

# Food & Civil Supply Department, Government of Rajasthan

## Work Flow for Apply New Ration Card for Citizen

Step 1 : Login on SSO Portal through SSO Id (<https://sso.rajasthan.gov.in/>)

The screenshot shows the Rajasthan Single Sign On (SSO) portal. The header includes the SSO logo and the text "Rajasthan Single Sign On v24.9" and "One Digital Identity for all Applications". The language is set to English. The page has two main tabs: "Login" and "Registration". The "Login" tab is active, showing a form with the SSO ID "vikash472" and a password field. A captcha "8 1 8 9 8 3" is displayed below the password field. The left sidebar contains three sections: "G2G APPS" with a count of 255, "G2C/ G2B APPS" with a count of 153, and "IDENTITIES" with a count of 2,56,71,651. At the bottom, there are links for "Forgot my Digital Identity (SSOID)", "Forgot my Password", and "I have multiple SSOIDs".

Step 2 : Click on Citizen Apps (G2C) then click on E-Mitra

The screenshot shows the Rajasthan Single Sign On (SSO) portal dashboard. The header includes the SSO logo and the text "RAJASTHAN SINGLE SIGN ON v24.9" and "GOVERNMENT OF RAJASTHAN". The user's profile is shown as "VIKASH472". The dashboard has a navigation menu with three options: "Recent Apps", "Applications", and "Bill Payments". The main content area displays a grid of application cards, including "E-MITRA" and "RECRUITMENT PORTAL". There are also buttons for "CLEAR RECENT APPS" and "OTHER APPS".

### Step 3 : Click on Services > Avail Services > Utility

The screenshot shows the E-Mitra dashboard interface. On the left, there is a navigation menu with 'Services' expanded to show 'Avail Service' and 'Utility'. The main content area displays a 'Welcome to New Emitra' message in Hindi, followed by a 'Dear Kiosk' greeting and instructions for users. The message includes a warning to delete browser history and a note about digital signature services. At the top right, there is a search bar and a user profile dropdown.

### Step 4 : Search Service Name : Ration - New Ration Card Form Filling (Form 1)

The screenshot shows the E-Mitra search results page. At the top, there is a header for the Government of Rajasthan, Department of Information Technology & Communication, with contact information for Register, Complaint, and service email addresses. The main content area shows the search results for 'ration card', with the top result being 'Ration - New Ration Card Form Filling (Form 1) (नए राशन कार्ड फार्म भरने (प्रपत्र १))'. The left navigation menu is visible, showing the path 'Dashboard > Services > Avail Service > Utility'.

## Step 5 : Select Your District & Block/Nagarpalika and click on Continue



### खाद्य, नागरिक आपूर्ति एवं उपभोक्ता मामले विभाग

### राजस्थान सरकार



**Citizen Users**

Select District

**Select Office**

Select Office

## Step 6 : Fill Form and click on Submit after you redirect on new page



rrcc.rajasthan.gov.in/Citizen/RRC\_Receipt\_Citizen.aspx

You are Login as :- VIKASH472(Development Officer, Molasar)

### आवेदक रसीद फार्म

फॉर्म का प्रकार		<input type="text" value="Form - 1 New Ration Card"/>	
राशन कार्ड नंबर		<input type="text"/>	<input type="button" value="Search Ration Card"/>
जिला	<input type="text" value="नागौर"/>	क्षेत्र प्रकार	<input type="text" value="ग्रामीण"/>
ब्लॉक	<input type="text" value="मोलासर"/>	पंचायत	<input type="text" value="- पंचायत चुनिये -"/>
		गाँव	<input type="text" value="--चयन करें --"/>
नाम	<input type="text"/>		
पिता का नाम	<input type="text"/>		
मकान संख्या	<input type="text"/>		
इलाका	<input type="text"/>		
पिन नंबर	<input type="text"/>		
मोबाइल नंबर	<input type="text"/>		

**Step 7 : Fill applicant complete details, member details & upload all required documents. And click on Verify button**

 **राशन कार्ड** 

Home ▾ Change Office Citizen Citizen Receipt Print Ration card ▾ Reports ▾ Logout




You are Login as :- VIKASH472(Development Officer, Molasar)

APPLICATION FOR NEW RATION CARD

New  List of Application sent back by AO

Form No.  [फॉर्म भरने के लिए सहायक बिंदु](#)

**Personal Information**

Select Card Type	<input type="text" value="ए.पी.एल"/>	Select Area Type	<input type="text" value="ग्रामोण"/>	
State	<input type="text" value="राजस्थान"/>	District *	<input type="text" value="--Select District--"/>	
Block *	<input type="text" value="--ब्लॉक चुनें--"/>			
Panchayat Name *	<input type="text"/>	Village Name *	<input type="text"/>	
Election Voter ID Number	<input type="text"/>			

Enable Special Authorization

Socio Economic and Cast Census Code

Name of Applicant(LL) \*  Name of Applicant (ENG) \*

Present Residence Address		Permanent Address	
House No./ House Name *	<input type="text"/>	House No./ House Name	<input type="text"/>
Landmark/Locality/Colony *	<input type="text"/>	Landmark/Locality/Colony	<input type="text"/>
Village / Ward Name *	<input type="text"/>	Village / Ward Name	<input type="text"/>
Block *	<input type="text"/>	Block	<input type="text"/>
District *	<input type="text"/>	District	<input type="text"/>
PIN *	<input type="text"/>	State	<input type="text"/>
		PIN	<input type="text"/>

Permanent Address same as of Present Address

Residence Type \*  Time period (for Living on Current Address)

Gas Connection, Income and Bank Account Details

Gas Connection Status *	<input type="text" value="--Select Status--"/>	Gas Agency Company Name	<input type="text"/>
Gas Agency Name	<input type="text"/>	Gas Connection Number	<input type="text"/>
Total Annual income(in Rs)	<input type="text"/>	Income Tax Payee	<input type="text" value="No"/>

Bank Details

Bank Name	<input type="text" value="--Select Bank--"/>	Branch Name	<input type="text" value="--Select Branch--"/>
Bank A/C No	<input type="text"/>	MICR / IFSC Code	<input type="text"/>

Family Description

Attach Identity (Photo Min Size 10 KB & Photo Max Size 20 KB and Sign Max Size 20 KB)

Head of family Photograph	<input type="button" value="Choose File"/> No file chosen	
Head of family Signature	<input type="button" value="Choose File"/> No file chosen	

Proof of Enclosures \* ( you can select max of 3 Enclosures) Only PDF (Max Size 1 MB)

Proof Type Uploaded	Proof Preview	Id no.	
Application Form	<input type="button" value="Show"/> <input type="button" value="Download"/>	<input type="text"/>	<input type="button" value="Upload"/>
Upload Enclosure	<input type="button" value="Show"/> <input type="button" value="Download"/>	<input type="text"/>	<input type="button" value="Upload"/>

प्राधिकृत अधिकारी:

Designed, Developed and Hosted by National Informatics Centre

**Step 8: After click on verify your application reach at desired BDO/EO office for verification after that you can print your application**

You also can check your application status by visiting URL :

[https://food.rajasthan.gov.in/form\\_status.aspx](https://food.rajasthan.gov.in/form_status.aspx)

**Step 9 : When application status is “Ready for Printing” then citizen can take print by click on menu “Print Ration Card”**



The screenshot shows the official website of the Maharashtra Government. At the top left is the state emblem with the motto 'सत्यमेव जयते'. The header text reads 'स्वादा, नागरिक आपूर्ति एवं उपभोक्ता मामले विभाग' and 'राजस्थान सरकार'. A navigation menu includes 'Home', 'Change Office Citizen', 'Citizen Receipt', 'Print Ration card', 'Reports', and 'Logout'. The 'Print Ration card' option is highlighted, showing a sub-menu with 'Print Ration card'. On the right, a user is logged in as 'VIKASH472(Development Officer, Mola)'. Below the navigation, there is a search area with a 'Select Form type' dropdown menu (currently showing 'Form - 1 New Ration') and a 'Search' button. At the bottom, a footer states 'Designed, Developed and Hosted by National Informatics Centre'.