

**GUIDELINES FOR IDENTIFICATION OF ELIGIBLE HOUSEHOLDS TO RECEIVE FOOD GRAINS AT SUBSIDIZED PRICES UNDER 'NATIONAL FOOD SECURITY ORDINANCE 2013'**

1. In case of most vulnerable & vulnerable households who are presently having Antyodaya Anna Yojana (AAY), Below Poverty Line (BPL), Jhuggi Ration Card (JRC), Resettlement Colony Ration Card (RCRC) which are 6.27 lakh households having 32.39 lakh persons, the following procedure will be followed to identify eligible households:-
  - i. The details of these households will be published by displaying it on the notice board of the office of Circle Officer concerned, in the concerned Fair Price Shops (FPS) as well as on the website of the Department. A public notice will also be given in the newspapers regarding publication of the list on the website and in the offices of the concerned Food and Supplies Officer (FSO) and FPS.
  - ii. A public notice will be given that it is proposed to make these persons eligible as AAY or priority households as the case may be for receiving food grains under the provisions of National Food Security Ordinance 2013 as they meet the eligibility criteria enumerated in Para-6 and do not fall in any of the exclusion category mentioned in Para-8 of these guidelines.
  - iii. Objections, if any, will be invited against inclusion of their names in the Antodya Anna Yojana (AAY) or Priority Category, as the case may be. Time of atleast seven days will be given for filing objections, if any.
  - iv. Objections received will be considered by the FSO. Field verification will also be done, if required.

- v. If any objection is found valid and the FSO proposes to remove any family from the list, the head of household will be given opportunity to present his/ her case and the final decision will be taken after hearing him/her.
- vi. After considering all the objections and taking a decision on them, the final list of eligible households category-wise (AAY or priority) will be prepared by the FSO. The category of card in the computer system of households found eligible will be changed appropriately to AAY or Priority category as the case may be.
- vii. List of such eligible households will be placed in the public domain.
- viii. The eligible households will be given the entitled quantity of food grains at the notified rates from the succeeding month. Allocation of foodgrains to the shops will be made accordingly and shop owners will be informed appropriately.
- ix. The ration cards of eligible households, so determined will be printed afresh in a phased manner. Till the fresh card is printed and given to the households it will keep getting the entitled food grains on existing ration card.
- x. Eldest female will be made Head of household as prescribed in the ordinance and the new card will be titled as "National Food Security Card".
- xi. Photograph of Head of Household will be taken or will be imported from UID data base. Copies of Aadhar card of all the family members will also be obtained and fed into the database. An undertaking will also be taken from the head of the household at the time of issue of new ration card that the household doesn't fall in any of the exclusion category enumerated in Para-8.

- xii. The new ration card will contain Aadhar number of all the family members and this will be used as a tool to avoid duplication. Non submission of copy of Aadhar Card and undertaking or failure to appear in the FSO office for photograph or submission of wrong information in undertaking may lead to removal of the family from the list of AAY/Priority Category.
2. Households presently getting ration will continue to get ration as per existing norms and rates till they are either included in priority households or their card is inactivated/cancelled on being found ineligible during the process of identification of eligible households
3. A public notice will be issued inviting people to apply for inclusion of their household in the list of eligible households for getting subsidized food grains under the provisions of National Food Security Ordinance, 2013.
4. People will also be contacted through NGOs and Public representatives.
5. Vulnerable households in existing survey data like socio economic and caste census, survey of homeless people of Delhi will also be contacted and encouraged to avail benefit. Wide publicity will be given thorough newspapers, outdoor media and other means of publicity.
6. **ELIGIBILITY CRITERIA :**

The households having annual income of less than Rs.1 lakh and fulfilling the following criteria will be considered as eligible households for inclusion in the "Priority"/AAY category as the case may be:

**(a) Geographically, Socially and Occupationally Vulnerable Groups**

- (i) Residents of slums
- (ii) Residents of resettlement colony of F,G & H categories.
- (iii) Residents of notified abadies in rural villages
- (iv) Shelterless,
- (v) Transgenders
- (vi) Households with disabled people (as defined in Persons with Disabilities Act 1995) subject to submission of prescribed medical certificate.
- (vii) Single women (including widows, unmarried and separated and deserted women), living in household as dependent or as head of household
- (viii) Children living without protection.
- (ix) Occupationally vulnerable groups like Rag-pickers, unskilled construction workers, porters, casual daily wage labour, casual domestic workers, cycle rickshaw drivers, unskilled workers in small household enterprises, unskilled workers in household industries.

**(b) Other Households :**

Other Households having annual income of less than Rs.1 lakh per annum.

7. Applicants belonging to nine categories in Para-6 A will not be required to submit income certificate. Self certification regarding their income and occupation will be enough subject to field verification. Similarly self certification as shelterless, being single women, children without protection or occupationally vulnerable group will be admissible. In case of residents of notified village abadies, certificate from revenue authorities will be necessary.

## **8. EXCLUSION CRITERIA :**

Notwithstanding their fulfilling the eligibility criteria, the following households will not be eligible:

- (i) If any member of a household owns a light (Four Wheeler) or heavy vehicle (except one commercial vehicle in households for earning livelihood)
- (ii) If any member of the household owns a building/land in any of the A to E category colonies of Delhi.
- (iii) If the household is receiving ration / food subsidy under any other scheme.
- (iv) If any member of the household is income tax payee
- (v) If any member of the household is an employee of Central/State Government, local bodies, corporation/autonomous bodies of Central / State / Local Government.
- (vi) If the household has electricity connection above 2KW.

## **9. MODE OF APPLICATION :**

The eldest female will be treated as Head of household. Applicants will be assisted in filling up the forms by setting up "Help Desks" in each FSO office. Efforts will be made to provide facility for filing application online or through mobile phones. The application should be submitted in the prescribed format by the head of household enclosing the following documents:

- (i) Copy of Aadhar Card of all the family members
- (ii) Residence proof of the applicant, if her residence is not the same as mentioned in her Aadhar card. In case of shelter less persons, residence proof will not be required.
- (iii) Income Certificate issued by the Revenue Department, wherever applicable.
- (iv) Ration card (if the applicant or any member of the household has ration card of any type)
- (v) Any category specific certificate prescribed in Para- 6.

- (vi) An undertaking in the prescribed format that the applicant doesn't fall under any of the exclusion categories enumerated in Para-8.

#### **10. PLACE OF SUBMISSION :**

Elaborate arrangements for receiving the application will be made. The application will be received in the office of concerned Food and Supplies Officer, 130 Gender Resource Centres etc.

#### **11. PROCEDURE FOR APPROVAL :**

- i. Applications received will be scrutinized. Photograph and demographic details of applicant from Aadhar Database will be used to avoid need for capture of fresh photograph and data of applicants and other members of households. This will also prevent duplication and bogus cards.
- ii. Field verification will be conducted.
- iii. Before declaring any household as eligible, the FSO will issue a public notice that he intends to include such household(s) in the category of eligible households and will publish it on notice board of his office for a minimum period of 7 days.
- iv. Any objection for inclusion of any household in the category of eligible household can be filed with the FSO within 7 days of publication of the list. The FSO will consider the objection. Opportunity of being heard will be given to the applicant before rejecting her application in response to any such objection.
- v. After disposing of the objections received, the FSO will include the applicant household in the list of eligible Household category.
- vi. A new Ration Card titled "National Food Security Card" will be issued to the applicant, household.

**12. Cancellation of entitlement of existing APL(Stamped) ration card holders who do not apply or are found to be ineligible**

If any of the existing APL(Stamped) ration card holders do not apply for issue of new ration card in the specified time period or is found to be ineligible as per these guidelines, his ration card will be inactivated/cancelled.

**13. Help Desks:**

Help desks will be established in the office of each FSO to guide the applicants and help them in filling up the application forms. The help desk will also do the preliminary scrutiny of the application forms and attached documents to facilitate submission of complete application along with the prescribed documents. This will expedite the sanction process and avoid inconvenience to the applicants.

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