



SMART PDS

User Manual- Delete Member in Ration Card

Purpose of the manual

The purpose of this user manual is to guide citizens through the process of deleting 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 member details with minimal confusion or errors, ensuring a smooth and user-friendly experience with the Smart PDS system.

- Citizens are required to log in using Citizen Login for reviewing 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

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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!

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

Delete Member

- After logging in , citizen[HOF] lands on the citizen dashboard, where they can see their RC details.

Dashboard / Delete Member

RC Application ^

> My Application

> Modify RC

> Common Details

> Transfer RC

> Surrender RC

> Add Member

> **Delete Member**

My Grievance >

Support

Help and Support

Ration Card Modification Application

Ration Card Management System

Delete Member

Ration Card Number: RC352620000000000133 (Existing Rc: NA)

Application No: RC202505060000264901

Date of RC Generated: 06-05-2025

HOF Name: Asha Rani

Gender: FEMALE

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
2	Test	25	FEMALE	DAUGHTER	9999999999

Step1: Click to see options under RC Application

Verify your ration card details

Step2: Click delete member option to open delete member functionality

Delete member

- Citizen[HOF] logs in and clicks on delete member to delete a member from ration card.

RC Application

> My Application

> Modify RC

> Common Details

> Transfer RC

> Surrender RC

> Add Member

> Delete Member

My Grievance

Support

Help and Support

Dashboard / Delete Member

Ration Card Modification Application

Ration Card Management System

Delete Member

Ration Card Number

RC352620000000000133

Application No

RC202505060000264901

Date of RC Generated

06-05-2025

HOF Name

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Card Members

S.no	Name	Age	Gender	Relationship	Mobile
1	Asha Rani	18	FEMALE	Self	9999999999
2	Test	25	FEMALE	DAUGHTER	9999999999

Step3:Click on delete member to select and delete any existing member

Verify your existing member details

Delete member

- Select member to be deleted and submit.

Dashboard / Members / **Select Delete**

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

Select Member to Transfer

Select Member

Select a member ▼

Select a member

Test

Submit

**Step 1: Select member
to be deleted from drop
down**

Step 2: Submit

Delete member

- After selecting member, add reasons and upload supporting documents. Click on preview and then proceed to submit.

The screenshot shows the 'Delete Member Ration Card Application' form in the Ration Card Management System. The application number is RC202505060000264901. The selected member is 'Test'. The form includes a 'Reason for Delete' section with a dropdown menu for 'Select Reason *' and a 'Remarks *' text area. A document upload section labeled 'Document 2' is also present. At the bottom, there are 'Save' and 'Delete Preview' buttons. Annotations point to specific steps: Step 3 points to the 'Reason for Delete' dropdown, Step 4 points to the 'Remarks' text area, Step 5 points to the document upload area, and Step 6 points to the 'Delete Preview' button.

Dashboard / Members / Selected To Delete

Application Number: RC202505060000264901

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

Selected Member: Test

Reason for Delete

Select Reason *

Select

Marriage (Relocation to Another Household)
Member Shifted to Another Location
Duplicate Entry
Inclusion in Another Ration Card
Voluntary Removal
Correction of Wrong Information
Un-Identified Member
Administrative Correction
Criminal Conviction or Legal Action
e-KYC not Completed

Remarks *

Select

Remarks is required!

Document 2

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

Save **Delete Preview**

Step 3: Select reason for deleting from drop down

Step 4: Add comments

Step 5: Upload any supporting document like marriage certificate or migration certificate

Step 6: Preview and Click save

Delete member

- Preview the form details and Submit. Once application is submitted, it moves to Inspector and DFSO for verification and approval.

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Print

Delete Member Ration Card Application

Ration Card Management System

Member Details

Member Details 1				Full Name		Father's Name	
Mother's Name	No	Aadhaar Number	No	DOB	No	Age	No
Gender	-	Email Address	No	Mobile Number	No	Marital Status	-
Spouse Name	No	Nationality	-	Occupation Status	-	Total Annual Income (in Rs.)	No
Income Certificate ID	No	EPIC no. (Voter ID)	No	Critical Illness	No	Critical Illness Type	-
Critical Illness Since	No	Critical Illness Certificate	No	Do you have any Disability?	No	Disability Percentage	No
Disability Type	-	Disability Since	No	Disability Certificate	No		

Submit Application

Step 7: Submit

Delete member

- Preview the form details and Submit. Once application is submitted, it moves to Inspector and DFSO for verification and approval.

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

A+ | A | A- | English

Application Number: RC202505060000264901

Dashboard / Ration Card / Delete Member Preview

← Back Print Delete Member Ration Card Application
Ration Card Management System

Member Details

Member Details 1

Mother's Name	Test	Aadhaar Number	00	Father's Name	Test
Gender	FEMALE	Email Address	18	Age	25
Spouse Name	No	Nationality		Marital Status	Single
Income Certificate ID	No	EPI Cno. (Voter ID)	No	Total Annual Income (in Rs.)	1
Critical Illness Since	No	Critical Illness Certificate	No	Critical Illness Type	-
Disability Type	-	Disability Since	No	Disability Percentage	No
		Critical Illness	No		
		Do you have any Disability?	No		
		Disability Certificate	No		

Submit Application

Submit delete
member
application

Verification by
Inspector

Approval from
DFSO

Member
deleted , new
RC ready for
download

Delete member

- Keeping track of the status of the application.

RC Application >

My Grievance >

Support

Help and Support

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	Delete Ration Card Member	Pending approval with DFSO	 

Status of the application

Click to preview application details

Click to check status and reply to query.

Delete member

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

The screenshot displays the 'New Ration Card Application' page within the Ration Card Management System. The left sidebar contains navigation links for 'RC Application', 'My Grievance', 'Support', and 'Help and Support'. The main content area shows the application details and a table of recent applications.

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	Delete Ration Card Member	Approved	 

Callouts:

- A red box highlights the 'Delete Ration Card Member' application.
- A dashed orange box points to the 'Approved' status of the highlighted application, with the text: 'Status changed to Approved'.
- An orange box points to the 'View' and 'Download' icons for the highlighted application, with the text: 'Click to open status and download the new ration card'.

Delete member

- Download updated 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 DFSO
06-05-2025
COMPLETED

VERIFICATION COMPLETED BY
INSPECTOR

No Queries from Inspector

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

THANK YOU
