



SMART PDS

User Manual- Ration Card Transfer

Purpose of the manual

The purpose of this user manual is to guide citizens in navigating and completing the **Ration Card Transfer** form within the Smart PDS system. It provides step-by-step instructions to ensure a smooth and efficient transfer process, helping users understand each section of the form, required information, and submission procedures. By following this manual, citizens will be able to successfully transfer with minimal confusion or errors, enhancing their overall experience with the Smart PDS platform.

Login

- There are separate logins for the following actors:

Click On Citizen Login
To Transfer Ration
Card



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

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/>



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

Select Login Type

Select your preferred login type to access your account



Citizen Login
(Head of the Family)



Authority Login



FPS Login



Grievance Login



Login - Citizen

- Citizens can login with the following ways:
 - Aadhaar and OTP sent to Aadhaar linked mobile number
 - Registered Mobile number and OTP
 - Ration Card number and OTP sent to mobile number linked to Ration Card (for registered users)
 - Login ID and Password (for legacy users)

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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!

Have login ID and Password? click here to login [click here](#)

Method 1: Login Via Aadhaar And OTP Sent To Aadhaar Linked Phone Number

Method 2: Login Via Registered Mobile Number.

Method 3: Login Via Ration Card Number

Method 4: For Legacy Users, Login Via ID & Password

Transfer Of Ration Card

Citizen login

- Citizen logs in through Aadhaar OTP

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Log in with Aadhaar OTP

Aadhaar/UID No. must be registered with your account!

989898989804

OTP will be sent to mobile number linked with Aadhaar

12

6+6=?

CAPTCHA Verified!

Generate OTP

Step 1:Enter 12-Digit Aadhaar Number

Step 2:Enter Captcha

Step 3:Click on Generate OTP

Transfer Of Ration Card

- Citizen enters the 6-digit OTP received

NATIONAL FOOD SECURITY

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200Cr+

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Check your mobile for a code

We've sent a 6-digit code to your registered mobile number. The code expires shortly, so please enter it soon.

4

3

5

4

5

5

Didn't get the code? [Send code again \(22s\)](#)

Verify and Login

Step 1:Enter 6 Digit OTP

Step 2:Click On Verify and Login

Transfer Member

Citizen Login

- Citizen can modify Ration Card details for an approved RC by clicking on “Transfer RC” on the left menu
- Citizen can Transfer Member/s or Transfer Ration Card

Dashboard / Transfer Ration Card

RC Application ^

- > My Application
- > Modify RC
- > Common Details
- > Transfer RC**
- > Family Details
- > Surrender RC
- > Add Member
- > Delete Member

Transfer Ration Card Application

Ration Card Management System

Transfer Ration Card **Transfer Member**

Ration Card Number	Date of RC Generated	HOF Name	Gender	DOB
RC202504110000264739	11-04-2025	Shivani	FEMALE	11-04-2007
AGE	Fair Price Shop Name	Scheme Name	Address	
18	FPS2025031100000000750	N/A	123, 1st Cross, Champhai (NT) Champhai, Champhai, Mizoram, 122476	

Card Members

S.no	Name	Age	Gender	Relationship	Mobile
1	Shivani	18	FEMALE	Self	9798696975
2	Shiv	6	MALE	BROTHER	9869679867

Click On Transfer Member in case of split/transfer/remove/marriage of members from RC

Click On Transfer Ration Card button in case of migration

Click On Transfer RC to open the Transfer screen

Transfer Member

1. Transfer Member

- Choose member and fill required details

RC Application

> My Application

> Modify RC

> Common Details

> Transfer RC

> Family Details

> Surrender RC

> Add Member

> Delete Member

My Grievance

Support

Help and Support

Dashboard / Transfer Member

Application Number: RC202504110000264739

Back

Transfer Ration Card Application

Ration Card Management System

Select Member to Transfer

Select Member

Shiv

Submit

Selected Members: Shiv

Enter Ration Card Number to which Member Is to be transferred

Enter Ration Card Number *

Enter

Reasons for Transfer

select Transfer Reason *

Select

Select member from dropdown to transfer the RC then click on Submit button

Enter the destination Ration card no.

Select the transfer reason from dropdown values

Transfer Member

- Choose reason for transfer of member and Submit

> Surrender RC

> Add Member

> Delete Member

My Grievance >

Support

Help and Support

Enter Ration Card Number to which Member Is to be transferred

Enter Ration Card Number *

RC202504110000264741

Reasons for Transfer

select Transfer Reason *

Change of Residence

Upload Document

Address proof *

fs3_E837Xd.pdf

Other Documents (Ex: Marriage certificate)

Drag and drop file here or [Choose file](#)

Supported files: PDF, PNG, JPEG. Max file size: 5MB

Save

Preview

Upload the Address proof & other documents such as Marriage certificate here to verify the details

Preview the details by clicking on Preview, post this user Save the details

- Preview details and Submit the form

RC Application

> My Application

> Modify RC

> Common Details

> Transfer RC

> Family Details

> Surrender RC

> Add Member

> Delete Member

My Grievance

Support

Help and Support

Dashboard / Transfer Ration Card / Member Preview

Preview of Member Transfer

Back

Kindly review the application to ensure all the details are accurate before Submitting.

From Ration Card Details

From Ration Card NumberRC202504110000264739

Ration Card Number

Date of RC Generated

HOF Name

Gender

DOB

RC202504110000264739

11-04-2025

Shivani

FEMALE

11-04-2007

AGE

Fair Price Shop Name

Scheme Name

Address

18

FPS2025031100000000750

N/A

123, 1st Cross, Champhai (NT) Champhai, Champhai, Mizoram, 122476

Card Members

S.no	Name	Age	Gender	Relationship	Mobile
1	Shivani	18	FEMALE	Self	9798696975
2	Shiv	6	MALE	BROTHER	9869679867

Transferring Member Details

Check the preview details

Details of card members reflects in the table as shown

Transfer Member

- Application goes to receiving Ration Card HOF.

To Ration Card NumberRC202504110000264741

Ration Card NumberRC202504110000264741

Date of RC Generated11-04-2025

HOF NamePoomima

GenderFEMALE

DOB11-04-2007

AGE18

Fair Price Shop NameFPS20250409120400148

Scheme NamePHH

Address2354, jbdk, Champhai (NT) Champhai, Champhai, Mizoram, 176376

Card Members

S.no	Name	Age	Gender	Relationship	Mobile
1	Poomima	18	FEMALE	Self	9708679868

Reason for Transfer

Transfer ReasonChange of Residence

Uploaded Documents Details

Address Prooffs3_E837Xd.pdf

Any Other Document-

Submit

Application Approval is Pending with Receiving Ration Card. (RC No is RC202504110000264741)

Ensure the New RC application have been approved by respective Approvers

Click On Submit Button for successful RC transfer

Transfer Member

- HOF of receiving RC will login and approve the request from their dashboard.

RC Application >

My Grievance >

Support

Help and Support

Dashboard / My Applications

New Ration Card Application

Ration Card Management System

Recent Application

S. No	Application No	Application Date	Applicant Name	Type	Status	Action
1	RC202504110000264741	2025-04-11	Poornima	New Ration Card	Approved	 

Approval for Receiving Member:

S.no	Name	Age	Gender	Relationship	Mobile
1	Shiv	6	MALE	BROTHER	9869679867

Reject

Approve

HOF will Approve or
Reject the application

Transfer Member

- Application goes to receiving Ration Card HOF. HOF approves the request and application moves to the previous HOF dashboard.

Recent Application

S. No	Application No	Application Date	Applicant Name	Type	Status	Action
					Approved	 

Are you sure you want to **ACCEPT** this member?

No

Yes

S.no	Name	Age	Gender	Relationship	Mobile
1	Shiv	6	MALE	BROTHER	9869679867

Reject

Approve

Transfer Member

- Original HOF logs in and submits the transfer form. The application moves to Inspector and DFSO for verification and approval.

1	Poornima	18	FEMALE	Self	9708679868
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Reason for Transfer

Transfer Reason

Change of Residence

Uploaded Documents Details

Address Proof

fs3_E837Xd.pdf 

Any Other Document

-

Submit

Transfer Member

RC Application >

My Grievance >

Support

Help and Support

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

Scheme Name

Non-NFSA

Application Name

Asha Rani



APPLICATION STATUS

Approved



Download My Ration Card



APPROVED

06-05-2025

COMPLETED



APPROVED BY DFSO

06-05-2025

COMPLETED



VERIFICATION COMPLETED BY INSPECTOR

No Queries from Inspector

**Download the new
Ration Card and
Validate the changes
made.**

Transfer ration card

1. Transfer Ration Card

- Select Transfer Type for Ration card and fill address details to which RC will be transferred

RC Application

> My Application

> Modify RC

> RC Transfer

> Family Details

> Surrender RC

> Add Member

> Delete Member

My Grievance

Support

Help and Support

Transfer Ration Card Application

Ration Card Management System

Application Number: RC202503030000264633

Select Transfer Type

☒ Inter Taluka ☐ Intra Taluka ☐ Inter District ☐ Inter State

Address Details

Choose address type (rural-urban) *

Select

House No./Bldg./Apt. *

Enter

Landmark

Enter

Ward No

Enter

Area/Locality/Sector *

Enter

Post Office *

Enter

PIN Code *

State *

Select

District (with code) *

Select

Sub-district/Tehsil (with code) *

Select

Village/Town/City *

Select

Nagar palika

Gram Panchayat

Select Transfer type to transfer RC based on location-
Inter Taluka
Intra Taluka
Inter District
Inter State

User fill Address details accordingly

Transfer ration card

- Fill Gas details, Bank details and NFSA criteria in case of change of details due to transfer

The screenshot shows the 'RC Application' form interface. On the left is a sidebar with navigation links: 'My Application', 'Modify RC', 'RC Transfer', 'Family Details', 'Surrender RC', 'Add Member', 'Delete Member', 'My Grievance', and 'Support' (with 'Help and Support' below it). The main form area has three sections: 'Gas Details', 'Bank Details', and 'NFSA Criteria'. Each section contains a red-bordered box highlighting the input fields. In the 'Gas Details' section, the fields are 'Gas Connection Status *' (a dropdown menu), 'Gas Consumer Number *' (a text input), 'Gas Company Name *' (a dropdown menu), 'Gas Agency Name *' (a dropdown menu), and 'No. of Gas Cylinders *' (a dropdown menu). In the 'Bank Details' section, the fields are 'Bank Name *' (a dropdown menu), 'Bank Account Number *' (a text input), and 'IFSC Code *' (a text input). The 'NFSA Criteria' section contains four questions, each with 'Yes' and 'No' radio button options: 'Does Family Own Four Wheeler?', 'Does Family Own AC/TV?', 'Does Family Own a Plot/Flat of 100 Square Meter or above?', and 'Is your household with only one room with kutchra walls and roof?'. Three yellow callout boxes point to the 'Gas Details', 'Bank Details', and 'NFSA Criteria' sections respectively, providing instructions on when to fill these details.

Gas Details

Gas Connection Status *
Select

Gas Consumer Number *
Enter Gas Consumer Number

Gas Company Name *
Select

Gas Agency Name *
Select

No. of Gas Cylinders *
Select

Bank Details

Bank Name *
Select

Bank Account Number *
Enter Bank Account Number

IFSC Code *
Enter IFSC Code

NFSA Criteria

Does Family Own Four Wheeler?
☐ Yes ☒ No

Does Family Own AC/TV?
☐ Yes ☒ No

Does Family Own a Plot/Flat of 100 Square Meter or above?
☐ Yes ☒ No

Is your household with only one room with kutchra walls and roof?
☐ Yes ☒ No

In Common Details fill Gas Connection Details :

- Select Yes, in case of active connection.
- Enter consumer number, company name, agency name and no. of cylinders.
- Select No, in case of no connection.

Fill the Bank details

Fill the NFSA details in case of any changes due to transfer

Transfer ration card

- Citizen fills nominee details, FPS preference and reason for transfer

The screenshot shows a web application for transferring a ration card. On the left is a sidebar with navigation links: 'RC Application' (expanded), 'My Application', 'Modify RC', 'RC Transfer', 'Family Details', 'Surrender RC', 'Add Member', 'Delete Member', 'My Grievance', and 'Support' (with 'Help and Support' below it). The main content area has three sections, each highlighted with a red border and an orange callout box:

- Nominee Details:** This section contains a dropdown for 'Want to add Nominee?' (set to 'No'), and input fields for 'RC Number', 'Mobile no. (Aadhaar seeded)', 'Full Name', 'DOB' (with a calendar icon), and 'Gender' (a dropdown menu).
- FPS Preference:** This section contains two dropdown menus labeled 'FPS Preference 1' and 'FPS Preference 2', both currently set to 'Select'.
- Transfer Reason:** This section contains a dropdown menu labeled 'Select Reason *' with 'Migration for Work or Study' selected.

Nominee Details :

- Select Yes,** In Case RC Holder Wants To Nominate Someone. e-KYC Is Mandatory For Nominee.
- Select No,** In Case Nominee Is Not Required.

Select 2 FPS Preferred Fair Price Shops from where citizen want to lift the ration.

Select the transfer reason from dropdown values as shown

Transfer ration card

- Citizen uploads relevant documents and proceeds to submit the application

The screenshot shows the 'RC Application' form on the NIC portal. The left sidebar contains navigation links: 'My Application', 'Modify RC', 'RC Transfer', 'Family Details', 'Surrender RC', 'Add Member', 'Delete Member', 'My Grievance', and 'Support' with a 'Help and Support' link at the bottom. The main form area includes two 'FPS Preference' dropdowns at the top, both set to 'Select'. Below these is the 'Transfer Reason' section with a dropdown menu currently showing 'Migration for Work or Study'. The 'Upload Document' section is highlighted with a red border and contains two upload areas: 'Address proof' and 'Other Documents (Ex: Marriage certificate)'. Each area has a dashed box for file upload with instructions to 'Drag and drop file here or Choose file' and supported file formats (PNG, JPEG, Max file size: 5MB). At the bottom right, there are two buttons: 'Save' (highlighted with a red border) and 'Preview'.

Upload the Address proof & other documents such as Marriage certificate here to verify the details

Citizen will preview the details by clicking on Preview, post this user Save the details

Transfer Ration Card

- Citizen can preview the details then moves to Inspector & DFSSO login for their approval and gets successfully suspended.

Application Status

No

Gas Consumer Number

No

any Name

Cylinders

e

Application No

RC202504110000264739

Date of Application

11/04/2025

Name of Application

Shivani

Application Saved Successfully!

Your application will be forwarded to Inspector after successful KYC completion of all Members. You can use **Mera e KYC APP** or visit **nearest FPS shop** to complete your KYC.

Go to Dashboard

BANK OF INDIA

3973637537

Click to Go Back to
Citizen Dashboard

S. No	Application No	Application Date	Applicant Name	Type	Status	Action
1	RC202504150000264753	24-04-2025	Manu	New Ration Card	Approved	 
2	RC202504150000264753	24-04-2025	Manu	Transfer Ration Card	Pending Verification with Inspector	 

Click to check status and
reply to query

Transfer Of Ration Card

- After Verification Status Changes To Pending With DFSO & then Approved

New Ration Card Application

Ration Card Management System

Recent Application

5	RC202504150000264753	24-04-2025	Manu	Transfer Ration Card Member	DRAFT	 
6	RC202504150000264753	24-04-2025	Manu	Transfer Ration Card	Approved	 

User check the status of application

User check the preview details of application

Transfer Of Ration Card

RC Application >

My Grievance >

Support

Help and Support

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

Scheme Name
Non-NFSA

Application Name
Asha Rani



APPLICATION STATUS
Approved



Download My Ration Card



APPROVED
06-05-2025

COMPLETED



APPROVED BY DFSSO
06-05-2025

COMPLETED



VERIFICATION COMPLETED BY
INSPECTOR

No Queries from Inspector

**Download the new
Ration Card and
Validate the changes
made.**

THANK YOU
