



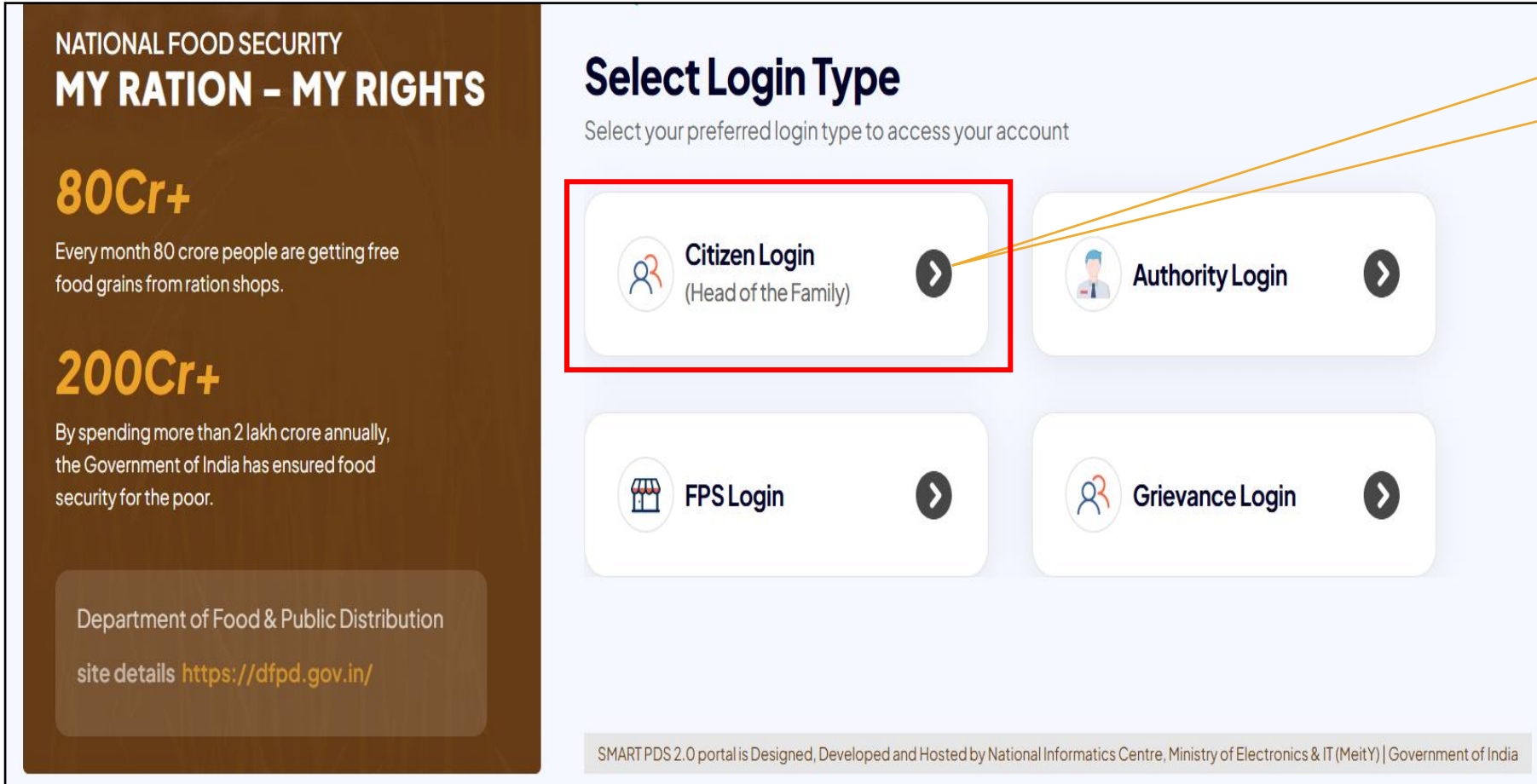
SMART PDS

User Manual- Add Member to Ration Card

Purpose of the manual

The purpose of this user manual is to guide citizens through the process of adding a member in their ration card using the Smart PDS system. It provides clear, step-by-step instructions to help users navigate the relevant sections of the platform, understand the required documentation, and complete the application accurately. By following this manual, citizens can efficiently update their ration card details and add their family member with minimal confusion or errors, ensuring a smooth and user-friendly experience with the Smart PDS system.

- Citizens are required to log in using their Citizen Login for viewing ration card details and modifying members.



NATIONAL FOOD SECURITY
MY RATION - MY RIGHTS

80Cr+
Every month 80 crore people are getting free food grains from ration shops.

200Cr+
By spending more than 2 lakh crore annually, the Government of India has ensured food security for the poor.

Department of Food & Public Distribution
site details <https://dfpd.gov.in/>

Select Login Type

Select your preferred login type to access your account

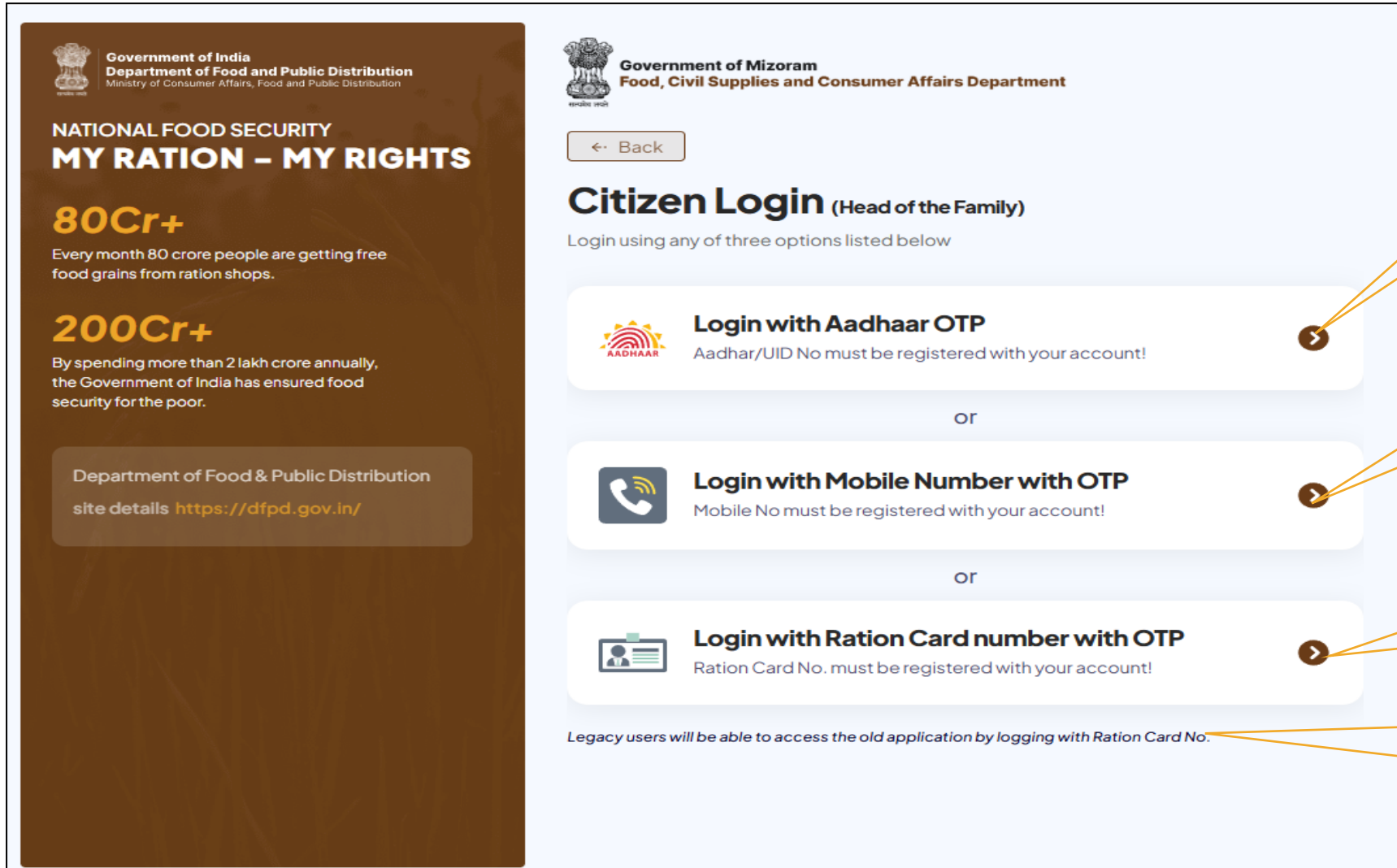
- Citizen Login** (Head of the Family)
- Authority Login**
- FPS Login**
- Grievance Login**

SMART PDS 2.0 portal is Designed, Developed and Hosted by National Informatics Centre, Ministry of Electronics & IT (MeitY) | Government of India

Click On Citizen Login To Access Your Ration Card Details

Login - citizen

- Citizens can login using any of the 3 methods .



Government of India
Department of Food and Public Distribution
Ministry of Consumer Affairs, Food and Public Distribution

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Government of Mizoram
Food, Civil Supplies and Consumer Affairs Department

← Back

Citizen Login (Head of the Family)

Login using any of three options listed below

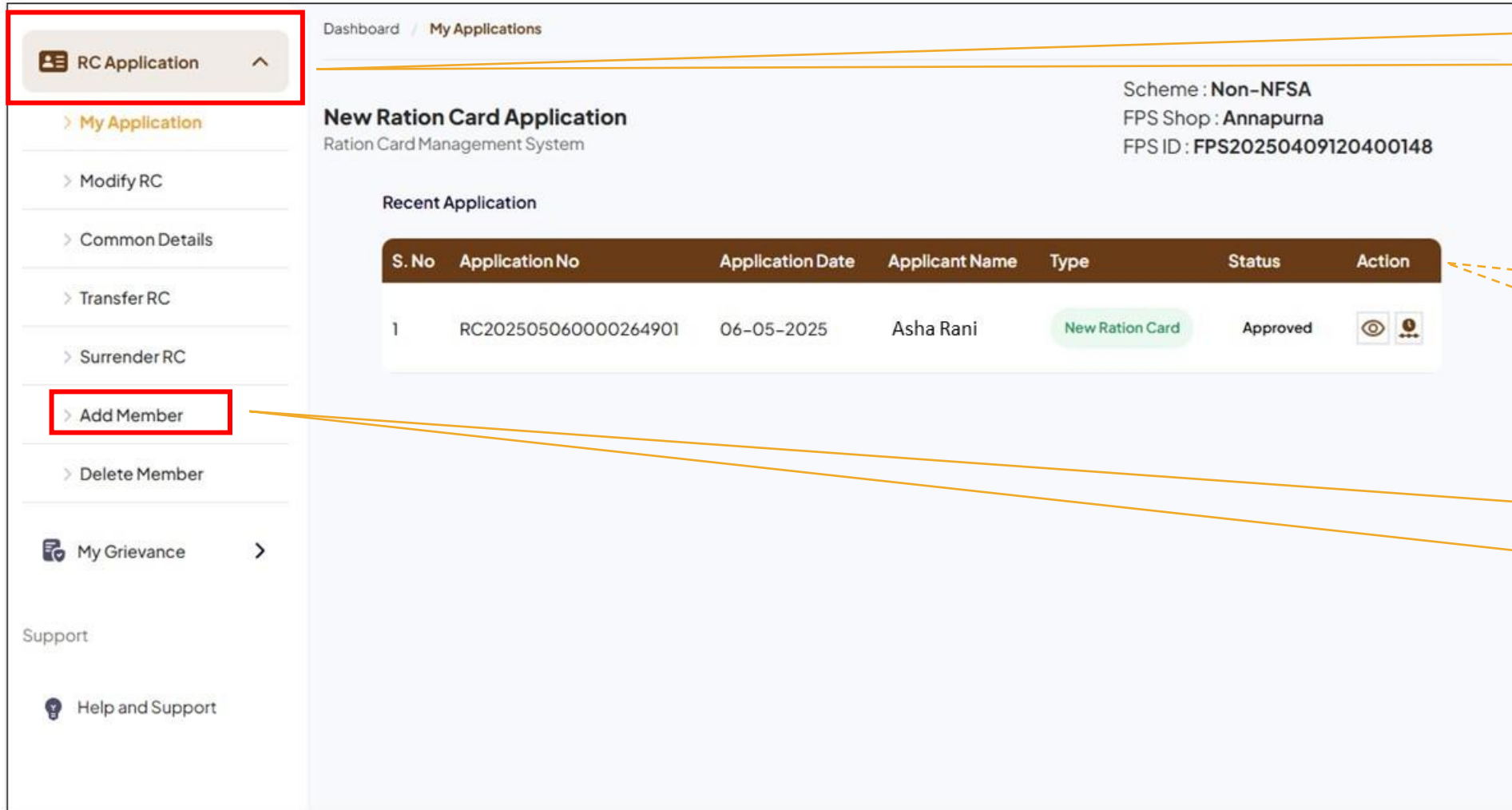
- Login with Aadhaar OTP**
Aadhar/UID No must be registered with your account!
- or
- Login with Mobile Number with OTP**
Mobile No must be registered with your account!
- or
- Login with Ration Card number with OTP**
Ration Card No. must be registered with your account!

Legacy users will be able to access the old application by logging with Ration Card No.

- Method 1: login via Aadhaar and OTP sent to Aadhaar linked phone number
- Or
- Method 2: login via registered mobile number
- Or
- Method 3: login via ration card number
- Legacy users should use login via ration card

Add Member

- After logging in , Citizen lands on the citizen dashboard, where they can see their RC details



Dashboard / My Applications

RC Application ^

> My Application

> Modify RC

> Common Details

> Transfer RC

> Surrender RC

> Add Member

> Delete Member

My Grievance >



Support

Help and Support

New Ration Card Application
Ration Card Management System

Scheme : Non-NFSA
FPS Shop : Annapurna
FPS ID : FPS20250409120400148

Recent Application

S. No	Application No	Application Date	Applicant Name	Type	Status	Action
1	RC202505060000264901	06-05-2025	Asha Rani	New Ration Card	Approved	 

Step1:Click to see options under RC Application

Verify your ration card details

Step2:Click to open add member functionality.

RC Application

> My Application

> Modify RC

> Common Details

> Transfer RC

> Surrender RC

> Add Member

> Delete Member

My Grievance >

Support

Help and Support

Dashboard / Add Member

Ration Card Modification Application

Ration Card Management System

Add New Member

Ration Card Number: RC3526200000000000133
Application No: RC202505060000264901
Date of RC Generated: 06-05-2025
HOF Name: Asha Rani
Gender: FEMALE
(Existing Rc: NA)

Address: dsd, dsds, Champhai (NT) Champhai, Champhai, Mizoram, 121121
Fair Price Shop Name: Annapurna (FPS20250409120400148)
Scheme Name: Non-NFSA
DOB: 06-05-2007

AGE: 18

Card Members

S.no	Name	Age	Gender	Relationship	Mobile
1	Asha Rani	18	FEMALE	Self	9999999999

Step3: Click on add member to add new member details

Verify existing member details

Add Member

- HOF fills member's personal details in the form.

Application Number: RC202505060000264901

← Back **Add Member Ration Card Application**
Ration Card Management System

Personal Details

Full Name * Father's Name *

Gender * Date of Birth *

Marital Status * Spouse Name

Email ID Nationality *

Aadhaar Number * Enter OTP *

Phone Number * Enter OTP *

Upload photograph *

Mother's Name *

Age *

Relationship *

Fill in the personal details and upload a photograph

Choose the member relationship with HOF

Add Member

- HOF fills member details in the form.

The screenshot shows a web form with two main sections: 'General Details' and 'Critical Illness'. The 'General Details' section includes a radio button for 'MGNREGA Status' (Yes/No), a text input for 'MGNREGA ID/No.', and another text input for 'EPIC no. (Voter ID)'. The 'Critical Illness' section includes a radio button for 'Do you have any Critical Illness?' (Yes/No), a dropdown for 'Critical Illness type', a dropdown for 'Critical Illness since', and a file upload area for 'Upload illness document/certificate'.

Fill the General details of member

- **Select yes**, in case employed under MGNREGA, provide ID and EPIC no.(Voter ID number)
- **Select no**, in case of no employment under MGNREGA

Fill critical details :

- **Select yes**, in case of having critical illness like-stroke, kidney disease, heart attack etc.
- Select illness type and enter the year since suffering from illness.
- Upload a supporting certificate.
- **Select no**, in case of no critical illness

Add Member

- HOF fills member details in the form.

Disability Details

Do you have any Disability? *

Yes No

Disability since birth

Disability since

Disability percentage

Disability type

Upload Certificate of Disability (Issued by CMO)

Drag and drop file here or [Choose file](#)
Supported files: PDF, PNG, JPEG. Max file size: 5MB

Fill Disability Details of the family member :

- **Select Yes**, in case of having a disability.
- Enter Disability percentage between 0 – 100 %
- Enter Disability Type
- Year Since Disability and
- Upload supporting Certificate.
- **Select No**, in case of no disability.

Add Member

- Preview and save the family member details


A+ | A | A- | English

✔ Application Saved Successfully! ✕

Application Number **RC202505060000264901**

[← Back](#) **Add Member Ration Card Application**
Ration Card Management System

Personal Details

Full Name * <input type="text" value="Test"/>	Father's Name * <input type="text" value="Test"/>	Upload photograph *  Delete Photo Edit Photo	Mother's Name * <input type="text" value="Test"/>
Gender * <input type="text" value="FEMALE"/>	Date of Birth * <input type="text" value="02/05/2000"/>		Age * <input type="text" value="25"/>
Marital Status * <input type="text" value="Single"/>	Spouse Name <input type="text" value="Enter"/>		Relationship * <input type="text" value="DAUGHTER"/>
Email ID <input type="text" value="Enter"/>	Nationality * <input type="text" value="Indian"/>		

Aadhaar Number * <input type="text" value="90909999999"/>	Generate OTP	Enter OTP * <input type="text" value="909090"/>	Verify
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Pop after successfully saving the application

Click on save after filling the details

Add Member

- After saving the application, preview the details and submit the application.

Dashboard / Ration Card / Add Member Preview Application Number : RC202505060000264901

[← Back](#) [Print](#) **Add Member Ration Card Application**
Ration Card Management System

Member Details

Member Details 1				Full Name	Test	Father's Name	Test
Photograph	5455	Mother's Name	Test		c9c3ecb384608c78c7d	DOB	02-05-2000
				Aadhaar Number			
Age	25	Gender	FEMALE	Email Address	No	Mobile Number	
Marital Status	Single	Spouse Name	No	Nationality	Indian	Total Annual Income (in Rs.)	1
Income Certificate ID	No	EPIC no. (Voter ID)	No	Critical Illness	No	Critical Illness Type	-
Critical Illness Since	No	Sikkim Subject Certificate	No	Critical Illness Certificate	No	Do you have any Disability?	No
Disability Percentage	No	Disability Type	-	Disability Since	No	Disability Certificate	No
Occupation Status	-	Passport Number	No	Local Certificate Number	No	Driving Licence Number	No
Islander Card Number	No	Birth Certificate	No	Bonafide Certificate	No	Duration Certificate	No
Caste Certificate	No	Caste Type	None	isDisability From Birth	No	Lander Card Document	No
Ayushman ID	No	Migration Certificate Number	No	Migration Certificate Document	No	Identification Certificate	No
Caste Type	None	Caste Certificate	No				

Submit Application

Click on submit application

Add Member

- Application saved successfully. After saving the application , the new member should use mera e-KYC app or go to the nearest FPS shop to get e-KYC done. After e-KYC the application moves for verification to the inspector, once verified the application moves to DFSSO for approval. After approval, the ration card is updated and can be downloaded.

Government of India
Department of Food and Public Distribution
Ministry of Consumer Affairs, Food and Public Distribution

Government of Andaman & Nicobar Islands
Food, Civil Supplies and Consumer Affairs Department

← Back Print **Add Member Ration Card Application** Ration Card Management System [Validate Through e-KYC](#)

Member Details

Member Details 1	Full Name	Test	Father's Name	Test	
Photograph	5455	Mother's Name	4608c78c7d 0e27e9c9aff af8c785c16c1 e4704688e5 8ee2130221a 49c222150fc	DOB	02-05-2000
Age	25	Gender		Mobile Number	8826745948
Marital Status	Single	Spouse Name		Total Annual Income (in Rs.)	1
Income Certificate ID	No	EPIC no. (Voter ID)		Critical Illness Type	-
Critical Illness Since	No	Sikkim Subject C		Do you have any Disability?	No
Disability Percentage	No	Disability Type		Disability Certificate	No
Occupation Status	-	Passport Number		Driving Licence Number	No
Islander Card Number	No	Birth Certificate	No	Duration Certificate	No
Caste Certificate	No	Caste Type	None	Lander Card Document	No
Ayushman ID	No	Migration Certificate Number	No	Identification Certificate	No
Caste Type	None	Caste Certificate	No		

[Submit Application](#)

Submit add
member
application

Get e-KYC done
for member

Verification by
Inspector

Approval from
DFSSO

Member
updated , new
RC ready for
download

Add Member





- After successful verification from inspector and approval from DFSO , status of the application changes to approved.

Dashboard / My Applications

New Ration Card Application
Ration Card Management System

Scheme : Non-NFSA
FPS Shop : Annapurna
FPS ID : FPS20250409120400148

Recent Application

S. No	Application No	Application Date	Applicant Name	Type	Status	Action
1	RC202505060000264901	06-05-2025	Asha Rani	New Ration Card	Approved	 
2	RC202505060000264901	06-05-2025	Asha Rani	Add Ration Card Member	Approved	 

Status of the application

Click to preview application details

Click to check status , download the new ration card


Add Member

- After approved, new ration card with updated details can be downloaded.

Dashboard / My Applications / Modification / RC202505060000264901 Application Number: RC202505060000264901

Current Status of the Application

Ration Card Modification Application

Ration Card Number RC352620000000000133	Application Submitted Date 06-05-2025	 APPLICATION STATUS Approved
Scheme Name Non-NFSA	Application Name Asha Rani	

Download My Ration Card (highlighted with a red box)

No Queries from Inspector

APPROVED
06-05-2025
COMPLETED

APPROVED BY DFSSO
06-05-2025
COMPLETED

VERIFICATION COMPLETED BY INSPECTOR

Download the updated Ration Card and Validate the changes made.

THANK YOU
