



**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.(Form 3)	Inclusion of full family for subsidized food grains under NFSA / RKSJ <input type="checkbox"/>
2.(Form 4)	Inclusion of left out family members in already existing family under NFSA/RKSJ/ General Digital Ration Card <input type="checkbox"/>
3.(Form 10)	General/Non-subsidized Digital Ration Card <input type="checkbox"/>
4.(Form 5)	Rectification of spelling mistakes in name, age and address within the same block/municipality in existing Digital Ration Card <input type="checkbox"/>
5.(Form 8)	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.(Form 6,13,14)	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.(Form 7)	Surrender of Digital Ration Card due to 1. Death <input type="checkbox"/> 2. Migration <input type="checkbox"/> 3. Voluntarily <input type="checkbox"/>
8.(Form 15)	Representative Nomination by families having no Aadhaar linked member <input type="checkbox"/>
I CERTIFY THAT ME/MY FAMILY BELONGS TO - SC <input type="checkbox"/> ST <input type="checkbox"/>	

PART 2 : Aadhaar Details of Existing Digital Ration Card Holders (In Case of more than 4 applicants, please take one annexure of this Part and attach that with this form)

Member No.	Tick If Differently abled	DRC Number	Mention DRC Category (AAY/PHH/SPHH / RKSJ 1/RKSJ 2)	Aadhaar Number
1	<input type="checkbox"/>			
2	<input type="checkbox"/>			
3	<input type="checkbox"/>			
4	<input type="checkbox"/>			

PART 3: Details of Family Member (Mandatory) For services No.4 or 6(2) or 6(3) enter only details of those family members For Service No.8 enter the beneficiary name in 1st applicant and the details of the nominees in 2nd and 3rd applicant

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



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*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
Ration Card No. (If Applicable)											Category
* Name of 4 th 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
Ration Card No. (If Applicable)											Category

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

PART 4: Details of Present Address (Mandatory for Service No. 1,2,3,4,6,8 in Part-1)

*District											
Sub-division											
*Block Name / Municipal Corporation / Municipality											
* GP Name /Ward No.											
Village Name											
*Flat/House No. / Building						Landmark					
*Street / Lane Name											
											*Pin Code
*Post Office						*Police Station					

PART 5 : Ration Shop Details (Mandatory for Service No. 1,2,3,4,6,8 in Part-1)

I want to apply for getting subsidized SK Oil <input type="checkbox"/>	*New Ration Shop Licensee Name										
	New Ration Shop Code Number										
	*New Kerosene Shop Licensee Name										
	New Kerosene Shop License Number										

No member of my family has ever held a Ration Card prior to this. (Please tick if you are applying for service No. 1 in Part-1)

I hereby certify that -

- I agree that all inputs and information given above are true to the best of my knowledge. I agree that the application may be rejected, or the Ration Card, if issued, may be cancelled if any information furnished here is found to be false.
- I also acknowledge that other legal action may be taken against me for furnishing wrong information or hiding any relevant information, either at the time of application or at later stage.
- I have submitted Aadhaar Data voluntarily.
- I agree that my mobile number could be used for receiving communications from Department of Food & Supplies, Government of West Bengal.

Signature/LTI of the applicant / HOF



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

Auto-exclusion Criteria [Tick (✓) where applicable]* (You must not fall under any of the following criteria to be eligible to get a ration card)		
I certify that I / my family		Tick here
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"/>
Deprivation Criteria [Tick (✓)where applicable]* (You must fulfil at least one criteria to get a ration card)		
I certify that I/my family,		Tick here
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

Auto-exclusion Criteria [Tick (✓) where applicable]* (You must not fall under any of the following criteria to be eligible to get a ration card)		Tick here
I certify that I / my family		
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"/>

Deprivation Criteria [Tick (✓) where applicable]* (You must fulfil at least one criteria to get a ration card)		Tick here
I certify that I/my family,		
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

Form Number	Services	Supporting documents required
<u>Form 3</u>	Application for inclusion of new family	<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 in case one or more of the applicants is under the age of 5
<u>Form 4</u>	Application for addition of left out family members	<ol style="list-style-type: none"> 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. 2. Copy of DRC of any one member 3. Birth Certificate in case one or more of the applicants is under the age of 5
<u>Form 5</u>	Application for modification of personal details like, spelling corrections in name and/or address	<ol style="list-style-type: none"> 1. Copy of Aadhaar/EPIC/KCC/Bank Passbook/Driving license/Passport Birth Certificate in support of the proposed correction. 2. Photocopy of existing DRC
<u>Form 6</u>	Application for change of Ration Shop	<ol style="list-style-type: none"> 1.Copy of DRC of the any one member of the family. 2.Address Proof in support of the proposed change of address.
<u>Form 7</u>	Application for surrender of Ration Card	<ol style="list-style-type: none"> 1.Copy of DRC of the Deceased 2.Copy of death certificate (in case of death). 3.In case of other reasons for surrender, no document is required
<u>Form 8</u>	Application for change of category from RKSII / General Card to RKS I Card	<ol style="list-style-type: none"> 1.Copy of DRCs of any one member of the family
<u>Form 10</u>	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 in case one or more of the applicants is under the age of 5
<u>Form 13</u>	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 the any one member of the family 3. Birth Certificate in case one or more of the applicants is under the age of 5

Annexure - I

<u>Form 14</u>	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 family2. Copy of DRC of the HOF and the husband/father/guardian of the new Family.3. Birth Certificate in case one or more of the applicants is under the age of 5
<u>Form 15</u>	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 family2. Photocopy of DRC/s of the Representative/s3. Copy of Aadhaar of the Representative/s.4. Copy of application for Aadhaar enrolment, if applied / Medical record5. Copies of age proof of applicant/s below 5 years Age
<u>Common Application Form</u>	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.