

OFFICE OF THE COMMISSIONER: FOOD, SUPPLIES & CONSUMER AFFAIRS
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
'K' BLOCK, VIKAS BHAWAN, I.P. ESTATE, NEW DELHI

No. PS/CFS/Distn./2007/F&S/Pt.file/372

Dated: 18/8/09

CIRCULAR

A. **PREPARATION AND DISTRIBUTION OF NEW BPL CARDS FOR 2009:** It is reiterated that the FSO has the sole general responsibility for preparation & issue of Ration cards under clause 11 of the Delhi Specified Articles (Regulation & Distribution) Order, 1981. The present instructions are reiterated for new BPL cards (2009). The FSO will get the field inspection done through the circle inspector. Thereafter, with the help from IT Assistant, he will check the departmental database of card holders to ensure that not more than one card is issued for each BPL family. He will place his recommendation of names before the Vigilance Committee for their general approval for issue of new BPL card to eligible applicants. The details of new cards prepared shall be displayed daily on the notice board of the circle. Information will also be displayed at the premises of FPS/KOD wherever the card is attached for issue of SFAs. The cards for distribution shall be kept FPS wise in alphabetical order. At the time of handing over the prepared BPL cards (i) any minor discrepancy noticed will be removed (ii) a bio-metric identification will be carried out ; and (iii) The BPL card will be activated for delivery of SFAs by entering the particulars in the Master Register of concerned FPS/KOD.

B. **WEEDING OUT OF MULTIPLE CARDS/BOGUS CARDS:** According to sub-para 8 of para-2 of the annexe to the Public Distribution System Control Order, 2001, elimination of bogus ration cards shall be a continuous exercise to check diversion of essential commodities. The Department has sorted out multiple cards from the database, including the ones that were genuine. Henceforth restoration of genuine card holders shall be done by the Asst. Commissioner of the zone, who will verify & satisfy himself that the card holder is genuine and take their bio-metric identification while re-activating the card. Computer Branch will prepare a format & process for carrying out the activation of the card by the Asst. Commissioner with proper security checks so that the database is not tampered with by any unauthorized person.

C. **TRANSFER OF RATION CARD FROM ONE CIRCLE TO ANOTHER:**
To facilitate easy mobility of card holders from one circle to another, the FSO of the circle shall issue a transfer voucher to the cardholder notifying that his name has been deleted from the Master Register of FPS in originating circle. The FSO will also take bio-metric thumb impression of the cardholder. Thereafter, the card will be placed in a suspense account in a computer file. On the request of the cardholder, the FSO of the destination circle shall reactivate the card within 45 days by removing the card from the suspension account computer file and adding it to the Master Register of the FPS to which the card has been transferred for issue of SFAs. Transfer of the card shall be

carried out by making an endorsement on the ration card itself. Computer branch will suitably modify the database to provide such transfers with security checks as necessary.

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

(J.P.AGRAWAL)
Jt. Commissioner (Policy)

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Copy to:

1. The Secretary to Minister, Food & Supplies, Govt. of NCT of Delhi.
2. PS to CFS/CWM/AS/JCs, F&S
3. All the Asst. Commissioners, F&S
4. All FSOs through Zonal Asst. Commissioner
5. All FSOs (Head Quarter), F&S
- ✓ 6. System Analyst (Computer Branch)
7. Guard file.

J.P.
(J.P.AGRAWAL)
Jt. Commissioner (Policy)