



THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

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GOVERNMENT OF ASSAM

ORDERS BY THE GOVERNOR

FOOD, CIVIL SUPPLIES AND CONSUMER AFFAIRS DEPARTMENT

NOTIFICATION

The 7th December, 2021

No. FSA.05/2018/136.- The following draft of certain rules which the Governor of Assam proposes to make in exercise of the powers conferred by section 40 of the National Food Security Act, 2013(Central Act No.20 of 2013) is hereby published as required under sub-section (1) of section 40 of the said Act for information of all persons likely to be affected thereby and notice is given that the said draft rules shall be taken into consideration after expiry of a period of 6(weeks) from the date of publication of this notification in the Official Gazette.

Any objections or suggestions which may be received from any individual in respect of the said draft rules before the expiry of the period specified above shall be considered by the Government of Assam.

Objections or suggestions, if any, may be sent to the Principal Secretary to the Government of Assam, Food, Civil Supplies and Consumer Affairs Department, JanataBhawan, Dispur, Guwahati-781006.

Short title and commencement

1. (1) These rules may be called The Assam Food Security Rules, 2021.
- (2) They shall come into force from the date of their publication in the Official Gazette.

Definitions

2. (1) In this rule, unless the context otherwise requires,-
 - (a) "Act" means the National Food Security Act 2013(Central Act No. 20 of 2013);

- (b) “agent” means a person duly authorised by a party to present an appeal or reply on its behalf before the appropriate authority;
- (c) “appellant” means a party which makes an appeal against the order of the District Grievances Redressal Officer (DGRO);
- (d) “Chairperson” means the Chairperson of the Assam State Food Commission established under clause(a) of sub-section (1)of section 16 of the Act;
- (e) “Competent Authority” means the Department of Food, Civil Supplies and Consumer Affairs, Government of Assam, or Director, Food, Civil Supplies and Consumer Affairs;
- (f) “complaint” means and includes a representation in writing or through electronic means containing a grievance alleging deficiency/shortcomings in the implementation of the Act;
- (g) “complainant” means a person who submits a representation in writing or through electronic means containing a grievance alleging deficiency/shortcomings/discrepancies in the implementation of the Act;
- (h) “Designated Authority” means District Food, Civil Supplies and Consumer Affairs officer or any other officer designated by the Competent Authority;
- (i) “Directorate” means Director of Food, Civil Supplies and Consumer Affairs, Assam;
- (j) “District Grievance Redressal Officer (DGRO)” means the officer appointed under sub-section(1) of section 15 of the Act;
- (k) “household” means a nuclear family comprising mother, father and their children, dependent parent, single woman which includes widow, abandoned, separated, divorced or unmarried woman over 35 years of age with or without their dependent children, disabled person with or without their dependent children, even if they have a common roof shall be treated as a separate household for the purpose of this Act;
- (l) “Government” means the Government of Assam;
- (m) “Member” means the member of the State Food Commission as per clause (b) of sub-section(2)of section 16 as well as other Committees mentioned in the rules;
- (n) “Member Secretary” means the Member Secretary as mentioned in clause (c) of sub-section(2) of section 16 of the Act;

Guidelines for
identification of
Eligible Beneficiaries

- (o) “Nodal Officer” means an officer designated as such by the Government of Assam under section 14 of the Act;
 - (p) “State Food Commission” means Assam State Food Commission constituted under sub-section (1) of section 16 of the Act;
 - (2) All other words and expression used in these rules and not defined shall have the meanings as respectively assigned to them in the Act.
- 3.
- (1) The State Government shall identify the list of eligible beneficiaries/ households based on criteria under these rules.
 - (2) The Government may at such intervals or any other time, if deem fit, re-identify the eligible household.
 - (3) The State Government may, if it deems fit, by notification amend the prescribed guidelines from time to time and require fresh survey conducted for the identification of eligible households from time to time and require fresh survey conducted for the identification of eligible households or take a decision to continue the existing guidelines in respect of Ration Cards till such time issue of fresh guidelines is considered necessary.
 - (4) All the existing Antodaya Anna Yojana (AAY) Card Holders shall be directly eligible for selection under the Act subject to fulfilment of the Selection Criteria as laid down in the guidelines by Central Government and under these rules.
 - (i) The percentage of population to be covered in the State shall be 84.17% in rural areas and 60.35% in urban areas, as per Government of India’s directives.
 - (ii) In rural areas, the Ward under Gaon Panchayat shall be the unit of selection of beneficiaries which shall be consolidated at Gaon Panchayat and the census of 2011 of that particular Gaon Panchayat shall be the basis for selection of beneficiaries under the Act. In urban areas, the unit shall be the Municipal Corporation, Municipalities and Town Committees, in consistence with the definition of the various local bodies under these Acts.
 - (iii) The number of households reflected in the Census records and Electoral Roll of that particular Panchayat Election shall be considered for identifying the beneficiary of the village. For the Councils at Karbi Anglong, Dima Hasao and BTAD, Kokrajhar, the last electoral rolls of the Council elections shall be considered.
 - (iv) The entire selection of beneficiaries shall be done on Antyodaya approach i.e. the poorest of the poor shall be given the first preference for selection.

- (v) The Antyodaya Anna Yojana, Below Poverty Line and MukhyaMantri Anna SurakshaYojanaFamily Identity Cardlists along with the Electoral Roll of the General Elections/Panchayat elections at Gaon Panchayat level shall be hung and displayed along with the relevant records of the Fair Price shops in Gaon Panchayat office, DC/SDO/ office, Revenue Circle office. In the urban areas the display shall be done at the Municipal Corporation office, Municipal Board and Town Committees. In the Council areas (Karbi Anglong, Dima Hasao and BTAD, Kokrajhar) the display shall be in Village Council Development (VCD) etc. offices as appropriate.
- (vi) The Secretary of the Gaon Panchayat and the designated officer in rural areas shall be the Nodal Officer for display of the lists. Similarly, the officer designated by Councils(KarbiAnglong, DimaHasao and BTAD, Kokrajhar) shall function in the Council areas.The chairman of the Municipal Corporationof each district shall display list.
- (vii) The Secretary of the Gaon Panchayat and the designated officer of the DC/SDO/Council shall issue forms for inclusion of beneficiaries and also receive claims and objections in regard to existing AAY, BPL, MMASYand new beneficiary lists. In urban areas, the executive officer of the Municipal Corporation/Board/Town Committee shall receive claims and objections within the stipulated time as mentioned hereunder. For Autonomous Councils (KarbiAnglong, Dima Hasao and BTAD, Kokrajhar), the Principal Secretary or designated officer of each Council shall take all steps for effective identification of the beneficiary population within their jurisdiction. In case of dead and absentee Family Identity Card (FIC) holders of all categories shall have to be deleted.
- (viii) The check list shall be filled up correctly in the prescribed format (FORM-C) notified by the Government of Assam for data digitization. Those who have already submitted the same for digitization/issue of new Family Identity Card, shall not apply afresh.
- (ix) Authorized officers, one for every 10 Gaon Panchayats, shall be notified by the Deputy Commissioners, SDOs/ Councils who shall oversee the smooth conduct of the beneficiary identification process in the Gaon Sabhas, Autonomous Councils shalltake similar appropriate action.For cluster of GP, the concerned Block Development Officer may be considered as Authorized Officer for the GPs falling

under the Development Block as may be decided by the Deputy Commissioners, SDOs/ Principal Secretary of the Councils.

- (x) There shall be a Verification Committee comprising of the Secretary of the Gaon Panchayat, designated officer of the DC/SDO/Council and the local area Inspector/ Sub-inspector of Food, Civil Supplies and Consumer Affairs. The Chairman/Executive Officer of Urban Local Body shall also be one of the member of the Verification Committee. They shall guide the claimants and objectors in filling up the forms and providing the supporting documents. They shall scrutinize the forms and applications in comparison with the aforesaid lists AAY, BPL, MMASY, Electoral Rolls etc, sort out Gaon Panchayat wise, register the same and place it before the Scrutiny Committee headed by the Block Development Officer (BDO) in the rural areas and the Revenue Circle Officer in Urban areas. In case of shortage of any supporting document/s, the two officers at the GP level shall give adequate opportunity to the applicants for submission of the same in proper manner.
- (xi) The Elected PRI (Panchayat Raj Institute) Representatives shall supervise and monitor the selection of beneficiaries at all the three tiers of the Local Self Government.
- (xii) The Verification Committee shall ensure that the total eligible persons/households do not exceed the census population of the village/ward.
- (xiii) The total Antyodaya Anna Yojana individual beneficiaries covered by Antyodaya Anna Yojana Family Identity Cards shall be deducted from the total eligible Census population of the village/urban area to derive the persons who shall be additionally included in the priority households to fulfill the required percentage of 84.17% in rural areas and 60.35% in urban areas.
- (xiv) The income criteria for families for selection of beneficiaries shall be less than Rs.1 lakh per annum.

Criteria for selection of beneficiaries, household under AAY and Priority category

4. (1) Criteria for selection of beneficiaries, households under AAY and Priority category as per clause (a) of sub-section (1) of section 10 of the Act shall be as follows:-
- (a) Homeless households and no households without shelter.
 - (b) Patients suffering from cancer and HIV patients irrespective of his income.
 - (c) Widows, transgender, person with disability as defined in the Rights of Persons With Disabilities Act, 2016.

- (d) Old/infirm persons including persons residing in old age homes.
 - (e) Landless agricultural labourers, marginal farmers, rural artisans, craftsmen, potters, tappers, weavers, blacksmiths, carpenters, masons.
 - (f) Tea and ex tea garden workers.
 - (g) All casual workers, drivers, conductors, handymen, porters.
 - (h) Tailors, washer men, barbers, cobblers, sweepers, electricians.
 - (i) Domestic servants.
 - (j) Hawkers, vendors, delivery men, rickshaw pullers, handcart pullers, fruit, vegetable, fish and flower vendors selling on pavements.
 - (k) Erosion affected families provided that their total family income is less than Rs.1 Lakh per annum.
 - (l) Sex Workers having annual income below 1 lakh: Provided that the above criteria is indicative and not exhaustive.
 - (m) Childheaded household.
 - (n) If all the earning members of the household are either disabled chronically ill, or aged more than sixty years of age.
 - (o) Single woman (including widows, unmarried and separated and deserted woman) living in household as dependant.
 - (p) All household headed by minor.
 - (q) All primitive tribal household.
- (2) The exclusion parameter for priority household:-
- (a) MPs, MLAs, Ex-MPs, Ex MLAs.
 - (b) Government Servants and retired Government servants drawing pension more than Rs. 1 lakh per annum.
 - (c) Those owning motorized vehicles.
 - (d) Land holders other than small and marginal categories.
 - (e) Businessmen/entrepreneurs.
 - (f) Doctors, Engineers, Architects, Chartered Accountants, Bank officials, Lawyers.
 - (g) Government contractors and suppliers, real estate builders, industrialists, trade license holders who pay income tax.

(h) University teachers, College, Higher Secondary, Junior College, High School, Upper LP and LP School (provincialized) teachers.

(i) Shopkeepers, traders who pay income tax, all persons whose family income is more than Rs.1 lakh per annum:

Provided that the above criteria are indicative and not exhaustive.

(3) Verification :

For verification, reference shall be taken from the treasury office for Government servants and retired Government pensioners drawing pensions, Sales Tax Department., Income Tax Department., Transport Department, Municipal Corporation, Boards and Town Committees, Central Excise and Customs, Excise Department., Public Works Department and other Engineering Departments.

Scrutiny Committee for selection of beneficiaries

5. (1) Composition of Scrutiny Committee for selection of beneficiaries:-

(a) The Scrutiny Committee for selection of beneficiaries in rural areas shall be done by a Block Level Committee comprising of the Block Development Officer of the concerned Block as Chairman and 4 other members consisting of 1 (one) local Inspector/Sub-Inspector of Food, Civil Supplies and Consumer Affairs; 2(two) Panchayati Raj Institutions(PRI)/Village Council Development Committee(VCDC) members and 1(one) social worker. One of the last three members shall be a woman. The Committee shall be duly notified by the Deputy Commissioner/SDO/ Principal Secretary of the Council concerned.

(b) The Scrutiny Committee for selection of beneficiaries in urban areas shall be done by a Committee which shall comprise of Circle officer of the concerned revenue circles as the Chairman and 4 other members, consisting of 1(one) local Food, Civil Supplies and Consumer Affairs Inspector/Sub Inspector; 2(two) ward commissioners/members and 1(one) social worker. One of the last 3(three) members shall be a woman. The Committee shall be duly notified by the DC/SDO/Principal Secretary of the Council.

(c) In case, some areas of council fall within the jurisdiction of Revenue Circle of non Council areas, then 2(two) members of the respective Panchayat Raj Institutions/Village Council Development Council and 1(one) social worker, of which 1(one) shall be a woman, shall be members of the Scrutiny Committee for the purpose of such Council areas only along with the Revenue Circle officer of the concerned Circle as

Chairman. The local Food, Civil Supplies and Consumer Affairs area inspector/Sub-Inspector shall be member of the Selection/Scrutiny Committee.

- (2) Procedure of selection, claims and objections:
The following shall be the procedure of selection, claims and objections, namely:-
- (a) The eligible applicant shall file applications in FORM-C as at Annexure-I and an acknowledgement in the format at Annexure-II shall be issued by the Recipient Authority. (Those who have already submitted in the prescribed format need not apply).
 - (b) Display of list of existing card holders along with the application form of Family Identity cards and the relevant records of Fair Price Shops, Antyodaya Anna Yojana, Below Poverty Line, Mukhya Mantri Anna Suraksha Yojana, Tea and Ex-Tea Garden Labourers who have applied (including new applicants) in Gram Panchayats, Town committees, Municipalities/Corporations/ Councils/ Deputy Commissioner office/ Sub Divisional Officer, civil office/Circle Officer (Rev) office/Block Development Officer office for claims and objections.
 - (c) Receipt of claims and objections by Gaon Panchayat Secretaries and designated officers in GP offices/Chairman or any officer designated by Deputy Commissioner /Sub-Divisional Officer/Council in Town, Municipality and Corporation areas shall present the list along with all connected documents to concerned Scrutiny Committees. For Council areas, the Principal Secretary of respective Councils shall make similar arrangements for receipt of claims and objections.
 - (d) After hearing claims and objections, the Scrutiny Committee shall prepare the list of beneficiaries and place before the Gaon Sabha.
- (3) Deputy Commissioner/Sub-Divisional Officer/Principal Secretary of Autonomous Councils of Karbi Anglong (Diphu), N.C. Hills (Haflong) and BTC (Kokrajhar) shall prepare their area-wise plan and the fund implications for effective implementation of the provisions of the Act.
- (4) Deputy Commissioner/Sub-Divisional Officer/Principal Secretary of Autonomous Councils shall assess the requirement of foodgrains Gaon Panchayat-wise after finalization of the beneficiaries.
- (5) The total beneficiaries shall not exceed the village figures published in the Census of 2011. The Village wise population figures has been uploaded in the website/Portal online.assam.gov.in/web/fcs.

- (6) Printing of cards shall be done at the State Level in pursuance of the provisions of the Act.
- (7) In case of any inconsistency in the interpretation of the above instructions, the provisions of the National Food Security Act, 2013 shall prevail.
- Display of list of eligible households in the Public Domain 6. On completion of each identification process, the State Government shall display prominently and place in public domain the list of names of persons/households identified for inclusion in 'Priority' or 'Antyodaya' Category in the official website of Food, Civil Supplies and Consumer Affairs Department as per section 11 of the Act.
- Internal Grievance Redressal Mechanism 7. (1) The Government shall set up efficient grievance redressal mechanism in the Directorate as well as Districts, Sub-Divisions and Councils of the State for disposal of the Complaints as per section 14 of the Act.
- (2) The Government shall designate Nodal Officer by issuing notification as provided under section 14 of the Act. Director of Food, Civil Supplies and Consumer Affairs shall be the State Nodal Officer/Central Redressal Officer for Redressal of Internal Grievance Mechanism.
- (3) Any person or institution can lodge complaint to the concerned Nodal Officer at his/her office in writing or through PDS portal (fcs.assam.gov.in) and toll free helpline numbers 18003453611 and 1967. Every complaint so received shall be assigned a unique complaint number with date and it shall be informed to the complainant.
- Duties of the Nodal Officer 8. State Nodal officer : The State Nodal Officer shall,-
- (i) maintain a Call Centre/Helpline to receive complaints;
- (ii) liaise with District Grievance Redressal Officer for expeditious and effective Redressal of Grievances of the aggrieved person in the matter relating to distribution of entitled foodgrains. Enforce the entitlement, monitor and review of implementation of the Act;
- (iii) resolve any complaints regarding non availability, non distribution, fake distribution, misleading the consumer etc. within 30 days from receiving the complaints;
- (iv) apprise the Government on development and functioning of the scheme in the district & sub-division;
- (v) liaise with the State Food Commission and provide all necessary information of the scheme and the complaint.
- Designation of District Grievance Redressal Officer 9. (1) The State Government as per sub-section (1) of section 15 of the Act shall by notification, designate an officer not below the rank of Additional Deputy Commissioner of a district in-

charge of administration as the District Grievance Redressal Officer (DGRO). In the Sixth Scheduled areas Joint Secretary in-charge of administration in the district shall be notified as the District Grievance Redressal Officer.

- (2) The Districts/Council authorities shall designate Assistant Grievance Redressal Officer (AGRO) of the respective district/sub-divisions under their jurisdiction from amongst the officers of the district/sub-divisions on seniority basis. Senior most Inspector of the Food Civil Supplies and Consumer Affairs shall be designated as area Officer to conduct proper enquiry and report to the authority concerned.
- (3) Sub-divisional Officer (Civil) (except in the Sixth Scheduled areas) shall be the Assistant Grievance Redressal officer of the concerned Sub-Division.
- (4) The Government shall give wide publicity through newspaper and other means about District Grievance Redressal Officers including name, address, telephone number, e-mail address, facsimile number and other means of contacting him, in respect of each district for which the District Grievance Redressal Officer has been appointed or designated and thereafter repeat it at regular intervals: Provided that in case of any change of District Grievance Redressal Officer, his address and telephone number, e-mail address, facsimile numbers and other means of contacting him, shall be suitably intimated to the public through wide publicity;
- (5) The Government shall display, at each office of Food, Civil Supplies Department, fair price shops, schools, anganwadis, other public places, website and at the office of the Grievance Redressal Officer and the State Food Commission, the name of the District Grievance Redressal Officers, their addresses and telephone numbers, e-mail addresses, facsimile numbers and other means of contacting them, in respect of each district for which the District Grievance Redressal Officer has been appointed or designated.

Power of the District Grievance Redressal Officer

10. Powers of District Grievance Redressal Officer:-
As per sub-section (2) of section 15 the District Grievance Redressal Officers, while enquiring into complaints, shall have the following powers:-
 - (a) to hear complaints regarding non-distribution of entitle grains of meal and matters relating to and take necessary action for their redressal;
 - (b) to produce before, and allow to be examined such books, accounts documents or any other material in custody or under control of the persons so required as may be specified in the requisition;

Manner of registering
and disposal of
complaints

(c) to furnish such information as may be required.

11. (1) A complaint shall be registered in the following manner:-

- (a) An aggrieved person may lodge a complaint by calling to the Toll free Helpline Number 1967 or 18003453611 and also in the Grievance Redressal portal assam.grams.nic.in. If complaint is filed through Toll free Number 1967 or 18003453611 the same shall be recorded and a unique complaint number with date shall be provided to the complainant.
- (b) An aggrieved person may also file and register his complaint with the District Grievance Redressal Officer in writing or through e-mail or by dropping their written grievance in grievance boxes at the office of District Grievance Redressal Officer, select fair price shops, and other public places such as schools, anganwadikendra, etc.
- (c) The complaint boxes shall be opened till 4:00 PM everyday to retrieve the complaints and actions shall be taken for their redressal immediately.
- (d) Complaints shall be filed with specific details and contact information of the complainant. No anonymous complaint shall be entertained.
- (e) Where a complainant is unable to make a complaint in writing, the District Grievance Redressal Officer shall render all reasonable assistance to the person making the request orally to produce the same in writing.
- (f) All complaints shall be assigned unique complaint number with date and it shall be informed to the complainant.

(2) Procedure for disposal of complaints:-

The District Redressal Officer shall hear complaints under sub-section (5) of section 15 of the Act.

- (a) For every complaint received, the District Grievance Redressal Officer shall verify whether there is a prima-facie case in the complaint to proceed in the matter.
- (b) If the District Grievance Redressal Officer is satisfied, that there is prima-facie case in the complaint, he shall seek explanation in the matter from the concerned officer or person or agency against whom complaint has been made, along with relevant documents. The requisite explanation and documents shall be furnished by the concerned

officer or person or agency against whom complaint has been made, to the District Grievance Redressal Officer, within thirty days.

- (c) Based on the explanation of concerned officer or person or agency against whom complaint has been made, and the available documents, if the District Grievance Redressal Officer is satisfied about the veracity of the grievance, he shall issue necessary order for its redressal within thirty days from the date of receipt of the complaint. District Grievance Redressal Officer shall dismiss the complaint, in case no merit is found.
- (d) If the District Grievance Redressal Officer feels that the matter needs for further examination, he may,-
 - (i) get the matter enquired by a suitable officer of the State Government at District level to decide and take action on the basis of report so received within 45 days from the date of receipt of the complaint; or
 - (ii) if considered necessary, give an opportunity to the complainant and officer/person/agency concerned with the complaint, to present their case on a fixed date and after having heard both of them and taking into consideration the evidences submitted, decide the matter within 45 days from the date of receipt of the complaint.
- (e) On the date fixed for hearing, if the complainant is absent, the District Grievance Redressal Officer may dismiss the complaint or proceed to enquire the matter ex-parte and decide. If, however, the officer/person/agency concerned with the complaint, called by the District Grievance Redressal Officer is absent on the date fixed by him, he may proceed to enquire the matter ex-parte and decide.
- (f) The complainant shall be informed of the decision on his complaint in writing or through electronic mode, with a system for confirmation of its receipt by complainant.
- (g) If the District Grievance Redressal Officer is of the opinion that the disposal of the complaints requires more time than prescribed under clause (d) of sub-rule (2) above, the complainant shall be sent an interim reply citing reasons for delay.

Monitoring the disposal of complaints

12. Disposal of complaints shall be monitored by the Senior most Secretary/Secretary of Food, Civil Supplies Department of the State Government at least once in every quarter.

- Appeal 13. Any complainant or the officer or authority against whom any order has been passed by the Grievance Redressal Officer, who is not satisfied with the redressal of grievance, may file an appeal against such order before the State Food Commission, within thirty days from the date of the issuance of the order by the Grievance Redressal Officer.
- Periodical Reports 14. District Redressal Officer shall send a monthly report of complaints received and disposed off by him to the Director, Food, Civil Supplies and Consumer Affairs, Assam (State Nodal Officer) by 15th day of the succeeding month who shall send a consolidated report from the Districts to the Senior most Secretary of the Food, Civil Supplies and Consumer Affairs Department to the Government of Assam. The State Government shall send a quarterly consolidated report for the State as a whole to the Department of Food and Public Distribution, Government of India within thirty days after the quarter is over.
- Constitution of State Food Commission 15. The State Government by notification shall constitute a State Food Commission for the State as per provision of sub-section (1) of section 16 of the Act.
- Headquarter of the Commission 16. The headquarter of the Commission shall be at Guwahati.
- Terms and conditions of Appointment of Chairperson and Members 17. (1) The Chairperson and other Members and Member Secretary of the State Food Commission shall be nominated by the State Government on the recommendation of a Selection Committee consisting of the following members, namely :-

(a)	Chief Minister, Government of Assam	-	Chairman
(b)	Minister in-Charge of Food, Civil Supplies and Consumer Affairs Department	-	Member
(c)	Chief Secretary, Government of Assam	-	Member
(d)	Senior most Secretary in-charge of Food, Civil Supplies and Consumer Affairs Department	-	Member Secretary
(e)	Commissioner of Food Safety	-	Member

- (2) The Selection Committee having regard to the provisions contained in sub-sections (2) to (4) of section 16 of the Act shall recommend, within three months from the date of its constitution, suitable names atleast three times, for appointment as Chairperson, Members of the State Food Commission on the vacancy to be notified by the Government.

- (3) The Selection Committee shall forward its recommendations to the Government the suitable names, for appointment of Chairperson and other Members, prepared by it with exhaustive brief of candidates recommended including the requisite qualification, eligibility, criteria and other relevant material of each person.
- (4) The Member Secretary of the State Food Commission shall be an officer of Food, Civil Supply and Consumer Affairs Department not below the rank of Joint Secretary as notified by the Government.
- (5) The salaries payable to and other conditions of service of,-
 - (a) the Chairperson shall not be below the rank of Additional Chief Secretary to the Government and shall receive salary equivalent to the apex scale of the respective All India Services or of the State Services and shall be entitled to have Bungalow Peon;
 - (b) the other Members shall be not below the rank of the Principal Secretary to the Government and be paid Dearness Allowance as admissible to the post:

Provided that the salaries, allowances and other conditions of service of a Member who is not a recipient of any form of a pension, other than a disability pension, in respect of any previous service under the Government of India or under any State Government shall be paid with an honorarium of an amount not exceeding Rs. 50,000/- (Rupees Fifty thousand only) per mensem. Such member shall also be eligible for payment of Rs. 500/- (Rupees Five hundred only) per sitting per diem:

Provided further that the salaries, allowances and other conditions of service of the Chairperson or other Member shall not be varied to their disadvantage after the appointment.
- (6) The Chairperson and other Members shall not be entitled to any pension for their service rendered in the Commission.
- (7) The Chairperson, other Members and the Member-Secretary shall be entitled to leave, travelling allowances, conveyance, residential accommodation and facility for medical treatment as admissible to the Government Servants of their counterpart.
- (8) Any person who, on the date of his appointment as Chairperson or other Member is holding a post under the Central or State Government shall be deemed to have retired from such post with effect on and from the date on which he enters upon his office as the Chairperson or other Member of the Commission:

Provided that the Chairperson or other Member who, on the date of his entering upon his office in the Commission held a post under the Central or State Government, may opt within a period of six months from the date of his entering upon his office in the Commission to count the service as Chairperson or other Member for the purposes of pension and other retirement benefits under the rules applicable to the post to which he belonged immediately before his appointment as the Chairperson or the other Member. The option once exercised shall be final:

Provided further that in the event of such an option being exercised, the Chairperson or the other Member shall be entitled to get his pension and retirement benefits as aforesaid only when he finally lays down his office as the Chairperson or Member.

- (9) Any person who, on the date of his entering upon his office as the Chairperson or the other Member was in the service of the Central or State Government shall, at his option to be exercised within a period of six months from the date of his entering upon his office be entitled to draw his pension and other retirement benefits under the rules applicable to the service to which he belonged with effect from the date of his assuming office in the Commission:

Provided that, in such an event, his pay as Chairperson or the other Member shall be reduced by an amount equivalent to the gross pension (including any portion of the pension which may have been commuted) and the pension equivalent or other retirement benefits and he shall be entitled to draw his pension and other retirement benefits separately:

Provided further that the pension equivalent to Death-cum-Retirement Gratuity shall not be deducted from the pay.

- (10) The Chairperson or the other Member who at the time of his appointment as such was in the service of the Central or State Government, if he does not exercise the option under sub-rule (9), shall count his service as the Chairperson or the other Member for pension and retirement benefits under the rules applicable to the service to which he belonged immediately before such appointment.

- (11) A person who has retired from service under the Government of Assam or any other body wholly or substantially owned or controlled by that Government and who is in receipt of, or has become entitled to receive, any retirement benefits by way of pension, gratuity, payment from any contributory provident fund or otherwise shall, when appointed as the Chairperson or the other Member be eligible to count his service, pay and such benefits taking his previous service into account and to have the pension and other retirement benefits re-fixed on demitting office as the

Chairperson or the other Member and to draw the pension and retirement benefits as may become admissible less the amount of gratuity already drawn.

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| Duties of Member Secretary | 18. | <p>The Member-Secretary in accordance with the direction of the Chairperson shall, perform the following duties, namely:-</p> <ul style="list-style-type: none"> (a) execute all decisions taken by the Commission; (b) shall be responsible for the day-to-day administration of the office of the Commission; (c) convene the meeting of the Commission in consultation with its Chairperson and cause services of notices of the meetings to all concerned; (d) prepare in consultation with the Chairperson, the agenda for each meeting of the Commission and have notes prepared, which shall be self-contained; (e) make available records covering the agenda items to the Commission for reference; (f) ensure that the agenda papers are circulated to the members in advance; (g) prepare the minutes of the meetings of the Commission and shall also ensure placing of the Action Taken Note of the decisions of the Commission before the Commission in its subsequent meetings; (h) ensure that the procedure of the Commission is followed in transaction of its business; (i) take up all such matters with the State Government for release of grants, creation of posts, revision of scales, procurement of vehicles, appointment of staff, laying of annual and audit report in Assembly, re-appropriation of funds, residential accommodation and any other matter requiring the approval of the State Government; (j) exercise such financial powers as may be delegated to him by the Commission; and (k) shall be appointing and disciplinary authority in respect of officers and other employees of the Commission. |
| Procedure for Registering Complaint and Appeals | 19. | <p>(1) Complaint regarding violation of entitlement under the Act or appeal against the order of the District Grievance Officer shall be presented by the complainant or appellant to the Commission in person or by register post or through any electronic mode, addressed to the Member-Secretary of the Commission.</p> |

- (2) Any appeal against the order of the District Grievance Redressal officer shall be filed before the Commission within the time limit as referred under rule 13 of these rules.
- (3) Every appeal shall be accompanied by a certified copy of the order of the District Grievance Redressal Officer and such other documents as may be required to support the grounds of appeal.
- (4) Complaint or appeal shall be filed with specific details and contact information of the complainant. Complainant can also file complaint in the online mode whenever online system is made available.
- (5) No anonymous complaint shall be entertained.
- Disposal of
complaints and
Appeals by the
FoodCommission
20. (1) The Commission shall, on receipt of any complaint, seek a report on it from the District Grievance Redressal Officer, along with supporting documents, who shall be required to furnish within 15 days from the date of receipt of the letter, such report to the Commission.
- (2) Taking into consideration the report of the District Grievances Redressal Officer, and the available documents, the Commission shall issue appropriate orders for Redressal of the complaint, within 15 days from the date of receipt of the report from District Grievance Redressal Officer.
- (3) In the case of appeal against the orders of the District Grievance Redressal Officer, the Commission shall give an opportunity to the appellant and respondent to present their cases in person on a fixed date, time and place and after having heard them, decide the appeal within 30 days from the date of receipt of appeal.
- (4) On the date fixed for hearing, it shall be obligatory for the appellant and respondent to appear before the Commission and if any of them fail to do so, the Commission may in its discretion either dismiss the case or proceed to enquire the matter ex-parte and decide the appeal within a period 30 days from the date of receipt of appeal.
- (5) The order of the Commission shall be communicated by the Member Secretary or any other officer of the Commission duly authorized by the Commission on its behalf.
- (6) The Commission shall arrange to deliver copies of decision/order to the concerned parties within a period of 15 days from the date of such decision/order.
- (7) If the Commission is of the opinion that the disposal of the appeal requires more than 30 days, the appellant shall be sent an interim reply citing the reasons for delay.

- | | | |
|---|-----|---|
| Maintenance of records of Food Commission | 21. | The Commission shall maintain all the records, including the appeals and records related to their disposal. |
| Seal and Emblem | 22. | The official seal and emblem of the Commission shall be as specified by the State Government. |
| Appointment of staff of the State Commission | 23. | <p>The State Government shall provide the staff of the office of the Commission.</p> <p>(1) The Junior Assistants, peon and drivers of the Commission shall be appointed by the Government through direct recruitment. Written examination and computer skill test shall be conducted in respect of Junior Assistants and in respect of Peons written examination and for drivers written and skill test shall be held.</p> <p>(2) The requisite qualification for post of Junior Assistant shall be a Bachelors degree from any stream and with computer knowledge and Peon and Driver shall be minimum H.S.L.C. pass.</p> <p>(3) The Junior Assistants shall be eligible for promotion to the post of Senior Assistants after 5 years of continuous service and experience in the post of Junior Assistant and the Senior Assistants shall be eligible for promotion to the Head Assistant after 3 years of continuous service in the post of Senior Assistants. The Head Assistant shall be eligible for promotion to the post of Superintendent after 2 years of continuous service and experience in the post of Head Assistant.</p> <p>(4) Salaries and Allowances shall be as admissible for each cadre as per the ROP</p> <p>(5) The method of appointment of staff, their salaries and allowances and conditions of service of the Commission shall be similar to those applicable to the employees of equivalent ranks of the State Government.</p> |
| Placing of records in respect of Targeted Public Distribution System in the public Domain | 24. | <p>(1) All the information relating to the Targeted Public Distribution System shall be hosted timely in the national and state portal as per section 27 of the Act.</p> <p>(2) Computerization of the Targeted Public Distribution System shall be undertaken for maintaining transparency in the supply chain management system for foodgrains and other essential commodities.</p> <p>(3) The District Food and Civil Supplies Officer under section 27 of the Act, shall disseminate to all concerned on time to time basis through the media and other electronic modes of the day to day transaction by the Department including such</p> |

policy decision of the Government in regard to the implementation of the schemes under Targeted Public Distribution System.

Social Audit

25. Social Audit on the functioning of the Fair Price Shops under Targeted Public Distribution System as per sub-section (1) of section 28 of the Act shall be conducted in the manner and procedure mentioned hereunder:-

- (1) All records related to allotment, storage and distribution of Ration Commodities under Targeted Public Distribution System and Fair Price Shop shall be placed at Gram Sabha held on 20th August and 1st February of every year for social audit. If the dates fixed are Government holidays then Gram Sabha may be held on the next working day.
- (2) In Rural areas, documents of intervening period between two Gram Sabha shall be placed in Gram Sabha by the GPSS, WSCCS, Fair Price Shop Owner and Inspector/Sub-Inspector in charge of social audit.
- (3) After audit of the documents at Gram Sabha, the report along with recommendation shall be submitted to Block Level Vigilance Committee. After examination of the report and the recommendation by Block Level Vigilance Committee, the recommendation shall be forwarded to the District level Vigilance committee for further necessary action.
- (4) In Urban areas, the Urban Local Body shall hold meeting on fixed date and shall conduct social audit. Meeting at Ward level shall be conducted at least once in six months for social audit as compulsory.
- (5) Documents of last six months shall be submitted by the Fair Price Shop Owners and Licensing Authority shall instruct Fair Price Shop Owner to produce documents for social audit in the meeting at Ward level.
- (6) After Audit of the documents at Ward Sabha meeting in urban areas, and the report along with the recommendation shall be submitted to the District/Sub-Divisional Vigilance and Monitoring Committee for further necessary action.
- (7) Social Audit shall also include eliciting views/grievances/suggestions from the public on certain important parameters related to functioning of FPSs, such as,-
 - (i) public display of the entire list of eligible households under NFSA ;

- (ii) updation in the list of beneficiaries ;
 - (iii) timely availability of adequate stock of foodgrains in the Fair Price Shop;
 - (iv) timely distribution of foodgrains by the concerned fair price shop dealer;
 - (v) distribution of foodgrains to eligible households as per their entitlement under the Act;
 - (vi) distribution of foodgrains to the eligible households at prices specified under the Act;
 - (vii) regular and timely opening and closing of fair price shops;
 - (viii) awareness about grievance redressal mechanism and their effectiveness in redressal of grievances;
 - (ix) use of technology in beneficiaries authentication and proper targeting;
 - (x) any other issues relating to food security.
- (8) After compiling the social audit report of the GPSS,/WSCCS, Fair Price Shop, necessary examination shall be made at District level/Sub-Divisional Level and Deputy Commissioner/ Sub-Divisional Officer(C) shall take further necessary action.
- (9) Action taken report on the social audit shall be forwarded to the Directorate which shall be placed in the PDS Portal.
- (10) For the purpose of Social Audit, Committee shall be constituted at Rural Areas and Urban Areas with the following members :-
- (i) Rural Areas:-
 - (a) President of Gaon Panchayat - Chairman
 - (b) Inspector/Sub-Inspector, Food, Civil Supplies and Consumer Affairs Department -Member Secretary
 - (c) Presidents of Gaon Panchayat Samabai Samiti - Members
 - (d) Local Gaon Burahs - Members :

Provided that where there are no Gaon Panchayat in 6th Scheduled Areas, the Chairman of the Village Council Development Committee (VCDC) shall be the Chairman of the Committee in place of the President of the Gaon Panchayat and where there is no such institution/Administrative Units as Gaon Burahs in villages of General Areas, an Elderly Village person of repute shall be the Member of the Committee in place of the Gaon Burah.

- (ii) Urban Areas:-
- (a) Representative from Guwahati Municipality Corporation to be nominated by the Hon'ble Mayor in respect of Corporation Areas/Chairperson of Urban Local Body - Chairman
 - (b) Inspector/Sub-Inspector, Food, Civil Supplies and Consumer Affairs Department - Member Secretary
 - (c) Members of Wholesale Consumers Cooperative Society - Members
 - (d) Councillors/Ward Member of Local Urban Bodies - Members

(11) The Government may if it considers necessary, conduct or cause to conduct social audit through independent agencies having experience in conducting such audit.

Vigilance Committees 26. The composition of the Vigilance and Monitoring Committees at the State, District, Block and Fair Price shop levels shall be as follows, namely:-

(1) State Level:-

The Government shall constitute the State level committee with the following members, namely:-

- (i) Chairman - Hon'ble Minister, Food, Civil Supplies and Consumer Affairs Department.
- (ii) Members - At least 2 Member of Parliament.
- (iii) Members - At least 8 Members of Legislative Assembly.
- (iv) Member - Commissioner and Secretary, Government of Assam, Food, Civil Supplies and Consumer Affairs Department.
- (v) Member - Commissioner and Secretary, Government of Assam Cooperation Department.

- (vi) Member - Director, Food, Civil Supplies and Secretary - Consumer Affairs, Assam.
- (vii) Member - At least 2 Woman Activist.
- (viii) Member - Consumer Activist.

(2) District Level:-

The Government shall constitute the District level vigilance and Monitoring Committee with the following members, namely:-

- (i) Chairman - Deputy Commissioner /Principal Secretaries in sixth Schedule area.
- (ii) Vice Chairman- President ZilaParishad/ Secretary Food, Civil Supplies and Consumer Affairs / CHD to be nominated by the executive members.
- (iii) Member Secretary- Joint Director/DDS Food, Civil Supplies and Consumer Affairs Department.
- (iv) Member- All MPs of the District.
- (v) Member- All local MLAs of the District/his representative Nominated by him from the ZilaParishad member in case of his absence.
- (vi) Member - D.R.C.S/A.R.C.S .
- (vii) Member - All Presidents of AnchalikPanchayats.
- (viii) Member - All SDOs of the District.
- (ix) Member - Designated officer of Food Safety of the district for safety/quality of foodgrains.
- (x) Member - Two representatives from woman bodies.
- (xi) Member - All ZPC members.
- (xii) Member - All the Town/Municipality Chairman.
- (xiii) Invitee Member- Area Manager, FCI/Representatives of Railway.

(3) Block Level:-

The Government shall constitute Block Level Vigilance and Monitoring Committee with the following members, namely:-

- (i) Chairman - MLA of the Area/EM or MLC/MAC to be nominated by the CEM BTC and other Autonomous Council.
- (ii) Vice-Chairman - President of the Anchalik Panchayat.

- | | | |
|--------|--|---|
| (iii) | Member Secretary & Convenor of the Committee | DDS/Superintendent/Inspector, Food, Civil Supplies and Consumer Affairs Department. |
| (iv) | Member | Inspector, Co-Operative Societies. |
| (v) | Member | BDO/Circle Officer. |
| (vi) | Member | All Anchalik Panchayat Members |
| (vii) | Member | All Gaon Panchayat Members. |
| (viii) | Member | President/Secretary of Fair Price Shops Level Vigilance and Monitoring Committee. |

(4) Fair Price Shop Level Committee:-

The Fair Price Shop Level Vigilance Monitoring Committee 10 to 15 shops (to be constituted by DC/SDO/(C) with cluster of 7-10 number of Fair Price Shops)

- | | | |
|-------|------------------|---|
| (i) | Chairman | Ward Commissioner (for the FP shops falling within his ward). A reputed Person of the locality where there is no Ward Commissioner. |
| (ii) | Member Secretary | Sub Inspector/Inspector Food, Civil Supplies and Consumer Affairs. |
| (iii) | Member | 5 BPL card holder of the FP Shops within the Ward (1 woman BPL Card Holder out of 5). |
| (iv) | Member | 3 APL Card Holders of the FP Shops within the ward (1 woman APL Card Holder out of 3). |
| (v) | Invitee Member | All FP Shop Owners within the Ward. |

Utilisation of institutional mechanism constituted under section 15 and 16 of the Act

27. State Government may issue notification as and when required for utilization of the institutional mechanism established under section 15 and 16 of the Act for implementation of any other schemes or programmes of the State Government or the Central Government.

Rules on any other matter

28. (1) The local authorities shall be responsible for the implementation of the National Food Security Act, 2013.
- (2) The Government may by notification assign additional responsibilities for implementation of the Targeted Public Distribution System to the local Authority.

- (3) The Government shall for efficient operations of the Targeted Public Distribution System, undertake to create and maintain scientific storage facilities at the State, District and Block levels, sufficient to accommodate foodgrains required under the Targeted Public Distribution System and other foods based welfare schemes. The State Government shall suitably strengthen capacities of the Food, Civil Supplies Corporations and other designated agencies.
- (4) The Government shall establish institutional licensing arrangements for Fair Price Shops in accordance with the relevant provisions of the Assam Public Distribution of Article Order, 1982, Public Distribution System (Control) order, 2001 made under the Essential Commodities Act, 1955, as amended from time to time.
- (5) In case of non supply of entitled quantities of foodgrains to the entitled persons, such persons shall be entitled to receive such food security allowance from the State Government to be paid to each person's within such time and manner prescribed by the Central Government.
- (6) The Government shall ensure periodical checking of ration cards to eliminate bogus cards and also take stern action against the persons found guilty of misusing the Targeted Public Distribution System benefits.
- (7) The quantities of foodgrains to be supplied in AAY and Priority Cards under NFSA. to the eligible household would be made available/known to the public through various means, including display on website and through SMS. These shall also be invariably displayed at the Fair Price Shop.
- (8) The procedure for distribution of foodgrains by the FCI and the Government or their nominated/designated agencies shall be publicized widely for knowledge of the general public.
- (9) The FCI shall ensure physical delivery of food grains to the Government nominees for distribution under National Food Security Act, 2013 as per allocation made by the Central Government within one week of the receipt of the payment from the State Government or State Government nominee.
- (10) On getting the allocation of food grains from the Central Government, the State Government shall issue District wise/Sub-division/ Council wise allocation authorizing the nominees to draw food grains and the tier 1 transporter shall lift the food grains under NFSA from FCI and hand the same to the godown of the nominees and proper receipt have to be obtained by the tier 1 transporter from the nominee. It shall be the responsibility of Inspector or Assistant Sub-Inspector, Food, Civil Supplies and Consumer Affairs whoever is the

area officer to verify the quality and quantity of rice so stored in the nominees godown and verification report must be submitted to the District/Sub-divisional Authority. The transporter of tier-II level who are nominated by the District/Sub-Divisional Authority shall lift from the nominees and handover the same to the Fair Price Shop level as per sub-allotment list prepared by the District/Sub-Divisional Authority. The sub-allotment list shall be displayed in the District/Sub-division website as well as State Portal.

- Removal of doubts 29. If any doubt arises with regard to the interpretation of any provisions of these rules, it shall be refer to the Food and Civil Supplies Department, Government of Assam whose decision shall be final.

B. SAMAL,

Principal Secretary to the Government of Assam,
Food, Civil Supplies & Consumer Affairs Department.

Annexure-I
FORM-C

Under rule 3 (1) (viii) and rule 5 (2) (a)
FAMILY IDENTITY CARD/RATION CARD DATA ENTRY FORM

[]
(EXISTING CARD HOLDER/NEW APPLICANT) – Please tick (√) (to be given by local office)
Declaration of Head of the Family of existing Family Identity Card/ Ration Card holders for
fresh verification

Declaration of Applicant Head of the Family for issue of new Family Identity Card/ Ration Card
(See clause-2 (d) of the Assam Public Distribution of Articles Order, 1982 AND clause -2(m) read with paragraph-2 of clause-4 of the Public Distribution System (Control) Order, 2001)

(All Fields marked with a star are mandatory fields and MUST be filled)

* Card Type : [] (APL / BPL / AAY / MMASY)

* Card No. (Applicable for existing card holders) : []

Paste
Photograph
of Head of
Family

1. PARTICULARS OF THE HEAD OF THE FAMILY:

*Name of Head of Family: []

* Mother's Name: []

* Father's Name: []

* Spouse Name : [] * Gender : []

* Date of Birth (dd/mm/yyyy): [] * Age : []

* Nationality : []

* Landline phone No. : [] *Mobile No (for SMS Alerts) : []

* Bank A/C No. : [] *Bank Name & Branch : []

* Job Card No. : []

* BPL Sl. No. (for BPL Applicants) : []

1. (a) PRESENT ADDRESS :

* State : [] * District : []

* Sub-Division: [] * Circle : []

* Rural/Urban Flag (R/U) : [] * Block : []

* GP / Town: [] * Village/Ward : []
VCDC/

* Status of Residence– Own House/ Rented House : []

* Name of House Owner (for rented house): []

* Landmark/Locality/Colony: [] * PIN: []

* Census House No. : []

1. (b) ELECTION DATA (as per Voter's List) :

- * Lok Sabha Constituency (HPC) :
- * Assembly Constituency (LAC) :
- * Year of Voter's List :
- * No of Polling Station : * Name of Polling Station :
- * Serial No. under Polling Station (as per Voter's List) :
- * House No. (As per Voter's List) :

1. (c) PERMANENT ADDRESS : (If Present Address & Permanent address are same, Tick (✓) checkbox)

- * State : * District :
- * Sub-Division: * Circle :
- * Rural/Urban Flag (R/U) : * Block :
- * GP / Town: * Village/Ward :
- VCD/
- * Landmark/Locality/Colony : * PIN :

2. PROFESSIONAL DETAILS :

- * Occupation :
- * Total Annual Income :

3. L.P. GAS CONNECTION DETAILS :

- * Gas Connection Status (Available/Not Available) :
- * Gas Company Name :
- * Gas Agency Name :
- * Consumer Number :

4. For Existing Family Identity card /Ration Card Holders only :

- (i) * Name of F.P. Shop tagged :
- (ii) * By whom the existing Family Identity card / Ration Card has been issued :

Please specify the Issuing Authority: (please mention as local FCS&CA authority / GPSS or WCCS management)

- Attached Enclosure:**
1. Copy of Existing Ration Card (Tick (✓) box)
2. Detailed particulars of family members in Annexure-I
3. Copies of birth certificates of minor members
(Below 10 years in age)

5. For New Family Identity Card/Ration Card Applicants :**(a) Detailed particulars about place of birth of the applicant**

*State :	<input type="text"/>	* District :	<input type="text"/>
* Sub-Division :	<input type="text"/>	* Circle :	<input type="text"/>
* Rural/Urban Flag (R/U) :	<input type="text"/>	* Block :	<input type="text"/>
* GP / Town : VCDC/	<input type="text"/>	* Village/Ward :	<input type="text"/>
* Since when the applicant is residing in his present address mentioned in paragraph-1 (a) above : (Please specify the year)		<input type="text"/>	

6. Documents required to be enclosed along with this form:

- | | |
|--|----------------------|
| 1. Detailed particulars of family members in Annexure-I | <input type="text"/> |
| 2. Copies of birth certificates of minor members | <input type="text"/> |
| 3. (Below 10 years in age) | <input type="text"/> |
| 4. Certified copy of relevant page of Voter's list 2008 | <input type="text"/> |
| 5. Copy of tax pay/ land Revenue pay receipt | <input type="text"/> |
| 6. Surrender Certificate of Ration Card/ Family Identity Card or non-availability certificate from the F,CS&CA authority where the applicant was previously resided. | <input type="text"/> |
| 7. Address Proof (attested copy of PAN card/ Driving License/ Bank Passbook/ Post Office Passbook/ Municipal Holding receipt/ Electricity Bill/ Telephone Bill) | <input type="text"/> |

I, Shri/ Shrimati
(name of the head of the family) declare that the particulars of myself furnished herein above and also of my family members given in Annexure-I attached to this declaration, are true and correct and nothing has been concealed therein. I have carefully gone through the provisions of the Assam Public Distribution of Articles Order 1982 and also the provisions of the Public Distribution System (Control) Order 2001 made by the State and Central Government respectively under section-3 read with section-5 of the Essential Commodities Act,1955 (Act 10 of 1955).

I shall be held responsible for furnishing the above information if it is false in any material particular and if there is reasonable cause to believe it to be false, or is not believed to be true by the Licensing Authority or Authority as defined in the aforesaid 'Control Orders' and will thereby be liable for prosecution under Section-7 read with section-9 of the Essential Commodities Act, 1955 (Act 10 of 1955).

Date:

(Signature in full of the Head of the Family)

FAMILY IDENTITY CARD/RATION CARD DATA ENTRY FORM

Annexure-I

* Card Type : * Card No. (Application for existing card holders) :
(APL / BPL / AAY / MMASY)

* For New Applicant (Places tick ✓) :

Family details including Head of Family:

Form Serial Number :

(Fields marked with a star are mandatory fields and MUST be filled) (Same as mentioned in the Declaration form attached herewith)

Serial No.	Paste Photograph *	Name of the family members *	Gender Male/Female *	Date of Birth DD/M M/YY YY *	Age	Voter Serial No. (for adult members only) *	Father's Name *	Mother's Name *	Spouse Name (i.e Husband /Wife)	Relationship with Applicant *	Nationality *	Opting to lift commodity (Y/N) *

*Attach more sheets if required for family details.

Date:

(Signature in full of the Head of the Family)

Annexure-II**ACKNOWLEDGEMENT**

Received the declaration made in FAMILY IDENTITY CARD/RATION CARD DATA ENTRY FORM duly filled in by Shri/ Shrimati

In form Serial Number:

Paste
 Photograph
 of Head of
 Family

A. For existing cards, Card No. :

Card Type :

(APL / BPL / AAY / MMASY)

Documents required to be enclosed along with this form : (Tick (√) box)

1. Copy of Existing Ration Card

2. Detailed particulars of family members in Annexure-I

3. Copies of birth certificates of minor members
 (below 10 years in age)

B. For issue of a new FAMILY IDENTITY CARD/ RATION CARD together with copies of following Documents:

Documents required to be enclosed along with this form : (Tick (√) box)

1. Detailed particulars of family members in Annexure-I

2. Copies of birth certificates of minor members
 (Below 10 years in age)

3. Certified copy of relevant page of Voter list

4. Copy of tax pay / land Revenue pay receipt

5. Surrender Certificate of Ration card/Family Identity holding
 or non availability certificate from the F,CS&CA authority
 where the applicant was previously resided.

6. Address Proof (attested copy of PAN card/ Driving
 License/ Bank Passbook/ Post Office Passbook/ Municipal
 Holding receipt / Electricity Bill / Telephone Bill)

Receipt No. :

Date of Receipt. :

(Seal and Signature of Recipient Authority)