



**FOOD, SUPPLIES & CONSUMER WELFARE DEPARTMENT**  
**GOVERNMENT OF ODISHA**

# **User Manual**

**For**

**State Food Security Scheme**

**Digitization of Beneficiaries Details in RCMS Database**

10 August, 2018

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# 1. Introduction

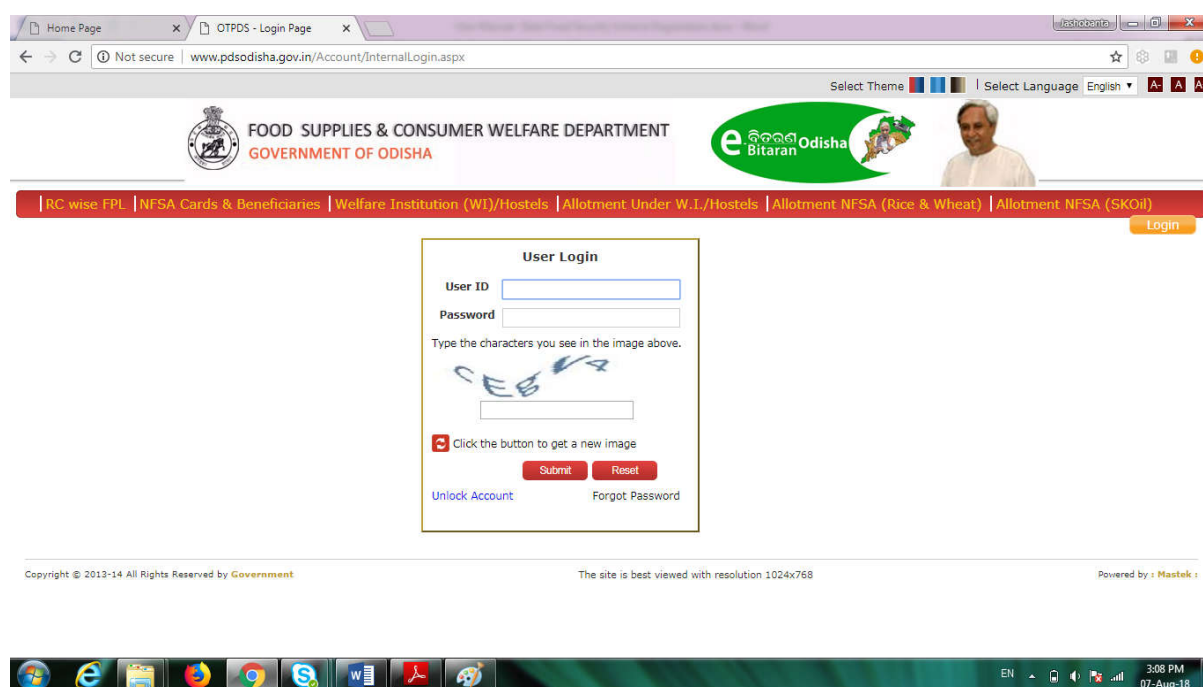
## 1.1 State Food Security Scheme Beneficiary Registration

Existing web-application inside OTPDS login in RCMS facilitates user to digitize beneficiaries' details under State Food Security Scheme.

## 1.2 Opening the web-application

In order to access the application from an internet browser, open your internet browser and type <http://pdsodisha.gov.in> in the address bar and press the "Enter" key. The following web page will open. Please click on User login link as shown in SS-01

Please log in to application with the help of user ID and Password provided to concerned RCMS users (DEO login & Block/ULB Officer login)



SS-01

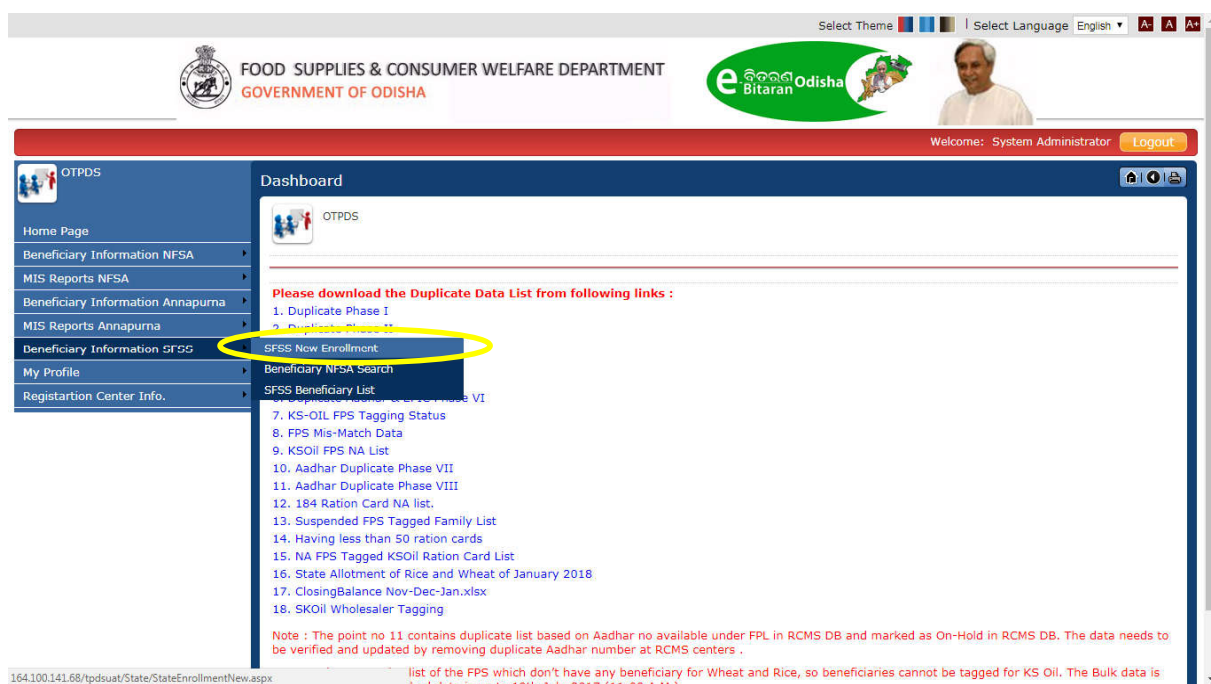
## 2. Digitization of applications of beneficiaries under State Food Security Scheme

### 2.1 Brief Description

This facility is available to the Block level RCMS users (DEO login & Block/ULB Officer login) who will digitize the applications and move either to **Final List** or **Ineligible List** under State Food Security Scheme.

### 2.2 Digitization of Applications

The Date Entry Operator (DEO) can access the SFSS New Enrollment page in his log in by clicking link as shown in SS-02.



The screenshot displays the OTPDS (Odisha Total Public Distribution System) dashboard. At the top, it features the logo of the Government of Odisha, the text 'FOOD SUPPLIES & CONSUMER WELFARE DEPARTMENT', and the Odisha Bitaran logo. A user profile for 'System Administrator' is visible in the top right corner. The main dashboard area contains a list of links for various services. The link 'SFSS New Enrollment' is highlighted with a yellow circle. Below this, there is a section titled 'Please download the Duplicate Data List from following links :', which lists 18 items, including '1. Duplicate Phase I' and '2. Duplicate Phase II'. A note at the bottom of the dashboard provides additional information about the duplicate data lists.

164.100.141.68/tpdsuat/State/StateEnrollmentNew.aspx

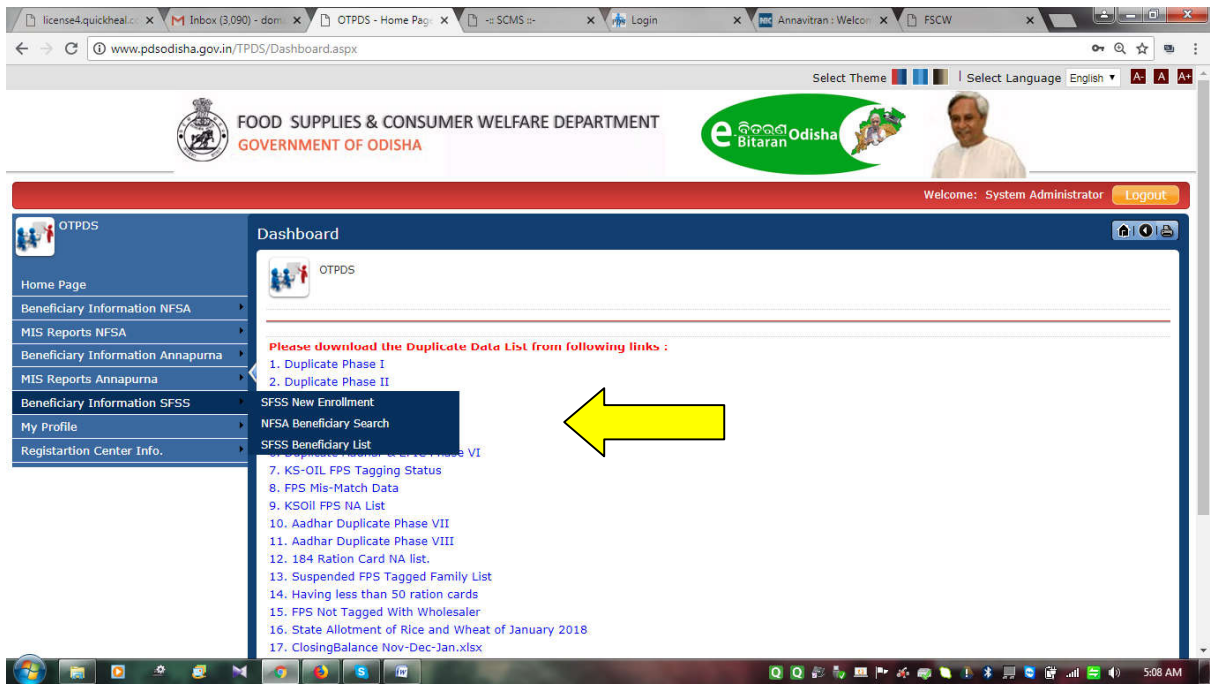
SS-02

Data Entry Operator can do below activities.

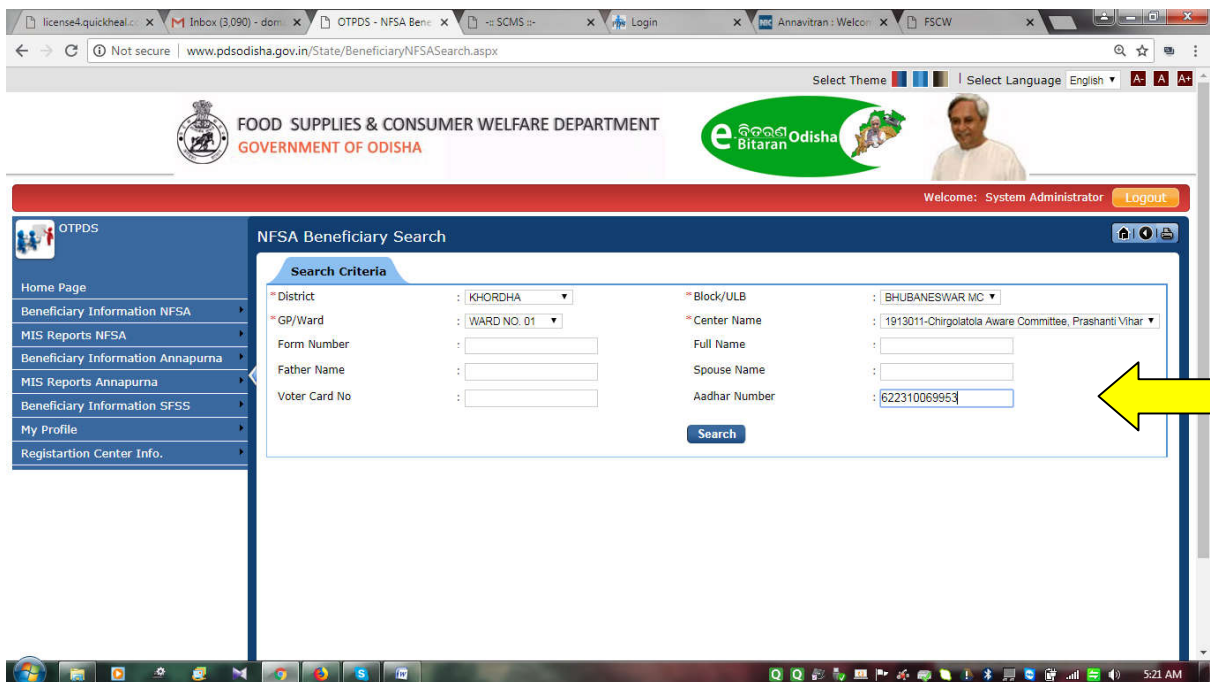
1. If the beneficiary has old form number, then data entry operator will put the same form number in the Old Form Number field and will click on Get Details button to fetch the details of the beneficiary. The user can change the details of the beneficiary and click on Save button as shown in the SS-03.

### SS-03

2. If the applicant had already applied earlier but do not remember the old form number and has Aadhaar number, Data Entry Operator can search the old form details by searching through Aadhaar number as shown in SS-04 (A & B) and update all the required details of the applicants and click on save button.



SS-04 (A)



SS-04 (B)

3. If Date Entry Operator doesn't find form details, will select RC Name and fill all the required details of the applicant and click on save button as shown in SS-05.

Alert Mess... Cf Sharp... Cf Sharp... Cf Data Typ... OTPDS - SF... OTPDS - N... Write a Cf... Reverse W... Reverse a...  
 localhost/GOV.SIED.TrainingStipend.Portal/State/StateEnrollmentNew.aspx  
 Student Enrollment Your Flexi Loan and TPDS Local OTPDS - Home Page New Tab Welcome to HOFCE Sign in to your acco... Inbox (47,073) - ann... Home Page

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Odisha Bitaran

Welcome: System Administrator Logout

OTPDS

Beneficiary Enrollment under State Food Security Scheme

Old Form No. : 19050110011 **Get Details** RC No and Form No: **[-Please Select-]**  
 Set keyboard English (Powered by Aprant IME)

**Present Residential Address**

\* District : KHORDHA \* Block/ULB (City) : BHUBANESWAR  
 \* GP/Ward No : [-Please Select-] \* Village/Area : [-Please Select-]  
 Plot No/Qtr No(for ULBs) : Pincod :  
 Plot No/Qtr No(for ULBs) : 102 Pincod : 751024

**Beneficiary Details**

Sr No	Full Name	Gender	Date of Birth	Relationship	EPIC No	Aadhar No	Aadhar Enrollment No	Father Name	Spouse Name
1	PURNIMA BARIK ପୁର୍ଣ୍ଣିମା ବାରିକ	Female	05/05/1979	Head	202078277	CheckName		KHALI DAKUA ଖାଲି ଦାକ୍ୱା	
2	ISWAR CHANDRA BARI ଇସ୍ୱର ଚନ୍ଦ୍ର ବାରିକ	Male	05/06/1996	Son		CheckName		PURNACHANDRA BARI ପୁର୍ଣ୍ଣଚନ୍ଦ୍ର ବାରିକ	
3	SUNTA BARIK ସୁନ୍ତା ବାରିକ	Female	03/03/1998	Daughter		CheckName		PURNACHANDRA BARI ପୁର୍ଣ୍ଣଚନ୍ଦ୍ର ବାରିକ	
4		Select	dd/mm/yyyy	Select		CheckName			
5		Select	dd/mm/yyyy	Select		CheckName			
6		Select	dd/mm/yyyy	Select		CheckName			

**Other Info**

\* Rice FPS Name : 1913P070-SMT NALINI SAMANTARAY  
 Auto Inclusion Criteria : 6 NA Mobile No :  
 Bank Name : Bank Account No :  
 \* Order No : \* Order Date : 10/08/2018

**Save** **Print Acknowledgement**

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## SS-05

1. Then click on Print Acknowledgement button to generate Acknowledgement as shown in the screen SS-06.

Alert Mess... x C# Sharp B... x C# Sharp e... x C# Data Ty... x OTPDS - SF... x OTPDS - NF... x Write a C#... x Reverse W... x Reverse a N... x

localhost/GOV.SJED.TrainingStipend.Portal/State/StateEnrollmentNew.aspx

Apps Student Enrollment Your Flexi Loan and TPDS Local OTPDS - Home Page New Tab Welcome to HDFC B Sign in to your acco... Inbox (47,073) - ann... Home Page

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GOVERNMENT OF ODISHA

Odisha Bitaran

Welcome: System Administrator Logout

OTPD

Home Page  
Select Scheme  
Beneficiary Information NFSA  
MIS Reports  
User Tracking Details  
Beneficiary Information Annapurna  
MIS Reports Annapurna  
Beneficiary Information SFSS  
My Profile  
Registration Center Info.

**Beneficiary Enrollment under State Food Security Scheme**

Old Form No. : 19050110011 **Get Details** RC No and Form No: --Please Select--

Set keyboard English (Powered by Aprant IME)

**Present Residential Address**

\* District : KHORDHA \* Block/ULB (City) : BHUBANESWAR  
 \* GP/Ward No : --Please Select-- \* Village/Area : --Please Select--  
 Plot No/Qtr No(for ULBs) : Pincode :  
 Plot No/Qtr No(for ULBs) : 102 Pincode : 751024

**Beneficiary Details**

Sr No	Full Name	Gender	Date of Birth	Relationship	EPIC No	Aadhar No	Aadhar Enrollment No	Father Name	Spouse Name
1	PURNIMA BARIK ପୁର୍ଣ୍ଣିମା ବାରିକ	Female	05/05/1979	Head	ZQZ0786277	CheckName		KHALI DAKUA ଖଲି ଦାକୁଆ	
2	ISWAR CHANDRA BARI ଇସ୍ଵର ଚନ୍ଦ୍ର ବାରିକ	Male	05/06/1996	Son		CheckName		PURNACHANDRA BARI ପୁର୍ଣ୍ଣଚନ୍ଦ୍ର ବାରିକ	
3	SUNITA BARIK ସୁନିତା ବାରିକ	Female	03/03/1998	Daughter		CheckName		PURNACHANDRA BARI ପୁର୍ଣ୍ଣଚନ୍ଦ୍ର ବାରିକ	
4		Select	dd/mm/yyyy	Select		CheckName			
5		Select	dd/mm/yyyy	Select		CheckName			
6		Select	dd/mm/yyyy	Select		CheckName			

**Other Info**

\* Rice FPS Name : 1913P070-SMT NALINI SAMANTARAY  
 Auto Inclusion Criteria : 6 NA Mobile No :  
 Bank Name : Bank Account No :  
 \* Order No : \* Order Date : 10/08/2018

Save **Print Acknowledgement**


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## SS-06



- DEO can also generate acknowledgement copy by clicking on Beneficiary List screen as shown in the below SS-07.



Select Theme | Select Language English



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Welcome: System Administrator [Logout](#)

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OTPDS

- Home Page
- Beneficiary Information NFSA
- MIS Reports NFSA
- Beneficiary Information Annapurna
- MIS Reports Annapurna
- Beneficiary Information SFSS
- My Profile
- Registration Center Info.

### Dashboard

OTPDS

**Please download the Duplicate Data List from following links :**

1. Duplicate Phase I
2. Duplicate Phase II
3. SFSS New Enrollment
4. Beneficiary NFSA Search
5. Beneficiary Information SFSS
6. SFSS Beneficiary List
7. KS-OIL FPS Tagging Status
8. FPS Mis-Match Data
9. KSOil FPS NA List
10. Aadhar Duplicate Phase VII
11. Aadhar Duplicate Phase VIII
12. 184 Ration Card NA list.
13. Suspended FPS Tagged Family List
14. Having less than 50 ration cards
15. NA FPS Tagged KSOil Ration Card List
16. State Allotment of Rice and Wheat of January 2018
17. ClosingBalance Nov-Dec-Jan.xlsx
18. SKOil Wholesaler Tagging

Note : The point no 11 contains duplicate list based on Aadhar no available under FPL in RCMS DB and marked as On-Hold in RCMS DB. The data needs to be verified and updated by removing duplicate Aadhar number at RCMS centers .


list of the FPS which don't have any beneficiary for Wheat and Rice, so beneficiaries cannot be tagged for KS Oil. The Bulk data is

164.100.141.68/tpdsuat/State/StateBeneficiaryDetails.aspx



## SS-07

Please fill the required details and click on Get Details button to get the beneficiary details and select a checkbox click on print link to generate acknowledgement receipt as shown in SS-08.

Select Theme | Select Language English



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GOVERNMENT OF ODISHA

Welcome: System Administrator [Logout](#)

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OTPDS

- Home Page
- Beneficiary Information NFSA
- MIS Reports NFSA
- Beneficiary Information Annapurna
- MIS Reports Annapurna
- Beneficiary Information SFSS
- My Profile
- Registration Center Info.

### State Food Security Scheme Beneficiary List

**Search Criteria**

District : KHORDHA | Block/ULB : BHUBANESWAR MC

GP/Ward : WARD NO. 01 | Center Name : 1913011-Chirgolatola Aware Committee, Prashanti Vihar

Form Number : | Full Name :

Father Name : | Spouse Name :

[Get Details](#)

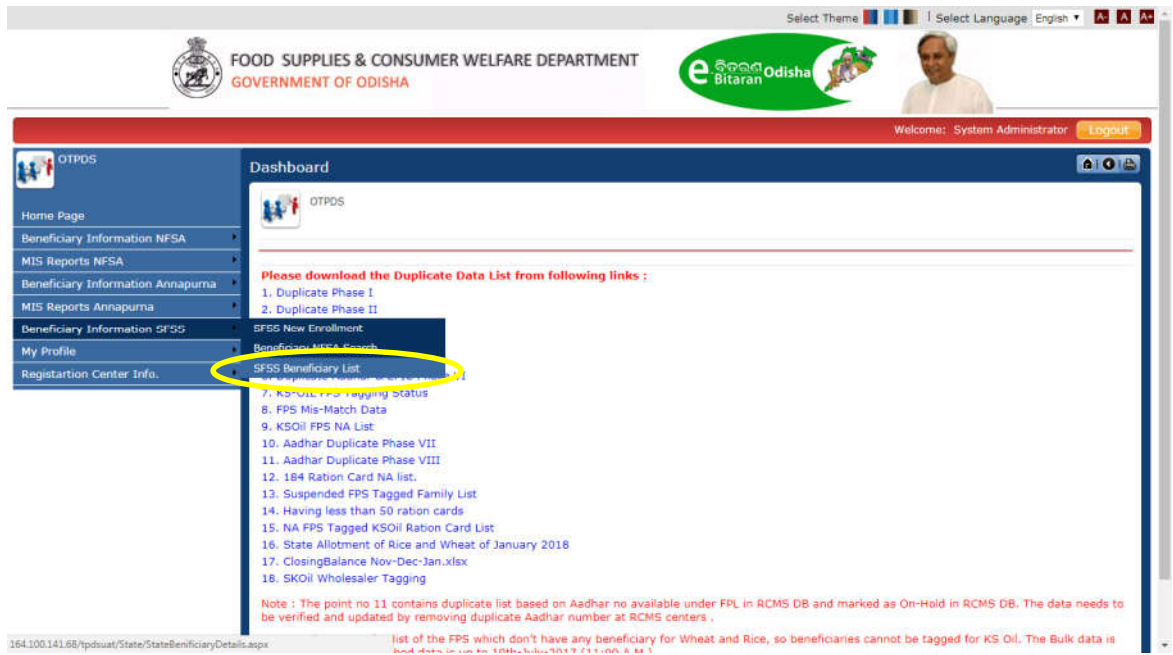
**Search Result**

Form No.	Full Name	Father Name	Spouse Name	Gender	Address	Status	Acknowledgment Receipt
<input type="checkbox"/> 0114	KUNI BARADA	KHAIRA SAMADI	SFSDFDJ	Female	341	Ineligible,Employee of Central or State Government or Public Sector	<a href="#">Print</a>
<input checked="" type="checkbox"/> 0125	RAUNDE SOREN	SAKILA HEMBRAM	MAHESWAR SOREN	Female	74	Ineligible,Employee of Central or State Government or Public Sector	<a href="#">Print</a>
<input type="checkbox"/> 0125	JHANA CHATAR	MANA MUNDA	RISAL CHATAR	Female	CHIRGALTOLABASTIRAY-47	FPL	<a href="#">Print</a>
<input type="checkbox"/> 0135	RINKI SHARMA	DINANATH SHARMA	ANIL SHARMA	Female	PL-511	Ineligible,Employee of Central or State Government or Public Sector	<a href="#">Print</a>
<input type="checkbox"/> 0143	SADSJAKD	ASKLDJSAK	JSADLKAS	Male	WARD NO. 02dsfsdfnsd	DPL	<a href="#">Print</a>
<input type="checkbox"/> 0152	SJAMUNA	SEREYA	SBALAKRUSHNA RAO	Female	730	DPL	<a href="#">Print</a>
<input type="checkbox"/> 0157	ANITA BEHERA	BABAN BEHERA	ASHOK BEHERA	Female	pl-33	FPL	<a href="#">Print</a>
<input type="checkbox"/> 0158	JAGATU TUDU	DHIRAI TUDU	JYOTI TUDU	Male	RAY-319	FPL	<a href="#">Print</a>
<input type="checkbox"/> 0159	ASNSAI NK	KSAI NARKIH	IKSAHNI SKA	Male	WARD NO. 01dfsdkf	FPL	<a href="#">Print</a>

## SS-08

## 2.3 Movement to Final List or Ineligible List


After digitization by DEO, the beneficiaries' details will be available in Block/ULB Officer login. Block/ULB Officer will click on SFSS Beneficiary List screen to populate the details and move beneficiary from Draft List to Final List or to ineligible as applicable as shown in SS-09.





### SS-09

Block/ULB user will fill the required details and click on Get Details button to get the application list as shown in SS-10.

Select Theme | Select Language English


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**OTPS** | State Food Security Scheme Beneficiary List

**Search Criteria**

\* District : KHORDHA      \* Block/ULB : BHLBANESWAR MC

\* GP/Ward : WARD NO. 01      \* Center Name : 1913011-Chingolota Aware Committee, Prashant Vihar

Form Number :

Father Name :

Spouse Name :

[Get Details](#)

**Search Result**

Form No.	Full Name	Father Name	Spouse Name	Gender	Address	Status	Acknowledgment Receipt
<input type="checkbox"/> 0114	KUNI BAPADA	KHAJRA SAMAJI	SFSDFDJ	Female	341	Ineligible,Employee of Central or State Government or Public Sector	<a href="#">Print</a>
<input type="checkbox"/> 0123	RAUNDE SOREN	SAKILA HEMBRAM	MAHESWAR SOREN	Female	74	Ineligible,Employee of Central or State Government or Public Sector	<a href="#">Print</a>
<input type="checkbox"/> 0125	JHANA CHATAR	MANA MUNDA	RISAL CHATAR	Female	CHIRGALTOLABASTIRAY-47	FPL	<a href="#">Print</a>
<input type="checkbox"/> 0135	RINKI SHARMA	DINNATH SHARMA	ANIL SHARMA	Female	PL-511	Ineligible,Employee of Central or State Government or Public Sector	<a href="#">Print</a>
<input type="checkbox"/> 0143	SADSIKID	ASHKIDSAK	JSADKAS	Male	WARD NO. 020sfdfsd	DPL	<a href="#">Print</a>
<input type="checkbox"/> 0152	SIAMUNA	SEREYA	SBALAKRUSHNA RAO	Female	730	DPL	<a href="#">Print</a>
<input type="checkbox"/> 0157	ANITA BEHERA	BABAN BEHERA	ASHOK BEHERA	Female	pl-33	FPL	<a href="#">Print</a>

↔

\* Ineligible Criteria : --Select-- [Move To Ineligible](#)

\* FPL Criteria : --Select--


\* Order No :       \* Order Date : 07/08/2018 [Move To FPL](#)

\* Ineligible criteria is not required for FPL movement & also Order date & Order No is not required for Ineligible movement.



## SS-10

Block/ULB user will select a Draft List record from the list by clicking on check box and select inclusion criteria for FPL movement or select exclusion criteria for in-eligible movement as shown in SS-11.

Select Theme | Select Language English



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OTPDOS

- Home Page
- Beneficiary Information NFSA
- MIS Reports NFSA
- Beneficiary Information Annapurna
- MIS Reports Annapurna
- Beneficiary Information SFDS
- My Profile
- Registration Center Info

### State Food Security Scheme Beneficiary List

**Search Criteria**

* District	: KHORCHA	* Block/ULB	: BHUBANESWAR MC
* GP/Ward	: WARD NO. 01	* Center Name	: 1913011-Chigolotola Aware Committee, Prashant Vihar
Form Number	: <input type="text"/>	Full Name	: <input type="text"/>
Father Name	: <input type="text"/>	Spouse Name	: <input type="text"/>

[Get Details](#)

**Search Result**

Form No.	Full Name	Father Name	Spouse Name	Gender	Address	Status	Acknowledgment Receipt
0114	KUNI BARADA	KHAIRA SAMADI	SFSDFD	Female	341	Ineligible, Employee of Central or State Government or Public Sector	<a href="#">Print</a>
0123	RAUNDE SOREN	SAKILA HEMBRAM	MAHESWAR SOREN	Female	74	Ineligible, Employee of Central or State Government or Public Sector	<a href="#">Print</a>
0125	JHANA CHATAR	MANA MUNDA	RISAL CHATAR	Female	CHIRGALTOLABASTIRAY-47	FPL	<a href="#">Print</a>
0134	RINJI SHARMA	DINANATH SHARMA	ANIL SHARMA	Female	PL-511	Ineligible, Employee of Central or State Government or Public Sector	<a href="#">Print</a>
0143	S. DSIAKD	ASKLDSIAK	JSADJKAS	Male	WARD NO. 02,dafdfhd	DPL	<a href="#">Print</a>
0152	SIAMUNA	SEREYA	SBALAKRUSHNA RAO	Female	730	DPL	<a href="#">Print</a>
0157	ANITA BEHERA	BABAN BEHERA	ASHOK BEHERA	Female	pl-33	FPL	<a href="#">Print</a>
0158	JAGATU TUDU	DHIRAI TUDU	JYOTI TUDU	Male	RAY-319	FPL	<a href="#">Print</a>
0166	ACHARIN	VEARIN	VEARIN	Male	WARD NO. 02,dafdfhd	DPL	<a href="#">Print</a>

\* Ineligible Criteria :  [Move To Ineligible](#)

\* FPL Criteria :  [Move To FPL](#)

\* Order No :  \* Order Date : 07/08/2018 [Move To FPL](#)

\* Ineligible criteria is not required for FPL movement & also Order date & Order No is not required for Ineligible movement.

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SS-11

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