

### How to get new Ration Card

1. To get ration card for the first time, the consumer will apply in the prescribed form D-1 either in the office of District Food and Supplies Controller/Assistant Food and Supplies Officer/Inspector Food and Supplies in whose jurisdiction his residence falls. These application forms are available in the office of District Food and Supplies Controller/ AFSO/IFS and on the official web-site of the department.
2. He will submit two attested photos of passport size, of his family alongwith the application form.
3. The applicant (consumer) will give an affidavit declaring that he has not got prepared any ration card anywhere in India earlier and name of the members of his family are not included in any of the ration cards. He will also declare his permanent address and also disclose his place/places of residence during the last five years. He will also undertake that if any information is found false, he would be liable for action as specified in the rules/act. A copy of the affidavit is at Annexure-II.
4. The consumer will get a slip indicating the date as to when he should contact the concerned office for getting ration card.
5. The Sub-Inspector/Inspector will verify the particulars by physical visiting the residence of the applicant and making necessary enquiries and he will also consult voter list/census record while making recommendation. After considering the recommendation, the DFSC/AFSO/IFS will issue the ration card and paste one copy of family photograph on the same.
6. The ration card can be collected by the applicant from the office of District Food and Supplies Controller/ Assistant Food and Supplies Officer/Inspector Food and Supplies where he submitted his application (Form D-1).

### How to get duplicate ration card

- a. To get duplicate ration card, the consumer (card holder) will apply in the prescribed form D-I either in the office of District Food & Supplies Controller/Assistant Food & Supplies Officer/Inspector Food & Supplies in whose jurisdiction his residence falls. These application forms are available in the office of DFSC/AFSO/IFS.
- b. He will submit to attested photos passport size, of his family alongwith the application form.
- c. The consumer will get the application form and to get it verified from the depot holder and submit the same in the office of DFSC/AFSO/IFS.
- d. The consumer will get a slip indicating the date as to when he should contact the concerned office for collecting the ration card by paying the prescribed fee.
- e. Further procedure to be followed has already been mentioned in clause 4 to 6 for new ration cards.

### How to get new member/members included in the ration card

- a. To get new member/members included in the ration card, the consumer (card holder) will apply in the prescribed form D-I (annexure-I) either in the office of DFSC/AFSO/IFS in whose jurisdiction his residence falls. These application forms available in the office of DFSC/AFSO/IFS.
- b. He will submit to attested photos passport size, of his family alongwith the application form.
- c. The applicant will apply in the prescribed form D-I alongwith birth certificate from the Registrar of births and deaths/village chowkidar of newly born child and in the case of marriage the applicant will submit surrender certificate of his wife/daughter-in-law.
- d. The consumer will get a slip indicating the date as to when he should contact the concerned office for collecting the ration card by paying the prescribed fee. This will be normally two weeks after the date of submission of the application form.
- e. The Sub-Inspector/Inspector will verify the particulars by physical visiting the residence of the applicant and making necessary enquiries and he will also

consult voter list/census record while making recommendation. After considering the recommendation, the DFSC/AFSO/IFS will issue the ration card and paste one copy of family photograph on the same.

- f. The ration card can be collected by the applicant from the office of District Food and Supplies Controller/ Assistant Food and Supplies Officer/Inspector Food and Supplies where he submitted his application (Form D-1).

### How to get name of member deleted in case of death or division of family

- To get name of member/members deleted in the case of death or division of family, the consumer (card holder) will apply in the prescribed form D-I (annexure-I) either in the office of DFSC/AFSO/IFS in whose jurisdiction his residence falls. These application forms available in the office of DFSC/AFSO/IFS.
- He will submit to attested photos passport size, of his family alongwith the application form.
- The applicant will apply in the prescribed form D-I alongwith death certificate from the Registrar of births and deaths/village chowkidar in the case of division of family, the applicant will submit the same to the concerned office for the new ration card.
- The consumer will get a slip indicating the date as to when he should contact the concerned office for collecting the ration card.
- The Sub-Inspector/Inspector will verify the particulars by physical visiting the residence of the applicant and making necessary enquiries and he will also consult voter list/census record while making recommendation. After considering the recommendation, the DFSC/AFSO/IFS will issue the ration card and paste one copy of family photograph on the same.
- The ration card can be collected by the applicant from the office of District Food and Supplies Controller/ Assistant Food and Supplies Officer/Inspector Food and Supplies where he submitted his application (Form D-1).

### TIME LIMIT FOR PREPARATION OF RATION CARD/ADDITION/DELETION ETC.:

| Sr. No. | Item Work   | Time Limit | Authority to whom complaint is to be made |
|---------|---|------------|---|
| 1.      | Issue of new ration card (on receipt of D-I form i.e. Application Form) | 15 days    | District Food and Supplies Controller     |
| 2.      | Issuance of new ration card on receipt of surrender certificate         | 7 days     | -do-                                      |
| 3.      | Issuance of duplicate ration card                                       | 7 days     | -do-                                      |
| 4.      | Inclusion/Deletion of family member                                     | 7 days     | -do-                                      |
| 5.      | Change of address within same jurisdiction                              | 3 days     | -do-                                      |
| 6.      | Change of address including change of FPS                               | 3 days     | -do-                                      |
| 7.      | Issuance of surrender certificate                                       | Same day   | -do-                                      |

### Fees for preparation of ration card

| Sr. No. | Form Type | Form fee | Ration card Fee | Colour of Form & Ration card | Deposit at                     |
|---------|-----------|----------|-----------------|------------------------------|--------------------------------|
| 1.      | APL       | 1        | 2               | Green                        | Ration Card preparation Centre |
| 2.      | AAY       | 1        | -               | Pink                         | -                              |
| 3.      | BPL       | 1        | -               | Yellow                       | -                              |