

Government of West Bengal
Food and Supplies Department
11-A/ Mirza Ghalib Street, Kolkata-87

Memo No: 3107-FS/O/Sect/IT-01/2014(Part-II)

Date: 29-07-2022

NOTIFICATION

Whereas applicants fill different forms to avail various services from the department,

And whereas different supporting documents are to be submitted along with the application while submitting the application in online or offline mode,

And whereas supporting documents required are same for online or offline submission and it has been often reiterated that no additional documents should be sought from the applicants,

And whereas to facilitate service delivery, the department has reduced the number of supporting documents required which are same for online or offline submission,

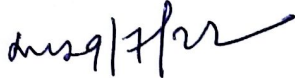
Hence, in supersession of all earlier orders list of required documents to be supplied during various Ration Card related applications are tabled below:

Form Number	Services	Supporting documents required
Form 3	Application for inclusion of new family	1. Address proof of all family member for whom application is filed in the form of Aadhaar/ Passport / Recent Electricity Bill / Driving License / Income Tax Assessment Order / Recent landline phone bill /Postpaid mobile bill. 2. Birth Certificate of the applicants under the age of 5
Form 4	Application for addition of left out family members	1. Address proof for which the application is filed in the form of Aadhaar/ Passport / Recent Electricity Bill / Driving License / Income Tax Assessment Order / Recent landline phone bill / Postpaid mobile bill. 2. Copy of DRC of any one member 3. Birth Certificate of the applicants under the age of 5
Form 5	Application for modification of personal details like, spelling corrections in name and/or address	1. Copy of Aadhaar/EPIC/KCC/Bank Passbook/Driving license/Passport Birth Certificate in support of the proposed correction. 2. Copy of existing DRC
Form 6	Application for change of Ration Shop	1. Copy of DRC of the any one member of the family. 2. Address Proof in support of the proposed change of address.
Form 7	Application for surrender of Ration Card	1. Copy of DRC of the Deceased 2. Copy of death certificate (in case of death). In case of other reasons for surrender, no document is required
Form 8	Application for change of category from RKSII / General Card to RKSII- I Card	1. Copy of DRCs of any one member of the family

Form 10	Application for General (Non-Subsidized) Card	<ol style="list-style-type: none"> 1. Address proof of all family member for whom application is filed in the form of Aadhaar/ Passport / Recent Electricity Bill / Driving License / Income Tax Assessment Order / Recent landline phone bill / Postpaid mobile bill 2. Birth Certificate of the applicants under the age of 5
Form 13	Application for Change of Ration Shop or Kerosene Oil Shop of Part Family (Not applicable for AAY cardholders)	<ol style="list-style-type: none"> 1. Address proof of the family member for whom application is filed in the form of Aadhaar/ Passport / Recent Electricity Bill / Driving License / Income Tax Assessment Order / Recent landline phone bill / Postpaid mobile bill/ Birth Certificate. 2. Copy of DRC of any one member of the family 3. Birth Certificate of the applicants under the age of 5
Form 14	Application of an Individual for shifting to a New Family	<ol style="list-style-type: none"> 1. Proof of marriage /Divorce or Documents establishing relationship with the family 2. Copy of DRC of the HOF and the husband/father/guardian of the new Family. 3. Birth Certificate of the applicants under the age of 5
Form 15	Representative Nomination by Families not having any Aadhaar linked Member	<ol style="list-style-type: none"> 1. Copy of DRC of any member of the Applicant's family 2. Copy of DRC/s of the Representative/s 3. Copy of Aadhaar of the Representative/s. 4. Copy of application for Aadhar enrolment, if applied / Medical record 5. Copies of age proof of applicant/s below 5 years Age
Common Application Form	Common Application Form	<p>Ancillary documents for common application form will be determined by the service the applicant is applying for as detailed above.</p> <p>e.g: For New Ration card for the entire family, Address Proof will be required. (<i>See Form -3 above</i>)</p>

No additional document should be sought from any applicant. The applicants may also be encouraged to utilize Common Application Form as all services can be availed through that.

This is issued with the approval of competent authority.



Joint Secretary

Memo No. 3107/1(78)-FS/O/Sectt/IT-01/2014(Part-II)

Dated : 29-07-2022

Copy forwarded for information and taking necessary action to:

1. Commissioner, Kolkata Municipal Corporation.
2. District Magistrates _____ (all)


Joint Secretary

Copy forwarded for information and taking necessary action to:

1. Director _____ (all) Food & Supplies Department
2. Deputy Secretary _____ (all) Food & Supplies Department
3. OSD Reforms Cell
4. DCFS / DDR _____ (all)



Joint Secretary

Copy forwarded for kind information to:

1. PS to Hon'ble Minister In Charge, Food & Supplies Department
2. PS to Hon'ble Minister of State, Food & Supplies Department
3. PA to Secretary in the Food & Supplies Department
4. PA to Senior Special Secretary (IT & Reforms), Food & Supplies Department
5. PA to Special Secretary _____ Food & Supplies Department
6. PA to Additional Secretary _____ Food & Supplies Department



Joint Secretary