

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**DEPARTMENT OF FOOD, SUPPLIES & CONSUMER AFFAIRS**  
**'K'- BLOCK, VIKAS BHAWAN, I.P. ESTATE, NEW DELHI-110 002**  
**(POLICY BRANCH)**

No. F 3(40)/2013/F&S/P&C/NFSO/Part file/ 1123

Dated: 31/7/2013

**INSTRUCTIONS**

Following instructions may strictly be complied with in respect of publication of public notice and dealing with formats for updation of details of existing beneficiaries of AAY, BPL, JRC, RCRC for issuing food Security Cards under National Food Security Ordinance:-

1. The public notice (enclosed herewith) must be displayed at **ALL**- AC (Assistant Commissioner) Offices, FSO/Circle Offices (ration daftar), fair price shops (FPSs) and GRCs (Gender Resource Centres).
2. Application format for updation of information with respect to AAY/BPL/JRC/RCRC card holders shall be made freely available with **ALL** - AC Offices, FSO/Circle Offices (ration daftar), fair price shops (FPSs) and GRCs (Gender Resource Centres).
3. Counters shall be opened to receive the filled- in applications and provide the perforated receipt attached to the format.
4. A separate register shall be maintained at the time of receiving of filled up applications to record the prescribed information as per the following:

S No.	Date	Form No.	Name of the applicant	Name of Father/ Husband of the applicant

5. All FSOs will ensure that directions have been issued by the FSI concerned in inspection book at each FPS concerned that FPS owners have to provide all cardholders the application formats and ask them to submit their filled up applications at concerned Circle Office/GRC.
6. All FSOs shall collect the hard copy of filled up application formats from the concerned GRC (Gender Resource Centre) on weekly basis.
7. Detailed instructions regarding entry of received information through application formats in the data base and for the further process to be undertaken shall be issued in due course of time.

This issues with the prior approval of Commissioner, F&S.

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(VIKRAM BISHT)  
ASSTT.COMMISSIONER (P&C)

1. All Assistant Commissioner, Food & Supply Department.
2. All F.S.O through concerned Asstt. Commissioner, F&S.

Copy for information to:-

1. P.S. to Commissioner, F&S.
2. P.S. to Spl. Commissioner, F&S.
3. P.As to Addl. Commissioners, F&S.
4. P.A to Joint Commissioner, F&S.
- ✓ 5. S.A. (Computer), F&S Department for uploading on website.
6. All Branch In charges (H.Q), F&S.
7. Guard file

  
(VIKRAM BISHT)  
ASSTT.COMMISSIONER (P&C)