
	<p style="text-align: center;"><b>Government of West Bengal</b> <b>Food &amp; Supplies Department</b> <b>KhadyashreeBhawan</b> <b>11 A, Mirza Ghalib Street, Kolkata-700087</b> <a href="https://food.wb.gov.in">https://food.wb.gov.in</a></p>	
File No.FNS-26013(11)/3/2023-REFORM SEC		E-820401
No. : - 4603		Dated:- 29-11-2024

**ORDER**

**Sub : Inquiry and due diligence to ascertain the eligibility of an applicant for ration Card**

In terms of clause 4(3) of West Bengal Targeted Public Distribution System (Maintenance and Control) Order, 2024, the Ration Card Issuing Authority shall cause an enquiry into the eligibility of the applicant and also ascertain to the possible extent that the applicant falls under inclusion criteria and does not fall under any of exclusion criteria. In case of application for inclusion of a new family the Ration Card Issuing Authority shall cause an enquiry by visiting the household and neighbourhood.

The Inclusion and Exclusion criteria is prescribed by the department vide no.1913-FS /Sectt/Food/14R-01/2013 dated 11-08-2014 But, in the said order as well as in the system, there is no form for enquiry of the application for inclusion of new family either through Form-3 or Form-8. Now, in view of proper physical enquiry from the locality to ascertain the eligibility of the applicant, Department has decided to introduce an enquiry Form for physical enquiry of all applications for inclusion of new family either through Form-3 for new entry or Form-8 for conversion of an existing family from RKSJ-2 and General to RKSJ-1 / AAY/SPHH/PHH.

Henceforth, all applications for inclusion of new family either through Form-3 or Form-8 shall be mandatorily enquired by the Area Inspector locally by visiting the house of the applicant and neighbourhood to verify whether the applicant falls under inclusion criteria and does not fall under any of exclusion criteria and to ascertain whether, the applicant's family is eligible to be issued with new ration card or converted Ration card. Signature of the applicant or his family member present in the house at the time of enquiry shall be taken on the enquiry report.

Department is also going to make changes in the Ration Card Management System to provide a facility for entering / uploading the enquiry report against such applications. The Area Inspector after physical enquiry shall enter the findings of the physical enquiry and upload the physical enquiry report.

*Any further correspondence or communication in reference to this communication should be addressed to the signing authority and send to the email ID : [itcfsdwb@gmail.com](mailto:itcfsdwb@gmail.com) / [reformscell.fs@gmail.com](mailto:reformscell.fs@gmail.com)*

To dispose of all the applications within 60 days, such enquiry shall be made within 30 days from the date of submission of application.

The Ration Card Issuing Authority shall dispose of the application within 10 days from the date of submission of the enquiry report by the Area Inspector. DCF&S / DDR shall monitor that there is no delay in conducting an inquiry by the Area Inspector or disposal by the Ration Card Issuing Authority and all applications are disposed of within 60 days without fail.

The prescribed form for enquiry Form is annexed herewith.

This order will take immediate effect

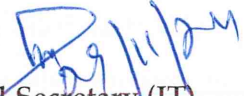


Principal Secretary  
Food & Supplies Department  
to the Government of West Bengal

**Memo No : 4603/1(7) -FNS-26013(11)/3/2023-REFORM SEC-Dept. of FNS**  
**Copy forwarded for information and necessary action to-**

**Dated: 29-11-24**

1. The Sr. SS (Food), F&S Department.
2. The Director of DDP&S with request to ensure communication to all concerned in his Directorate
3. The Director of Rationing with request to ensure communication to all concerned in his Directorate
4. The PS to HMIC, F&S Department.
5. The PS to HMOS, F&S Department.
6. The DCF&S/JDR/DDR (All).
7. The Project Manager, Reform Cell with request to make necessary changes for uploading of report in the portal.



Special Secretary (IT)  
to the Government of West Bengal

To be filled only while doing physical enquiry. Family must be intimated the date of enquiry beforehand.

Applicant Name and Address Details	
Applicant's Name	
District	
Subdivision/ RO office	
Block/ Municipality	
GP Name / Ward Number	
House Number /Street/Para name	
Mobile Number	
Signature of the Applicant	
Date of Enquiry	
Existing card number & category (if enquiring for conversion)	
Details of Other Beneficiaries in the Family of the Applicant	
Questionnaire	Write Yes/No
Applicant is a member of the family	
The family resides permanently at the given address	
Address given in the application and document matches with physical address	
Original Aadhaar/Birth certificate verified of all members	
Any other proof of citizenship viz EPIC/Passport of applicant verified	
The family belongs to Particularly Vulnerable Tribal Group Lodha/Birhor/Toto	
At least one of the Members is a person with disability	
One of the members is HIV patient	
Whether the applicant is a sex worker (to be enquired only if mentioned in the application form)	

Findings of the Enquiry		
Sl.	Auto-exclusion indices * (Family having one or more of the Exclusion Criteria shall not be eligible for Subsidised Cards)	[Tick (√) where applicable]
1.	The family has a motorized two / three / four wheelers / fishing boats (which require registration)	
2.	The family has mechanized three / four-wheeler agricultural equipment such as tractors, harvesters etc.	
3.	The family has Kisan Credit Card with the credit limit of Rs. 50,000 and above	
4.	The family has a member who is Government Employee : Gazetted / non-gazetted / Central / State Government / PSU government-aided autonomous bodies and local bodies	
5.	The Family has a non-agricultural enterprise registered with the Government	
6.	The family has a member in the family earning more than Rs. 15,000 per month	
7.	The family has a member paying income tax or professional tax	
8.	The family is a household with three or more rooms with all rooms having pucca walls and pucca roof	
9.	The family owns a refrigerator	
10.	The family has landline phones	
11.	The family has 2.5 acres or more irrigated land with at least one irrigation equipment	
12.	The family has 5 acres or more land irrigated for two or more crop seasons	

**Format for Enquiry into Form 3/8Rural (Inclusion of new Family where no member has Ration Card)**

*To be filled only while doing physical enquiry. Family must be intimated the date of enquiry beforehand.*

	<b>Deprivation criteria ( 4 or more criteria may be needed for conversion to Subsidised Cards RKSY-1/NFSA)</b>	<b>[Tick (√) where applicable]*</b>
1.	The family is a household without shelter?	
2.	The family is destitute / living on alms?	
3.	The family works as manual scavengers?	
4.	The family belongs to Primitive Tribal Groups?	
5.	The family has legally released bonded labourers?	
6.	It is a household with only one room with kucha walls and kucha roof?	
7.	It is a household with no adult member between age 16 to 59?	
8.	It is a Female headed household with no adult male member between age 16 to 59?	
9.	It is a household with ____ (number to be given) disabled member(s) and no able bodied adult member?	
10.	It belong to SC/ST households?	
11.	It is a household with no literate adult above 25 years?	
12.	It is a landless household deriving the major part of their income from manual casual labour?	

**Remarks by Area Inspector:**

**Name of the Area Inspector (F&S):** .....

**Signature of the Area Inspector (F&S) :** .....

**Date of Enquiry:** .....

To be filled only while doing physical enquiry. Family must be intimated the date of enquiry beforehand.

Applicant Name and Address Details	
Applicant's Name	
District	
Subdivision/ RO office	
Block/ Municipality	
GP Name / Ward Number	
House Number /Street/Para name	
Mobile Number	
Signature of the Applicant	
Date of Enquiry	
Existing card number & category (if enquiring for conversion)	
Details of Other Beneficiaries in the Family of the Applicant	
Questionnaire	Write Yes/No
Applicant is a member of the family	
The family resides permanently at the given address	
Address given in the application and document matches with physical address	
Original Aadhaar/Birth certificate verified of all members	
Any other proof of citizenship viz EPIC/Passport of applicant verified	
The family belongs to Particularly Vulnerable Tribal Group Lodha/Birhor/Toto	
At least one of the Members is a person with disability	
One of the members is HIV patient	
Whether the applicant is a sex worker (to be enquired only if mentioned in the application form)	

Findings of Enquiry		
Sl.	Auto Exclusion ( Family having one or more Exclusion Criteria shall not be eligible for Subsidised Cards)	Mark( ✓ ) Applicable Criteria
1.	The Family lives in a house with 3 or more than 3 rooms made of concrete wall and roof.	
2.	The family has the following consumer goods -	
	a) Four-wheeler Motorized Car	
	b) AC Machine	
	c) Computer or Laptop with internet facilities	
3.	The family has two or more than two of the following consumer goods –	
	Refrigerator	
	Landline telephone	
	Washing machine	
	Two-wheeler Motorized Vehicle	
4.	The family has at least one member who is a Gazetted or non-Gazetted employee of State / Central Govt. Undertaking / Govt. Aided / Statutory / Autonomous bodies	
5.	The family has at least one person who pays Income Tax or Professional Tax	

To be filled only while doing physical enquiry. Family must be intimated the date of enquiry beforehand.

Deprivation Criteria ( At least one criterion needed for subsidised Cards)		Mark <input checked="" type="checkbox"/> Applicable Criteria
1	The family lives in house with wall and roof made of grass/straw/bamboo/wood/mud	
2	The family lives in house with roofs covered with Tali/GI/ Tin/Asbestos and having earthen wall or wall made of un-burnt brick or wood/stone?	
3	There is no source of drinking water near the house?	
4	The family does not have any electric connection?	
5	The family has no concrete latrine?	
6	The family does not have any male member within the age group between 16-59 years and head of the family is a female?	
7	The family belongs to SC category?	
8	The family belongs to ST category?	
9	The family has no literate adult member?	
10	The family that does not have any adult member having primary education?	
11	The family has one of the members is handicapped/suffering from prolonged diseases?	
12	a)Peddler/Cobbler/Hawker b)Constructionworker/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)Washerman/Chowkider f) Coolie/Porter?	
13	Head of the family: Staff of a shop/ Sahayak/ Helper/Peon of a small concern/Ardali/Waiter/Electric mechanic/Mechanic/Repairing workmen?	
14	Head of the family works on daily wage or weekly wage	
15	The family has no permanent job & source of income is mainly from Pension/interest and/or rent?	
16	Shelter less family?	
17	The family lives in a single room with Kachha wall and Kachha roof?	
18	The family lives on Destitution or mendicancy (begging) / Rag-picking / Sweeping / Scavenging/Gardening?	
19	The family does not have income?	
20	All adult members work on irregular or daily wage basis?	
21	The Head of the family is minor?	
22	All members of a family within the age group between 18-60 years are either handicapped or have been suffering from prolonged diseases?	
23	All members of a family above 65 years or either handicapped or have been suffering from prolonged diseases?	

Remarks by Area Inspector:

Name of the Area Inspector (F&S): .....

Signature of the Area Inspector (F&S) : .....

Date of Enquiry .....