

Government of West Bengal
Department of Food and Supplies
11A, Mirza Galib Street, Kolkata – 700 087

No. 1726-FS
FS/P/Sectt./IT-01/2014

Dated, Kolkata the 6th June, 2018

ORDER

Khadya Sathi programme has been launched on 27th January-2016. Simultaneously Digital cards are being distributed to the people and till date 8.59 crore beneficiaries have been provided with DRC and they are getting food grains under this programme. Incorporation of eligible beneficiaries and surrender of cards due to death are also being implemented through the application process by filling form-III , form-IV and form-VII respectively. As per present norm, for the deletion due to the death of a beneficiary, submission of Form-VII is required by any of the family members of deceased. It has been assessed that rate of surrender due to death is not satisfactory if we compare the present death rate. Hence, it has been decided that initiative shall be taken to cancel the digital card of a deceased card holder by taking the relevant data from the Death registering authorities.

So, after careful consideration, it has been decided that, for cancellation of DRCs of dead beneficiaries, a list of death persons will be collected from death registering authorities viz- Gram Panchayat and Block Primary Health Centre in Rural areas and from Municipality/Corporation/Sub Divisional/District or Super Speciality hospitals in urban areas in the enclosed format (**Format-A**).

In the 1st phase a report in **Format-A** from January-2016 to May 2018 will be collected from Death Registering authority by Block Development Officer in Rural area and by SCF&S / Rationing Officer in urban area duly signed by concerned death registering authority with an official memo number. After receiving it, BDO/SCF&S/Rationing officer will officially handover it to the concerned Inspector/Inspectors. After receipt of that list, the concerned Inspector will check the name in Digital Ration card database. Inspector Food & Supplies should prepare a list using the list of deceased against whom Digital Ration card has been issued in enclosed format (**Format-B**).

List prepared by Inspector in **Format -B** will be displayed in concerned Gram Panchayat/Municipality/Corporation (Borough Office) for 15 days after issuance, besides that this list may be displayed in FPS of that area also. Any objection should be submitted to concerned Gram Panchayat/Municipality/Corporation by the person or

any authorised family member of that person, name of whom has appeared in the list wrongfully. Claim should be submitted to the concerned Gram Panchayat/Municipality/Corporation (Borough office) in **Format-C** within next seven days (after completion of timeframe for displaying the list). After verification of claims, request for removal of name from Format-B should be communicated to the BDO/SCF&S/RO respectively. They will communicate it to concerned Inspector. After getting removal request from BDO in rural area and from SCF&S and RO from Municipality/Corporation, the Inspector will prepare a final list for cancelation of digital ration cards and submit it to concerned BDO/SCF&S/RO for approval.

Name appeared in final list should be entered by DEO in Ration card life cycle management and will be verified by Inspector through his log in, after verification by Inspector concerned BDO, SCF&S or RO will approve it for final deletion. Necessary interface for the same will be given in Ration card life cycle management very soon. This first phase of bulk deletion process should be completed by 30/9/18 positively.

The process of deletion due to death will be a continuous one and run simultaneously from 1st June, 2018. Death registering authority will send a consolidated list of dead persons in Format-A to the concerned BDO/SCF&S and RO on monthly basis as an official communication within 7th of next month. The same list will be forwarded to the respective Inspector of F&S. This list will be treated as final list. Inspector will search Digital Ration card holder from such list and then list of Digital Ration card holder list should be submitted to concerned BDO/SCF&S/RO for approval. After necessary approval these names will be deleted using the same process for bulk deletion. Display of list not required for this monthly list however if the name of any person wrongly deleted from Digitized card list, the person or any family member duly authorised by the person should appear before the Inspector Food & Supplies with request to re instate the name. Inspector F&S, after verification if satisfied, can re instate the name from deletion list online, after taking approval of BDO/SCF&S/RO concerned. But this process of re instatement should be completed within 3 months from the date of deletion. After 3 months Inspector will not able to re instate any name from deletion list.

It should be noted that name from any other source except Death Registering authority should not be entertained. At the same time deletion by filling Form-VII will go on side by side as per normal procedure.

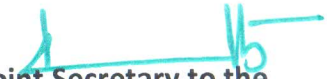
Sd-
Principal Secretary to the
Government of West Bengal
and
Commissioner, Food

No. 1726/1(20)

Dated, Kolkata the 6th June, 2018

Copy forwarded for information and necessary action to-

- 1) Principal Secretary to the Health and Family Welfare Department, Government of West Bengal, Swasthya Bhawan, 4th Floor, 'B' Wing, GN- 29, Sector- V, Bidhan Nagar, Kolkata – 700091, West Bengal.
- 2) Principal Secretary to the Panchayat and Rural Development Department, Joint Administrative Building, Block HC-7, Sector III, Salt Lake, Kolkata – 700106.
- 3) Principal Secretary to the Urban Development and Municipal Affairs, Nagarayan, Sector-I, Block-DF-8, Bidhan Nagar, Kolkata-700064
- 4) Commssioner, Kolkata Municipal Corporation, 5, S.N.Banerjee Road, Kolkata 700 013.
- 5) Commssioner, Chandannagar Municipal Corporation, Swami Vivekanada Road, Near Marie Park, Barabazar, Chandannagar, West Bengal 712136
- 6) Commssioner, Bidhan Nagar Municipal Corporation, Poura Bhawan, FD - 415A, Sector - III, Salt Lake City, Kolkata, West Bengal 700106.
- 7) Commssioner, Durgapur Municipal Corporation, City Center, GT Road, Near Bus Stand, Durgapur, West Bengal 713216.
- 8) Commssioner, Asansol Municipal Corporation, Near Bardhaman Bhavan, GT Road, Station Road, Asansol, West Bengal 713301.
- 9) Commssioner, Siliguri Municipal Corporation. Baghajatin Rd, Ward 17, Subhas Pally, Siliguri, West Bengal 734001.
- 10) District MagistrateAll.
- 11) Director DDP&S.
- 12) Director of Rationing.
- 13) Commissioner in F&S Department.
- 14) Joint Secretary (IT), F&S Department.
- 15) Senior Technical Director NiC for necessary interface in Ration Card Life Cycle management system.
- 16) District Controller.....All.
- 17) P.S to MIC, Food & Supplies Department.
- 18) Senior P.S to Chief Secretary, Govt. of West Bengal.
- 19) Senior P.S to Principal Secretary, Food & Supplies Deptt., Govt. of West Bengal.
- 20) Guard file.


Joint Secretary to the
Government of West Bengal

Format-C (Application for removal of name from the list of Deceased person displayed in Format-B)

To

The Pradhan/Chairman/Commissioner of GP/Municipality/Corporation.....

Or

BMOH/Super of.....BPHC/Hospital

Sir,

Please remove my name / my family member name appeared in sl no..... in format-B.

Details of person name of whom should be removed from Format-B

Name of the person	Fathers name	Husband name (if applicable)	Reason

Signature of the person or his family member