FOOD, SUPPLIES & CONSUMER WELFARE DEPARTMENT

GOVERNMENT OF ODISHA

User Manual for updating changes

Corrections/ deletions/additions in NFSA

Applicant Database

18August, 2015

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1. **Introduction**

1.1 **Updation of NFSA applicant database**

NFSA web-application facilitates online data updation of NFSA applicant database by the department users and the vendors. The users (Data Entry Operators/DEOs engaged by Vendors) would be able to update changes in the following list through the application.

1. AAY Cards List
2. Draft Priority List
3. On Hold List (for Suspect list 1 and missing relation names)
4. Suspect Lists 2, 2A and 3
5. Voluntary Withdrawal of ineligible applicant families/individuals

It may be noted that all updates will be carried out **online** through NFSA web- application by the Vendors in the CDCs. One ACSO and 2-3 Inspectorswould be deployed at CDCs24X7 for close supervision of the data updation process. These officers deployed at CDCs will ensure proper document handling.

1.2 **Opening the web-application**

In order to access the application from an internet browser, open your internet browser and type http://foododisha.in/ in the address bar and press the "Enter"key. The following web page will open. Click on the logo of "**e-Bitaran Odisha**", visible in the left side of the webpage.

The following web page will open. Click the "**NFSA Web Application**" link given in the webpage.
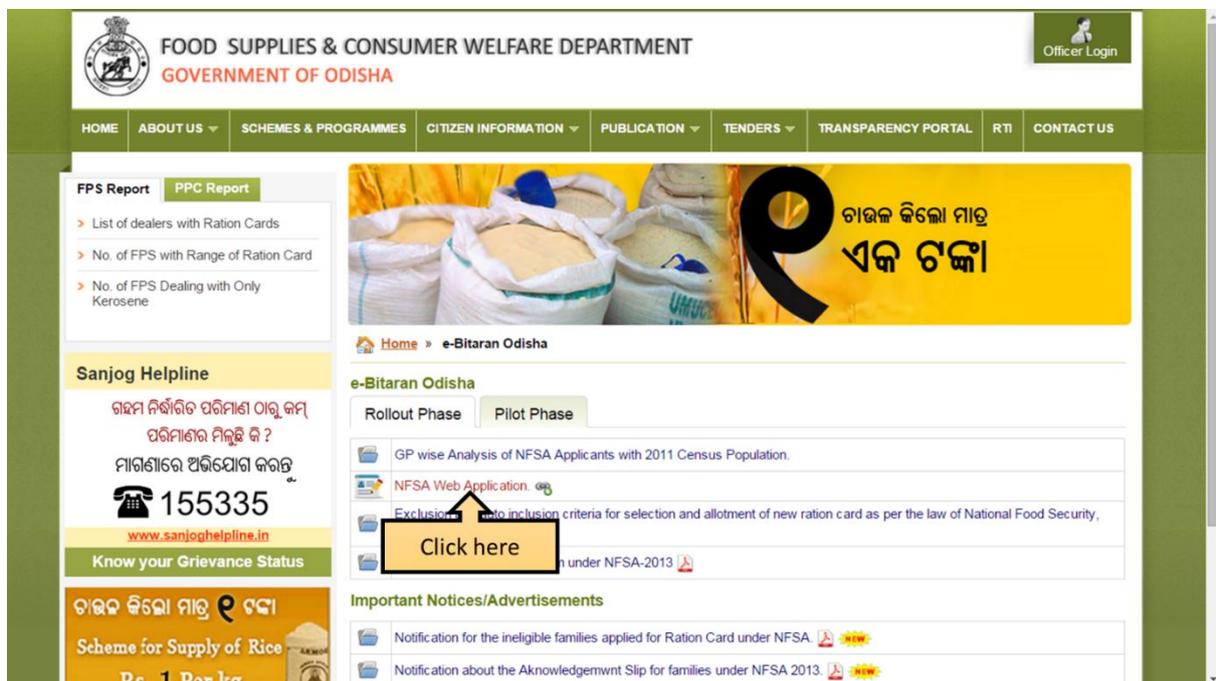
The following webpage will be opened in a new window. With the help of user ID and Password provided to the districts earlier, the Vendor-Users can view different forms for updating changes in above mentioned lists.
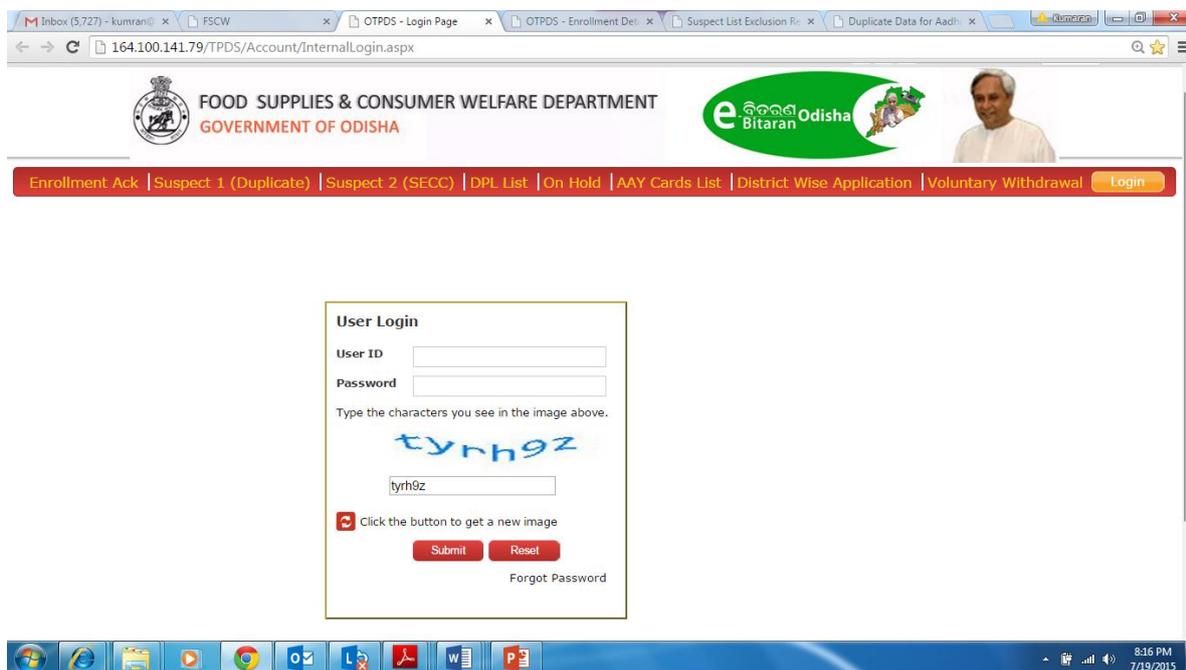
2. **Updating of AAY Cards list**

2.1 **Brief description of the list and required action**

This is a list of applicants who have mentioned that they currently have AAY cards. The list contains FPS-wise list of AAY applicants in ascending order of their Ration Card numbers. This list will be cross- verified with Fair Price Shop sales register and AAY Registers available in Blocks/ULBs. There are many cases where AAY applicants have not given AAY Card numbers. These numbers would be available during verification and these need to be incorporated in the applicant database. Similarly, objections from citizens, if any, relating to AAY cards would be heard and disposed. These outputs would also be incorporated into the database during updating.

Based on the results of cross- verification exercise the following required actions needs to be performed against different categories of households.

S.no	Category of Households	Required action
1	AAY applicant household not found in FPS sales register.	Remove the household record from AAY list. They will continue to remain in DPL.
2	AAY applicant households found in FPS sales register and /or Block/ULB AAY Register with all details (name, gender etc.) matches with the AAY list	No action required.
3	AAY applicant households found in FPS sales register with incorrect entries in (name, gender etc.) in the AAY list.	As errors are in the AAY applicant database, make necessary corrections in the family details after opening AAY application form.
4	AAY applicant households found in FPS sales register has not provided the correct AAY number, but other details are matching.	Update the AAY applicant record with correct AAY number as in the AAY Register at Block/ULB or AAY Sale Register of FPS
5	AAY households in FPS sales register not found in AAY applicant list.	The concerned beneficiaries may be informed to file objections with BDO/EO as per para 15 of Letter No 13958 dated 16.07.2015

2.2 Opening AAY list updationmodule

In order to open the link for updating AAY list, user should click on the "**AAYCards list**" on the top bar after log-in. The following web-page will appear. The webpage will allow the users to open FPS-wise list of AAY applicants.
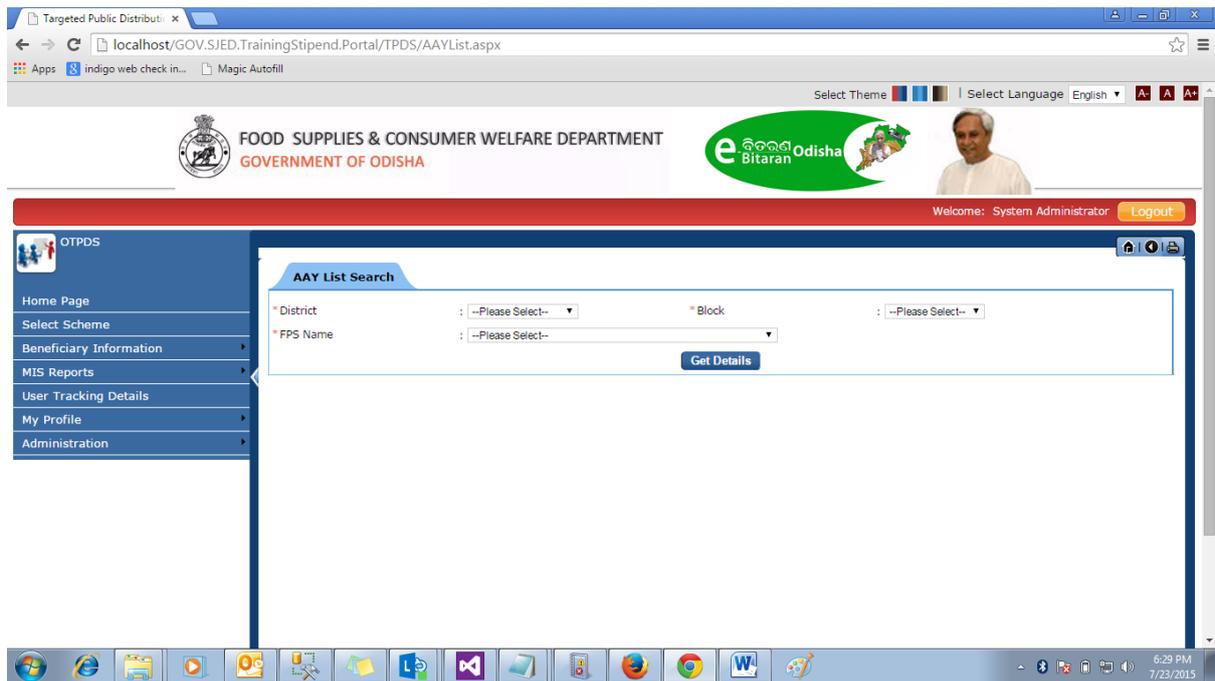
2.3 Removing records from the AAY list

Once the user selects necessary details from the drop-down menu and clicks "**get details**" button, the following page will be displayed.
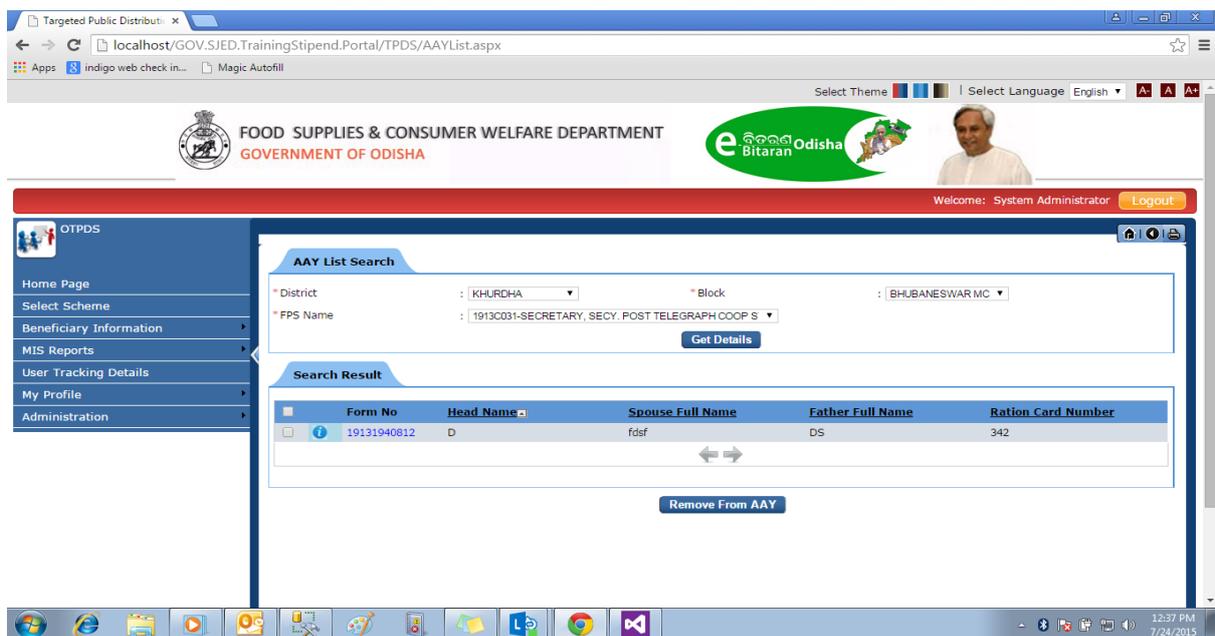
Steps for removing households from AAY list

1) Select check box against the beneficiary record
2) Fill the remarks column with details as recorded by the Inspector of Supplies.
3) Click on the "**Remove from AAY**" button.

Based on the results of cross- verification exercise, select all such records which have not been found in the FPS sales register and click "**Remove from the AAY"** button. This will remove the selected AAY record from AAY listbut they will continue inthe DPL.

AAY applicant households found in FPS sales register with all details (name, gender etc.) matching in both records will be retained "as it is" in the list.

2.4 Making corrections in the household records ofthe AAY list

In case of errors in the AAY applicant database, the beneficiary record needs to be corrected one by one. The user needs to click on the form number and the following editable page will be displayed. The DEO can carry out the necessary corrections and update the beneficiary details in the page and save the details.

Steps for undertaking corrections

a) Click on the "Form Number" which has been corrected/changed by MI/ACSO during verification. This will display the following webpage with editable household details.
b) Enter the corrected/changed beneficiary details as per the details recorded in the verified hardcopy of the AAY list.
c) Click on "save" button to make the change.

The screen shot of the Applicant details after changing "Form No" is given below:
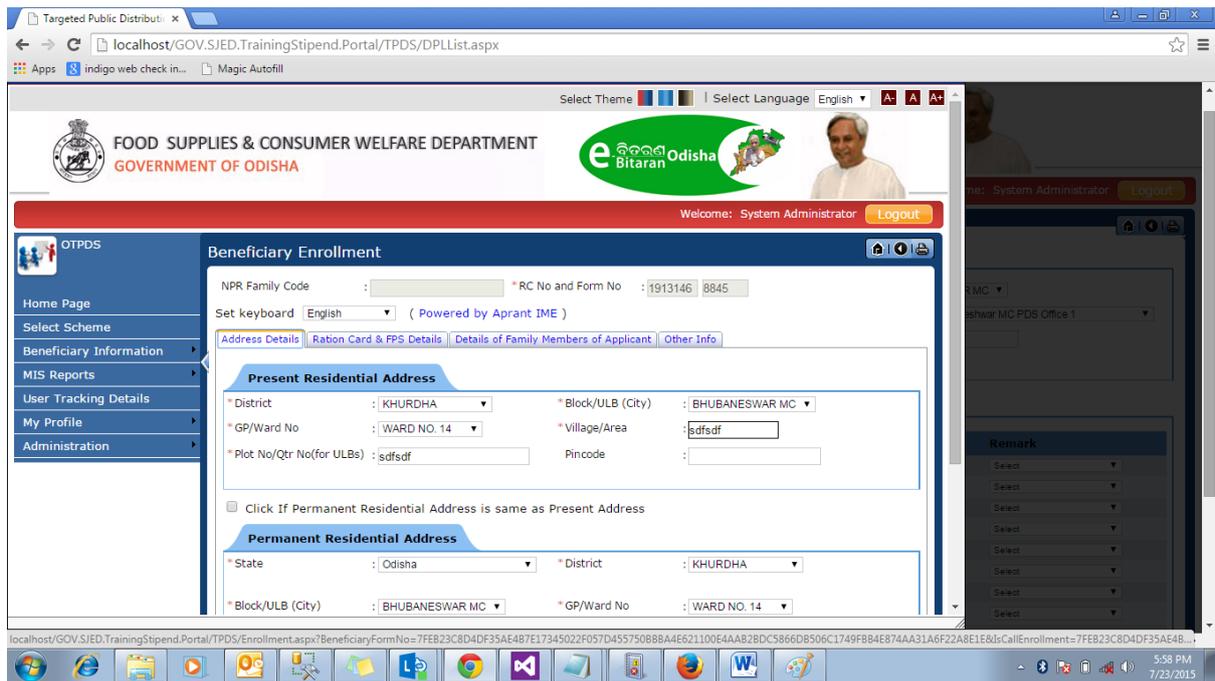
2.5 **Updating objections disposed on AAY Beneficiaries**

In case, existing AAY beneficiaries have not been recorded under AAY categoryin the DPL, they will file objections. BDO/EO will have to dispose the objections for those AAY in the list summarily on the basis of copy of the first page of beneficiary's AAY card and Acknowledgement Slip as a proof of his /her application under NFSA. BDO/EO will make an abstract of disposed objections with respect to AAY beneficiaries in following format and submit it to the CSO for updating the applicant database:

Block/ULB: **District:**

Sl No	Form Number		Name of applicant/HOH	AAY Card Number	FPS Code	Remark (Allowed or not)
	RC Code (7 digit)	4 digit no.				

Date: Block/ULB……   District……….   Signature of BDO/EO

Once the verified list and abstract of findings is received, theCSO will hand over the verified list to the Vendor, who will undertake the updating exercise in the CDC under supervision of

ACSO and Inspectors. Similarly the AAY list verified by the Inspectors/ACSOs will be given to the Vendors for updating.

3. Updating Draft Priority List (DPL)

3.1 Brief description of the list

Draft priority list (DPL) has been prepared after removing the "On hold" list and "Suspect 2 (SECC)" list from the applicant database. Printed copies of the RC wise DPL reportshas been made available for desk review at Block/ULB level and scrutiny in Gram/Ward Sabhas (and approval in block/ULB level meetings).

The Gram/Ward Sabha Committee and Desk Review Team (DRT) will record their observations in the 'Remarks' column of the DPL list and hand it over to the BDO/EO. The Desk Review Team will prepare the following abstract after scrutinizing the DPL to record their finding and hand it over to BDO/EO.

District: **Block/ULB:**   **RC Name:**   **RC Code:**

Sl.No.	Form Number(4 digit)	Name of HOH	Reason for Exclusion	Remarks

   **Date:**   **Signature of Extension Officer**

Based on the verified liststhe following case–by– case updatingaction needs to be done. The following action is proposed to be taken for updating the changes made in the DPL by either Gram Sabha or Desk Review Team.

S.No	Category of Households	Required action
1	DPL applicant households found ineligible by the Gram/ Ward Sabha.	Move the household or individual record including members from the DPL list to the **Suspect 4** list after recording the reason

		for exclusion.
2	DPL applicant households found ineligible by the Desk review team.	Move the household or individual record including members from the DPL list to the **Suspect 4** list after recording the reason for exclusion.
3	Incorrect entries in (name, gender, relation, etc.) against DPL applicant households as pointed out in Gram/ Ward Sabha.	Make necessary corrections in the DPL list by going to the entry screen of the concerned applicant.

3.2 Using DPL updatingmodule

In order to view the Draft Priority list, DEOhas to click on the "DPL list". The following web-page will appear. The webpage will allow the users to open the DPL list for specific Registration Centre (RC) and also for individual application form with Form number/ family name.
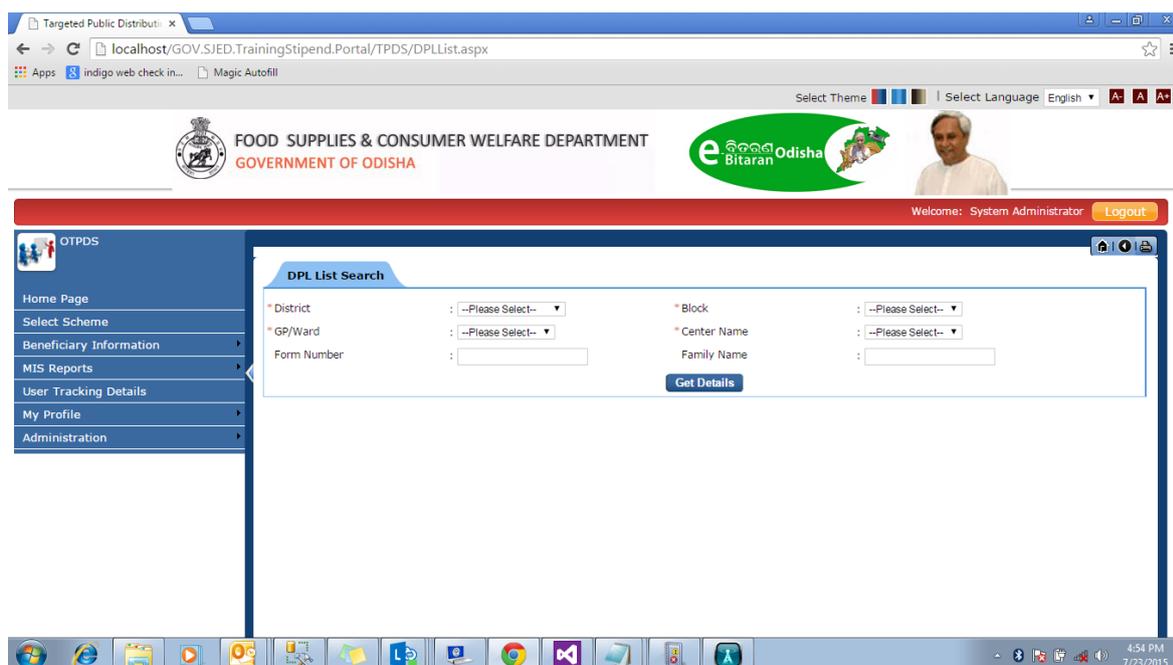
3.3 Shifting records from the DPL list to Suspect list-4

After selecting relevant fields, click on "Get Details" button and the following web page will appear showing all the applicant families in the ascending order of Form Numbers.

If any DPL applicant household has been found ineligible either by the Gram/ Ward Sabha or by the Desk Review Team (DRT), the DEO would move the applicant family record from the DPL list through following steps

1) Select check box against the beneficiary record
2) Fill the remarks column with details as has been recorded by the desk review team and Gram/Ward Sabha with respect to ineligibility
3) Click on the "**Move to Suspect 4**" button

Note:Filling-in the remark column regarding cause of exclusion for any selected records is mandatory for moving the record to the Suspect List -4.

3.4 Making corrections in the DPL list

If there has been corrections made for any DPLapplicant householdsby Gram/ Ward Sabha, the DEO wouldtake the following steps to update the same in the Applicant Database.

a) Click on the "Form Number"whose correction/changes have been made on DPL hardcopy. This will display the following webpage with editable household details.

b) Edit the beneficiary details as per the changes made in the hardcopy.

c) Click on "save" button to make the change.

Following is an indicative list of corrections that could be carried out in the DPL list after opening the Applicant family's updation screen.

a) Correction in all the three name field (Name, Father's Name & Spouse Name)

b) Correction in the relationship field

c) Deletion of any family member's name on account of death or marriage or shifting or non-existent

Note:Updating of address is not allowed.
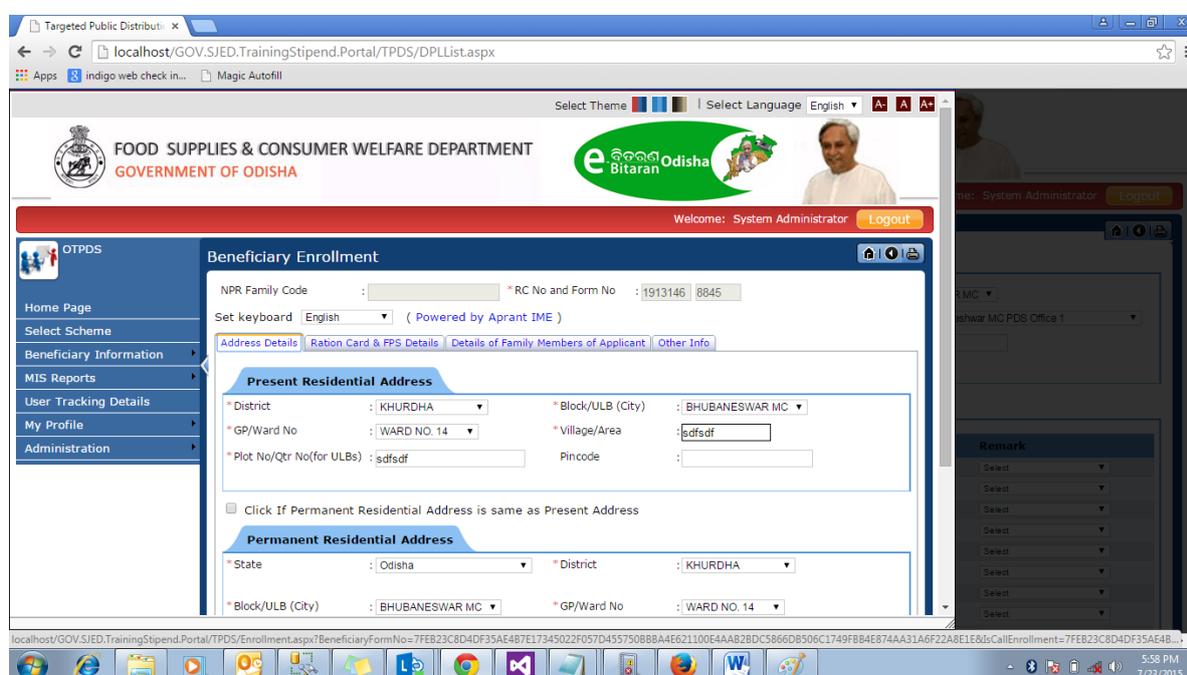
4. Updating the "On-Hold List (OHL)

4.1 Brief description of the list and required action

There are two categories of applicant families who have been included in the "On-Hold list". First category are the families of the individuals identified as duplicates and placed in the "Suspect list 1". This list has been prepared by deduplication of the applicant database with respect to following four criteria.

1) **Name string**- When all three names (full name, spouse'sname and father'sname) are same for two or more individuals, families of those individuals are kept in OHL (on-hold list) and they are kept in Suspect List -1 under "Same Name string"

2) **Aadhaar card number** - When same Aadhaar number is found against two or more individuals, their families are kept in OHL and they are kept in Suspect List -1 under "Same Aadhaar Number".

3) **EPIC**- When same EPIC number is found against is found against two or more individuals, their families are kept in OHL and they are kept in Suspect List -1 under "Same EPIC Number".

4) **TIN**- When same TIN number is found is found against two or more individuals, their families are kept in OHL and they are kept in Suspect List -1 under "Same TIN Number".

The process of field verification for Suspect List-1 has been explained in details at **para 4** of Letter Number **16145** dated **14 -08-2015**. The output of the Field Verification Team will be the input for the updating team in the CDCs.

The second category of applicant families in OHL are those where an individual member of the family does not have either father's name or spouse name, i.e. both the names are missing.

Such families may vent their grievance in the Gram Sabha and Ward Sabha with Proof of Identity of the individual whose relation names are missing so as to link him/her to the family. The Gram Sabha/Ward Sabha will record the record the missing names in the format given below which needs to be signed by the PEO in rural areas or Community Organizers in urban areas (as per para **8a** of Letter No **15682** dated **10-08-2015**).

In case, Gram/Ward Sabha has not considered it, same can be filed as an objection with the BDO/EOwho would dispose these with reference to proof of identity and make an abstract of such objections in following format:

Note: The format of both Gram/Ward Sabha and that for BDO/EO for such cases is same. Only authority signing it is different.

District: **Block/ULB:**

Sl No	Form Number		Name of applicant	Missing Names		Remark
	RC Code (7 digit)	4 digit no.		Spouse	Father	

Date: Signature of BDO/EO

4.2 **Updating of On-Hold List**

Updating of On-Hold List will be based on two sources:

1. For duplicate cases: on basis of field verification report of the FVT (field verification team) on Suspect List-1. Here action will be either to eliminate the duplicate or correct the information of the applicant family.

   For duplicate cases beyond the RC but within the district, the findings shall be referred to either the BDO/EO or District Office which will decide the case as per the undertaking by the applicants and will furnish abstract as per table in para 4 C of the Letter No 16145 dated 14-08-2015 (given below) to CDCs for updation.

District: **Block/ULB:**   **RC Name:**   **RC Code:**

| Sl. No	Duplicate Type	11 digit form Number		Name of Person	Aadhaar Number	EPIC Number	Within (Block/ ULB or District or Outside)
		First entry	Duplicate				
1	2	3	4	5	6	7	8

Date: **Signature**

Note: The District Authority has to hand over the physically verified "Suspect List-1" along with the above abstracts to the Vendor. The vendors will undertake the updation process with help of their user id and password.

2. Secondly, the updationwill be on the basis of inputs from PEO/CO (Gram/Ward Sabha) or from BDO/EO (on the basis of objection disposal), i.e. as per abstract for missing relation names (para **8(a)** of Letter No **15682** dated **10.08.2015**).

4.3 Opening on-hold list updating module

The updating of Suspect List -1 and missing relation names will be done over the On-Hold Lists. In order to view the on-hold list, DEO should click on the "On-hold list". The following web-page will appear. The webpage will allow the DEO to open the "On-hold" list for specific Registration Centre (RC) and against application form number/ family name.
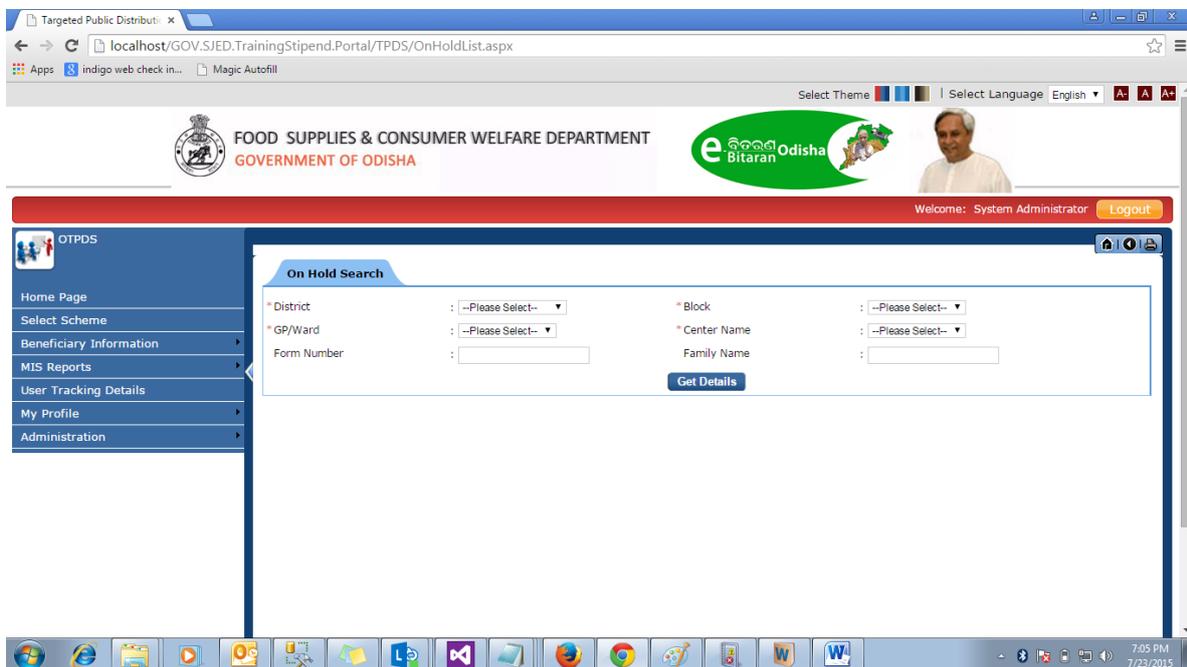
4.4 Updating the Missing Names

This has to be done in two parts- one for Suspect List 1 based on FVT's inputs and for missing relations names as per abstract submitted by BDO/EO or PEO/CO (Para 8 (a) of Letter Number 15682 dated 10.08.2015).

In case of in-correct entries (name, gender etc.) and missing relation names against households in the on-hold list, the user would need to carry out the following steps for undertaking necessary correction.

a) Click on Form Number containing the incorrect entry. This will display the following webpage with editable household details.

b) Enter the missing relation names as per the updated details. Also enter the corrections, if any

c) Click on "save" button to make the change.

4.5 Removing duplicates from "On-Hold List"

In case of duplicate entries in the on-hold list, the DEO would carry out the following steps for undertaking necessary correction for deletion of duplicates from On-Hold List.
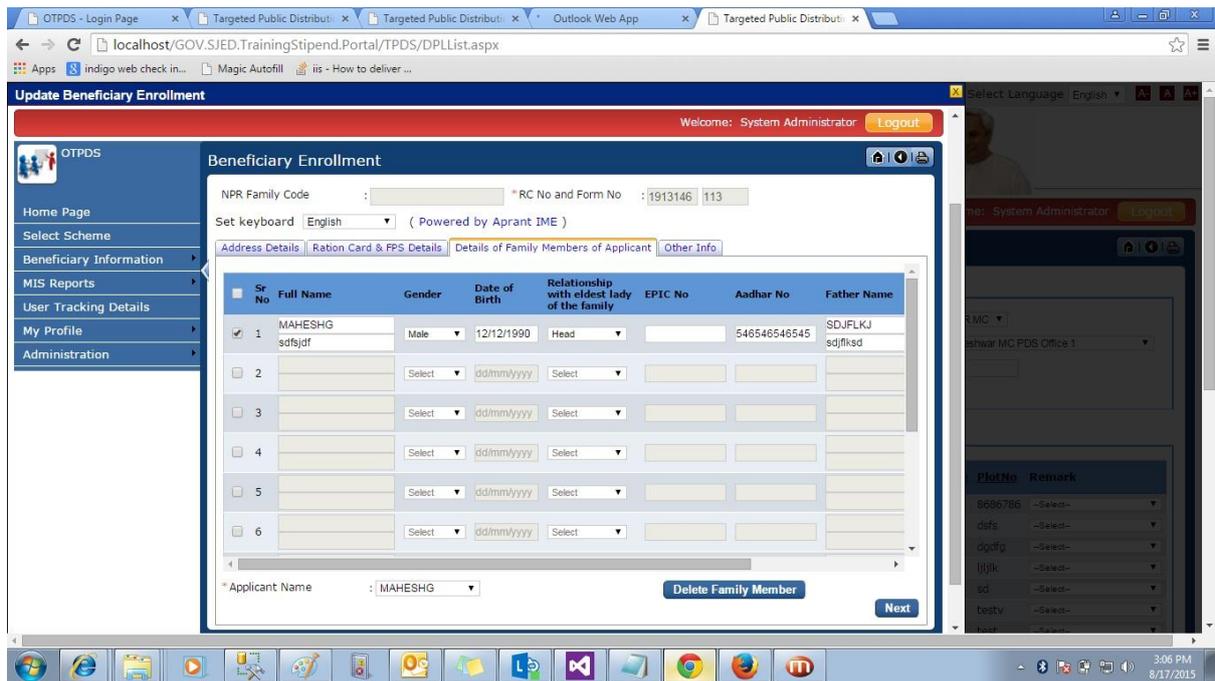
a) Click on Form Number containing the incorrect entry. This will display the following webpage with editable household details.

b) Delete name(s) as per the updated details by selecting the check box against the name and click on "Delete Family Member" in Details of Family Member tab. Also enter the corrections, if any and click on Update button.

If there is no deletion and the entire family need to be retained and moved to DPL then click on Update button only without changing/deleting anything.

4.6 Moving to DPL after deletion duplicate and updating missing names

Once the missing names are updated or duplicate details are updated, the DEO need to move the updated families to DPL.

After selecting relevant fields, click on "Get Details" button and the following web page will appear.

The DEO will

- Select the concerned records as per Form Number
- Select /enter the remarks column
- Move them to DPL

Note that filling-in the remarkscolumn against selected records will be mandatory for moving the record to the DPL.

5. Updating Suspect list 2 /2A

5.1 Brief description of the list and required action

This list contains details of families/ individuals marked as suspected ineligible based on the six common criteria from notified nine exclusion criteria under NFSA by GoO and 13 exclusion criteria of SECC approved by GoI.

There would be two action points on Suspect List 2 or 2A

1. **Field Verification** Remarks on the hard copy by FVT – "Confirmed" or "Not Confirmed" against each entry. This needs to be updated.

2. **Objection hearing**: Those who file objection with BDO/EO against the entry in Suspect List 2/2A, there will be one order as per Para 8 (b) of the letter No 15682 dated 10.08.2015. This would be updated from the abstract.

This RC wise list of suspect lists 2/2A are to be verified by field verification team. Theyrecord their observations in the 'remarks' column. If the field verification team finds that verified family is eligible (does not fall under exclusion criteria) they would write "**not confirmed**" against the household in the remarks column. In case, the verified family is found to be in-eligible as per the list, then FVT would write "**confirmed**" against those families.

This verified list would be handed over to CDCs through District Administration, whowill in turn update the suspect list 2 and move the eligible families to the DPL. Those who are confirmed will continue to remain in Suspect List – 2 and would be treated as Suspect Families.

BDO/EO has to dispose the objections against entry of an individual/family in Suspect lists 2, based on documents like NREGA card, inputs from RTO regarding ownership of vehicle, from concerned Head of offices or HRMIS regarding Government Servants or from Tax authorities on registration of enterprises or from Electricity Utility authorities for Electrical load or average consumption (as per exclusion criteria). S/he needs to make an abstract of disposed objections with respect to Suspect lists in following format:

Block/ULB: **District:**

Sl No	Form Number		Name of applicant/HOH	Reason in Suspect list	Order in brief	Remark (eligible or not)
	RC Code (7 digit)	4 digit no.				

Date: Block/ULB……   District……….   Signature of BDO/EO

5.2 Filing objections to move from "Suspect Lists 2/2A to "DPL"

When the families in the Suspect Lists 2/2A are found to be valid ("Not Confirmed"), they would be advised by the FVT to file objections with the BDO/EO with relevant documents. Follow details are at para 2 of the letter number 15682 dated 10.08.2015 for appropriate action. The same is also repeated at para 3 of the letter 16145 dated 14.08.2015.

5.3 Opening suspect list 2 or 2Aand updating module

In order to view the suspect list 2 or 2A, DEO should click on the "suspect list 2 or 2A and the following webpage will appear.
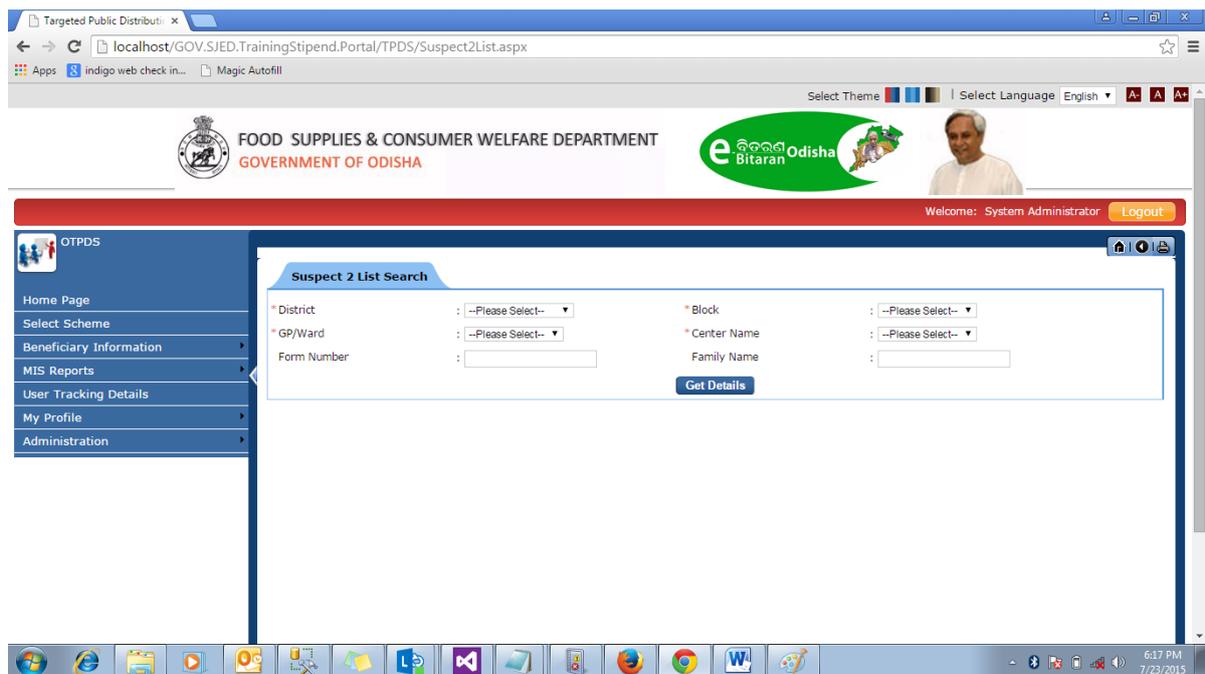
5.4 Moving records from "Suspect list 2/2A" to "DPL"

Based on the abstract of the objection heard and disposed by BDO/EO, updating needs to be done. If the order of the BDO/EO, pronounces the applicant family as "eligible", it should be moved to DPL.

After selecting relevant fields, click on "Get Details" button and the following web page will appear.
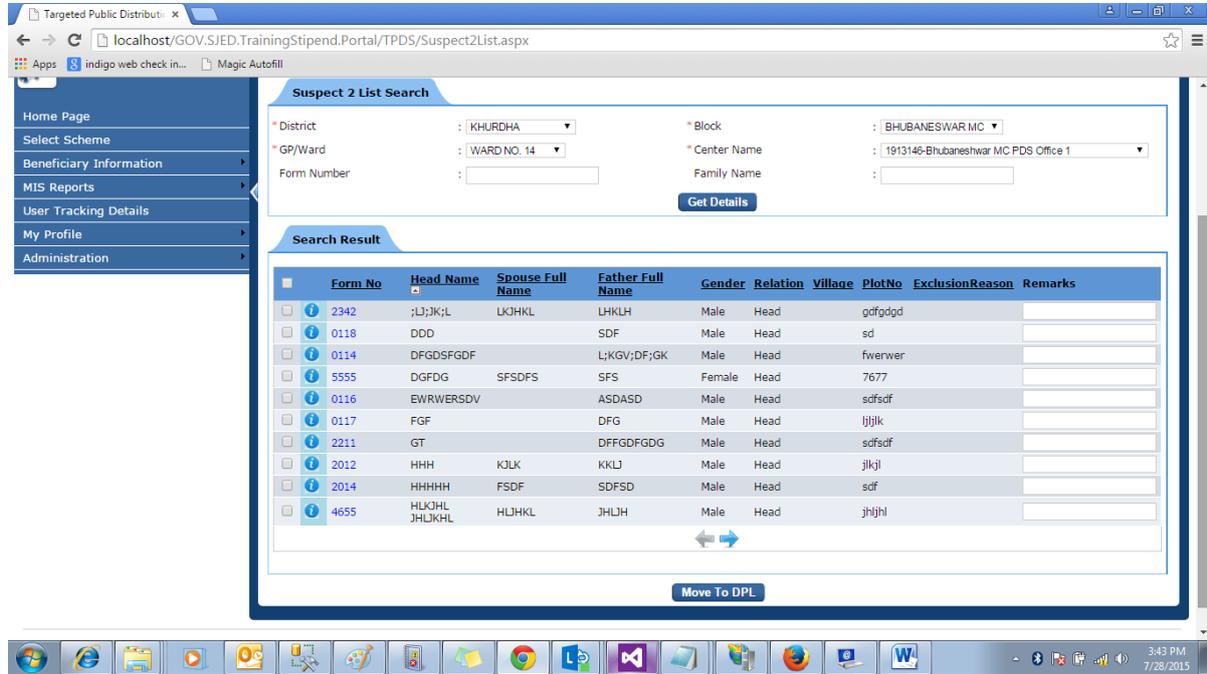
The DEO will

- Select the concerned records as per Form Number
- Select /enter the remarks column
- Move them to DPL

5.5 Updating "Confirmed Cases" in "Suspect list 2/2A" with remarks of Field Visit Team (FVT)/ Moving records from "Suspect List 2/2A to In-Eligible

This needs to be done so that there is no manipulation of Suspect List 2/2A at a later stage.

When the families in the "suspect list 2/2A" list is found ineligible after field verification (confirmed cases) the DEO would move the record from the suspect list 2/2A to the permanent **Ineligible** list through following steps

1) Select check box against the beneficiary record who have been found in-eligible through Field Verification
2) Fill the remarks column with details as recorded by the FVT as "ineligible"
3) Click on the "**Confirm**" button

Note that filling-in the remarkscolumn against selected records will benecessary for moving the record to the Ineligible list. These beneficiaries will not appear again in any list.

6. **Updating Suspect list 3**

6.1 **Brief description of the list and required action**

This list is generated by comparing the Applicant Database with Integrated database. The Integrated database has been created with the help of IBM's Master Data Management (MDM) tool on NPR database after applying 6 external databases related to exclusion of ineligible applicants. TheSuspect List-3 is being generated progressively as and when M/s IBM is completing integration of one external exclusion database with the National Population Register. At present, three databases namely HRMIS, Pension and Vehicle

databases have been integrated and accordingly suspect lists for these have been prepared and kept under Suspect List-3.

As this is only the first iteration, it is expected to get more exclusions on these databases later as 4 more iterations have to take place. Similarly, fresh suspect lists under Suspect List-3 would be hosted as soon as we get inputs from IBM on other exclusion databases like electricity, income tax and enterprises.

If the field verification team finds that verified family is eligible (does not fall under exclusion criteria) they would write "**not confirmed**" against the household in the remarks column. In case, the verified family is found to be in-eligible as per the list, then FVT would write "**confirmed**" against those families.

This verified list would be handed over to CDCs through District Administration, who will in turn update the suspect list 3 and move the eligible families to the DPL.Those who are confirmed would be moved to permanent in-eligible list similar to those in suspect list 2 &2A.

BDO/EO has to dispose the objections against entry of an individual/family in Suspect lists 3, based on documents like NREGA card, inputs from RTO regarding ownership of vehicle, from concerned Head of offices or HRMIS regarding Government Servants or from Tax authorities on registration of enterprises or from Electricity Utility authorities for Electrical load or average consumption (as per exclusion criteria). S/he needs to make an abstract of disposed objections with respect to Suspect lists in following format:

Block/ULB: **District:**

Sl No	Form Number		Name of applicant/HOH	Reason in Suspect list	Order in brief	Remark (eligible or not)
	RC Code (7 digit)	4 digit no.				

Date: Block/ULB……   District………   Signature of BDO/EO

The abstract would be given to CDC for updating in the applicant database.

6.2 Opening suspect list 3 update module

In order to view the suspect list 3 reports, DEO should click on the "suspect list 3 and the following webpage will appear. The only action allowed here is shifting of eligible family from suspect list 3 and transferring them to the DPL.
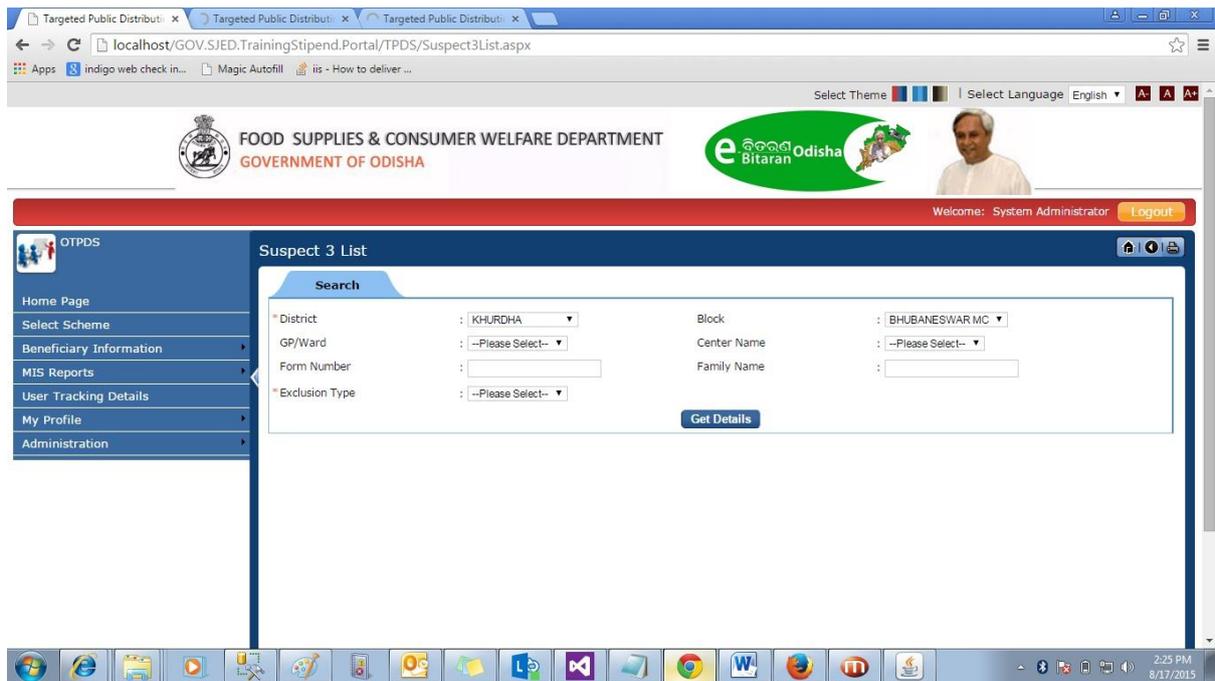
6.3 Moving records from "Suspect list 3" to "DPL"

Based on the abstract of the objection hearing by BDO/EO, updating is to be done. If the order of the BDO/EO, is to consider the applicant family as "eligible", it should be moved to DPL.

After selecting relevant fields, click on "Get Details" button and the following web page will appear.

The DEO will

- Select the concerned records as per Form Number
- Select /enter the remarks column
- Move them to DPL

Note that filling-in the remarkscolumn against selected records will bemandatory for moving the record to the DPL.

6.4 Moving records from "Suspect list 3" to In-Eligible

When the families in the "suspect list 3" list is found ineligible (confirmed cases) after field verification, the DEO would move the record from the suspect list 3 to the permanent **Ineligible** list through following steps

1) Select check box against the beneficiary record who have been found in-eligible by FVT
2) Fill the remarks column with details as recorded by the FVT
3) Click on the "**Confirm**" button

Please note that filling-in the remarkscolumn against selected records will bemandatory for moving the record to the Ineligible list. These beneficiaries will not appear again in any list.

7. **Voluntary Withdrawal of Applications**

The applications have been received at the Block/ULB points for voluntary withdrawal of applications made by ineligible families. An abstract of these applications would be made in the following format sent to the CSO of the district for deletion of the families from the applicant database.

**Abstract of Voluntary Withdrawals**

Dist.:   **Block/ULB---**

| SI No	Form Number		Name of HoH	Reason for withdrawal	Remarks
	RC Code	4 Digit No			
1	2	3	4	5	6

Date: Sign. Of BDO/EO

Under the Home page of e- Bitaran Link click on Beneficiary Application➔ Withdrawal Application List menu as shown in below screenshot.
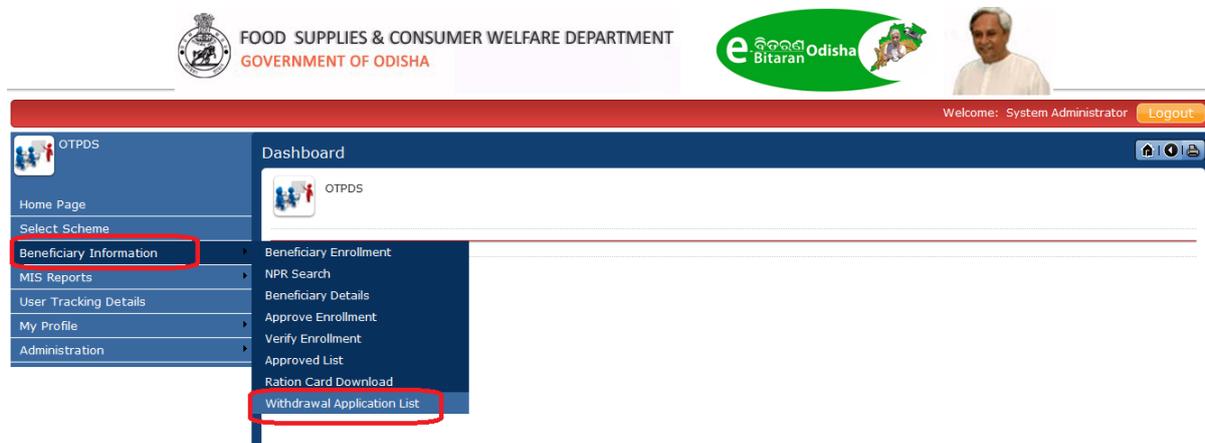
A. Click on "Withdrawal Application List"menu, the following screen will be displayed

B. User can search the application details intended to be withdrawn by Search Criteria like District, Block, GP and Form Number (from the copy of the Acknowledgement Slip submitted by the applicant).
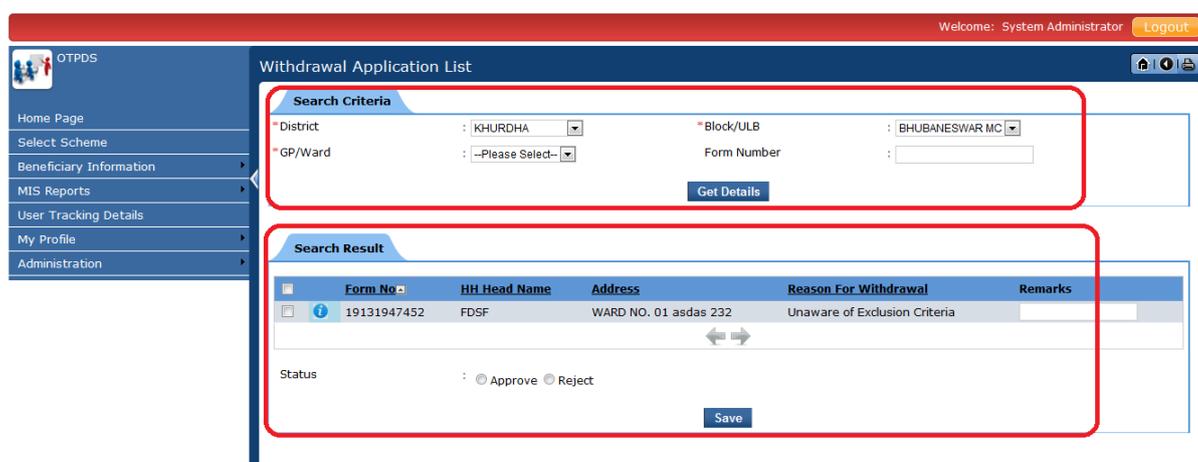
C. After selection, click on **Get Details**button, Search Result will be displayed with respect to Form No, HOH Name, Address, and Reason of Withdrawal details as shown in the above screenshot.

D. DEOshould select"**Approve**"for removal of the application from database.

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