



Government of Jammu and Kashmir  
Consumer Affairs and Public Distribution Department  
J&K, Civil Secretariat, Srinagar.

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Subject:- General guidelines for issuance of additional ration as per Census, 2000-2011.

Ref :- Administrative Department's order No. 81-CAPD of 2015; and 82 - CAPD of 2015 dated 27-08-2015.

**Government Order No. 105 - CAPD of 2015**  
**D A T E D:- 22- 09 - 2015**

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Government has ordered to issue ration as per Census-2011 to the additional families identified by the Deputy Commissioners w.e.f 01.09.2015 vide Finance Department reference No:-FD-VII-15(Bgt.)2015-16 dated 26-08-2015 . In order to streamline the issuance of ration to the additional families as per census 2011, the following guidelines are hereby issued for strict adherence by the field agencies:-

- (1) The ration shall be provided strictly in accordance with the authenticated lists of additional families available with the Department as per census 2011.
- (2) The Department shall maintain proper records of the funds received and quantity of ration distributed among the additional families as per census 2011 in digitized format.
- (3) The Concerned Directors shall devise transparent and flawless mechanism to distribute ration among the genuine beneficiaries and shall ensure that no duplicacy take place at any cost/stage.
- (4) The concerned Assistant Directors need to maintain a separate sale register wherein all the necessary entries, such as Name of the Head of the family along with the latest passport size photograph, parentage, number of souls, Residential address, other details such as PAN No,

Aadhaar No., EPIC No. of the HOF or any other identity proof as may be available shall be entered in the sale register alongwith the month and year of issue.

- (5) The concerned Assistant Directors shall ensure availability of lists of genuine and authenticated beneficiaries at each sale centre with in respective Districts for scrutiny by the Competent Authority.
- (6) The Directorate of Jammu/Kashmir shall upload the lists of bonafide rationees as per census 2011 on the official website of the Department and in case any complaint regarding the genuineness of the included family fraudently shall be taken up with the Deputy Commissioner concerned for necessary action including cancellation of name from the lists.
- (7) Directors concerned shall be the Nodal Officers of their respective jurisdictions regarding formulation of plans, efficient management, transportation and distribution of foodgrains as per Census, 2011.
- (8) It shall be duty of the concerned Directors to receive, examine and dispose off the complaints in time bound manner if received directly or through subordinate officers.
- (9) The concerned Directorates shall ensure the furnishing of utilization certificates at the end of each month duly authenticated and vetted by the designated agency as per the directions of the higher authorities.
- (10) No funds shall be requisitioned from the Administrative Department till the previous Utilization Certificates completed in all respects are furnished to the Administrative Department.
- (11) The foodgrains to be distributed among the uncovered families between 2000 to 2011 shall be procured on the lowest possible rates available with Food Corporation of India, but in no case shall exceeds MSP/MSP derived rates.
- (12) The rice procured from Food Corporation of India under this arrangement shall be of the same quality as is being distributed among the normal category based on 2001 Census.
- (13) The department/concerned shall realize the sale proceeds of this ration (meant for additional families of 2011 Census) on the already existing rates of APL category.



(14) The concerned shall observe physical and financial propriety while distributing ration as per Census 2011.

(15) The concerned shall guide their subordinate accordingly in order to avoid, omissions, commissions, frauds, embezzlements etc.

The concerned shall ensure strict compliance of the necessary guidelines and instructions issued by the Administrative Department from time to time.

By Order of the Government of the Jammu and Kashmir.

Sd/-

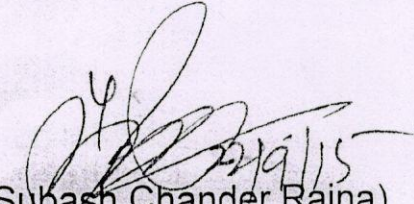
(Saurabh Bhagat) IAS  
Secretary to Government  
Consumer Affairs and PD Department.


No:-CAPD/ Food/32/2015

Dated:- 22.09.2015

Copy to the:-

1. Director, CA&PD Department, Jammu.
2. Special Secretary to Government, CA&PD Department.
3. Director, CA&PD Department, Kashmir.
4. Director (Finance), CA&PD Department.
5. Additional Secretary to Government, CA&PD Department.
6. OSD to Hon'ble Minister for CA&PD and TA for information of Hon'ble Minister.
7. Private Secretary to Secretary to Govt. CA&PD Department for information of Secretary.
8. All Assistant Directors of CA&PD Department.
9. In-charge website, CA&PD Department
- 10 Government Order file.(W.2.Sc)
- 11 Monday Return file.

  
(Subash Chander Raina)

 Under secretary to Government  
CA&PD Department.