



**Government of West Bengal  
Food & Supplies Department**

Duare Sarkar Regn. No.

**Common Application Form**

**For all Digital Ration Card related services**

**(Please read all the instructions and eligibility criteria and fill the forms carefully)**

**PART 1 : Application (All applicants have to MANDATORILY fill this part)**

I, \_\_\_\_\_, want to apply for **(Select any one of the services)**

SERVICE NO.		
1.	Inclusion of full family for subsidized food grains under NFSA / RKSJ	<input type="checkbox"/>
2.	Inclusion of left out family members in already existing family under NFSA/RKSJ/ General Digital Ration Card	<input type="checkbox"/>
3.	General/Non-subsidized Digital Ration Card	<input type="checkbox"/>
4.	Rectification of spelling mistakes in name, age and address within the same block/municipality in existing Digital Ration Card	<input type="checkbox"/>
5.	Conversion of RKSJ-2 / General (Form-10) Digital ration Card to RKSJ- 1	<input type="checkbox"/>
	Conversion of subsidized to non-subsidized Digital Ration Card	<input type="checkbox"/>
6.	Change of Ration Shop due to	1. Shifting of full family <input type="checkbox"/> 2. Shifting of partial family <input type="checkbox"/> 3. Shifting of Individual due to marriage/divorce/other <input type="checkbox"/> 3.1. In case of marriage, please write DRC of one of the members of the new family Category: <input type="text"/>
7.	Surrender of Digital Ration Card due to	1. Death <input type="checkbox"/> 2. Migration <input type="checkbox"/> 3. Voluntarily <input type="checkbox"/>
8.	Representative Nomination by families having no Aadhaar linked member	<input type="checkbox"/>

I CERTIFY THAT ME/MY FAMILY BELONGS TO - SC  ST

**PART 2 : Aadhaar Details of Existing Digital Ration Card Holders (Mandatory)**

Member No.	Tick If Differently abled	DRC Number	Mention DRC Category (AAY/PHH/SPHH/RKSJ 1/RKSJ 2)	Aadhaar Number (Mandatory)	If required any service for existing family members, please mention the 'Service No.' from Part 1
1	<input type="checkbox"/>				
2	<input type="checkbox"/>				

(In Case of more than 4 applicants, please take one annexure of this Part and attach that with this form)

**PART 3: Details of Applicant/Family Member (Mandatory for Service No. 1,2,3,4,6,8 in Part-1)**

* Name of 1 <sup>st</sup> applicant / Head of Family (HOF) as in Aadhaar	
*Relation with HOF	
*Name of Father /Mother / Spouse	
*Mobile No.	*DOB D D M M Y Y Y Y
*Aadhaar No.	Tick if Differently Abled <input type="checkbox"/>
Ration Card No. (If Applicable)	Category
* Name of 2 <sup>nd</sup> applicant as in Aadhaar	
*Relation with HOF	
*Name of Father/Mother/Spouse	
*Mobile No.	*DOB D D M M Y Y Y Y
*Aadhaar No.	Tick if Differently Abled <input type="checkbox"/>
Ration Card No. (If Applicable)	Category
* Name of 3 <sup>rd</sup> applicant as in Aadhaar	





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Annexure 1: Auto-exclusion Criteria and Deprivation Criteria –Urban

<b>Auto-exclusion Criteria</b> [Tick (√) where applicable]* (You must not fall under any of the following criteria to be eligible to get a ration card)		
<b>I certify that I / my family</b>		<b>Tick here</b>
1.	do not live in a house with 3 or more than 3 rooms made of concrete wall and roof.	<input type="checkbox"/>
2.	do not have any of the following consumer goods: a) four wheeler motorized card, b)AC machine, c) Computer or Laptop with internet facility	<input type="checkbox"/>
3.	do not have more than one of the following consumer goods – Refrigerator, Landline telephone, Washing Machine, Two wheeler motorized vehicle	<input type="checkbox"/>
4.	do not have any person who pays Income Tax or Professional Tax	<input type="checkbox"/>
5.	do not have any member who is a Gazetted or non-Gazetted employee of State / Central Govt. Undertaking/ Govt. Aided / Statutory / Autonomous bodies	<input type="checkbox"/>
<b>Deprivation Criteria</b> [Tick (√)where applicable]* (You must fulfil at least one criteria to get a ration card)		
<b>I certify that I/my family,</b>		<b>Tick here</b>
1.	live in house with wall and roof made of grass/straw/bamboo/wood/mud	<input type="checkbox"/>
2.	live in house with roofs covered with Tali/GI/ Tin/Asbestos and having earthen wall or wall made of un-burnt brick or wood/stone	<input type="checkbox"/>
3.	have no source of drinking water near the house	<input type="checkbox"/>
4.	do not have any electric connection	<input type="checkbox"/>
5.	have no concrete latrine	<input type="checkbox"/>
6.	do not have any male member within the age group between 16-59 years and head of the family is a female	<input type="checkbox"/>
7.	belong to SC category	<input type="checkbox"/>
8.	belong to ST category	<input type="checkbox"/>
9.	have no literate adult member	<input type="checkbox"/>
10.	do not have any adult member having primary education	<input type="checkbox"/>
11.	have one of the members who is handicapped/suffering from prolonged diseases	<input type="checkbox"/>
12.	work as a) Peddler/Cobbler/Hawker b) Construction worker/Plumber/Mason/ Labour/Dyer/ Welder/ Security Guard c) Maid Servant/ Worker/Tailor d) Helper/Transport labour/Driver/Conductor/ Helper of the Driver and Conductor/ Garowan/ Rickshaw Puller, e) Washer-man/ Chowkider, f)Coolie/Porter	<input type="checkbox"/>
13.	Head of my family is a Staff of a shop/Sahayak/Helper/Peon of a small concern/Ardali/Waiter/ Electric mechanic/Mechanic/Repairing workmen	<input type="checkbox"/>
14.	Head of the family works on daily wage or weekly wage	<input type="checkbox"/>
15.	has no permanent job & source of income is mainly from Pension/interest and/or rent	<input type="checkbox"/>
16.	is a Shelter-less family	<input type="checkbox"/>
17.	live in a single room with Kachha wall and Kachha roof	<input type="checkbox"/>
18.	live on Destitution or begging / Rag-picking / Sweeping / Scavenging/Gardening	<input type="checkbox"/>
19.	do not have income	<input type="checkbox"/>
20.	all adult members work on irregular or daily wage basis	<input type="checkbox"/>
21.	the Head of the family is minor	<input type="checkbox"/>
22.	belong to a family where all members of a family within the age group between 18-60 years are either handicapped or have been suffering from prolonged diseases	<input type="checkbox"/>
23.	belong to a family where all members of a family above 65 years or either handicapped or have been suffering from prolonged diseases	<input type="checkbox"/>



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Annexure 2: Auto-exclusion Criteria and Deprivation Criteria – Rural

<b>Auto-exclusion Criteria</b> [Tick (✓) where applicable]* (You must not fall under any of the following criteria to be eligible to get a ration card)		
<b>I certify that I / my family</b>		<b>Tick here</b>
1.	do not have any motorized two / three / four wheelers / fishing boats (which require registration)	<input type="checkbox"/>
2.	do not have mechanized three / four wheeler agricultural equipment such as tractors, harvesters etc.	<input type="checkbox"/>
3.	do not have Kisan Credit Card with the credit limit of Rs. 50,000 and above	<input type="checkbox"/>
4.	do not have any member as Government Employee : Gazetted / non-gazetted / Central / State Government / PSU government-aided autonomous bodies and local bodies	<input type="checkbox"/>
5.	is not a household with non-agricultural enterprise registered with the Government	<input type="checkbox"/>
6.	do not have any member in the family earning more than Rs. 15,000 per month	<input type="checkbox"/>
7.	do not have any member paying income tax or professional tax	<input type="checkbox"/>
8.	is not a household with three or more rooms with all rooms having pucca walls and pucca roof	<input type="checkbox"/>
9.	do not own a refrigerator	<input type="checkbox"/>
10.	do not own landline phones	<input type="checkbox"/>
11.	do not have 2.5 acres or more irrigated land with at least one irrigation equipment	<input type="checkbox"/>
12.	do not have 5 acres or more land irrigated for two or more crop seasons	<input type="checkbox"/>

<b>Deprivation Criteria</b> [Tick (✓) where applicable]* (You must fulfil at least one criteria to get a ration card)		
<b>I certify that I/my family,</b>		<b>Tick here</b>
1.	is a household without shelter	<input type="checkbox"/>
2.	is destitute / living on alms	<input type="checkbox"/>
3.	is manual scavengers	<input type="checkbox"/>
4.	is under Primitive Tribal Groups	<input type="checkbox"/>
5.	is legally released bonded labourers	<input type="checkbox"/>
6.	is a household with only one room with kucha walls and kucha roof	<input type="checkbox"/>
7.	is a household with no adult member between age 16 to 59	<input type="checkbox"/>
8.	is a Female headed household with no adult male member between age 16 to 59	<input type="checkbox"/>
9.	is a household with _____(number to be given) disabled member(s) and no able bodied adult member	<input type="checkbox"/>
10.	belong to SC/ST households	<input type="checkbox"/>
11.	is a household with no literate adult above 25 years	<input type="checkbox"/>
12.	is a landless household deriving the major part of their income from manual casual labour	<input type="checkbox"/>

**DO NOT GIVE ANY WRONG or FALSE INFORMATION or DETAILS. THIS IS PUNISHABLE UNDER LAW.**

Application Dated \_\_\_/\_\_\_/\_\_\_\_\_ RECEIVED for further processing.



## Annexure - I

<b>Form Number</b>	<b>Services</b>	<b>Supporting documents required</b>
<b><u>Form 3</u></b>	Application for inclusion of new family	<ol style="list-style-type: none"> <li>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.</li> <li>2. Birth Certificate in case one or more of the applicants is under the age of 5</li> </ol>
<b><u>Form 4</u></b>	Application for addition of left out family members	<ol style="list-style-type: none"> <li>1. Address proof for whom 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.</li> <li>2. Copy of DRC of any one member</li> <li>3. Birth Certificate in case one or more of the applicants is under the age of 5</li> </ol>
<b><u>Form 5</u></b>	Application for modification of personal details like, spelling corrections in name and/or address	<ol style="list-style-type: none"> <li>1. Copy of Aadhaar/EPIC/KCC/Bank Passbook/Driving license/Passport Birth Certificate in support of the proposed correction.</li> <li>2. Photocopy of existing DRC</li> </ol>
<b><u>Form 6</u></b>	Application for change of Ration Shop	<ol style="list-style-type: none"> <li>1.Copy of DRC of the any one member of the family.</li> <li>2.Address Proof in support of the proposed change of address.</li> </ol>
<b><u>Form 7</u></b>	Application for surrender of Ration Card	<ol style="list-style-type: none"> <li>1.Copy of DRC of the Deceased</li> <li>2.Copy of death certificate (in case of death).</li> <li>3.In case of other reasons for surrender, no document is required</li> </ol>
<b><u>Form 8</u></b>	Application for change of category from RKSII / General Card to RKS I Card	<ol style="list-style-type: none"> <li>1.Copy of DRCs of any one member of the family</li> </ol>
<b><u>Form 10</u></b>	Application for General (non-subsidized ) Card	<ol style="list-style-type: none"> <li>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</li> <li>2. Birth Certificate in case one or more of the applicants is under the age of 5</li> </ol>
<b><u>Form 13</u></b>	Application for Change of Ration Shop or Kerosene Oil Shop of Part Family ( Not applicable for AAY cardholders)	<ol style="list-style-type: none"> <li>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.</li> <li>2.Copy of DRC of the any one member of the family</li> <li>3. Birth Certificate in case one or more of the applicants is under the age of 5</li> </ol>

### **Annexure - I**

<b><u>Form 14</u></b>	Application of an Individual for shifting to a New Family	<ol style="list-style-type: none"><li>1. Proof of marriage /Divorce or Documents establishing relationship with the family</li><li>2. Copy of DRC of the HOF and the husband/father/guardian of the new Family.</li><li>3. Birth Certificate in case one or more of the applicants is under the age of 5</li></ol>
<b><u>Form 15</u></b>	Representative Nomination by Families not having any Aadhaar linked Member	<ol style="list-style-type: none"><li>1. Copy of DRC of any member of the Applicant's family</li><li>2. Photocopy of DRC/s of the Representative/s</li><li>3. Copy of Aadhaar of the Representative/s.</li><li>4. Copy of application for Aadhaar enrolment, if applied / Medical record</li><li>5. Copies of age proof of applicant/s below 5 years Age</li></ol>
<b><u>Common Application Form</u></b>	Common Application Form	Ancillary documents for common application form will be determined by the service the applicant is applying for. eg: For New Ration card for the entire family Address Proof will be required.