



**Government of West Bengal
Food & Supplies Department
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 / RKS Y	<input type="checkbox"/>
2.	Inclusion of left out family members in already existing family under NFSA/RKS Y	<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 RKS Y-2 / General (Form-10) Digital ration Card to RKS Y- 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"/>
7.	Surrender of Digital Ration Card due to	1. Death <input type="checkbox"/> 2. Migration <input type="checkbox"/> 3. Voluntarily <input type="checkbox"/>
8.	Duplicate Digital Ration Card due to	1. Loss <input type="checkbox"/> 2. Damaged <input type="checkbox"/> 3. Defaced <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/ RKS Y 1/RKS Y 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"/>				
3	<input type="checkbox"/>				
4	<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 st 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"/>
* Name of 2 nd 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"/>
* Name of 3 rd applicant as in Aadhaar	
*Relation with HOF	
*Name of Father/Mother/Spouse	



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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.



Checklist of Documents for new Family (Form 3 and Form 10)
Copy of Aadhaar of all members given in the application
If age of any new applicant is less than 5, then Aadhaar is not mandatory. In that case copy birth certificate of such applicant is to be submitted.
Address proof of any of the applicants (Copy of Aadhaar/EPIC/Passport/Postpaid Mobile Bill/landline Phone Bill/Electricity Bill/Bank Passbook/Driving Licence).
Address in the document should be clearly legible.
Checklist of Documents for adding new member to an existing family (Form 4)
Copy of Digital Ration Card of any existing member of the family
Copy of Aadhaar Cards of the applicants/members to be added to the family
If age of any new member is less than 5, then Aadhaar is not mandatory; in that case copy of birth certificate of such member is to be submitted
Address proof of any of the applicants (Copy of Aadhaar/EPIC/Passport/Postpaid Mobile Bill/landline Phone Bill/Electricity Bill/Bank account statement/Driving Licence).
Address in the document should be clearly legible.
Checklist of documents for Rectification of name,age,guardian name ,address etc.(Form 5)
Copy of Digital Ration Card of any existing member of the family
Copy of Identity proof for members whose details are to be corrected (Aadhaar/EPIC/Driving licence/Passport /Govt Id with photograph/Passbook with Photograph
Address proof of any of the applicants if address is to be corrected (Copy of Aadhaar/EPIC/Passport/Postpaid Mobile Bill/landline Phone Bill/Electricity Bill/Bank account statement/Driving Licence).
Address in the document should be clearly legible.
Checklist of documents for FPS Change (Form 6)
Copy of DRC of any member
Address proof of any of the applicants (Copy of Aadhaar/EPIC/Passport/Postpaid Mobile Bill/landline Phone Bill/Electricity Bill/Bank account statement/Driving Licence).
Address in the document should be clearly legible.
Checklist of documents for surrender (Form 7)
Copy of DRC of the member whose card is to be surrendered
Copy of Death Certificate in case of surrender due to death
Checklist of documents for changing category (Form 8)
Copy of DRC of any member of the Family
Address proof of any of the applicants (Copy of Aadhaar/EPIC/Passport/Postpaid Mobile Bill/landline Phone Bill/Electricity Bill/Bank account statement/Driving Licence).
Address in the document should be clearly legible.
Any other document in support of the application (Not Mandatory)
Checklist of documents for splitting Family except AAY (Form 13)
Copy of DRC of the members wanting to split from the Family
Address proof of any of the applicants (Copy of Aadhaar/EPIC/Passport/Postpaid Mobile Bill/landline Phone Bill/Electricity Bill/Bank account statement/Driving Licence).

Address in the document should be clearly legible.
Any other document in support of the application (Not Mandatory)
Check List of documents for shifting to a new family (Form 14)
Copy of DRC of the person wanting to shift to another Family
Copy of DRC of any member of the Family where applicant is trying to shift
Proof of marriage /Divorce/Separation or any other document establishing relation with the new family
Checklist of documents for adding nominee (Form 15)
Copy of DRC of any member of the Applicant's family
Copy of Aadhaar of the Representative/s
Copy of DRC of the Representative/s