

311c

**GOVERNMENT OF THE NATIONAL CAPITAL TERRITORY OF DELHI
OFFICE OF THE COMMISSIONER: FOOD SUPPLIES & CONSUMER AFFAIRS
'K' BLOCK: VIKAS BHAWAN: I. P. ESTATE: NEW DELHI - 110 002**

No. F.3(1)/2001/CFS/D/2005/Vol.II/945

Dated: 05/10/07

Subject: Renewal of existing BPL foodcards and old AAY foodcards.

GNCT of Delhi has decided to start the renewal of existing Below Poverty Line cards w.e.f. 08.10.2007 to 07.12.2007

All those families residing in Delhi, whose total annual income from all source is less than Rs. 24200/- and desirous of getting benefit under the BPL scheme where 25 Kg of wheat @Rs.4.65/ and 10 Kg of rice @Rs.6.15 is given under the Public Distribution System, may apply in the prescribed declaration form along with the following documents;

1. Original BPL card/AAY card.
2. Income certificate issued by the area SDM,
3. Photocopy of election ID card (EPIC) or any other document in support of the residence in Delhi.
4. Rs. 10/- to be deposited at the time of submission of declaration form being the processing fee cum cost of card (**non-refundable**)

It is informed that bifurcation of existing BPL and AAY cards will not be allowed in any circumstances.

DISTRIBUTION OF FORMS

1. Declaration forms will be issued from Headquarter to Asstt. Commissioners as per their requirement in continuous serial numbers. Asstt. Commissioners will further distribute these forms to circle offices in continuous serial numbers after assessing their requirement.
2. These forms will be issued to the public free of cost. The forms will only be distributed to the member of the family having a BPL card/old AAY card.
3. The circle office will maintain a register of daily issue of forms.

RECEIPTS OF APPLICATIONS

1. All the forms, duly filled in and signed, should be submitted by cardholders in circle offices.
2. The circle FSO will appoint/ assign officials for receiving declaration forms and set up counters for the purpose as per their requirement. Timings for receiving these forms will be from 9:30 AM to 1:30 PM every working day.

3. Forms shall not be received in bunches in the circle office. The forms will be accepted individually. After 1:30 PM everyday, the Supervising Inspector will scrutinize these forms and neatly fill in the columns under the part "for office use".
4. The FSO will send a daily report of distribution and receipt of declaration forms to the concerned zonal Asstt. Commissioner in the enclose format. ACs will send a consolidated report to the concerned Addl. Commissioner at the Headquarter daily.

DISPOSAL OF DECLARATION FORMS

1. Duly scrutinized declaration forms complete in all respect as per the requirement, with "office use" portion filled in will be verified and signed by the circle FSO.
2. The finally approved lists of forms will be forwarded to the concerned Asstt. Commissioner by the Circle FSO. The forms forwarded to the Zonal office should be checked/verified by the circle officials, Inspector and FSO and properly signed/stamped by the checking and verifying staff.
3. The finally approved list along with declaration form will be forwarded to the CMC Ltd. for preparation of ration cards.
4. The CMC Ltd. will scan the forms and enter the data in Master Register format.

INSTRUCTIONS TO CIRCLE STAFF FOR RECEIPT OF DECLARATION FORMS

A. Receipt of Declaration Forms

1. Immediately on the day forms are distributed, counters for issue and receipt of forms will start functioning in each Circle. These counters will have a placard asking the applications to obtain/deposit their declaration forms at these counters.
2. There shall be at least two counters in each circle office. Initially one of the counter will deal with issue of forms and the other, with receipt of forms; of functions performed at each of the counter may be changed by FSO depending on exigency of situation e.g. in the beginning, both the counters may deal with issue of forms, and later both the counters may deal with receipt of forms.
3. Outside the counter dealing with receipt of forms, for at a prominent place within the circle Office, instructions for applicants, including the checklist, will be displayed to enable applicants to carry out last minute check of their forms to ensure these are correctly filled. A notice will be put up outside the receiving counter advising the applicants to go through the instructions for filling of the form to ensure their forms are complete in all respect.
4. Each counter will be manned by a LDC/UDC/Inspector. Both the counters will be regularly supervised by FSOs/Inspectors to ensure that receipt of forms is being done as per these instructions. The FSO/Supervising Inspector will be responsible if any irregularities noticed in the procedure for receipt of forms.

5. On receipt of declaration forms, counter clerk will quickly check the form with the help of the check List at Annexure I. He will put a tick mark against each entry on the Check List and put his initials below that in pencil. He will pin the checklist on the form.
6. In case any deficiency is noticed in the form so received, the same shall be indicated in the Acknowledgement portion of the form. The same shall; also be recorded in the relevant column or otherwise in the Check List for office record. Such form will be kept separately till deficiency is removed within the prescribed time, or form is rejected.
7. After this, he will diarise the form mentioning the diary number in one column of the register of the concerned FPS and the corresponding declaration form number against it on the right hand side. The diary number will be in for digit beginning with 0001 and will be continuous for the entire period forms are received.
8. He will put the diary number on the acknowledgement portion; of the form also The receipt clerk will detach the acknowledgement portion of the form and will put his signature with the date before handing over the receipt to the applicant.
9. The forms will be received in the circle office from 9.30 an to 1.30 P.M only, after which the officials at the counter will hand over the folder of declarations received to the FSO and cash will be deposited as per the prescribed procedure.
10. **The counter assistant shall issue acknowledgement receipt against each application form authorizing the ration cardholder to obtain SFAs till the renewed ration card issued.**

B. Daily Scrutiny of Forms.

1. The forms received on a day will be sorted out FPS-wise and kept in file boards meant for each FPS of the Circle. If number of cards attached at a FPS is large, more than one file board may be used for the FPS.
2. It will be ensured by the FSO that columns under " office use" portion of the form are filled up on the same day before close of office hours so that no accumulation takes place.
3. If any of the declaration form is received where nationality of HOF or any of the member is declared as other than Indian, FSO will depute and Inspector to cause an inquiry whether the concerned person holds valid visa for staying in India. If he is found without a legal visa, his ration cad will not be made, or he will not be included in the ration card, as the case may be.
4. All the application forms received by the Circle offices will be scrutinized on the basis of field verifications.
5. Special attention should be paid to ascertain whether the applicant is still eligible under the BPL/AAY scheme and that the applicant has furnished income certificate from the area SDM.

6. The forms should be sorted out FPS wise and kept in the file boards meant for each FPS of the Circle. The incomplete forms will be kept in another folder FPS wise. These will be finalized later after field inquiries.
7. The Sl. No., date of issue of the card already issued to the applicant should be verified from the Circle record.
8. The card No. in Column 2 of the "Office use" portion is to be filled in by writing Circle number (two digits), Circle Code of FPS (two digits) and diary number of declaration form in the register in four digits, beginning with 0001. For example, the card number of the declaration form with diary number 0131 attached to FPS number 16 in Circle No. 5 will be 05160131.
9. It will be personally ensured by the FSO that columns under 'office use' portion of the forms have been filled up properly.
- ✓10. The copy of the existing ration card and necessary certificates may be enclosed along with the application. Declaration Form number should be indicated on the photocopies of the enclosures and the original existing ration card.
11. The incomplete forms will be kept in another folder FPS wise. These will be finalized later after field inquiries.
12. If the food category is not mentioned in column number '4,' it will be presumed that the applicant is a '**wheat eater**'.
13. If the column '5' is not filled it will be presumed that the applicant is **Gas User**.
14. Additional photographs should be tagged with the photocopy of the existing ration card.
15. After filling in the "office use" portion FSO will arrange these forms in folders of 25 forms each will be prepared and signed by FSO as per Annexure II in triplicate.
16. Each day, Asstt. Commissioner will collect such folders of 25 forms from all Circles under his charge, giving receipt on one copy of Annexure-II to Circle Office. He will carry two copies of Annexure-I with him. These folders will be sent to the data entry place designated by the vendor alongwith copies of Annexure-II. He will obtain receipt of the designated official of the vendor on one copy of Annexure-II, which he will keep with him, leaving the other with the vendor.
17. After data entry, when folders are returned each authority will sign the copy of Annexure-II with the other in acknowledgement of having received back the folder

C. **Record of Declaration Forms after Data Entry.**

On receipt of folders back from the vendor after data-entry, FSO will again rearrange the declaration forms FPS wise. The declaration forms of a FPS will be kept in one folder, and if the same becomes bulky, more than one folder can be used. On the outside, each folder will be marked with circle code of FPS, part number and diary No. of declaration forms contained in the folder. For Example, if for the FPS with Circle Code 15, three folders are used, these can be marked as-

15A
0001-0499

15B
0500-0999

15C
1000-1330

All these folders will be kept in safe custody for future use.

D. **General**

1. It is reiterated that the role of FSO is very important in properly organizing and streamlining the work of sale and receipt of forms in accordance with these instructions. FSO should supervise work of all circle functionaries, organize proper counters, arrange formation of queue, crowd control etc. **It will be the basic ingenuity and resourcefulness of FSO, which will determine quick resolution of day-to-day problems.**
2. FSO should also ensure that routine day-to-day functions pertaining to functioning of TPDS scheme at FPS and KODs in the Circle are also carried out as usual, though functions that can be postponed may not be taken up during this period.

(NUTAN GUHA BISWAS)
SECRETARY-CUM-COMMISSIONER

ALL ASSISTANT COMMISSIONERS

No. F. 3(1)/2001/kFSO/D/2005/Vol.II /945

Dated: 05/10/07

Copy to:

1. Secretary to Minister, Food & Supplies, Govt. of NCT of Delhi for information.
2. All Addl. Commissioner/Jt. Commissioner, F&S.
3. All FSOs, Circle as well as Headquarter for information and necessary action.
4. PA to CFS, F&S.
5. Guard file.

FOOD & SUPPLY OFFICER (DISTRIBUTION)

CHECK-LIST

Whether :-

1. Photo of HOF pasted in the box.
2. Form no. written on the back of the other photograph
3. The signature of the HOF is there in the prescribed box
4. Copy of the existing card enclosed.
5. Total income of household filled in

Following deficiency intimated to the applicant for removal within two days:-

a)

b)

Initial of the receipt official

(A)

ABSTRACT STATEMENT OF DECLARATION FORMS SENT FOR DATA ENTRY

Circle No. _____

Cumulative Folder No.* _____

Date Sent on _____

S No.	Circle Code of FPS	No. of forms	Diary number of Forms
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Total No. of Forms 25

Signature, date & seal of FSO

B. Received the above folder from FSO Circle no. _____ for sending to CMC for data entry.

Signature, date & name of _____ official of AC office

C. Received the above from AC _____ for data entry.

Signature, name & date of _____ Designated official of CMC

D. Received back the above folder after data entry.

Signature, name & date of FSO, Circle _____

Signature, name & date of _____ Official of the AC office

* N.B. - Folders sent to CMC will be serially numbered continuously from start to end of the data entry process of BPL households, e.g. 1st folder will have the number 1 and the fifty third folder - 53, irrespective of the date on which sent. Folder numbers *will not be* given afresh on each day.

nt
rs
se
rs
ng
ch
re
ce
in
me
Dee
ss
n t
idir
sior
As
will
-2
LA
/e
of
He
Y
RA
NEI