

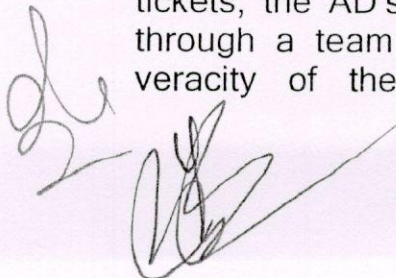
Government of Jammu and Kashmir
Consumer Affair and Public Distribution Department,
Civil Secretariat, Jammu/Kashmir

Subject : -Guidelines for distribution of ration and e ration tickets
under NFSA.

CIRCULAR No. 01 CAPD of 2016
DATED : 12 .02.2016

The following guidelines for distribution of ration and e-ration tickets under NFSA are as under:-

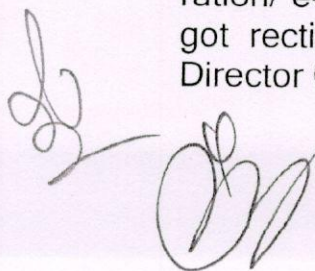
1. The Deputy Commissioner's shall constitute as many committees as they deem fit for ensuring proper distribution of the foodgrains among rationees as per the norms and criteria fixed under NFSA. These committees shall maintain proper records of distribution of e-tickets on a register duly indexed maintained at each level for check or cross check by any designated agency and also for redressal of the grievances if any. The committees may, in order to ensure transparency in distribution, resort to videography, photography etc as an evidence of proper distribution of both ration as well as e-ration tickets.
2. The e-tickets shall be distributed only after roping in the committee constituted by Government vide order No 1 CAPD of 2016 dated:- 04-01-2016/ Village committee/ Mohalla/ Block-wise committees/ Gramen Sabhas/Auqaf committee etc. where the category of the rationee, Fair price shop to which the rationees is attached, name of the rationee etc., shall be loudly announced and handed over to the respective rationee. The beneficiaries/ rationees who shall be issued the e-ration tickets shall check the details incorporated in the ticket and see as to whether the fields are properly filled in, souls are correctly mentioned, names and antecedents are correctly put in etc. and shall put his signature or thumb impression on the said ticket. A photocopy of which shall be handed over by him to the concerned Storekeeper on the very same day or at the most next day.
3. In case of any complaint regarding duplicate/ fake/bogus e-tickets, the AD's shall have the same verified immediately through a team to be constituted by him and check the veracity of the complaint and dispose the same off



2

accordingly, at his level and keep the Deputy Commissioners posted with the developments in this regard.

4. The Assistant Directors shall download the authenticated list of FPS wise rationees which shall be correlated with the list framed by the Tehsil committee constituted by the Government for the purpose before issuance of ration and e-ration ticket and seek any proof of identity and also obtain signatures/ thumb impressions of RT holder against their names in the list as a token of acknowledgement of receipt of ration/ e-ration ticket for the month under report.
5. The Assistant Directors shall scan the copies of the e-ration tickets after these are duly checked and verified, signed, counter signed by the rationees themselves as well as by the designated officers for any grievance redressal or disposal of RTI application in this regard at any future time.
6. All the Store-keepers/ FP shop dealers shall furnish their closing balance last day of the month to the Assistant Directors who shall account the same for the monthly allocation of coming month for smooth implementation of NFSA and shall communicate the same to the concerned Directorate.
7. All the Store-Keepers/ FPS dealers shall certify that the data fed under NFSA is correct to the best of their knowledge and in case of any discrepancy the storekeepers shall be squarely responsible in case any excess foodgrains or bogus ration tickets in their area are issued, the said certificate shall however be counter signed by the concerned TSO, copy of which shall remain available at all the three levels i.e. Assistant Directors level, TSO level and SK/FPS level.
8. The Assistant Directors shall make necessary arrangements for mass awareness in the district whereby the public in general and rationees in particular shall be informed about the dates on which the e tickets shall be distributed. They can disseminate the said information through both print and electronic media, the said distribution shall ideally be done at prominent places in the area/ Tehsil/district after due/ proper campaign.
9. All Assistant Directors shall put in as many clauses as they feel necessary for smooth and hassle free distribution of ration/ e-tickets under the Act. However the same should be got rectified from the respective Deputy Commissioners / Director CAPD later on.



10. Proper records of distribution of e-ration tickets be maintained by the committee(s) on register duly indexed and machine numbered at each level and its consolidation at Assistant Director level for records, reference and cross checks by the superior authorities or same required to be for grievances redressal mechanism for disputes or required under RTI later. Also records be digitized at District level.
11. In case of corrections, additions or alterations, committee(s) shall immediately provide a receipt of the ration ticket to the beneficiaries/head of family and after incorporating same in ration cards provide him/her next day for which a comprehensive exercise needs to be done at Deputy Commissioners level through Assistant Directors.
12. The vigilance committees be constituted by the Deputy Commissioners as per Act to oversee the distribution of Food Grains and Grievances, if any and in case of any adverse report against any of the dealer or found in helping for preparation or distribution of bogus or fake ration cards, his/her licence shall be deemed to have been cancelled abintio.
13. Above schedule is indicative and not exhaustive. Assistant Directors under the supervision of Deputy Commissioners have to make system fool proof and totally error free regarding distribution of ration tickets.
14. All Assistant Directors shall be equipped with the in-built provisions contained in the National Food Security Act, 2013 as various section(s) guarantee the food security and empower the weaker sections particularly the women folk like pregnant women, lactating mothers and children up to the age of 14 years, also by providing them the financial support for additional nutrition. Besides, the focus is on District Grievances Redressal Mechanism and even down below to the level of Tehsil or Blocks within District and the Fair Price Shops are subject to inspections and periodical social audit. Vigilance Committees have to supervise the said scheme. It has also been envisaged in the act as obligations of the State Government and incumbent upon all Assistant Directors and Tehsil Supply Officers to ensure delivery of foodgrains to designated depots of Food Corporation of India to Fair Price Shops level and even timely distribution to the beneficiaries/souls under NFSA regime.



15. All Deputy Commissioners have been made District Grievances Redressal Officer (DGROs) by virtue of the Government Order No. 06-CAPD of 2016 dated 15.01.2016 and accordingly all Deputy Commissioners under intimation to Assistant Directors or down below the level of TSOs have been informed to strengthen the Grievances Redressal Mechanism and ensure that telephone/contact numbers and e-mail Ids of Deputy Commissioners and Assistant Directors have prominently been displayed through print and electronic media besides uploading on website for information of public in general.
16. Hassle free distribution of ration should be complete in a week from this order and a daily off take report be generated for Administrative Department.
17. Similarly, since some rectification of master data shall be done every day and a daily rectification report be submitted to the Administrative Department

Sd/-

(Saurabh Bhagat) IAS
Secretary to the Government,
Consumer Affairs and P D Department

No. CAPD/Food/21/2009-A
Copt to the:-

Dated: 17.02.2016

1. Principal Secretary to Hon'ble Governor.
2. All Deputy Commissioners.
3. Director CA&PD, Jammu/Kashmir.
4. Private Secretary to Advisor-(D) to Hon'ble Governor for information of the Advisor.
5. Private Secretary to Chief Secretary for information of the Worthy Chief Secretary.
6. Private Secretary to Secretary to the Government, CA&PD Department for information of the Secretary.
7. PA to Special Secretary to the Government, CA&PD Department for information of the Special Secretary.
8. PA to Additional Secretary to the Government, CA&PD Department for information of the Additional Secretary.
9. Circular file.

(Subash Chander Raina)

Under Secretary to the Government
Consumer Affairs & P D Department

17/2