

Procedure for obtaining ration cards.

Card
Holder
Name

✓ (1) The Ration card shall be issued in the name of eldest woman of the family above the age of 18 years and in case there is no woman above 18 years of age, ration card may be issued in the name of head of family till she attains age of 18 years in that family.

(2) Any Indian citizen or a person granted status of a refugee permanently residing or intending to reside permanently may apply to the concerned specified authority in Form 'F' for issue of a ration card. The Form 'F' shall be supplied by the specified authority to the person willing to obtain Ration card, free of cost.

(3) The specified authority shall make or cause to be made such enquiry, as it may deem fit, for verification of the information furnished by the applicant in form 'F' before issuing a ration card in Form "G": Provided that no ration card may be issued unless the information furnished in Form 'F' by the applicant has been verified by the Secretary/Panchayat Sahayak of the Panchayat concerned on the basis of entries recorded in Pariwar Register in rural areas and; by the concerned Councilor/ward Member or Executive Officer or Secretary of the local body within their respective jurisdiction or by any officer/official authorized by the concerned Controller from time to time: Provided further that if any person migrates from one place to another place and wishes to apply for Ration Card at new place of residence, in that case he/she has to produce a surrender/deletion certificate issued by the competent/specified authority of the area from where he/she has migrated. If the name of the members of the card holders is to be deleted in the same place or otherwise, the consent of such member in writing shall be mandatory: Provided further that the ration card shall be issued by the specified authority to the applicant within 30 days positively from the date of submission of application, failing which the applicant may file an application to the concerned Sub-Divisional Officer (Civil) in rural areas and to the Distt. Controller, FCS&CA in urban areas for non-issuance of ration card and the concerned Sub-Divisional Officer (Civil) / Distt. Controller, FCS&CA, as the case may be, after verifying the facts within 15 days from the receipt of application, may direct the concerned specified authority to issue ration card as per the provisions of the order.

Fee

✓ (4) Every person applying for ration card, shall deposit a fee of rupees twenty-five with the specified authority before such card is issued to him. The specified authority shall deposit the fee collected under this clause into the Government Treasury under the appropriate head of account: Provided that the Antodaya Households and Priority Households selected under the Nation Food Security Act, 2013, shall be exempted from such Ration card fee.

Rs. 25

✓ (5) If an application for issuing a ration card is received by the specified authority from a person having no fixed or identifiable place of dwelling, a temporary ration card in form-G/1 may be issued in his favour after proper verification as per clause 3, on receipt of fee as specified in sub-clause (4). Such card shall be stamped with the word 'Temporary' and shall be valid only for the drawl of kerosene oil from the fair price shop near to the place where such person temporarily resides. Such ration cards may be issued for a period not exceeding six months at a time. Temporary ration cards may be issued to the migratory for a period not exceeding three months at a time in the similar manner

Temporary
Card

6) If a ration card has been lost, defaced or damaged, the holder thereof may apply to the specified authority for duplicate ration card and such application shall be accompanied by double of the fee as specified in sub-clause (4). The specified authority may, after making such enquiry as it deem fit, issue a duplicate ration card.

In case of death

(7) In the case of death of any member of the family entered in the ration card, the holder of the ration card or any other member of his family shall inform in writing to the specified authority in which he is residing and shall present the ration card before it along-with death certificate for deletion of the name of such person from the ration card. No ration card holder shall draw or obtain or cause to be drawn or obtained any specified article in respect of such a person irrespective of the fact whether or not the name of such person has been deleted from his ration card: Provided that in case of the death of the ration card holder, the specified authority shall issue a fresh card after charging the fee as specified in sub-clause (4).

(8) Except as otherwise provided in this order, the ration card shall be valid for a maximum period of five years.

Change of Address

(9) In the case of change in address, an application for amendment shall be made to the specified authority, which, after its satisfaction, shall make such amendment in the ration card.

Register

(10) The specified authority shall maintain a register in Form 'H' showing the name and address of ration card holder and his/her family members. It shall also maintain proper account of the fee or other payments received in compliance of the provisions of this Order.

(11) No person shall obtain or attempt to obtain a ration card, by furnishing information which he knows or has reason to believe to be false or, if he is already in possession of such card or if some other person is in possession of ration card on his behalf or if name of any member of his family is included in another ration card.

(12) No ration card holder shall keep or allow keeping his ration card with the fair price shop holder.

(13) No ration card holder or any other person on his behalf shall contravene any of the provisions of this order or conditions of the ration card. Otherwise, without prejudice to any other action that may be taken against him/her, ration card issued to him/her shall be suspended or cancelled by an order in writing by the concerned Controller: Provided that no such order shall be made unless the Card holder has been given an opportunity of being heard.

(14) No person, other than those, who have obtained specified essential commodities from the fair price shop against any of the authorized documents in accordance with the provisions of this Order, shall possess or store or hold any specified article.

(15) No person, firm, association or printing press etc., shall make or cause to be made or cause to be printed prescribed Form of ration card without an order, in writing from the Director, and every Form of the ration card, so printed, shall be numbered consecutively in accordance with his directions.