

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

Memo No. 2767-FS/P/Seectt/IT-01/2014(P-II)

Date: 11th November, 2020

**From: Special Secretary,
Department of Food and Supplies,
Government of West Bengal**


**To: District Controller, Food & Supplies (All) ,
Deputy Director of Rationing (All)**

**Subject: Modifications of existing offline forms, change in barcoded acknowledgement
& application status checking and few new services**

With the objective of making application Forms easier to understand for applicants, capture required data (few more data related to transgender, deprived women, disability etc), taking Aadhaar and mobile numbers and keeping parity with the online forms, the existing offline Forms have been modified which are mentioned in Annexure-1. The department had introduced General category card for the persons who are not eligible for the subsidized Digital Ration Card. Provisions for conversion from General category card (Non-subsidized) to subsidized card (RKSU-I), inclusion / corrections / surrender of General category card have also been introduced which are mentioned in Annexure-2.

Also with a view to simplifying the acknowledgement of receipt of applications and subsequent tracking of status of their applications by the applicants, certain changes are being incorporated in the present system which is mentioned in Annexure –III.

Now, you are requested to take necessary actions and instruct all concerned accordingly as mentioned in the Annexures.

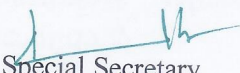

Special Secretary
to the Govt. of West Bengal

Memo No. 2767/1(7)-FS/P/Secdt/IT-01/2014(P-II)

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Copy forwarded for your kind information and necessary action

1. The Addl. Secretary, Reforms Cell, Food & Supplies Department.
2. The Addl. Secretary, Food Cell, Food & Supplies Department.
3. The Director, DDP&S, Food & Supplies Department
4. The Director of Rationing, Food & Supplies Department
5. The PS to Hon'ble MIC, Food & Supplies Department
6. The PA to the Secretary.
7. Sr. Technical Director/Technical Director, NIC with request to upload the new forms in the Department's Website


Special Secretary
to the Govt. of West Bengal

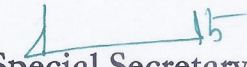
Annexure-1

Modifications in Offline forms:

With the objective of making application Forms easier to understand for applicants & inclusion of necessary data certain changes have been incorporated which are as follows:

1. The application forms henceforth will be numbered in Arabic numerals viz. 3, 4, 5 etc. instead of existing Roman numerals.
2. The distinction of Urban and Rural forms is being done away with exception in case of Form 3 and 8 where there are differences in Inclusion and Exclusion criteria.
3. Each form will have mandatory provision for providing Aadhaar number of applicants as well as existing members.
4. All application forms will seek information on Deprived women, Transgender and Persons with Disability which has to be mandatorily filled in by the applicant.
5. A new Form 11 is being introduced with the sole purpose of inclusion of data on Aadhaar and Mobile number.
6. Aadhaar has been made mandatory for all members except those below the age of 5 yrs.
7. We also have introduced provisions for choosing S.K.Oil Shop by the applicants in the new Forms.

A set of the newly approved Forms is being attached herewith for Communication to all Offices in your jurisdiction.


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Annexure-2


Conversion from General category card to subsidized card:

People who do not fall under any auto exclusion criteria and eligible to get subsidized foodgrains, but applied by mistake or otherwise and got General category (Non-subsidized card) may apply for conversion. The processes for conversion from General category card to subsidized card are as follows:

1. For conversion from General category card to subsidized card one can apply in Form 8. Provision is given in the new Form-8.
2. On receipt of application in Form-8 for conversion from General category card to subsidized card, the concerned Inspector will verify the application properly, hold enquiry and check whether the applicant falls under auto exclusion criteria or not and dispose of the application on the basis of the findings in the enquiry.

New member addition, correction, surrender and duplicate card in case of General category card holder:

1. For new member addition, correction, surrender and duplicate card in case of General category card holder, one can apply in Form-4, Form-5, Form-7 and Form-9 respectively. Provisions are there in the new forms. Process for disposal is same like other category.


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Modifications in Barcoded Acknowledgement Receipt for offline forms & status checking:

With a view to simplifying the acknowledgement of receipt of applications and subsequent tracking the status of the applications by the applicants, certain changes are being incorporated in the present system:

1. At present the applicant is provided with a preprinted 16 digit Barcoded receipt as an acknowledgement. The number of digits in the receipt is being reduced to 10. The first 3 digits will comprise of the Block/Municipality/Corporation code followed by serial number of the application in the next 7 digits.
2. These new acknowledgement receipts are available for printing in place of the earlier 16 digit receipts in the Inspector login. The backend entry provisions for the new 10 digit acknowledgement receipt have also been incorporated.
3. Secondly, many a times if the barcode is lost or torn, it becomes very difficult to track the application. To resolve this particular issue, status tracking feature through the mobile number given in the application is incorporated. Thus there will be provision of status tracking through the earlier 16 digit receipt as well as the new 10 digit receipt and also through the registered Mobile number.
4. Entry of all 16 digit barcoded forms has to be completed latest by 31.12.2020.



Special Secretary

Food and Supplies Department