

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

**Memo No-** 638/FS/O/Sectt/Food/14R-01/2013/Part (IV)

**Date-**12<sup>th</sup> February, 2021

**ORDER**

It has come to the notice of the Department that Digital Ration Cards of few beneficiaries were blocked due to various reasons. Now these beneficiaries are willing to activate their DRCs to avail the benefits under Public Distribution System.

It has been under active consideration of the Department that the Digital Ration Cards of the beneficiaries who exist and are eligible for getting benefits under Public Distribution System will be activated on the basis of their application and production of requisite documents.

Now, the Department has decided to introduce a functionality in the portal to activate the blocked Digital Ration Cards of the beneficiary who exists and is eligible for getting benefits under Public Distribution System on the basis of the application in Form-12 and detailed guidelines are enclosed (**Annexure-I**).

This is issued with the approval of the Secretary of the Food & Supplies Department.

*Sdb*  
Special Secretary  
Food and Supplies Department

**Memo No-** 638/1(34)/FS/O/Sectt/Food/14R-01/2013/Part (IV)

**Date-**12<sup>th</sup> February, 2021

Copy forwarded for information and necessary action to—

1. The Additional Secretary, Reform Cell.
2. The Special Secretary (Food), F&S Department.
3. The Director of Rationing with request to circulate this order among all Concerned.
4. The Director, D.D.P&S with request to circulate this order among all Concerned.
5. All DDR with request to circulate this order among all Concerned.
6. All DCF&S with request to circulate this order among all Concerned
7. The PS to HMIC
8. The Sr. PS to the Secretary, F&S Department.

*1-16*  
Special Secretary  
Food and Supplies Department



## Annexure-I

Annexure to order no- 638/FS/O/Sectt/Food/14R-01/2013/Part (IV)

Date-12<sup>th</sup> February, 2021

### Guidelines related to activation of blocked Digital Ration Cards

#### Applications:

1. For activation of blocked Digital Ration Card, applicant will submit application in any of the modes i.e. offline or online by filling up Form-12.
2. Photocopies of AADHAAR of all members (above 5 years of age) of the family are to be submitted with offline forms / scanned and uploaded with online forms.
3. Photocopies of Digital Ration Card to be unblocked, is to be submitted with offline forms / scanned and uploaded with online forms.

#### Entry & verification:

##### Offline application –

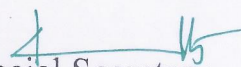
4. Data Entry Operator will enter the details of the application submitted offline.
5. After entry, DEO will check all the details entered with the application form and supporting documents.
6. DEO will ensure that the data entered are correct and are at par with the application form and supporting documents.
7. Once satisfied, he will submit the application form.
8. Inspector (F&S) will verify the details entered by DEO & ensure that all data are at par with the application form and supporting documents. He will conduct field enquiry, if required to ensure that the claim is genuine.
9. If the claim is genuine and the Inspector is satisfied with the reasons of re-activation, he will forward the application to the approving authority with his/her recommendation (specific reasons for re-activation must be mentioned in the recommendation).

##### Online application –

10. Online application after submission by the applicant will directly appear in the login of the Inspector (F&S). Inspector (F&S) will verify the details with the uploaded documents. He will conduct field enquiry, if required to ensure that the claim is genuine.
11. If the claim is genuine and the Inspector is satisfied with the reasons of re-activation, he will forward the application to the approving authority with his/her recommendation (specific reasons for re-activation must be mentioned in the recommendation).

#### Final disposal:

12. Approving authority will examine the report/recommendation, if required will verify with the supporting documents.
13. Once satisfied the approving authority will approve the application. If he/she feels necessary may return the application to the verifying authority for re-verification.
14. After approval, card will be activated and the beneficiary will get the entitled benefits with immediate effect.

  
Special Secretary

Food and Supplies Department