a>	<a href="#">DELETE</a>
4	Barpeta District Admin	Barpeta		<a href="#">EDIT</a>	<a href="#">DELETE</a>
5	Bongaigaon District Admin	Bongaigaon		<a href="#">EDIT</a>	<a href="#">DELETE</a>

fig: Screenshot 60

For **Deleteing** an entry:

1. Select one option among **District wise map**, **Subdivision wise map** and **District and Subdivision wise map**, after that.
2. Select **User Name**
3. Select **District** for mapping with the selected user.
4. Click on **Delete**.

[Refer to fig:Screenshot 60]



**14. Amar Dukan:**

When the user clicks on Amar Dukan, the information regarding all Fair Price Shop in all districts of Assam will be displayed as shown below: [Refer to fig:Screenshot 61]

**Amar Dukan**

Amar Dukan is an Assamese term meaning 'Our Shop' to denote a notified Fair Price Shop in Assam which, besides providing the regular subsidized items under the Public Distribution System in India to the ration card holders, also sells some other essential commodities at reasonable rates fixed by the state Food, Civil Supplies & Consumer Affairs Department to the general consumers under an initiative of the state government to strengthen the Public Distribution System (PDS). These specially converted Fair Price Shops had started to function in many districts of the state since early 2011.

This initiative on the part of the state government is also an attempt to tame spiraling prices of essential commodities and make them available to the common people at "significantly less" price compared to that in the open market. Items such as onions, potatoes, mustard oil, refined oil, soya oil, dal, atta, suji, maida, soap, milk, toothpaste, toothbrush hair oil etc. are some of the nearabout twenty one notified items which are kept by the Fair Price Shop-keeper in the Amar Dukan.

Neither all the FPS in Assam are notified for functioning as Amar Dukan nor every Amar Dukan sells all the notified items.

NO. OF AAMAR DUKAN IN THE STATE (UP TO FEBRUARY 2014)				
SI No	District	Sub-Division	No. of Aamar Dukan	District Total
1	Dhubri	1.Dhubri	126	139
		2.Bilasipara	13	
		3.Hatsingimari	0	
		4.Gossaigaon(N.BTC)	0	
2	Kokrajhar	5.Kokrajhar	9	14
		6.Gossaigaon(BTC)	4	
		7.Parbatjhar	1	
3	Goalpara	8.Goalpara	40	40
4	Bongaigaon	9.Bongaigaon	46	46
5	Chirang	10.Chirang	16	134

*fig: Screenshot 61*

### 15. Ration Card Information:

Ration Card Information contains all the information about Ration card i.e Family Identity Card(FIC) such as:

1. Types of Ration card
2. Who is eligible for Ration card
3. Where to apply
4. What are the required documents for applying Ration Card
5. Required documents for duplicate Ration card
6. Required Documents for Inclusion/Deletion/Surrender
7. Duties of card holder  
etc.

[Refer to fig:Screenshot 62]

To view Ration Card Information Click on **Ration Card Information** on the left menu->following screen will be displayed

**Ration Card Information**

Ration Cards, termed as Family Identity Cards (FIC) in Assam, are authorized documents issued by the Government authority for obtaining benefits under PDS. There are three types of ration cards with separate colours meant for APL, BPL and AAY beneficiaries under PDS.

Types of Ration Card				
Types of Cards	Colour	Income of Family Per Annum	Amount of Rice Issued Per Month(In Kg.)	Rate Per Kg(In Rs per Kg)
APL	Yellow	Above Rs.15000/-	8.87	9.50 to 13.00
BPL	Red	Below Rs. 15000/-	35	6.50 to 7.00
AAY	Green	Poorest of the poor families from BPL	35	3

**Who is eligible for applying for the issuance of a Ration Card in Assam?**

- 1.The person having no ration card:** In this case, the individual must produce a certificate from the Village Head/Gaon Panchayat President/Ward Commissioner/ Inspector, FCS&CA / Concerned Authority in writing that the person having no ration card. Such a certificate will normally be granted after the person files an affidavit to this effect to the issuing authority. This document is to be attached along with the ration card application form.
- 2.Duplicate Ration Card:** In case the ration card is lost or become defaced, mutilated, illegible or otherwise rendered unless for no fault of the holder of the ration card, the competent authority can issue duplicate ration card after charging the appropriate fee.
- 3.The person having ration card at the previous place:** This is applicable in the case of Government officials or other persons who are transferred from one place to another. In this case, the Surrender Certificate is required from the concerning FCS&CA authority of the place from where the person was residing previously. This document is to be attached along with the ration card application form.

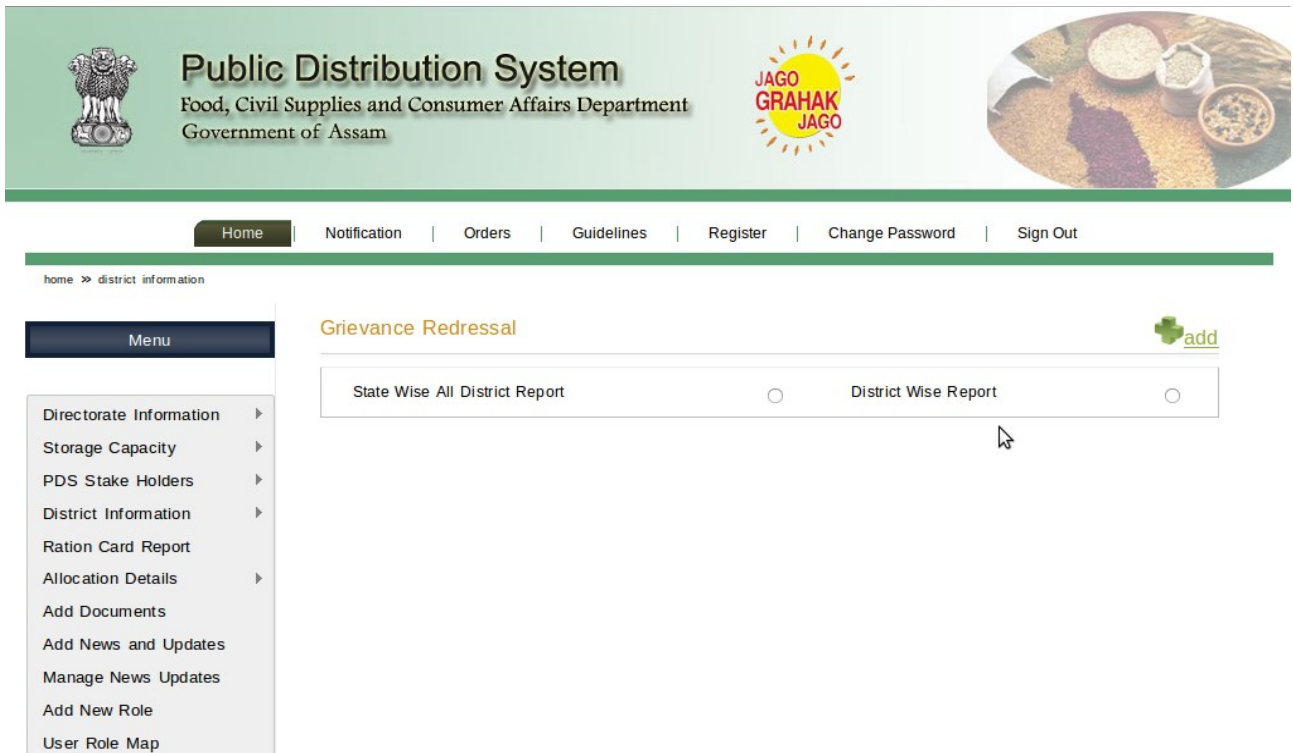
fig: Screenshot 62

## 16. Grievance Redressal:

To add the names of the officers assigned for the **Grievance Redressal** mechanism, follow the following steps:

1. Go to the link '**Grievance Redressal**' on the menu.
2. Click '**add**' on the right side of the page. [Refer to fig:Screenshot 62]
3. Select the **district**.
4. Fill up the form provided. [Refer to fig:Screenshot 63]

Click on the '**submit**' button to save the data successfully.



The screenshot displays the Public Distribution System (PDS) website interface. At the top, there is a header with the Government of Assam logo, the text "Public Distribution System", "Food, Civil Supplies and Consumer Affairs Department", and "Government of Assam". To the right of the header is a logo for "JAGO GRAHAK JAGO" and an image of various grains. Below the header is a navigation menu with links: Home, Notification, Orders, Guidelines, Register, Change Password, and Sign Out. The main content area shows the breadcrumb "home >> district information" and a "Menu" sidebar on the left. The sidebar contains the following items: Directorate Information, Storage Capacity, PDS Stake Holders, District Information, Ration Card Report, Allocation Details, Add Documents, Add News and Updates, Manage News Updates, Add New Role, and User Role Map. The main content area is titled "Grievance Redressal" and features a green "+add" button. Below the title, there are two radio buttons: "State Wise All District Report" (selected) and "District Wise Report".

*fig: Screenshot 62*

<ul style="list-style-type: none"> <li>Directorate Information ▶</li> <li>Storage Capacity ▶</li> <li>PDS Stake Holders ▶</li> <li>District Information ▶</li> <li>Ration Card Report ▶</li> <li>Allocation Details ▶</li> <li>Add Documents</li> <li>Add News and Updates</li> <li>Manage News Updates</li> <li>Add New Role</li> <li>User Role Map</li> <li>District Level Role Map</li> <li>Aamar Dukan</li> <li>Ration Card Information</li> <li>Grievance redressal</li> <li>District Subdivision Map</li> <li>Subdivision Circle Map</li> </ul>	Select District <span style="float: right;">Kamrup Metro ▾</span>	
	Type	AGRO ▾
	Contact No (M)	9876789056
	Phone No (O)	8790765456
	Office Address	Guwahati
	Pin	780001
	State	Assam
	Country	India
	<input type="submit" value="Submit"/>	

*fig: Screenshot 63*

### 17. District Subdivision Map:

For mapping between District and Subdivision user need to

1. click on **District Subdivision Map** from the left menu
2. User will get a drop down menu where user need to select **District** name
3. Select **Subdivision** for mapping.
4. Click on **Map**.

[Refer to fig:Screenshot 64]

Public Distribution System  
Food, Civil Supplies and Consumer Affairs Department  
Government of Assam

JAGO GRAHAK JAGO

Home | Notification | Orders | Guidelines | Register | Change Password | Sign Out

home >> district-subdivision-map

Menu

- Directorate Information
- Storage Capacity
- PDS Stake Holders
- District Information
- Ration Card Report
- Allocation Details
- Add Documents
- Add News and Updates
- Manage News Updates
- Add New Role
- User Role Map
- District Level Role Map
- Aamar Dukan
- Ration Card Information
- Grievance redressal
- District Subdivision Map**
- Subdivision Circle Map

districtSubdivisionMap.htm

### District Subdivision Map

Select District: -----Select-----      Select Subdivision: -----Select-----

Map

SL NO.	DISTRICT	SUBDIVISION
1	Kamrup	KamrupSubDiv1
2	Kamrup	KamrupSubDiv2
3	Tinsukia	TinsukiaSubDiv1
4	Tinsukia	TinsukiaSubDiv2
5	Tinsukia	TinsukiaSubDiv3

fig: Screenshot 64

### 18. Subdivision Circle Map:

When the user clicks on Subdivision Circle Map one mapping form will be displayed where the user need to select name of Subdivision and Circle name for which they want to map selected subdivision:

1. Click on **Subdivision Circle Map**
2. Select **Subdivision** from the drop down menu
3. Select **Circle**
4. Click on **Map**

[Refer to fig:Screenshot 65]

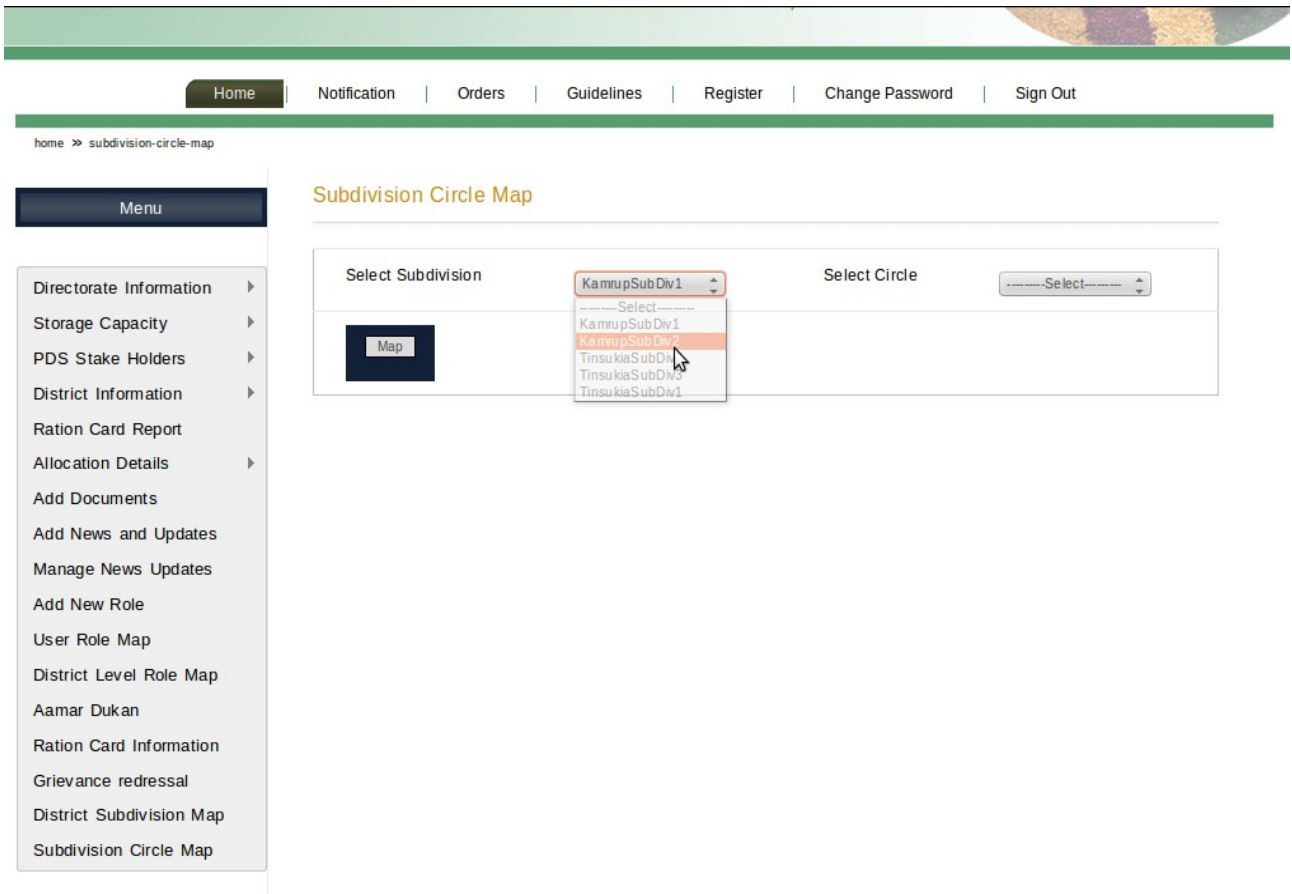


fig: Screenshot 65

**19. Register:**

A new user can be registered using the Register option in the upper menu as shown below:  
[Refer to fig:Screenshot 66]

Public Distribution System  
Food, Civil Supplies and Consumer Affairs Department  
Government of Assam

JAGO GRAHAK JAGO

Home | Notification | Orders | Guidelines | Register | Change Password | Sign Out

home >> user-registration

Menu

- Directorate Information
- Storage Capacity
- PDS Stake Holders
- District Information
- Ration Card Report
- Allocation Details
- Add Documents
- Add News and Updates
- Manage News Updates
- Add New Role
- User Role Map
- District Level Role Map
- Aamar Dukan
- Ration Card Information
- Grievance redressal
- District Subdivision Map
- Subdivision Circle Map

egister.htm

### User Registration Details

User Id: abc123 Congratulations.....User Id is available.

User Name: Deepti

Password: \*\*\*\*\*

Retype Password: \*\*\*\*\*

Submit

SL NO.	USER ID	USER NAME
1	pdsadmin	PDS Admin
2	kamrupdistrictadmin	Kamrup District Admin
3	tinsukiadistrictadmin	Tinsukia District Admin
4	baksadistrictadmin	Baksa District Admin

*fig: Screenshot 66*

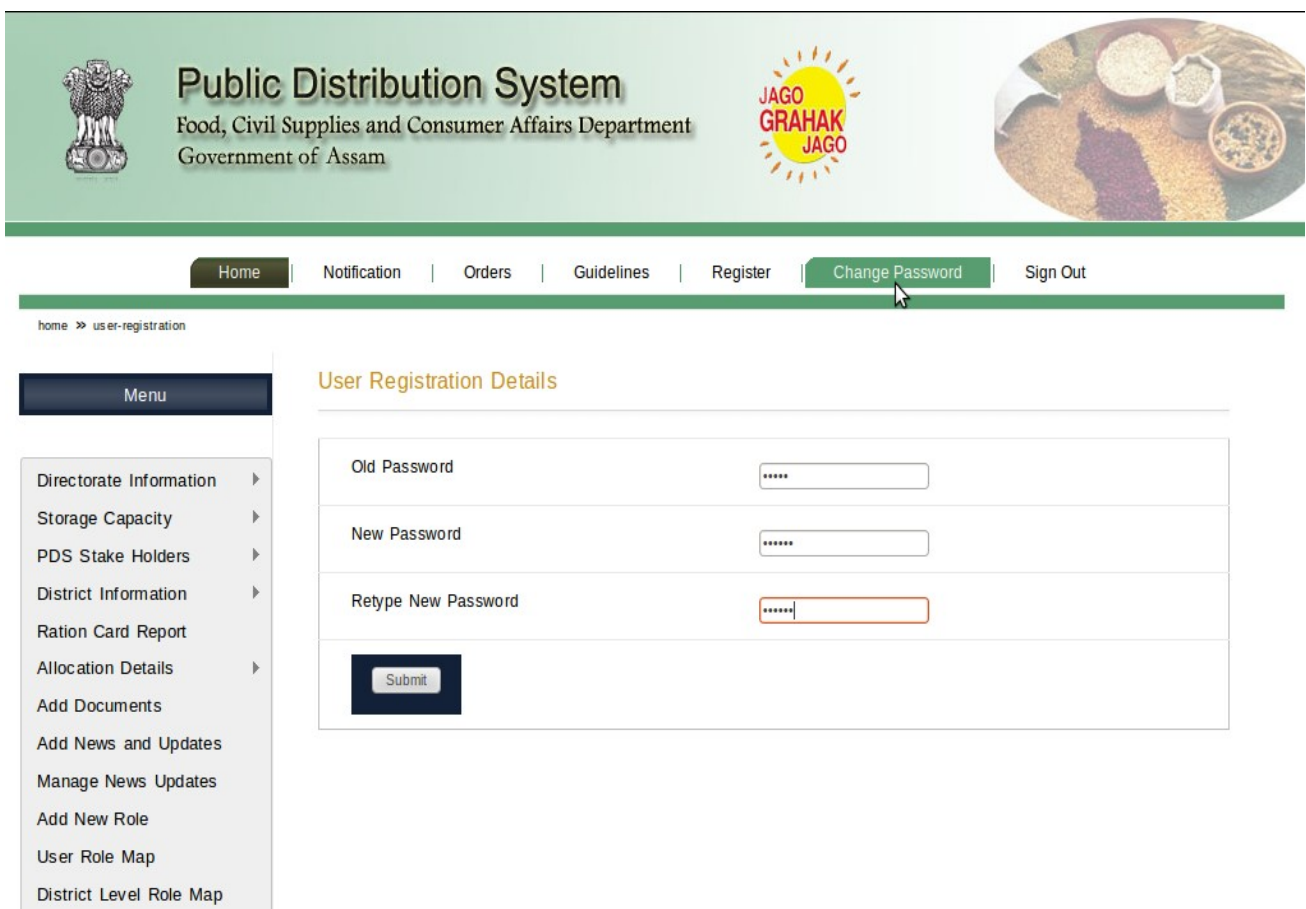


## 20. Change Password:

An individual user can change his password by clicking on the icon “**Change Password**” which is in the Upper menu .On clicking in this icon the following page is displayed:  
[Refer to fig:Screenshot 67]

Here, there are three input fields and all the three fields are mandatory.

1. Old Password: ask you to enter your old password which you want to change
2. New Password: ask you to enter your new password.
3. Confirm New Password: ask you to re-enter your new password &
4. Submit the data.



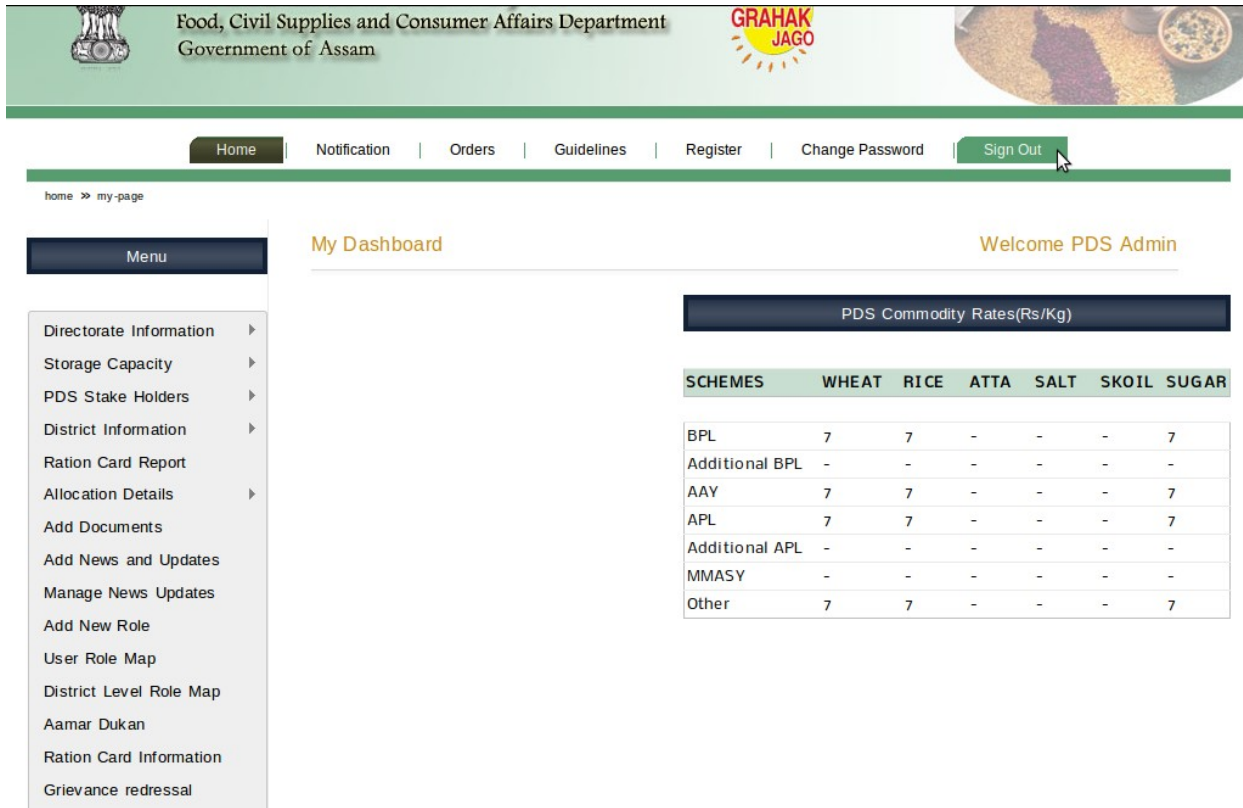
The screenshot displays the 'Change Password' page of the Public Distribution System (PDS) website. The page header features the Government of Assam logo, the text 'Public Distribution System Food, Civil Supplies and Consumer Affairs Department Government of Assam', and the 'JAGO GRAHAK JAGO' logo. The navigation menu includes 'Home', 'Notification', 'Orders', 'Guidelines', 'Register', 'Change Password', and 'Sign Out'. The 'Change Password' page features a 'User Registration Details' form with three input fields: 'Old Password', 'New Password', and 'Retype New Password', each with a 'Submit' button.

fig: Screenshot 67



## 21. Sign Out:

An individual user can log out from his/her session by clicking on the icon “Sign Out” which is in the Upper menu: [Refer to fig:Screenshot 68]



The screenshot displays the PDS Admin dashboard. At the top, there is a header with the Government of Assam logo, the text 'Food, Civil Supplies and Consumer Affairs Department', and the 'GRAHAK JAGO' logo. Below the header is a navigation menu with options: Home, Notification, Orders, Guidelines, Register, Change Password, and Sign Out. The 'Sign Out' button is highlighted with a mouse cursor. Below the navigation menu, there is a breadcrumb trail 'home >> my-page'. On the left side, there is a 'Menu' sidebar with various options like Directorate Information, Storage Capacity, PDS Stake Holders, etc. The main content area is titled 'My Dashboard' and 'Welcome PDS Admin'. It features a table titled 'PDS Commodity Rates(Rs/Kg)' with columns for Schemes, Wheat, Rice, Atta, Salt, Skoil, and Sugar. The table contains data for various schemes like BPL, AAY, APL, MMASY, and Other.

SCHMES	WHEAT	RICE	ATTA	SALT	SKOIL	SUGAR
BPL	7	7	-	-	-	7
Additional BPL	-	-	-	-	-	-
AAY	7	7	-	-	-	7
APL	7	7	-	-	-	7
Additional APL	-	-	-	-	-	-
MMASY	-	-	-	-	-	-
Other	7	7	-	-	-	7

fig: Screenshot 68