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GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
OFFICE OF THE COMMISSIONER, FOOD SUPPLIES & CONSUMER AFFAIRS  
BLOCK, VIKAS BHAWAN, I.P. ESTATE, NEW DELHI-110002.

18/02/09

Dated: 13/02/09

INSTRUCTION REGARDING ISSUING OF BPL RATION CARD

Government of Delhi has decided that fresh BPL ration cards will be issued to eligible residents of NCT of Delhi by the Food & Supplies Deptt, Govt. of NCT of Delhi.

The following procedure shall be adopted to receive and process such application forms:-

1. (a) Applications for preparation of fresh BPL cards will be invited from the 16<sup>th</sup> Feb, 2009 to 07<sup>th</sup> March, 2009. (b) Preliminary Scrutiny and Verification of ration card from 17<sup>th</sup> Feb., 2009 to 11<sup>th</sup> March, 2009. (c) Final scrutiny & recommendation of Vigilance Committee from 16<sup>th</sup> March, 2009 onwards. (d) Data Entry of recommended applications received from Vigilance Committee from 23<sup>rd</sup> March, 2009 onwards. (e) Printing and Distribution of new BPL cards from 30<sup>th</sup> March, 2009 onwards.
2. The applications shall be accompanied by a photocopy of the ration card, if any, already issued to the applicant.
3. The applicant shall also give proof of residence by submitting any one of the following: Photocopy of EPIC card or Electricity Bill or Water Bill or Driving Licence or Bank Passbook or Registered Sale-deed or General Power of Attorney or photocopy of current ration card.
4. Applicant must be a citizen of India.
5. Name of Head of Family must exist in the voter list of that area published by Election Commission in 2008.
6. The applicant should submit the following conditions alongwith the application:
  - a. A recent passport size Photograph of the HOF be affixed on the application form.
  - b. Proof of residence.
  - c. The annual family income shall be Rs. 24,200/- or less and a self-declaration will be given to this effect in the application form itself.
7. All JRC ( Jhuggi Ration Card) holders can apply for issue of BPL cards if they fulfill the above criteria.
8. Applicant will submit the form in duplicate and get the duplicate copy with diary no. and date endorsed thereon by the circle office where he submits the form. He will keep this as proof of receipt of application form.
9. Application fees of Rs. 10/- will be charged from the applicant at the time of delivery of BPL card.
10. After field verification by the area inspector, the cases will be submitted by the FSO to the Vigilance Committee under the chairmanship of the Area MLA. Only after recommendation of the committee, the BPL cards will be prepared. As per the provision of the Control Order, Food & Supply Officer is the competent authority for issuing the ration card.
11. New ration card will be issued on surrender of old ration card after getting bio-metric identification of thumb impression of the HOF done at the circle office and matching it with the departmental record.

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of application forms

1. The circle officers should make necessary arrangements for receiving the applications forms, getting these entered in a separate register and entries be made in a continuous serial number. The same serial number alongwith date of receipts will be endorsed on duplicate application form which will be returned to applicant.
2. The application from duly filled and signed shall be submitted by the applicant at circle of: ce. Application forms should have one passport size recent photograph affixed thereon.
3. Application forms will not be received in bunches in the circle offices. The forms will be accepted individually from the applicants or by his family members only.
4. Application forms shall be received in concerned offices between 9.30 A.M. to 4.00 P.M. After 4.00 p.m. everyday, the supervising inspector with the help of office staff will scrutinize the application forms and will issue the deficiency memo, if required. The forms will also be separated and area wise folders will be made.
5. Area wise folders will be handed over to the area inspector and area inspector will submit the application after field verification to the FSO.
6. The FSO will send a daily report of application forms to the concerned Zonal Assistant Commissioner and AC's will send a consolidated report to the concerned Deputy Commissioner/Additional Commissioner at the headquarter daily.

ification of Forms:

1. The FSO will make a clear work allocation and specific area allocation order for the purpose of verification of forms.
2. Circle FSOs will also make re-verification of 10% of application forms and Zonal ACs will make re-verification of 5% of application forms. They will keep a proper record of such checks.
3. Inspector will clearly mention the name & no. of near by FPS and KOD.

paration of Cards:

1. Duly filled, scrutinized and verified forms will be sorted out in category and placed before the Vigilance Committee of the area.
2. Forms duly recommended by the Vigilance Committee will be scanned and processed at the circle office under the supervision of the Zonal Assistant Commissioner.
3. For Bio-metric identification and printing of cards, the authorized agency will keep ready the necessary equipment for fingerprinting and also the software for capturing the data in the data bank of the department. Printing of the BPL cards will be made from the scanned application forms.

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**Distribution of Cards:**

The names and addresses of the applicants, who have been approved for issue of cards, will be displayed on the circle notice board and on the departmental website. Cards will be distributed to the Head of the Family after getting bio-metric authentication of thumb impression.



(R.T.L. D'SOUZA)  
JOINT COMMISSIONER (P&C)

**II Asstt. Commissioners, F & S Department**  
**II FSO's/Inspectors through concerned ACs**

No 3(1)/2009/P&C/73

Dated: 13/2/09

Copy to:

1. Secretary to Minister, Food & Supplies, Govt. of NCT of Delhi for information please.
2. All Addl. Commissioner/Joint Commissioner/CWM.
3. Area MLA (through Asstt. Commissioner concerned).
4. Vigilance Committee (through circle FSO concerned).
5. All FSOs (HQ) for information and necessary action.
6. PS to CFS.
7. Guard file.



(DINESH PANDEY)  
FOOD & SUPPLY OFFICER (P&C)

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PUBLIC NOTICE

Application for preparation of fresh BPL cards will be invited from the 16<sup>th</sup> February, 2009, (Monday) to 07<sup>th</sup> March, 2009.

2. The applications form shall be as per specimen annexed. This form can be typed/photostat or downloaded from the Department's website. (Specimen of form is annexed.) and it shall be accompanied by a photocopy of the card, if any, already issued to the applicant.
3. The applicant shall also give proof of residence by providing of Photocopy of any one of the following: EPIC card or Electricity Bill or Water Bill or Driving Licence or Bank Passbook or Registered Sale-deed or General Power of Attorney or photocopy of current valid ration card, duly signed by him.
4. The applicant should ensure that he fulfills the following conditions before filing the application:
  - a. The applicant should be a Citizen of India.
  - b. Name of Head of Family must exist in the voter list of that area published in 2008.
  - c. The annual family income shall be Rs. 24,200/- or less and a self-declaration will be given to this effect in the application form itself.
5. Application forms will be available free of cost at all Circle Offices. The form includes the categories: widow; old aged person (above 65 years); Orphan/Single Parents; Physically / Mentally Challenged/disabled; persons suffering from chronic diseases-(T.B., Cancer, Aids etc); Divorcee & others.
6. All JRC (Jhuggi Ration Card) holders can apply for issue of BPL cards if they fulfill the above criteria.
7. A recent passport size Photograph of the Head of Family shall be affixed on the application form.
8. Applicant will submit the form in duplicate between 9.30 a.m. to 4.00 p.m. on working days and get the duplicate copy with diary no. and date endorsed thereon by their circle office where he submits the form. He will keep this as proof of receipt of having deposited the application form.
9. After field verification by the area inspector, the cases will be submitted to the Vigilance Committee under the chairmanship of the Area MLA. Only after recommendation of the committee, the BPL cards will be prepared.
10. The information regarding preparation of the card will be sent to the applicant found eligible. New ration card will be issued on surrender of old ration card after getting bio-metric identification of thumb impression of the HOF done at the circle office and matching it with the departmental record. A fee of Rs. 10/- will be charged from the applicant at the time of delivery of the card.

**[For display on Circle/Zonal Notice Board]**

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*Pradeep*