

ISSUANCE OF FOOD CARD

The Department of Food, Supplies and Consumer Affairs, GNCT of Delhi, New Delhi provides food cards for drawing specified food articles under following categories.

1. Above Poverty Line (APL)
2. Below Poverty line (BPL)
3. Antodaya (AAY)
4. Annapoorna

Above Poverty line (APL) food card

How to apply: The application for issuance of food card under APL is to be submitted in **Form-1** that is available at all circle offices and reception counter at 'K' Block Vikas Bhawan, New Delhi at the cost of 50 paise only. The signature of the applicant on the application form should be attested by a gazetted officer, MP, MLA or municipal councilor. The form-1 can be downloaded from the website of the department also.

Documents to be enclosed with application form

1. Three pass post size photographs of head of family duly attested by gazetted officer, MP, MLA or municipal councilor.
2. Proof of residence: -
 - (i) in case of owner: Registration deed or allotment letter or house tax receipt
 - (ii) in case of tenant: NOC of land lord or any other relevant document (in case the land lord is not giving any rent receipt or NOC, witness of two neighbors or any other proof of continuous residence).
3. Surrender/deletion certificate of previous ration card or affidavit regarding no previous ration card

When to apply

The application form is to be submitted in the concerned circle offices.

Time period

The food card is generally prepared within a time period of 15 days.

Tatkal reation card

APL card can be prepared under trio scheme within two days on payment of Rs.100/- along with the application forms. The scheme is as under.

1. Under this scheme, only permanent ration cards (PRCs), under 'Above Poverty Line' category can be issued. JRCs or Antyodya / BPL cards shall not be issued under this scheme.
2. This scheme is not applicable in respect of foreign nationals.
3. The application forms are available in all circle officers, Assistant Commissioners office, Head quarter F&S Deptt. and can also be down loaded from the web-site of the deptt.
4. Applications can be deposited in the office of the zonal Assistant commissioner between 10.30 a.m. to 11.30 a.m. and the ration card may be obtained from the same place on the following working day between 5.30 p.m. to 6.00 p.m.
5. The application should be accompanied by one of the following documents: -
Electricity/water/telephone bill
House tax receipt
Registration deed
Registered power of attorney
Gas connection receipt
Allotment letter from the competent authority
NOC from the landlord along with photocopy of the ration card of the landlord along with photocopy of the ration card of the landlord
6. The following documents should also be attached with the application: -
 - (a) Surrender certificate in respect of old ration card or the old ration card in original, if any.
 - (b) Three latest passport size photographs attested by a Gazetted officer or MP/MLA/Municipal councilor of Delhi
 - (c) The signature of the applicant on the application form should also be attested by a Gazetted officer or MP/MLA/Municipal councilor of Delhi, and
 - (d) An affidavit attested by a notary public or oath commissioner in support of correctness of the information \furnished in the application form and documents attached with the application form.
7. Addition and deletion in the old ration card also be covered by the Tatkal service, however there will be no processing fee for deletion in the card.
8. For obtaining services under Tatkal service, the applicant will have to deposit Rs.100/- as processing fee and obtain receipt from the office.

Below Poverty Line (BPL) food card

The Deptt. invites application for issuance of food cards under BPL scheme time to time.

Eligibility Criteria

Any person whose total family annual income from all sources is below Rs.24, 200 is eligible for food card under BPL scheme.

How to apply

The application for BPL food card is available at all circle offices at the cost of Rs.1.00 only. The signature of the applicant on the application form should be attested by a gazetted officer area MP, MCA or Municipal Councilor. The application form can be downloaded from the website of the Deptt.

Where to apply

The application form is to be submitted in concerned circle office as and when application & included under BPL scheme.

Cost of ration card

Computerized ration card is issued at the cost of Rs. 10/- only in yellow cover

Antodaya food card

The deptt. invites applications for issuance of food card under AAY scheme from time to time.

Eligibility

Poorest of poor are identified from the BPL beneficiaries on the basis of weight age of poverty rated on the basis of many criteria about condition of house, family income etc.

The rest of the conditions are same as in the case of BPL card. The card under this scheme is issued in red cases.

Annapoorna card

The deptt. invites application for issuance of food card under this scheme from time to time. Those who have no source of income and are more than 60 yrs of age are issued Annapoorna food card.

Addition and deletion of names.

The application for addition or deletion of names of names(s) in any food card is to be submitted in form No.2 available at all circle offices and reception counter at 'K' Block, Vikash Bhawan, New Delhi at the cost of paise 50 only. The application form is required to be signed

by the head of family of the food card in from which addition/deletion is required. Form No.2 can be down loaded from the website of the department.

Documents to be enclosed with application: -

- (i) Deletion certificate issued by F&S Deptt.
- (ii) Birth certificate in case of minor
- (iii) Proof of marriage as the case may be for deletion no document is required.

Addition/deletion will be done on the same day i.e. the day application to _____ in the concerned circle office.

Amendment in food card

‘A’- Charge of head of family

Application to be submitted in form-3 that is available in all circle offices and reception at ‘K’ Block, Vikas Bhawan, at the cost of 50 paise. It can also be down loaded from the website of the department also.

Documents to be enclosed.

- (i) Attested copy of death certification of the head of family or declaration of the existing head of family in favour of proposed head of family.
- (ii) Three pass port size attested photograph of the proposed head of family

‘B’- Change of Address

Application to be submitted in form-3 that is available in all circle offices and reception at ‘K’ block, Vikas Bhawan at the cost of 50 paise. It can also be down loaded from the web site of the department.

Documents to be enclosed

- (i) In case of owner: Registration deed or allotment letter or house tax receipt.
- (ii) In case of Tenant: NOC from land lord or any other relevant document (in case the land lord is not giving any rent receipt/NOC, witness of two neighbor or any other proof of continuous residence.

‘C’- Any other amendment in food card

Application to be submitted in form-3 that is available in all circle offices and reception at ‘K’ Block, Vikas Bhawan, New Delhi at the cost of 50 paise. It can also be down loaded from the website of the department.

Surrender of food card

Application to be submitted in form J or on plain paper duly signed by the Head of family. Forms are available at all circle offices and reception at 'K' Block Vikas Bhawan, free of cost. It can also be down loaded from the website of department. The surrender certificate or endorsement regarding cancellation of food card is issued same day it self.

File-2

ANNEXURE – 'A'

OFFICE OF THE FOOD AND SUPPLY OFFICER: CIRCLE No. _____.

Notification of a vacancy for Public Distribution

Outlet _____.

1. No. of vacancy :
2. Nature of Vacancy (FPS/KOD) :
3. Category :
4. Locality for which vacancy is notified :

Note: -

1. The application form along with terms and conditions may be obtained from the Circle office on any working day.
2. The application should be submitted in the prescribed form along with necessary documents in a sealed cover in the Circle up to 2.00 P.M. on _____.
3. Applications can also be sent in a sealed cover by Registered post, so as to reach the Circle office by 2.00 P.M. on the last date of receipt. The Department however, will not consider the applications received after the scheduled time and date.
4. The applicants are requested to be present in the Circle office at 3.00 P.M. on _____.
5. The applications received within time will be opened at 3.00 P.M. on _____ in the presence of the applicants who wish to be present.
6. In-complete applications may be rejected summarily.
7. The details given in the application should be as on the date of application. Any modifications made thereafter will not be acceptable.
8. The observation/report of the circle officer in respect of all the applicants will be displayed on the circle notice board on _____ at _____ A.M./P.M.

**FOOD & SUPPLIES OFFICER
CIRCLE No. _____.**

Copy to : -

1. Area M.L.A.
2. The Deputy Commissioner (Distribution), Food & Supplies Department, Delhi.
3. The FSO (Distribution), F&S Department, Delhi.
4. Secretary, District Soldiers, Sailors & Airman's Board, 1, Rajpur Road, Delhi.
5. Employment Information & Guidance Bureau, Delhi University, Delhi.
6. Secretary, All India SC/ST Association, Delhi.
7. Registrar, Co-operative Societies, Delhi.
8. PS to CFS.
9. Notice Board, Circle NO. _____ Delhi/New Delhi.
10. Office File.
11. Chairman, D.S.C.S.C.
12. Administrator D.C.C.W.S.
13. A.C. concerned.

F.S.O. (Circle NO. _____)

Annexure- E.I

For Office Use Only

Regn. No.

Date Receipt

**Affix recent
attested
passport size
photograph.**

Form (A)

(See Clause 3)

**THE DELHI SPECIFIED ARTICLES (REGULATION OF DISTRIBUTION) ORDE,
1981**

**Application for grant of
Authorization _____**

Circle: Authorized wholesale
Fair Price Shop

Crossed Postal order enclosed

No. _____.

Value _____.

1. Full Name of the applicant.
2. Father/Husband Name.
3. Complete residential Address
Of the applicant
4. Name & Style of the firm
5. Complete address of the business
Permission
6. Complete address of the godown,
If any, where specified articles will
be stored

7. Whether the business premises/
godown in Legal possession of the
applicant. (Documentary proof in
this behalf
be enclosed)

8. Whether the firm is sole proprietor
Ship of the applicant or a partnership
firm or a cooperative society or a
registered company in case of a
partnership firm an attested copy of
the partnership deed be enclosed.

9. In case of coop. Society/company
State the names and address of
All office bearers/directors.

Name & Address

Designation

1.
2.
3.
4.

10. Nature of present business of the

- i) Firm
- ii) Applicant
- iii) Each partner of the firm

11. Whether the firm or the Applicant
or any one of the partners have
any interest in any flour mill (chakk1)
or any FPS in FPSs functioning
in the Union Territory of Delhi, If so
give full particulars of such chakki,
FPS or FPSs

12. Whether the applicant or the firm or
Any of its partners are running any
Provision (store in the locality for
Which authorization is applied for.
If so, give complete name and address
of the store.

13. Had the applicant or the firm or any of
its partner or previously been applied
for grant FSP or FPSs. If so, give when
and with what results.

14. Whether the applicant or the firm of any of its partners had previously been running any FPOs of FPSs. If so, give full details there of and give reasons of its closure.
15. Whether the applicant or the firm or any of its partners is holding any license issued under the Essential commodities Act., DIR. If so, give full details there of and address of the premises there the same is held.
16. Whether the applicant or the firm or any of its partners have even been convicted of any offence under E.C. Act or DIR. If so, give full details thereof..
17. Whether any case is pending the Food & Supplies Department or in the Court against the applicant or the firm or any of its partners.
18. Whether the applicant or the firm is financially capable of running the business under authorization applied for without the aid and assistance of any third party.

19. Description of the proposed business (Premises (A size plan of the business premises be enclosed).

Length Width Weight

20. Whether the proposed business premises is part of residence.

Storage Capacity Bags

Yes/No
(Strike which is not applicable)

21. Whether the applicant is ex-service man/ a member of the scheduled class / Tribe. If so, documentary proof in this behalf be Enclosed.

DELHI
DATED THE

(SIGNATURE OF THE APPLICANT)

INSTRUCTIONS

1. All columns shall be filled legibly.
2. Clear and precise information shall be given against each columns in the space provided.
3. If any column is left blank or not properly replied to or the application is not accompanied by the crosses postal order of the requisite value, the application is liable to be ejected summarily.
4. Please note that it is an offence punishable with imprisonment or fine or both to give wrong of false information in this application.
5. The authorization granted is liable to be cancelled forthwith if subsequently it is found that the applicant had given wrong or false information in the application for the issue of authorization.

