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അസാധാരണം EXTRAORDINARY

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GOVERNMENT OF KERALA Food and Civil Supplies (B) Department

NOTIFICATION

G.O. (P) No.05/2021/F&CSD.

*Dated, Thiruvananthapuram, 18th February, 2021
6th Kumbham, 1196
29th Magha, 1942.*

S. R. O. No. 252/2021

In exercise of the powers conferred by sub-sections (1) and (2) of section 3 of the Essential Commodities Act, 1955 (Central Act 10 of 1955) read with Clause 9 of the Targeted Public Distribution System (Control) Order, 2015 issued by the Government of India in the Ministry of Consumer Affairs, Food and Public Distribution published as G.S.R. 213 (E) in the Gazette of India Extraordinary Part II Section 3, sub-section (I) dated 20th March, 2015 and in



supersession of the Kerala Rationing Order, 1966, except as respects things done or omitted to be done before such supersession and save as otherwise provided hereunder, the State Government hereby makes the following Order, namely:—

CHAPTER 1
PRELIMINARY

1. *Short title and commencement.*—(1) This Order may be called the Kerala Targeted Public Distribution System (Control) Order, 2021.

(2) It shall come into force at once.

2. *Definitions.*—(1) In this Order, unless the context otherwise requires,—

(a) “**Act**” means the Essential Commodities Act, 1955 (Central Act 10 of 1955);

(b) “**Authorized Agency**” means Kerala State Civil Supplies Corporation (Supplyco);

(c) “**Commissioner**” means the Commissioner of Civil Supplies and includes the Director of Civil Supplies;

(d) “**Controller**” means the Controller of Rationing;

(e) “**Designated Authority**” means any officer not below the rank of Taluk Supply Officer;

(f) “**Director**” means the Director of Civil Supplies;

(g) “**District Collector**” means the Collector and District Magistrate of a revenue District;

(h) “**District Supply Officer**” means an officer appointed as such by Government for each district;

(i) “**Fair Price Shop owner**” means a person and includes a co-operative society or a body corporate or a company of a Government or a Gram Panchayat or any other body in whose name a shop has been licensed to distribute essential commodities under the Targeted Public Distribution System;

(j) “**Godown**” means a designated depot of the Central Government for the purpose of storage of food grains and its supply to intermediate godowns or fair price shops and establishments;

(k) “**Government**” means the Government of Kerala;



(l) “**Household**” means household as defined in the rules;

(m) “**Intermediate Godown**” means a depot established under the State Government or the Authorized Agency of the State Government for the purpose of storage of food grains allocated by the Central Government under the Targeted Public Distribution System and its supply to fair price shops and establishments;

(n) “**Licensed premises**” means a building or any portion of a building which is being used as a Fair Price Shop for the storage and distribution of food grains;

(o) “**Local Authority**” includes a Panchayath, Municipality, Corporation or any other local body by whatever name called, which is authorized by the Constitution or any other law for the time being in force for self governance or any other authority or body vested with the control and management of civic services, within a specified local area;

(p) “**Ration document**” includes a ration card or a smart card or any ration coupon or any declaration, authority, permit issued in pursuance of the provisions of this Order;

(q) “**Rationing Inspector**” means any officer appointed as such by the Commissioner;

(r) “**Rationing area**” means any area in which this Order is in force;

(s) “**Rationing area of an Officer**” means any area in which such Officer can employ his administrative jurisdiction;

(t) “**Rules**” means the Kerala Food Security Rules, 2018;

(u) “**State**” means the State of Kerala;

(v) “**Taluk Supply Officer**” means any officer appointed as such by the Commissioner and includes a City Rationing Officer.

(2) The words and expressions not defined in this Order, but defined in the Act or Food Security Act or various Central/State rules/Orders issued under the Act or Food Security Act shall have the meaning respectively assigned to them in those Acts, Rules or Orders.

CHAPTER II

RATION CARDS

3. *Issuance of ration cards.*—(1) The Government shall issue ration card to the following categories of households, namely:—



(a) eligible households, as prescribed in rule 3 of the rules:-

(b) (i) General/Non-priority households, as provided in the rule 4 of the rules.

(ii) Non-Priority (Non-Subsidy) Households.

(2) Following shall be the colours of ration card of different categories of households.

(a) Antyodaya household–yellow

(b) Priority household–pink

(c) Non-Priority (Subsidy)–blue

(d) Non-Priority household (Non-Subsidy)–white

(3) State–Priority households.—as provided in rule 5 of the Rules.

(4) Ration cards shall contain its number, the address of the household, name, age, monthly income of the head of the household and the members included therein and their relation with the head of household and name and number of the Fair Price Shop in which the ration card holder is registered, the particulars of the issuing authority and such other details as may be decided by the Government or Commissioner from time to time. The ration card shall be in the card format or book format or electronic format as may be decided by the Government from time to time.

(5) If more than one family is residing in the same house having same house number, ration card shall be issued to each family:

Provided that before issuing such cards, the Taluk Supply Officer shall conduct a local enquiry in the manner as he thinks fit.

(6) Notwithstanding anything contained in any of the provisions of this Order, specific card or permit may be issued to the inmates of destitute homes, convents, matts, ashrams, yatheemkhanas or like establishments for availing food grains, if any, decided to be distributed to them under the Food Security Act or any specific scheme by the Central/State Government without reference to the term "household" as defined in the Rules. The entitlement, eligibility, colour and other particulars of the card may be decided by the Government from time to time.

4. *Eligibility for ration cards.*—In order to be eligible for getting a ration card of the appropriate type as provided in this Order, the head of the household or member of the household shall satisfy the following conditions namely:-

(i) he shall be a citizen of India; and

(ii) he shall be a resident of the State;

(iii) he shall not be included in any ration card anywhere else in India;



(iv) he shall abide by the other conditions, if any, specified by the Government or Commissioner from time to time:

Provided that the Government may also issue a ration card to a household or a person residing in the State by virtue of that household or person being granted the status of a refugee and is allowed the entitlement of benefits on humanitarian grounds by the Central Government:

Provided further that a ration card may be issued to a person, even if the house of such applicant does not bear a number duly assigned by the local authority having jurisdiction over the rationing area in which the applicant resides. In such cases, the Taluk Supply Officer shall conduct a local enquiry in the manner as he thinks fit:

Provided also that a ration card may be issued to a person who does not have a house of his own/homeless. In such cases also, the Taluk Supply Officer shall conduct a local enquiry in the manner as he thinks fit.

5. Taluk Supply Officer to be the designated authority.—(1) The Taluk Supply Officer is authorized to receive, register, acknowledge and process the application for issuance of ration card or modification in the ration card within his rationing area.

(2) The Taluk Supply Officer may, on receipt of such application and after such enquiry as he considers necessary shall issue or modify the ration card.

6. Application for ration card and other ration card related services.—(1) An application for a new ration card or modification in the existing ration card or various ration card related services shall be in **Form 'A-1 to A-12' at Annexure I** and may be presented directly by the head of the household with photograph to the Taluk Supply Officer of the rationing area concerned or through online.

(2) Modification in the existing ration card may be made on account of shifting of residence, birth or death, change in category of beneficiary, corrections in the details mentioned in the card or any other such reasons.

(3) In the case of shifting of household from one rationing area to another rationing area, the head of the household shall file an application to the Taluk Supply Officer of the new area for getting ration card for the new area and the Taluk Supply Officer shall issue the ration card for the new area after due verification.



(4) Where there is an addition to the members of the household the head of the household may apply to the Taluk Supply Officer concerned.

(5) If any adult member wants to delete his name from the card, the consent of the other members is not necessary.

(6) If any ration card is defaced, lost or destroyed, the head of the household concerned shall file an application before the Taluk Supply Officer of the rationing area supported by a self declaration. The Taluk Supply Officer, after making such enquiry as he may think fit, shall issue a duplicate ration card in place thereof, on payment of the value of the duplicate ration card as fixed by the Government from time to time:

Provided that if a lost ration card is subsequently found, the applicant who received a duplicate ration card on this account shall return the ration card thus retrieved forthwith to the Officer by whom it was issued.

(7) No ration card shall be delivered to any person unless such person or any adult member of his household to whom the card is tendered on his behalf signs or affixes his marks or thumb impression in token of receipts of such card as required by the Officer delivering such card and on receipt of the prescribed fee.

(8) The application for ration card and ration card related services and the service delivery may be made exclusively through online as and when it is notified by the Commissioner of Civil Supplies.

7. Time limit for issuing ration cards.—The Taluk Supply Officer shall, after necessary checks and verification and after inclusion of data in the Ration Card Management System, issue a ration card within the time limit specified in the notification published in Gazette No. 4 dated 22nd January, 2013 in part III, Vol. 2 issued under the Kerala State Right to Service Act, 2012 as amended from time to time.

8. Receipt of entitled food grains by ration card holders.—(1) The ration card holder or any member of the household included in the ration card shall draw his entitled quantity of food grains from a fair price shop in which his name is registered or any fair price shop as and when the portability service available, on payment of the price, if any, fixed by the Government and after verifying his identity through the electronic point of sale device or such other instruments installed in the fair price shop:



Provided that in the case of a card holder who is bedridden or who is above sixty five years of age, or who is differently-abled or who is not in a position to visit the fair price shop for himself and have no other adult member between the age of sixteen and sixty five years listed in such ration card, such person can nominate any other person to be his proxy to draw the food grains provided the proxy fulfills the following conditions:-

- (i) the proxy must be a ration card holder tagged to the same fair price shop;
- (ii) food grains shall be issued only after proper authentication;
- (iii) no fair price shop owner or his family or agent shall be allowed to act as a proxy.

(2) Food grains shall be obtained from a fair price shop owner only by means of a ration card or Aadhaar number.

9. *Portability*.—(1) The Commissioner, District Collector, Controller of Rationing, District Supply Officer or Taluk Supply Officer as the case may be, may, by Order, direct that any ration card holder shall draw food grains from any particular fair price shop.

(2) The Government or the Commissioner may, by Order, permit portability which enables those ration card holders whose names are included in the Ration Card Management System and identified with the Aadhaar Data, to draw the food grains from a fair price shop of their choice, through Aadhaar authentication.

(3) As and when the inter-state/Union Territory portability is implemented throughout the territory of India, the Antyodaya Anna Yojana, Priority House Holds and National Food Security Act ration card holder may buy food grains from any fair price shop in the State and vice versa through Aadhaar authentication.

10. *Duties and responsibilities of ration card holders*.—Following shall be the duties and responsibilities of the ration card holders namely:—

- (i) No person shall obtain or attempt to obtain a ration card by furnishing false information.
- (ii) Any person who has received more than one ration card or who knows or has reason to believe that he is included in more than one household for which a ration card has been issued shall forthwith report the fact to the Taluk Supply Officer of the area in which he resides.
- (iii) No person shall willfully alter or destroy, deface any of the entries on the ration card. If the holder of a ration card finds that some other person has, without lawful



authority to do so, made an alteration on the ration card affecting its validity or the quantity or the kind of food grains obtainable on it, the holder of such ration card shall forthwith report the fact to the Taluk Supply Officer concerned:

Explanation:—For the purpose of this para any alteration by electronic means shall also amount to alteration.

- (iv) No person, not being a member of the household for which the card has been issued shall hold or use the ration card of another person.
- (v) When any person is in possession of a ration card and such possession is not authorized by virtue of this Order, he shall forthwith deliver the same to the officer in charge of the nearest Taluk Supply Office.
- (vi) Ration card holder, shall not transfer or pledge his ration card to any other person.
- (vii) No person shall forge or alter ration card to illegally obtain any food grains.
- (viii) Every ration card issued under this Order shall be the property of the Government but the person to whom it is issued under the provisions of this Order shall be responsible for its safe custody.
- (ix) Every holder of a ration card, or in the event of his or her death, the senior member of the household, not being a minor and in the absence of any such member, other member of his household shall inform in writing to the Taluk Supply Officer in charge of the rationing area, the death of a member of the household. Such notice shall be given within 30 days from the date of death of the member of the household. On receipt of such notice the Taluk Supply Officer may, after making such enquiries shall revise and reissue the ration card.
- (x) Every holder of a ration card shall notify in writing any change in his/her address to the Taluk Supply Officer having jurisdiction over the area in which he intends to reside. Such notice may be given by any member of the household on behalf of the head of the household within 30 days from the date on which the change of address takes place.
- (xi) Every holder of a ration card who permanently leaves his/her rationed area with all the members of his household, shall surrender his/her card to the Taluk Supply Officer before he leaves such area:



Provided that once the portability of ration card is permitted, the surrender of the ration card is not required if he is not leaving the territory of the State.

- (xii) Ration card holder if denied of his entitlement by the fair price shop owner shall forthwith report the matter to the Rationing Inspector or Taluk Supply Officer or the District Grievance Redressal Officer concerned, as the case may be, who in turn shall take action as provided in the Rules or this Order.
- (xiii) The diversion or substitution or the violation of any of the provisions of this Order by the fair price shop owner, or any other person, if any, noticed by the ration card holder may be reported to any of the officers of the Civil Supplies Department not below the rank of Rationing Inspector who in turn shall take action as provided in the Rules or this Order.
- (xiv) Every ration card holder shall comply with directions issued by the Commissioner or the Government with regard to a ration card.
- (xv) Such other duties and responsibilities as may be specified by the Government or Commissioner from time to time.

11. *Action against fraud by ineligible beneficiaries.*—(1) If any person obtains a ration card by providing false information, the following actions shall be initiated against such person, namely,—

- (a) Criminal proceedings under Section 9 of the Act;
- (b) In case of employees of Central or State Government, Public Sector Under Takings, Co-operative sector, Government aided autonomous bodies and local bodies, departmental disciplinary proceedings against such employees;
- (c) suspension or cancellation of ration card;
- (d) recovery of the loss sustained by Government, at the rate decided by the Government from time to time.

12. *Ration card data in the digitized database.*—(1) The Government or Commissioner shall maintain ration card data in the digitized database namely Ration Card Management System and ensure that the issue of a new ration card and modification in the existing ration card is undertaken through such system so that the database is automatically updated.



(2) Changes in the Ration Card Management System in the case of a particular ration card holder must be reflected in the physical copy of the ration card held by him. It shall be the responsibility of the Taluk Supply Officer to ensure the same.

13. *Display of list of ration card holders.*—The list of ration card holders shall be displayed on the web portal of the Civil Supplies Department and on the notice boards of the local authority concerned at the time of review and fair price shops on all occasions:

Provided that the list of the ration card holders kept at the office of the Taluk Supply Officer shall be open for public inspection free of charge.

14. *Elimination of bogus ration cards and bogus members in the ration card.*—The Civil Supplies Department shall conduct regular checking of ration cards to weed out ineligible and bogus ration cards and bogus members in ration cards. This shall be a continuous exercise and the Government shall organize special drives during the months of January to March every year to eliminate bogus and ineligible ration cards as well as bogus members in the ration cards. The District Supply Officer, Taluk Supply Officer and Rationing Inspector shall be the responsible officers under this para in the district, taluk and firka respectively.

15. *Validity of ration card.*—A ration card shall be valid from the date of issue until it is surrendered by the person to whom it is issued or cancelled or suspended by a competent authority.

16. *Temporary ration card.*—(1) If in any case the issuance of ration card as provided in para 7 gets delayed even after inclusion of the data of the particular household in the Ration Card Management System, due to unforeseen circumstances, the Taluk Supply Officer may issue a temporary ration card to the head of the household to facilitate the distribution of his food grains till the new ration card is issued.

(2) A temporary ration card shall bear an inscription that it is temporary. Space shall be provided in it for six months.

17. *Power to add to, amend, vary, suspend or revoke the ration card.*—(1) The Commissioner or the District Collector or any officer of the Civil Supplies Department not below the rank of the Taluk Supply Officer may at any time whether at the request of the person to whom any ration card has been issued or *suo motu*, after making such enquiry as may be deemed necessary and after giving the person an opportunity of being heard and for reasons to be recorded in writing, add to, amend, vary, suspend, cancel or revoke the ration card. Where any ration card



is revoked, any person in possession of it shall forthwith surrender the same to the Commissioner or District Collector or the other officer as the case may be.

(2) Contravention of items (i) to (vii) of para 10 would entail cancellation of ration card and recovery of loss sustained by Government at the rate decided by Government from time to time.

(3) When a ration card is cancelled it shall be effected by the Taluk Supply Officer in ink whether by means of a dye or stamp or otherwise or by means of indelible pencil, and shall upon such cancellation cease to be available for lawful use.

CHAPTER III RATION PERMITS

18. *Ration permits.*—(1) For the purpose of obtaining any food grains, the District Supply Officer may issue ration permit in the form given at **Form 'B' at Annexure II** to establishments such as welfare institutions, hostels and other institutions recognized by the Government, for the purpose, if any.

Explanation:—For the purpose of this para,—

- (i) “Welfare Institutions” means residential establishments intended for orphans, destitute or such other persons recognized by Social Justice Department or Women and Child Development Department of Kerala or registered with Orphanage Control Board of Kerala.
- (ii) “Hostels” means hostels or boarding institutions coming under the ‘Welfare Institutions and Hostels Scheme’ of Department of Food and Public Distribution, Ministry of Consumer Affairs, Food and Public Distribution, Government of India vide Office Memorandum No. 9-5/2014-BP-II dated 1st September, 2017 as amended from time to time and such other institutions included under the Scheme by the Government;
- (iii) “Institutions” means institutions as decided by the Government from time to time, on the basis of the recommendation of District Collector and that are not covered under Targeted Public Distribution System or under any other Welfare Scheme of Central or State Government.



(2) The quantity and price of food grains obtainable by an authorized establishment proprietor shall be decided by the Government from time to time.

Explanation:—“Authorized Establishment Proprietor” means a person in charge of the establishment to whom a permit has been issued under the provisions of sub-para (1) above and shall include a person in charge of an establishment under the control of the State or Central Government.

19. *Application for ration permit.*—Any person requiring ration permit under sub-para (1) above may apply to the District Supply Officer of the District concerned in form given at **Form 'C' at Annexure III**. The District Supply Officer may make or cause to be made, such enquiry as he deems fit, for verification of the information furnished by the applicant and issue ration permit in the name of the authorized establishment proprietor, on payment of fee specified by the Government.

20. *Validity of ration permit.*—A ration permit shall be valid for a period as decided by the Government from time to time.

21. *Renewal of ration permit.*—(1) Every application for renewal of ration permit shall be made before the District Supply Officer along with the original copy of the permit at least forty five days before the date of expiry of such permit. The application for renewal of ration permit shall be in form given at **Form 'D' at Annexure IV** along with a renewal fee specified by Government:

Provided that such officer may admit application for renewal of ration permit after its expiry but within a period of thirty days if he or she is satisfied that the applicant was prevented by sufficient cause from filing the application in time.

(2) The District Supply Officer shall dispose an application for renewal of ration permit before the date of its expiry, after making necessary enquiry as he may deem fit.

22. *Duties and responsibilities of authorized establishment proprietor.*—(1) The authorized establishment proprietor shall be responsible for drawing the food grains as per the ration permit and the ration permit shall be used only for the purpose for which it is issued. If the establishment is run by a board or a body responsible for the management, each and every member of such body shall be responsible for the proper use of the ration permit and for the storage and usage of the



food grains and maintenance of proper registers and accounts regarding the usage of the food grains. They shall be proceeded under the Act for any violations.

(2) No authorized establishment proprietor shall obtain any food grains on the permit unless he is registered with any fair price shop or with an intermediate godown specified in the permit or as directed by the Taluk Supply Officer from time to time.

(3) No person shall obtain or attempt to obtain a ration permit by furnishing false information.

(4) Every authorized establishment proprietor shall, in respect of the establishment maintain a regular, accurate and daily account of each food grains obtained and the number of persons supplied with food for consumption in the premises of the establishment or elsewhere, in such form given at **Form 'E' at Annexure V**.

(5) An authorized establishment proprietor shall obey all general or special directions given from time to time by the Government or by any officer of the Civil Supplies Department not below the rank of Rationing Inspector.

(6) When an establishment remains closed due to any cause for more than seven days, the authorized establishment proprietor shall inform the matter to the officer who issued the ration permit. Such notice shall be given within seven days from the date of such closing. No food grains shall be drawn on the ration permit during the period the establishment remains closed.

(7) The provisions under para 10, wherever relevant, shall apply *mutatis mutandis* to ration permits issued.

23. *Inspection.*—(1) Regular one round inspection of all the establishments within a firka shall be conducted by the Rationing Inspector once in two months. The Taluk Supply Officer shall inspect thirty per cent of the total establishments within a Taluk and the District Supply Officer shall inspect minimum twenty percent of the total establishments within a district once in two months without fail.

(2) Every authorized establishment proprietor shall give all reasonable facilities at all time to the District Collector or any officer of the Civil Supplies Department not below the rank of the Rationing Inspector to inspect the stock of the food grains in the establishment and the accounts relating to the establishment and make a report of the findings.



24. *Power to amend, vary, suspend or revoke the ration permit.*—On receipt of a report from any of the officers referred to in para 23 above or on inspection of the stock or accounts of an establishment, if the District Collector or any officer of the Civil Supplies Department not below the rank of a Taluk Supply Officer find any irregularities in the accounts or detects non-compliance with any of the directions issued by competent authorities, he may, after giving the authorized establishment proprietor an opportunity of being heard and for reasons to be recorded in writing amend, vary, suspend or cancel the permit or recover loss, if any, sustained by Government, calculated as the difference in prices between the market cost of the food grains as may be decided by the State/Central Government and at the rate at which food grains were obtained. He may also suspend the permit granted to the establishment pending enquiry.

25. *Special Permit.*—The Government or Commissioner may, on application and after such enquiry as may be considered necessary, issue special permits in public interest for Government purpose for obtaining food grains. Application for Special Permit shall be given in such forms given at **Form ‘F’ at Annexure VI**. Such applications shall specify the purpose for which the special permit is applied for and the quantity of food grains required. The permit shall indicate the quantity and price of food grains permitted to be purchased, and from where it is to be purchased and the period of its validity. The special permit shall be surrendered to the intermediate godown in charge or to the fair price shop owner at the time of drawal of food grains.

CHAPTER IV LICENSING OF FAIR PRICE SHOPS

26. *Licence and Licensing Authority.*—(1) No person or self help groups or women activity groups or women collectives or co-operatives or any other body as may be decided by Government from time to time shall carry on the operation of a fair price shop in any rationed area unless the shop has been licensed in his/its name under and in accordance with a licence issued in that behalf by the Licensing Authority:

Provided that all Authorized Retail Distributors existing under the Kerala Rationing Order, 1966, on the date of coming into force of this Order shall be deemed to be licensed as fair price shop owner under this Order, if such licensee is willing to apply for the licence specified under



this Order within 6 months from the date of coming into force of this Order or within the period as extended by the Government from time to time.

(2) The District Supply Officer shall be the Licensing Authority to issue licence to fair price shops under the provisions of this Order.

27. *Priority in allotment of fair price shop.*—The priorities in allotment of fair price shops shall be as follows:—

- (i) Self-help groups/ women activity groups/ women collectives;
- (ii) Panchayaths;
- (iii) Co-operative societies;
- (iv) Ex-service men;
- (v) Educated unemployed persons;
- (vi) Salesman having 10 years experience.

28. *Eligibility for grant of licence to individual applicants.*—(1) In order to be licenced as a fair price shop owner, a person;

- (i) should have attained 21 years of age as on the 1st day of January in which year the application is made.
- (ii) should have attained 18 years of age as on the 1st day of January in which year the application is made in case of appointment on compassionate ground.
- (iii) should not be above 62 years of age as on the 1st day of January in which year the application is made.
- (iv) should have passed 10th Standard conducted by the Board of Public Examinations, Kerala or equivalent.
- (v) should be physically and mentally capable of acting as a fair price shop owner.
- (vi) should be residing in the local authority in which the fair price shop situates for a period of three years preceding the date of application. Preference shall be given to the applicants residing in the ward in which the fair price shop situates:

Provided that if the shop is notified for Scheduled Caste/ Scheduled Tribe reserved category, the applicant need only be a resident of the Taluk concerned. Preference shall be given to the applicants residing in the local authority in which the fair price shop situates.



(2) In case of parity in eligibility conditions among individual applicants, senior in age among them shall be given priority:

Provided that in case of parity in age also the same, salesman having 10 years experience shall be given priority.

29. *Disqualifications for getting a fair price shop licence for individual applicants.*—No fair price shop licence shall be granted to a person if,—

(i) he is convicted for the contravention of any of the orders issued under the Act or the provisions of Food Safety and Standards Act, 2006 (Central Act 34 of 2006) or any other offence involving moral turpitude.

(ii) he is a full-time/part-time employee of Government or a salaried employee of public/private/co-operative sector establishments or who receives honorarium from Government for any permanent assignment.

(iii) any other member of the household is a fair price shop owner.

30. *Eligibility for grant of licence to self help groups/women activity groups/women collectives.*—The self help groups or women activity groups or women collectives;

(i) shall be a unit/group recognised under schemes of State or Central Government.

(ii) shall have area of operation within the local authority in which the fair price shop situates, preferably in the ward in which the fair price shop situates.

31. *Eligibility for grant of licence to co-operative societies.*—The co-operative societies shall be eligible for the grant of Fair Price Shop licence subject to the following conditions, namely:—

(i) it shall be a Society registered under the Kerala Co-operative Societies Act, 1969 (Act 21 of 1969).

(ii) it shall have activities relating to agriculture promotion, public distribution system, consumer activities, distribution of agriculture commodities, marketing of agriculture produce, public welfare or related activities as one of its objects enumerated in bye-laws:

Provided that the societies formed exclusively for the benefit of women and for persons belonging to Scheduled Castes or Scheduled Tribes may also be considered eligible to apply against reservation vacancies of the said categories.



(iii) It shall have area of operation within the local authority in which the fair price shop situates, preferably in the ward in which the fair price shop situates.

32. *General eligibility criteria.*—The applicants for Fair Price Shop licence,—

(i) shall possess or able to provide a strong and spacious building having capacity to store food grains requirement of two months at 14 sq.ft per 10 quintal basis together with separate working space of 40 sq.ft and kerosene storage space at 5 sq.ft per barrel. The building shall have direct public access equipped with electric connection for installing computer and electronic point of sale machine.

(ii) shall be solvent to the tune of Rs.1,00,000 (Rupees One Lakh only) and the solvency certificate in the form of Treasury Fixed Deposit Certificate should be duly pledged in the name of the Licensing Authority:

Provided that the applicant from the category of Scheduled Caste/Scheduled Tribe or Self Help Groups or Women Activity Groups or Women Collectives need only to furnish a solvency to the tune of Rs. 50,000 (Rupees Fifty Thousand only):

Provided further that the existing Authorized Retail Distributors who are licensed under the Kerala Rationing Order, 1966 need not furnish the solvency specified in sub-para (ii) above. They shall furnish the solvency existing on the date of coming into force of this Order as and when they apply for the licence as provided under proviso to para 26.

33. *Reservation.*—(1) Out of the total number of permanent authorized fair price shop owners licensed under this Order in the area of each District Supply Officer, eight percent shall be reserved for candidate belonging to Scheduled Castes and two percent to those belonging to Scheduled Tribes, five percent to persons with disability and twenty percent for women candidates:

Provided that the vacancies filled up by nomination or compassionate ground or salesman provided in para 37 (1) to (6) shall not be reckoned for such reservation:

Provided that, if the Scheduled Tribe population in the Panchayat or Municipality or Corporation Ward where a fair price shop is to be reserved for Scheduled Castes or Scheduled Tribes is less than 1% of the population of that Panchayat or Municipality or Corporation Ward as per the existing census at the relevant time that vacancy shall be carried forward until a vacancy



of fair price shop arises in the District in any other Panchayat or Municipality or Corporation Ward where the Scheduled Tribe population is more than 1% of the total population:

Provided further that if qualified candidates from among persons with disability are not available for issuing license such vacancy shall also be filled up by other reserved categories:

Provided also that if no application were received for issuing license to the reserved category in spite of three consecutive notifications, such vacancies shall be filled up by the general category.

Explanation:—1. For the purpose of this para, person with disability means a person as defined under the Rights of Persons with Disabilities Act, 2016 (No. 49 of 2016) and who is capable of running a Fair Price Shop.

2. The self help groups or women activity groups or women collectives or co-operatives or any other body as may be decided by Government from time to time shall be deemed to belong to in that class (such as scheduled caste, scheduled tribe, physically handicapped and general) in which more than two- third of the members of the Managing Committee of such self help groups or co-operative societies, belong to, for the purpose of determination of their reservation status.

(2) Notwithstanding anything contained in this Order, until the limits prescribed in sub-para (1) are reached, Government shall by order direct that all vacancies arised before or after the date of commencement of this Order, will be notified for reserved categories only.

34. *Procedure for issue of licence and licence fee.*—(1) When a vacancy of fair price shop arises by way of cancellation of existing licence or surrender of existing licence or expiry of licence or sanctioning of fresh fair price shop, the Licensing Authority shall, within one week of arising of such vacancy, invite application, by publishing notice in three local dailies having wide circulation and also in the notice boards of Village and Panchayats in the local area of such fair price shop.

(2) The individuals, in **Form ‘G’ given at Annexure VII** and self help groups or women activity groups or women collectives or co-operatives in **Form ‘H’ given at Annexure VIII**, shall submit the applications within thirty days from the date of such publication. The application in respect of self help groups or women activity groups or women collectives or co-operatives or any other body as may be decided by Government from time to time shall be submitted by the Chief Executive Officer with due approval of the Managing Committee.



(3) If no application is received during the period specified in sub-para (2), the Licensing Authority shall in no way extend the period of receipt of application but shall republish the notice in the manner specified in sub-para (1) above.

(4) Subject to paras 27 to 33, the Licensing Authority shall, after examining the applications and conducting necessary enquiry, select the applicant found to be eligible for issuing licence, within 30 days from the last date appointed for the receipt of applications. The applicant selected for issuing licence shall be given notice by the Licensing Authority to remit Rs. 1000/- (Rupees Thousand only) as licence fee through treasury challan or in the manner specified by the Commissioner from time to time, within ten days of the receipt of notice. After remitting the licence fee the Licensing Authority shall issue licence to applicant thus selected. The licence shall be issued in **Form 'I' given at Annexure IX.**

(5) The fair price shop licence for self help groups or women activity groups or women collectives or co-operative societies shall be issued in the name of its Chief Executive Officer and its operation shall be made by their Managing Committee.

(6) After the issue of the licence under sub-para (4) the fair price shop owner shall distribute food grains in accordance with this Order and directions issued by the Government from time to time in such area as specified in the licence.

35. *Security Deposit.*—(1) Every selected applicant shall, before a licence is issued to him, deposit an amount of Rs. 5000/- (Rupees Five Thousand only) as security deposit by way of treasury challan or in the manner specified by the Commissioner from time to time for the due performance of his work:

Provided that the existing Authorized Retail Distributors who are licensed under the Kerala Rationing Order, 1966 need not furnish the security specified in sub-para (i) above. They shall furnish the security existing on the date of coming into force of this Order as and when they apply for the licence as provided under proviso to para 26.

36. *Issue of licence provisionally.*—(1) In the event of delay in issuing licence to a fair price shop or when the licence of a fair price shop owner is suspended pending enquiry, the Licensing Authority may attach the fair price shop to the nearest fair price shop in the locality. If this is not feasible, the Licensing Authority, on such terms and conditions as he may deem fit, may, issue licence provisionally to a person or self help groups or women activity groups or women



collectives or co-operative societies in respect of any area, for a specified period not exceeding six months without observing the formalities specified under this order:

Provided that no person or self help groups or women activity groups or women collectives or co-operative societies shall be given licence provisionally for more than two times consecutively for a particular fair price shop:

Provided further that not more than one fair price shop shall be attached to a fair price shop.

(2) The person or self help groups or women activity groups or women collectives or co-operative societies granted licence provisionally shall have no right to continue as such beyond the period for which he/it is licensed and shall not also have any preferential claims for getting licence of a fair price shop.

(3) Application for getting licence provisionally shall be made to the Licensing Authority in the form given at **Form 'G' or Form 'H'** itself as the case may be.

(4) The licence shall be issued provisionally after remitting a fee of Rs.1000/- (Rupees One Thousand only) through treasury challan or in the manner specified by the Commissioner from time to time.

(5) The provisional licensee shall, before the issuance of provisional license, deposit an amount of Rs.15,000/- (Rupees Fifteen Thousand only) as security deposit by way of Treasury Fixed Deposit duly pledged in the name of Licencing Authority or in the manner specified by the Commissioner from time to time.

37. Licence by Nomination or Compassionate Ground or Salesman.—(1) The existing Authorized Retail Distributors under the Kerala Rationing Order, 1966, who have obtained the licence provided under proviso to para 26, in the event of his being incapable of running the fair price shop owing to old age or illness or attaining the age of 70 years or in the event of death, may nominate his/her legal heir as the next licensee of such fair price shop. The willingness of the nominee shall also be produced along with nomination. Nomination shall be exercised in **Form 'J' given at Annexure X.**

(2) If the nomination is submitted in the event of his being incapable of running the fair price shop owing to old age or illness or attaining the age of 70 years, the Licensing Authority after verification of the medical certificate from a registered medical practitioner in this regard and after conducting necessary enquiry, may grant licence provisionally to the nominee without insisting on the production of proof of financial stability. Such licence shall be made permanent



only on the production of proof of financial stability in the form of Treasury Fixed Deposit of Rs. 1,00,000 (Rupees One Lakh only) duly pledged in the name of Licencing Authority within three months and legal heirship certificate issued by the competent authority within six months and after conducting necessary enquiry, as the Licensing Authority may deem necessary, as to the fulfillment of eligibility conditions specified in paras 27 and 28. If the nominee fails to furnish the Treasury Fixed Deposit and the legal heirship certificate within such period, the provisional licence, shall be cancelled by the Licensing Authority:

Provided that the licensee who has submitted nomination under para 37(1) shall not involve in the conducting of fair price shop in any manner after his nominee obtained the license.

(3) If the nomination is made in the event of one's death, the nominee shall be granted licence provisionally, forthwith on the death of the fair price shop owner, without insisting on the production of proof of financial stability, legal heirship certificate etc. Such licence shall be made permanent only on the production of proof of financial stability in the form of Treasury Fixed Deposit of Rs. 1,00,000 (Rupees One Lakh only) duly pledged in the name of Licencing Authority within three months and legal heirship certificate issued by the competent authority within six months and after conducting necessary enquiry, as the Licensing Authority may deem necessary, as to the fulfillment of eligibility conditions specified in paras 27 and 28. If the nominee fails to furnish the Treasury Fixed Deposit and the legal heirship certificate within such period, the provisional licence, shall be cancelled by the Licensing Authority.

(4) If the fair price shop owner dies without exercising nomination as provided in sub-para (1) above, the Licensing Authority on compassionate ground shall grant licence provisionally to any of the legal heirs of deceased, nominated jointly by all the other legal heirs. Such licence shall be made permanent only on the production of proof of financial stability in the form of Treasury Fixed Deposit of Rs. 1,00,000 (Rupees One Lakh only) duly pledged in the name of Licencing Authority within three months and legal heirship certificate issued by the authority concerned within six months and after conducting necessary enquiry as the Licensing Authority may deem necessary, as to the fulfillment of eligibility conditions specified in paras 27 and 28. The application in this regard shall be entertained only if the legal heir submits the application within 6 months from the date of death:



Provided that in the case of disputes among the family members before granting the permanent licence, the Licensing Authority may cancel the permanent license and call for applications and issue fresh licence as provided for under this Order.

(5) If the fair price shop owner is incapable of running the ration business and his/her legal heirs are not willing to continue the ration business, or where there are no legal heirs, the Licensing Authority after verification of the medical certificate from a registered medical practitioner in this regard, consent letter and notary attested affidavit from the fair price shop owner and from the legal heirs, certificate issued by the Taluk Supply Officer with regard to the experience of the salesman in the particular fair price shop and after conducting necessary enquiry, may grant license provisionally to the existing salesman having 10 years of experience in the particular fair price shop. Such licence shall be made permanent only on the production of proof of financial stability in the form of Treasury Fixed Deposit of Rs 1,00,000 (Rupees One Lakh only) duly pledged in the name of Licencing Authority within three months and after conducting necessary enquiry, as the Licensing Authority may deem necessary, as to the fulfillment of eligibility conditions specified in paras 27 and 28. If the salesman fails to furnish the Treasury Fixed Deposit within such period, the provisional licence, shall be cancelled by the Licensing Authority.

(6) If the co-operative society desires to discontinue the fair price shop owned by them, the Licensing Authority after verification of the consent letter from Chief Executive Officer of the establishment, certificate issued by the Taluk Supply Officer with regard to the experience of the salesman in the particular fair price shop and after conducting necessary enquiry, may grant license provisionally to the existing salesman having 10 years of experience in the particular fair price shop. Such licence shall be made permanent only on the production of proof of financial stability in the form of Treasury Fixed Deposit of Rs 1,00,000 (Rupees One Lakh only) duly pledged in the name of Licencing Authority within three months and after conducting necessary enquiry, as the Licensing Authority may deem necessary, as to the fulfillment of eligibility conditions specified in paras 27 and 28. If the salesman fails to furnish the Treasury Fixed Deposit within such period, the provisional licence, shall be cancelled by the Licensing Authority.

(7) The provisions of sub-paras (1) to (6) shall be applicable only to Authorized Retail Distributors existing under the Kerala Rationing Order, 1966, on the date of coming into force of this Order and shall not be available to fresh licences issued after the coming into force of this Order.



(8) A person who gets fair price shop licence under sub-paras (1) to (6) after the coming into force of this Order, shall not be permitted to exercise further nomination or his legal heirs shall not be permitted to avail licence on compassionate ground.

38. *Term of Licence.*—Every license issued under this Order shall, unless cancelled earlier, be valid for a period of five years or part thereof and expire on the 31st day of March of the fifth succeeding year.

Explanation:—For the purpose of this para ‘Year’ means the financial year commencing on the 1st day of April and ending on the 31st day of March of the succeeding year.

39. *Renewal of Licence.*—(1) Every application for renewal of licence shall be made before the Licensing Authority, along with the original copy of the licence at least forty five days before the date of expiry of such licence. The application for renewal of licence shall be in **Form 'K' given at Annexure XI** and a renewal fee of Rs.1000 (Rupees One Thousand only) shall be deposited through treasury challan or in the manner specified by the Commissioner from time to time.

(2) Licensing Authority shall dispose an application for renewal of licence within 3 months:

Provided that where an application for renewal of a licence has been received by the Licensing Authority within the specified period and not rejected or returned to the applicant, the validity of licence shall not be deemed to have been expired until disposal of the application.

(3) No fresh licence granted after the coming into force of this Order shall be renewed once the licensee attains 70 years of age.

(4) If a fair price shop owner desires to surrender the licence before the expiry of its term, he may give one month’s prior notice to the Licensing Authority and surrender his licence after obtaining the permission of Licensing Authority in writing.

40. *Power to cancel or refuse Licence.*—The Licensing Authority may cancel or refuse to renew any licence, if,-

(a) it is of the opinion that the performance of the fair price shop owner in distributing food grains to the entitled households is not satisfactory;

(b) the fair price shop owner has acted in contravention of any provision of the Act or the National Food Security Act, 2013 (Central Act 20 of 2013) or any order issued there under or terms and conditions of licence;



(c) if the fair price shop owner has shifted his residence from the local authority in which the fair price shop situates:

Provided that this sub para shall not applicable, if his/her residence is being shifted to another local authority on account of delimitation:

Provided further that, the fair price shop owner shall be given an opportunity for stating his case and an opportunity of being heard in person.

41. *Duplicate copy of a Licence.*—If a licence is distorted, lost or destroyed, this shall be informed by the fair price shop owner to the Licensing Authority immediately by presenting an application supported by notarized affidavit to the effect that it is distorted, lost or destroyed, with a fee of double amount of licensing fee, deposited through treasury challan or in the manner specified by the Commissioner from time to time. A duplicate copy of the licence shall be issued by the Licensing Authority after necessary verification.

42. *Duties and responsibilities of a fair price shop owner.*—(1) The fair price shop owner shall,—

(i) on demand and on offer of price specified and on production of the ration document or Aadhaar, supply to the card holder or a proxy, the food grains not exceeding the quantity or part thereof;

(ii) issue cash bills for sale noting the number of ration document, name of the ration document holder and such other particulars as specified by the Commissioner from time to time. He shall not realize any price or any charges in excess of what is fixed by the Commissioner by way of transportation charges, handling charges or any other charges from the ration card holders or permit holders;

(iii) behave with the ration card holders cordially and with due courtesy;

(iv) maintain electronic weighing machines duly verified in accordance with the provisions of the Legal Metrology Act, 2009 (Central Act 1 of 2009) and the rules issued there under and to keep verification certificate in the business premises;

(v) comply with all directions given from time to time by the District Collector or any officer of the Civil Supplies Department not below the rank of Rationing Inspector or any



other authority under the National Food Security Act, 2013 (Central Act 20 of 2013) for the implementation of Targeted Public Distribution System;

- (vi) store and sell food grains only at the place specified in the licence;
- (vii) distribute food grains as per the working period specified in para 44;
- (viii) prepare and submit to the Taluk Supply Officer, a register in duplicate in

Form 'L' given at Annexure XII including electronic form as may be decided by the Commissioner showing serially the number of ration documents registered with him, the names and addresses of such ration document holders and the quantity sanctioned for each ration document. He shall specify in the register separately the number of persons and the quantity sanctioned on ration permits registered with him in respect of each food grains. The Taluk Supply Officer shall, after checking and initialing the entries in the register, return one copy of the register to the fair price shop owner;

- (ix) The register must be submitted to the Taluk Supply Officer by the fair price shop owner and got attested whenever there is any change in the number of ration documents or permit or quantity sanctioned;

- (x) submit to the Taluk Supply Officer on the 1st working day of every month or any other day as decided by the Commissioner, an indent in duplicate stating the total number of ration documents and permits registered with his shop, and the quantity sanctioned and monthly requirement, the sales of the previous month and the quantity requirement for the subsequent month;

- (xi) maintain regular, accurate and daily accounts of each food grains delivered to him in **Form 'M-1 and M-2' given at Annexure XIII** either in books or in such electronic form as may be decided by the Commissioner. Every fair price shop owner shall keep and maintain in good condition the aforesaid accounts for a period of three years and shall produce the accounts for such period or any part thereof before the District Collector or any officer of the Civil Supplies Department not below the rank of the Rationing Inspector when required to do so in writing;

- (xii) maintain the licensed premises always hygienic and the stock shall be released First In First Out method;

- (xiii) arrange the stock in such a manner that an officer inspecting stock can assess the stock easily;



(xiv) make available sufficient space in the fair price shop for keeping stock for sale of at least two months;

(xv) furnish account of the actual distribution of food grains and the balance stock at the end of the month to the Rationing Inspector concerned with a copy to the Gram Panchayat or the local municipal body;

(xvi) remit the cost of food grains as directed by the Taluk Supply Officer;

(xvii) furnish within fourteen days from the date of receipt of the request from a ration card holder, copy of records kept at fair price shop by receiving Rs. 2/- (Rupees Two only) per page or the actual cost of copying whichever is lesser;

(xviii) inform the ration card holders attached to him about the arrival of the stocks at his shop and ensure actual delivery of food grains to the actual beneficiaries;

(xix) undergo trainings as directed by the Commissioner from time to time;

(xx) provide necessary co-operation in inspection and supervision conducted by the designated or authorized officers;

(xxi) provide necessary co-operation to the social audit personnel;

(xxii) report the details of bogus cards or ineligible cards registered with his shop, to any officer of and above the rank of Rationing Inspector;

(xxiii) display at easily visible space, the samples of food grains being supplied under the Targeted Public Distribution System through the fair price shop;

(xxiv) display the name board as may be specified by the Commissioner;

(xxv) display copy of licence at a prominent place in the shop;

(xxvi) display up-to-date information on a notice board at a prominent place in the shop on a daily basis regarding,—

- (a) list of Priority and Antyodaya beneficiaries;
- (b) list of all ration card holders attached to the shop;
- (c) entitlement of food grains;
- (d) scale of issue;
- (e) retail issue price;
- (f) timings of opening and closing of the fair price shop;
- (g) stocks of food grains received during the month;
- (h) opening and closing stock of food grains;



- (i) the details of authority for redressal of grievances/lodging complaints with respect to quality and quantity of food grains under the Targeted Public Distribution System; and
- (j) toll-free help line number.

(2) Without prejudice to the forgoing duties, the fair price shop owner shall not, under any circumstances,—

- (i) retain the ration card after the supply of food grains;
- (ii) make false entry in the ration card register, stock register, sale register etc. or any other official record;
- (iii) deny the ration card holder the supply as per his entitlement of the food grains, if it is in stock;
- (iv) engage in black marketing or diversion or alteration or adulteration or substitution of food grains to the open market or theft of stocks;
- (v) handover or sublet such fair price shops to other unauthorized person or organization;
- (vi) deal in open market rice, wheat, sugar, atta and kerosene other than that supplied by the Kerala State Civil Supplies Corporation or any other food grains specified by the Commissioner;
- (vii) keep the records relating to the fair price shop at any place other than the licensed business premises;
- (viii) cause deliberate degradation or disruption or damage etc. to the electronic point of sale machines installed at the shop;
- (ix) cause deliberate degradation or damage etc. to the food grains delivered;
- (x) distribute damaged food grains.

(3) In the case of self help groups or women activity groups or women collectives or co-operatives, if the Chief Executive Officer in whose name licence is issued is changed in any circumstances, the same shall be reported in writing to the Licensing Authority within fifteen days of the change and the licence shall be modified accordingly.

(4) The manual keeping or submission of registers/ reports as provided under para (1) above is required only in cases where there is disruption in the automated system or as and when directed by the Commissioner.



43. *Electronic Point of Sale (e-PoS) device transactions.*—

(i) The fair price shop owners shall distribute food grains only through electronic point of sale device, after verifying the identity of the ration card holder;

(ii) The fair price shop owners shall maintain electronic point of sale device in accordance with the direction of the Government or the Commissioner from time to time and report the errors at the earliest for rectification;

(iii) The fair price shop owners shall not cause deliberate degradation or disruption or damage etc. to the electronic point of sale device installed at their shop;

(iv) The fair price shop owner shall keep the electronic point of sale device in the fair price shop itself;

(v) Where transactions may fail due to system errors, the fair price shop owner shall contact the technical helpline at the earliest, not exceeding one hour and inform the matter to the Rationing Inspector concerned, within the above-mentioned time frame;

(vi) The unauthenticated transactions made through electronic point of sale machines in any circumstances shall be entered in a separate register kept for the purpose in the **Form 'N' given at Annexure XIV**;

(vii) The fair price shop owners shall provide necessary co-operation in maintenance, repair, inspection and supervision of the automated system installed by the Department;

(viii) If it is proved that deliberate attempt has been made to cause physical damage to the device or to manipulate reports generated out of it, disciplinary action shall be initiated against such fair price shop owner which shall lead to cancellation of appointment and recovery of loss thus caused to the Government. This shall be in addition to and not in derogation of the penal provisions under the Information Technology Act, 2000 (Central Act 21 of 2000) and Prevention of Damage to Public Property Act, 1984 (Central Act 3 of 1984) and Indian Penal Code (45 of 1860).

44. *Working hours.*—A fair price shop shall be kept open from Monday to Friday from 9 a.m to 12.30 p.m and from 3.30 p.m to 7.30 p.m and on Saturdays from 9 a.m. to 12.30 p.m. and from 3.30 p.m. to 8 pm. Sundays and approved holidays declared by the Civil Supplies Department shall be holidays for fair price shops.

45. *Change in a fair price shop's business place.*—(1) No fair price shop owner shall change his business place without the prior sanction of the Licensing Authority. If a fair price shop



owner wants to change his business place specified in his licence, he shall submit to the Licensing Authority a written application for this purpose stating reasons and identification details of the proposed place of change in the **Form 'O' given at Annexure XV:**

Provided that the proposed business place shall be within the limit of area specified in his licence.

(2) The Licensing Authority shall take a decision accepting or rejecting the application within one month from the date of its receipt. If the request is accepted, the Licensing Authority shall order for necessary changes in the licence and in the licence register of the office.

46. Supply of copies of records.—(1) Any ration document holder desirous of obtaining copy of extracts from the records of a fair price shop owner, may make a written request and the copy of requested records shall be provided to the applicant within fourteen days from the date of receipt of the request by receiving payment of Rs.2 (Rupees Two only) per page or the actual cost of copying whichever is lesser.

(2) Any ration document holder who was not provided with the extracts as requested under sub-para (1) may file a complaint to the Taluk Supply Officer. The Taluk Supply Officer shall ensure that the copy is furnished within two weeks from the date of filing the complaint. He may hear the parties if necessary.

(3) Non-supply of entitled records shall be considered as a contravention of this Order and entail disciplinary action provided in para 49.

(4) Every fair price shop owner shall keep all the records related to the fair price shop safe at least for three years, and he may destroy these records with the permission of the Taluk Supply Officer.

47. Revision of issue price.—Whenever the existing issue price of food grains is revised, the stock of the food grains with the fair price shop owner as on the beginning of the day from which the revised issue price shall come into force, shall be assessed by the fair price shop owner and intimated to the Taluk Supply Officer or any other officer authorized by the Government for the purpose. In the case of hike in price, differential cost on the quantity of food grains so held in stock should be remitted to the State. Similarly in the case of revision to a lower price a refund claim for the differential cost shall be submitted by the fair price shop owner to Taluk Supply Officer or any other officer authorized by the Government for the purpose.



48. *Inspection.*—(1) Every fair price shop owner shall give all reasonable facilities at all times to the District Collector or any officer of the Civil Supplies Department not below the rank of Rationing Inspector or any Audit Officer attached to the Civil Supplies Department or State Food Commission or District Grievance Redressal Officer or Chief Executive of the local body concerned or any person authorized by the Vigilance Committee or any officer authorized by the Government or the State Food Commission or the Commissioner or the District Collector to inspect the stock and accounts in the shop.

(2) Regular one round inspection of all the fair price shops within a firka shall be conducted by the Rationing Inspector concerned once in two months. The Taluk Supply Officer shall inspect minimum thirty fair price shops within a Taluk and the District Supply Officer shall inspect minimum twenty fair price shops within a district once in two months without fail. Failure to conduct statutory inspections without valid reasons shall be a ground for disciplinary action. District Supply Officer shall submit a monthly report of inspections conducted by the officials in his district to the Commissioner in a format prescribed by the Commissioner.

(3) The officers conducting inspections shall mark the details of their inspection in the register maintained in the fair price shop **Form 'P' given at Annexure XVI**. The inspection and supervision system available in the fair price shop automation system shall also be utilized by the inspecting authorities. The irregularities found if any during inspections shall be reported to the authority higher to the inspecting authority.

(4) A report generated under the system of information technology shall be considered as an electronic record and disciplinary action shall be initiated against such fair price shop owner or employee who knowingly or intentionally destroys or distorts or manipulates such record. This shall be in addition to and not in derogation of the penal provisions under the Indian Penal Code and Information Technology Act, 2000 (Central Act 21 of 2000)

49. *Disciplinary Action.*—(1) If the District Collector or any officer of the Civil Supplies Department not below the rank of a Taluk Supply Officer, on receipt of the report from any of the officers referred to sub-paras (1) and (2) of para 48 or on receipt of a complaint from a ration card holder or from his own inspection of the stocks and accounts in a shop finds contravention of conditions of licence or non-compliance with any of the directions issued by the Competent Authorities or contravention of the provisions of this Order or any order issued under section 3 of



the Act or the National Food Security Act, 2013 (Central Act 20 of 2013) or Rules or Orders issued there under or on finding shortage or excess in the quantity of food grains or any other irregularities relating to accounts, he may for reasons to be recorded in writing, amend, vary, suspend or cancel his license in addition to forfeiture of security deposit as specified by Commissioner from time to time:

Provided that except for suspension, the fair price shop owner shall be given an opportunity for stating his case and an opportunity of being heard in person:

Provided further that the power of cancellation of licence shall be exercised only by the Licensing Authority or a higher authority.

(2) Proceedings relating to disciplinary action provided under sub-para (1) above shall be concluded within six months or within the period as determined by the Government from time to time.

(3) Notwithstanding anything contained in this para, any of the officers mentioned in sub para (1) may order realization of market cost of the quantity of food grains found short or in excess or of any quantity of food grains misappropriated by falsification of accounts or otherwise and recover sums collected in excess, if any, from the ration card holders or sums gained by the fair price shop owner due to incorrect fixation of price or any defect in calculation.

Explanation:—For the purpose of this para, “Market Cost” means the cost of food grains fixed as such by the Central or State Government from time to time.

(4) The total amount assessed under sub-para (3) or any other amount found due to the Government by virtue of the licence or the Order shall be informed to the licensee in default through a written notice. If the defaulter fails to remit the amount within 7 days of the receipt of notice, such amount shall be recovered firstly from the fair price shop owner’s margin and then from the security deposit and thereafter from the solvency furnished by the fair price shop owner. The remaining balance if any, shall be recovered under the provisions of the Kerala Revenue Recovery Act, 1968 (Act 15 of 1968) or in such other manner as the Government may specify for this purpose. The quantum of liability of the fair price shop owner shall be adjudicated by District Collector or any officer of the Civil Supplies Department not below the rank of a Taluk Supply Officer after giving him an opportunity of being heard.

(5) It shall be open to the Officers referred to in sub-para (1) while passing an order under that sub-para to take into account for purposes of deciding upon the nature of punishment to



be imposed, the previous irregularities established against the fair price shop owner for which action has been taken against him:

Provided that any such proposed action under this para shall be communicated to the fair price shop owner.

(6) Notwithstanding anything contained in any other provisions of this Order, the District Collector or any officer of the Civil Supplies Department not below the rank of a District Supply Officer, may after giving the fair price shop owner an opportunity of stating his case and for reasons to be recorded in writing, amend, vary, suspend or cancel his licence, if such officer is of the opinion that in the interest of general public it is necessary or expedient to do so. In every such case the fair price shop owner shall surrender on demand to the District Collector or such other officer the licence for endorsement or cancellation as the case may be.

(7) When licence issued to a fair price shop owner is cancelled or suspended, under this para, the stock of food grains available with him at the time of such cancellation or suspension shall be disposed of in accordance with the direction of the officer ordering such cancellation or suspension.

(8) In case of suspension or cancellation of the licence, the District Supply Officer/Taluk Supply Officer shall make alternative arrangements for ensuring uninterrupted supply of food grains to the eligible households:

Provided that in case of cancellation of the licence of the fair price shop owner, new licence shall be issued within three months from the date of cancellation.

(9) Notwithstanding anything contained in this Order, where a fair price shop owner has been convicted for the contravention of any of the provisions of this Order or any order made under section 3 of the Act, or the National Food Security Act, 2013 (Central Act 20 of 2013) or Rules issued there under or any other offence involving moral turpitude, the District Supply Officer may, by order in writing, cancel his license:

Provided that where such conviction is set aside in appeal or revision, the District Supply Officer may on application by the person whose order of appointment has been cancelled re-issue the order of appointment to such person.



(10) The District Supply Officer shall furnish a monthly report of fair price shop licences suspended, restored, cancelled, expired and surrendered in his district to the Commissioner and a consolidated annual report in this regard on or before 30th of April every year. The format for reporting shall be as decided by the Commissioner.

50. *Payment of margin to the fair price shop owner.*—(1) It shall be the responsibility of the Taluk Supply Officer to ensure the payment of margin money at the rates decided by the Government from time to time to the fair price shop owner on or before the last day of succeeding month. The deliberate failure to disburse margin to the fair price shop owner shall lead to disciplinary proceedings against such officer. The margin shall be limited to the actual transactions to actual beneficiaries made through electronic point of sale device.

(2) If the fair price shop owner intentionally fails to deliver entitled food grains to the beneficiaries, the food security allowance under the Food Security Allowance Rules, 2015 calculated in such cases shall be deducted from the security deposit of such fair price shop owner or the commission amount due to him.

51. *Viability.*—Subject to the conditions to be fixed, the Government may permit diversification of commodities and services other than those distributed under Targeted Public Distribution system at the fair price shops to improve the viability of the fair price shop operations.

CHAPTER V

LIFTING, MOVEMENT, STORAGE AND DELIVERY OF FOOD GRAINS

52. *Authorised Agency.*—Kerala State Civil Supplies Corporation (SUPPLYCO) shall be the Authorised Agency to lift food grains from the godowns and to store the food grains in intermediate godowns and to organise Intra-State movement for delivery of the allocated food grains at the door-step of each fair price shop.

53. *Lifting.*—(1) The Director, on getting allocation of food grains from the Central Government, issue allocation orders either manually or through the Supply Chain Management System (SCMS) to the District Supply Officers concerned who in turn shall arrange lifting of food grains from the godowns through the Authorised Agency.



(2) The Taluk Supply Officer shall ensure that one copy of the allocation order pertaining to a fair price shop received through Supply Chain Management System is delivered to the local authority, vigilance committees of the rationing area concerned and any other body nominated by the Government for monitoring the functioning of the fair price shop.

(3) The Civil Supplies Department shall ensure that the allocation order depicting the stocks of food grains allotted during the month to the fair price shops is displayed on the public domain including the portal of the Civil Supplies Department.

(4) Before taking delivery of food grains from the godowns, District Supply Officer or an officer duly authorized by him and an officer of the Food Corporation of India (FCI) shall jointly inspect the stocks of food grains intended for issue to ensure that the stocks conform to the prescribed quality specifications.

(5) After the joint inspection, the Food Corporation of India shall issue to the District Supply Officer or to the officer duly authorized by him, before dispatch of food grains from godown, one stack-wise sealed sample jointly drawn for display at the intermediary godown and a duplicate sealed sample drawn shall be kept with the Food Corporation of India for future reference.

(6) The quantity of the samples to be drawn, retention period of the samples and disposal of the samples shall be as per the instructions issued by the Central Government from time to time.

(7) The Authorised Agency shall ensure the lifting of food grains from the godowns by the last day of the month preceding the allocation month.

(8) In the case of Custom Milled Rice to be lifted from the mill owners, the Authorised Agency shall comply with all the procedures specified in paras (1) to (7) above.

Explanation:—“Custom Milled Rice” means the rice processed out of the paddy procured through the designated agencies of Government under decentralized procurement scheme of Central Government.

54. *Transportation.*—(1) The Authorised Agency shall devise suitable mechanism for transportation of food grains from the godowns to the intermediate godowns and the door-step delivery of the food grains to the fair price shop:

Provided that the Authorised Agency may also transport food grains directly from the godown to the fair price shop and ensure its door-step delivery at the fair price shop.



(2) Authorised Agency shall arrange adequate number of vehicles for transportation purpose.

(3) Authorised Agency shall devise suitable mechanism to track the vehicles involved in transportation of food grains so as to prevent substitution or adulteration or diversion or theft of stocks.

55. *Door-step delivery.*—(1) In order to ensure that full quantity and the same quality of food grains as lifted by the Authorised Agency reaches the intermediate godowns and in turn at the fair price shop, Authorised Agency shall,—

- (i) issue sealed sample of each variety of food grains to the fair price shop, at the time of door step delivery, for displaying at the shops.
- (ii) ensure weighment of food grains at the intermediate godowns and fair price shops.
- (iii) issue weighment slip to the fair price shop owner at the time of door-step delivery. Weighment slip shall contain the details as to variety of food grains, net weight, number of bags, loose grains issued, if any, etc.

(2) The Authorised Agency shall ensure physical delivery of food grains to the fair price shop by the first week of the allocation month and in any case not later than the second week of the allocation month.

(3) On delivery of the food grains, the receipt shall be obtained from the fair price shop owner either manually or electronically and the officer in charge of the intermediate godown shall acknowledge the same on the same day and keep it for future reference.

(4) The Taluk Supply Officer/Rationing Inspector shall obtain monthly certificate, including through electronic platform, from the fair price shop owner confirming delivery of allocated food grains to the fair price shop and their distribution to eligible households during the allocation month.

(5) The monthly certificate **Form 'Q' given at Annexure XVII** shall be given by the fair price shop owner certified by the head of the local authority/ Secretary of the local authority/ members of the vigilance committees at the fair price shop level.

(6) Distribution of the food grains to the fair price shops shall be made only according to the allocation order generated or issued through Supply Chain Management System by Taluk



Supply Officer and any modification in the allocation order shall require the permission of the Taluk Supply Officer who issued such order.

(7) The Government may issue instructions from time to time for the smooth functioning of the door step delivery.

56. *Intermediate godowns.*—(1) Intermediate godowns shall be maintained in the following manner,—

- (i) The stocks of food grains shall be stored and stacked safely and scientifically.
- (ii) Measures should be taken to ensure safe storage of food grains and to prevent it from insect infestation, bird infestation, rodent infestation, natural moisture and excess sunlight.
- (iii) Steps should be taken to keep the food grains away from chemicals, pesticides or poisonous substances. Inspection shall be made monthly by the Quality Controller of Authorized Agency to ensure the same.
- (iv) Whenever infestation of any kind is noticed at any time, immediate scientific curative treatment should be taken to control the same.
- (v) The criteria specified by the Food Safety and Standards Authority of India for storage of food grains shall be followed scrupulously in each intermediate godown.
- (vi) The intermediate godowns shall put in place adequate number of weighing and measuring instruments and fire fighting arrangements having the necessary technical and legal requirements.
- (vii) Necessary security measures such as, protecting entrance and exit points from unauthorized access, monitoring and registering of details of all the vehicles/personnel entering or exiting the premises of intermediate godown, locking of access points and proper manning, employee identification system may be put in place.
- (viii) FIFO (First In First Out) system should be followed to prevent any deterioration due to longer storage.
- (ix) Separate registers containing allotment, releasing order, day-to-day truck sheet, item details, vehicle number, quantity, destination, status of delivery etc. shall be maintained for each godown.
- (x) Name board and Stock board in **Form 'R' given at Annexure XVIII** shall be displayed in each and every intermediate godown.



(xi) Comply with the directions issued by the Central or State Government in this regard.

(2) The Officer in Charge of godown shall be responsible for ensuring the requirements mentioned in sub-paras (i) to (xi) above.

(3) The District Supply Officer and Taluk Supply Officer/Regional Manager/Assistant Manager, SUPPLYCO in their respective jurisdiction shall reconcile either manually or electronically the statement of Authorised Agency regarding commodity wise lifting and distribution of physical stock with that of the records of Food Corporation of India including release order and allocation orders issued by the Director and keep it certified by the District Supply Officer.

(4) The working time of the intermediate godown shall be as specified by the Government from time to time.

(5) The Government shall make information available to the public about various storage points/godowns from where the food grains are lifted and sent to the fair price shops.

57. Inspection of intermediate godowns.—(1) The Quality Controller of Authorised Agency shall conduct periodic inspection once in a month on the quality of stocks at intermediate godown, including the Custom Milled Rice and should record the details of inspection in the register kept for the purpose. Inspection of Custom Milled Rice shall be done before accounting it into the stocks and if such item does not meet the quality standards it shall be returned.

(2) Regular verification of stocks (counting of stocks) of the intermediate godown shall be conducted by the Taluk Supply Officer in addition to the surprise inspection that may be conducted at any time. The verifications shall be done at the end of each quarter or as per the directions of the Government. Non inspection of stocks as directed by Government shall invite major disciplinary action against the Taluk Supply Officer concerned.

(3) Taluk Supply Officer shall conduct the periodic inspections once in a month at the intermediate godowns under his jurisdiction and the District Supply Officer shall inspect the godowns under his jurisdiction once in two months.

(4) Every Officer in-Charge of the intermediate godown shall give all reasonable facilities at all times to any officer of the Civil Supplies Department not below the rank of the Taluk Supply Officer or officers of equivalent rank of the Authorised Agency or any officer duly authorized on



his behalf by the Government/Commissioner /District Collector or an officer of and above the rank of District Supply Officer to inspect the stock and accounts.

(5) Stock variation, if any found during inspection shall be recorded both manually and electronically by the inspecting officer. In case of major variations in the stock, the godown shall be sealed for further verification. The authority to approve the stock variation and finalise the same shall be the District Supply Officer of the district concerned.

(6) The reports of inspection done by the officers mentioned under this para shall be submitted to the Director of Civil Supplies/Chairman and Managing Director, SUPPLYCO within one week from the date of inspection. Issues requiring urgent attention noticed during inspection shall be reported immediately.

58. *Accounts.*—(1) Authorised Agency shall maintain proper accounts relating to expenses incurred towards lifting, transportation, storage and delivery.

(2) The expenses in this regard incurred in a month shall be informed to the Government through the Commissioner within the 15th day of the succeeding month.

(3) Authorised Agency shall regularly audit the accounts and audited annual accounts shall be given to the Government.

(4) Authorised Agency shall timely furnish to the Government the details specified under sub-rule (6) of rule 10 and rule 11 of the Food Security (Assistance to State Governments) Rules, 2015.

59. *Transit and storage losses.*—Transit and storage losses may be allowed at the rates fixed by the Government from time to time.

CHAPTER VI COMPUTERISATION

60. *End to end computerisation.*—To modernize and to bring about transparency in the Targeted Public Distribution System, the Government shall implement end-to-end computerisation, which interalia include,—



(i) Ration Card Management System (RCMS) for digitization of ration cards & beneficiary records and to enable ration document related services and updations through online platform;

(ii) Fair Price Shop Automation consisting of installation of electronic Point of Sale (e-PoS) devices at fair price shops for distribution of food grains through Aadhaar based authentication and electronic record-keeping of the sale transactions;

(iii) Supply Chain Management System (SCMS) which includes computerization of supply chain management, integration with the software of Food Corporation of India, integration with the software of Authorised Agency, online allocation of food grains;

(iv) Setting up of transparency portals and grievance redressal mechanisms which includes Toll Free number, Exclusive Call Centre for National Food Security Act, 2013 related subjects, Grievance Redressal software application.

CHAPTER VII

ENTRY, SEARCH AND SEIZURE

61. *Power of entry, search and seizure.*—(1) The District Collector or any officer of the Civil Supplies Department not below the rank of a Rationing Inspector, within his jurisdiction or any officer duly authorized on this behalf by the Government/Commissioner/District Collector or an officer of and above the rank of District Supply Officer, with a view to securing compliance with the provisions of this Order or has reasons to believe on receipt of a complaint or otherwise that there has been any contravention of the provisions of this Order or to satisfy himself that this Order or any order relating to Targeted Public Distribution System issued by Central Government or State Government has been complied with, may:—

(i) Enter, inspect, break open or search any place or premises being made use of or suspected to be made use of by the Authorised Agency, fair price shop owner, transporter, or any other person;

(ii) Stop and search any person or animal, vessel or vehicle or any other conveyance or receptacle engaged or used or intended to be engaged or used for the movement of food grains;



(iii) Inspect any books of account or other documents or any stock of the food grains use or suspected to be used in the course of business by the Authorised Agency, fair price shop owner, transporter, or any other person;

(iv) Seize or remove any such books of accounts or other documents, which in his opinion would be useful for or relevant to any proceedings under the Act or this Order;

(v) Take samples of the food grains and seize or remove any of the stocks of the food grains along with packages, coverings, or receptacles in which food grains are found or the animals, vessels, boats or other conveyances used in carrying such food grains for which he has reason to believe that it has been or is being or is about to be used in contravention of this Order and thereafter to take or authorize the taking of all measures necessary for securing the production of items so seized before the appropriate Court having jurisdiction under the provisions of the Act, and for their safe custody pending such production.

Explanation:—“Appropriate Court” in this sub para shall means such court as is specified in or under the Act in which proceedings would lie for contravention of the provisions of this Order and shall also include the District Collector referred to in section 6A of the Act.

(2) Where any of the officers specified in sub para (1) conduct any seizure under the said sub-para, he shall prepare forthwith an inventory of the articles or documents seized and shall also give a receipt for the same.

(3) Any books of accounts or other documents seized under the provisions of this para shall be returned to the person from whom they were seized within a period not later than sixty days from the date of seizure, after taking copies thereof or extracts there from, if necessary, provided that the person from whom they are so seized, certifies as true such copies or extracts before taking back such books of accounts or other documents.

(4) Every person who is so required by any officer specified in sub-para (1) shall allow access to the premises, provide facilities to search, hand over such article or articles seized, stop the vehicle, boat or animals, answer truthfully all questions asked of him, give it in writing if so required and produce the documents in his possession or under his control.

(5) The officer conducting search and seizure under this para shall inform the District Collector or the Government or any other officer authorized by it on this behalf, the details of the search conducted and the stock of food grains or other materials so seized by him.



(6) The provisions of section 100 of the Code of Criminal Procedure, 1973(Central Act 2 of 1974) relating to search and seizure shall, as far as may be, apply to search and seizure under this Order.

CHAPTER VIII
APPEAL AND REVISION

62. *Appeal.*—(1) Any person aggrieved by any original order passed under this Order may within thirty days from the date of receipt of such order, prefer appeal,—

(i) In the case of an order passed by any of the following officers, the officers specified against them, as per the following schedule:—

Officers issuing Original Orders	Appellate Authority
Taluk Supply Officer/City Rationing Officer/District Supply Officer	District Collector
Deputy Controller/Vigilance Officer/Controller of Rationing	Commissioner of Civil Supplies

Provided that such officer may admit the appeal after the expiry of the period of thirty days if he or she is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time.

(2) The Appellate Authority shall dispose the appeal under sub-para (1) above within forty five days of the receipt of the appeal or within such extended period not exceeding a total of sixty days from the date of filing thereof, as the case may be, for reasons to be recorded in writing.

(3) No appeal shall be disposed of unless the aggrieved person has been given a reasonable opportunity of being heard.

(4) Pending the disposal of an appeal, the Appellate Authority may direct that the order under appeal shall not take effect for such period as the authority may consider necessary for giving a reasonable opportunity to the other party or until the appeal is disposed of, whichever is earlier.



(5) The decision of the Appellate Authority shall be final and no second appeal shall lie from an order passed in appeal under this Order.

63. *Revision by the Government.*—The Government may, either *suo motu* or on application from any person, call for and examine the records of any order passed by the Director or any other subordinate authority under the provisions of this Order for the purpose of satisfying itself as to the legality or to the propriety of such order and may pass such interlocutory orders as are deemed necessary and also pass such final orders in reference to the record as the Government may deem fit:

Provided that no order to the disadvantage of person shall be passed under this para unless the person concerned is given an opportunity of making any representation which he may wish to make against such order.

CHAPTER IX MISCELLANEOUS

64. *Monitoring.*—(1) The Controller of Rationing at the State level, Deputy Controller of Rationing at the Zonal level, the District Supply Officer at the District level, Taluk Supply Officer /City Rationing Officer at the Taluk level, Rationing Inspector at the firka/city area shall monitor the implementation of the Targeted Public Distribution System in the State.

(2) Review of the operation of the Public Distribution System at the State level shall be conducted by the Government/Commissioner and at the district level by the District Collector once in a month.

(3) The Vigilance Committees set up at various levels under the rules shall regularly supervise the implementation of all schemes under the National Food Security Act, 2013 (Central Act 20 of 2013) and perform other functions as specified in the said Act.

65. *Authority to certify the diversion/substitution.*—Officers of the Civil Supplies Department and SUPPLYCO appointed for the purpose by the Government shall certify the genuineness of food grains under the Targeted Public Distribution System, if in any case such food grains is found to be diverted or substituted. For the purpose, the Committee shall take into



consideration the relevant factors such as comparison with samples from godowns/Custom Milled Rice mills, Food Corporation of India stencils, bills etc.

66. *Protection of action taken under this Order in good faith.*—No suit, prosecution, other legal proceeding shall lie against any person for anything which is done or intended to be done in good faith in pursuance of this Order.

67. *Power of the Government to give directions.*—The Government may, from time to time give such directions as it deem necessary for execution of all or any of the provisions of this Order.

By order of the Governor,

VENUGOPAL, P.
Secretary to Government.

Explanatory Note

(This is not part of the notification but is intended its general purport.)

Para 9(1) of the Targeted Public Distribution System (Control) Order, 2015 empowers the Government to issue an order under Section 3 of the Essential Commodities Act (Central Act 10 of 1955) but not inconsistent with the Targeted Public Distribution System (Control) Order, 2015 for regulating the sale and distribution of the essential commodities. The notification is intended to achieve the above purpose.





കേരള സർക്കാർ
പൊതുവിതരണ വകുപ്പ്

Application No.

പുതിയ റേഷൻകാർഡിനുള്ള അപേക്ഷ ഫോറം

ഫോട്ടോ പതിച്ച്
ഒപ്പിടുക

- താലൂക്ക് സബ്ബ്ലൈ ആഫീസ്/സിറ്റി റേഷനിംഗ് ആഫീസ്.....
- കുടുംബനാമയുടെ പേര്.....
(18 വയസ് കഴിഞ്ഞ സ്ത്രീയില്ലായെങ്കിൽ മാത്രം കുടുംബനാമന്റെ പേര്)
3. റേഷൻകട നം.....
4. പഞ്ചായത്ത്/മുൻസിപ്പാലിറ്റി/കോർപ്പറേഷൻ.....
5. വാർഡ് നമ്പർ
6. വീട്ടുനമ്പർ
7. മേൽവിലാസം
8. സ്ഥലം.....
9. താലൂക്ക്.....
10. വില്ലേജ്.....
11. പിൻകോഡ്.....
12. മൊബൈൽ നമ്പർ.....
13. എൽ.പി ഗ്യാസ് കണക്ഷൻ. ഉണ്ട് [] ഇല്ല [] (✓ ചെയ്യുക)
ഉണ്ടെങ്കിൽ സിലിണ്ടറുകളുടെ എണ്ണം കൺസ്യൂമർ നമ്പർ
- കമ്പനി..... (IOC/HPC/BPC) ഏജൻസി
14. വീട് വൈദ്യുതീകരിച്ചതാണോ? അതെ [] അല്ല [] (✓ ചെയ്യുക) (ഇല്ലെങ്കിൽ സർട്ടിഫിക്കറ്റ് ഹാജരാക്കുക)
ഉണ്ടെങ്കിൽ സെക്ഷൻ കോഡ് കൺസ്യൂമർ നമ്പർ.....
15. കടിവെള്ള കണക്ഷൻ. ഉണ്ട് [] ഇല്ല [] (✓ ചെയ്യുക)
ഉണ്ടെങ്കിൽ കൺസ്യൂമർ നമ്പർ.....
16. സർക്കാർ ധനസഹായത്തോടുകൂടിയുള്ള ഭവനപദ്ധതി പ്രകാരം വീട് ലഭിച്ചിട്ടുണ്ടോ? ഉണ്ട് [] ഇല്ല [] (✓ ചെയ്യുക)
ഉണ്ടെങ്കിൽ പദ്ധതിയുടെ പേര് (✓ ചെയ്യുക):
ലക്ഷം വീട് [] ഇ.എം.എസ് ഭവനപദ്ധതി [] സുനാമി ഭവനങ്ങൾ [] മത്സ്യതൊഴിലാളി ഭവനങ്ങൾ []
പട്ടികവർഗ്ഗ/പട്ടിക ജാതി കോളനികൾ [] ഇന്ദിര ആവാസ് യോജന [] മറ്റുള്ളവ []
17. കുടുംബത്തിൽ ആർക്കെങ്കിലും ക്ഷേമപെൻഷൻ ലഭിക്കുന്നുണ്ടോ? ഉണ്ട് [] ഇല്ല [] (✓ ചെയ്യുക)
ഉണ്ടെങ്കിൽ അംഗത്തിന്റെ പേര്..... ഏത് പദ്ധതി.....
18. കുടുംബാംഗങ്ങളിൽ ആരെങ്കിലും മുൻ ബി.പി.എൽ കാർഡിൽ ഉൾപ്പെട്ടിട്ടുണ്ടോ? ഉണ്ട് [] ഇല്ല [] (✓ ചെയ്യുക)
ഉണ്ടെങ്കിൽ അംഗത്തിന്റെ പേര്..... കാർഡ് നം.....

പുതുക്കിയ കാർഡിൽ ഉൾപ്പെടുത്തുന്നതിന് ആസ്പദമായ രേഖകൾ

സമർപ്പിക്കുന്ന രേഖ	✓ ചെയ്യുക	സർട്ടിഫിക്കറ്റ് നമ്പരും തീയതിയും
1. മേൽവിലാസം തെളിയിക്കുന്ന രേഖ		
2. ജനന സർട്ടിഫിക്കറ്റ്		
3. മറ്റു താലൂക്കിൽ നിന്ന് കാർഡ് മാറി വരിക		
4. മറ്റു താലൂക്കിൽ നിന്ന് അംഗങ്ങൾ മാറി വരിക		
5. മറ്റു സംസ്ഥാനത്തിൽ നിന്ന് മാറി വരിക		
6. നോൺ റിന്യൂവൽ സർട്ടിഫിക്കറ്റ് (റേഷൻ കാർഡ് പുതുക്കാത്തവർ)		
7. നോൺ ഇൻക്ലൂഷൻ സർട്ടിഫിക്കറ്റ് (പുതുക്കിയ കാർഡിൽ ഉൾപ്പെടാത്തവർ)		
8. സമ്മതപത്രം (ഇതര താലൂക്കിലെ വേറെ കാർഡിലെ അംഗമാണെങ്കിൽ റേഷൻകാർഡ് നം നല്കുക)		
9. റദ്ദു ചെയ്യപ്പെട്ട തൊഴിൽ വിസ (വിദേശത്തു നിന്നും മടങ്ങി വരുന്നവർക്ക്)		
10. സൈന്യത്തിൽ നിന്നുള്ള വിരമിക്കൽ രേഖ		
11. വരമാന സർട്ടിഫിക്കറ്റ്		



II. കടുബംഗങ്ങളുടെ വിവരങ്ങൾ

ക്രമ നം	പേര്		ജനന തീയതി	ഉടമയുമായുള്ള ബന്ധം	ആൺ(M)/പെൺ(F)/ മറ്റുള്ളവർ(T)	തൊഴിൽ	മാസവരുമാനം	NRK / NRI	അനൗപമ	ഇലക്ഷൻ ഐഡി
	മലയാളം	ഇംഗ്ലീഷ്								
1	2	3	4	5	6	7	8	9	10	11

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ക്രമ നമ്പർ	പേര്	ആധാർ (എല്ലാ അംഗങ്ങളുടെയും ആധാർ ഉൾപ്പെടുത്തുക)	ആദായനികുതി നൽകുന്നുണ്ടോ (Y/N)	ആശ്രിത പദ്ധതിയിൽ ഉൾപ്പെട്ടിട്ടുണ്ടോ (Y/N) (ജി.ജി.)	മാനസികവും ശാരീരികവുമായ വെല്ലുവിളികൾ നേരിടുന്നുണ്ടോ (Y/N)	ഓട്ടിസം ബാധിച്ചിട്ടുണ്ടോ (Y/N) (**)	നിർദ്ധനയും നിരലംബതയുമായ സ്ത്രീ (Y/N) (**)	മാരകരോഗങ്ങളുണ്ടോ ഉണ്ടെങ്കിൽ കോഡ് എഴുതുക(%%)	ഏറ്റവും തുടങ്ങിയ രോഗങ്ങൾ ഉണ്ടോ (Y/N)	പരസഹായമില്ലാതെ ജീവിക്കാൻ കഴിയാത്ത ശയ്യാവലംബരാനോ (Y/N)
1	2	3	4	5	6	7	8	9	10	11
1										
2										
3										
4										
5										
6										
7										
8										
9										

- നിർദ്ധനയും നിരലംബതയുമായ സ്ത്രീ [] നിരലംബതയായ വിധവ [] അവിവാഹിതയായ അമ്മ [] ഉപേക്ഷിക്കപ്പെട്ട സ്ത്രീ [] എന്നിവരായ നയിക്കപ്പെടുന്ന കുടുംബം (21 വയസിനു മേൽ പുരുഷന്മാർ ഇല്ലാത്ത കുടുംബം) (ആവശ്യമുള്ളത് ✓ ചെയ്യുക) (ഇത് കുടുംബനാഥയ്ക്ക് മാത്രമാണ് ബാധകം)

ജി.ജി. ആശ്രിത പദ്ധതിയിൽ അംഗമാണെങ്കിൽ എളുപ്പ തദ്ദേശസ്വയംഭരണത്തിൽ

%% മാരകരോഗങ്ങൾ - 1.എയ്ഡ്സ് 2.കാൻസർ 3.സ്ഥിരമായ കുഷ്ഠം 4.എൻഡോസൈറ്റിസ് ബാധിതർ 5.ഡയാലിസിസിനു വിധേയരാകുന്നവർ

ഒ.കി.ഡി.എ. ഹൃദയം മാറ്റി വയ്ക്കൽ ശസ്ത്രക്രിയയ്ക്ക് വിധേയരായവർ (കോളം 9ൽ രോഗത്തിന്റെ ക്രമ നം എഴുതുക) (ചികിത്സാരേഖകൾ ഹാജരാക്കേണ്ടതാണ്)

** ഓട്ടിസം ബാധിച്ചവർ, ശയ്യാവലംബർ എന്നീ അംഗങ്ങളുണ്ടെങ്കിൽ ഡോക്ടറുടെ സർട്ടിഫിക്കറ്റ് ഹാജരാക്കേണ്ടതാണ്.



III. റേഷൻവിഹിതം ഇപ്പോൾ ആവശ്യമുണ്ടോ? ഉണ്ട് [47] ഇല്ല [] (✓ ചെയ്യുക)

IV. ബാങ്ക് അക്കൗണ്ട് സംബന്ധിച്ച വിവരങ്ങൾ

1. ഗൃഹനാമയുടെ പേര് (ഇംഗ്ലീഷ്).....
(ഗൃഹനാമയ്ക്ക് ബാങ്ക് അക്കൗണ്ട് ഇല്ലെങ്കിൽ ബാങ്ക് അക്കൗണ്ട് ഉള്ള ഏതെങ്കിലും അംഗത്തിന്റെ പേര്)
2. ബാങ്ക് അക്കൗണ്ട് നമ്പർ.....
3. ബാങ്കിന്റെ പേരും ശാഖയും.....
4. ബാങ്ക് ജില്ല..... 5. ഐ.എഫ്.എസ്.സി കോഡ്.....

V. മറ്റു വിവരങ്ങൾ

1. കുടുംബം ഏത് വിഭാഗത്തിൽ ഉൾപ്പെടുന്നു. (✓ ചെയ്യുക)
പ്രാക്തനഗോത്ര വർഗ്ഗം [] ആദിവാസികൾ [] പട്ടികവർഗ്ഗം [] പട്ടികജാതി [] മറ്റുള്ളവർ []
2. പുറമ്പോക്കിലാണോ താമസം? അതെ [] അല്ല [] (✓ ചെയ്യുക)
3. സ്വന്തമായി കള്ളസുണ്ടോ? ഉണ്ട് [] ഇല്ല [] (✓ ചെയ്യുക)
4. കുടുംബത്തിൽ നാലോ അതിലധികമോ ചക്രമുള്ള വാഹനം സ്വന്തമായി ഉണ്ടോ? ഉണ്ട് [] ഇല്ല [] (✓ ചെയ്യുക)
ഉണ്ടെങ്കിൽ രജിസ്ട്രേഷൻ നമ്പരുകൾ.....
5. കുടുംബത്തിൽ ആർക്കെങ്കിലും സ്വന്തമായി ഭൂമിയുണ്ടോ? ഉണ്ട് [] ഇല്ല [] (✓ ചെയ്യുക)
ഉണ്ടെങ്കിൽ കുടുംബത്തിന് ആകെയുള്ള ഭൂമിയുടെ അളവ്.....ഏക്കർ.....സെന്റർ.....
6. കുടുംബത്തിൽ ആർക്കെങ്കിലും സ്വന്തമായി വീടുണ്ടോ? ഉണ്ട് [] ഇല്ല [] (✓ ചെയ്യുക)
ഉണ്ടെങ്കിൽ വീടിന്റെ സ്ഥിതി. (കുടിൽ/ഓല/പൂല്ല്/ടാർപോളിൻ/ഷീറ്റ്/മേഞ്ഞത്/ജീർണ്ണിച്ചത്/ മറ്റുള്ളവ).....
വീടിന്റെ വിസ്തീർണ്ണം ചതുരശ്രഅടി
7. 500 മീറ്റർ ചുറ്റളവിൽ (കന്നിൻ പ്രദേശങ്ങളിൽ 100 മീറ്റർ) കുടിവെള്ളം ലഭ്യമാണോ? ഉണ്ട് [] ഇല്ല [] (✓ ചെയ്യുക)

സത്യപ്രസ്താവന

ഈ അപേക്ഷയിൽ രേഖപ്പെടുത്തിയിട്ടുള്ള വിവരങ്ങൾ എന്റെ അറിവിലും വിശ്വാസത്തിലും സത്യമാണെന്നും ഈ അപേക്ഷയിൽ ചേർത്തിരിക്കുന്ന പേരുകാർ വേറെ റേഷൻകാർഡിൽ ഉൾപ്പെട്ടിട്ടില്ല എന്നും ഞാൻ ഇതിനാൽ ബോധിപ്പിക്കുന്നു. ഇടർന്നുള്ള അന്വേഷണത്തിൽ മേൽപ്രസ്താവിച്ച വിവരങ്ങൾ തെറ്റാണെന്ന് ബോധ്യപ്പെട്ടാൽ എന്റെ പേരിൽ നിലവിലെ നിയമങ്ങൾ അനുസരിച്ചുള്ള ശിക്ഷാനടപടികൾ സ്വീകരിക്കുന്നതിന് എനിക്ക് സമ്മതമാണ്. റേഷൻകാർഡ് ലഭിക്കുന്നതിനായി സമർപ്പിച്ചിട്ടുള്ള എല്ലാ വിവരങ്ങളും സർക്കാരിന്റെ വിശ്വസ്തനായ മറ്റാവശ്യങ്ങൾക്ക് കൈമാറുന്നതിന് എനിക്ക് സമ്മതമാണെന്നുള്ള വിവരം ഇതിനാൽ ഉറപ്പു നൽകുന്നു.

സ്ഥലം: ഉടമയുടെ പേര്:
തീയതി: വിരലടയാളമോ ഒപ്പോ:

ഓഫീസ് ഉപയോഗത്തിന്

1. അന്വേഷണ ഉദ്യോഗസ്ഥന്റെ അഭിപ്രായം:
2. താലൂക്ക് സബ്ബ് ഓഫീസറുടെ/സിറ്റി റേഷനിംഗ് ഓഫീസറുടെ ഉത്തരവ്

താലൂക്ക് സബ്ബ് ഓഫീസ്/സിറ്റി റേഷനിംഗ് ഓഫീസ്:

വിതരണം ചെയ്ത കാർഡിന്റെ വിവരങ്ങൾ:

കാർഡ് നമ്പർ:

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കേരള സർക്കാർ
പൊതുവിതരണ വകുപ്പ്

Application No.

റേഷൻകാർഡിൽ പുതിയ അംഗങ്ങളെ ഉൾപ്പെടുത്തുന്നതിനുള്ള അപേക്ഷ ഫോറം

1. താലൂക്ക് സബ്ബ് ഓഫീസ്/സിറ്റി റേഷനിംഗ് ഓഫീസ്.....
2. കുടുംബനാമയുടെ പേര്.....
3. റേഷൻകട നം.....
4. റേഷൻ കാർഡ് നം
5. മൊബൈൽ
6. വിഭാഗം

പുതുതായി ഉൾപ്പെടുത്തേണ്ട അംഗങ്ങളുടെ വിവരങ്ങൾ ദയവായി മറുപുറത്ത് രേഖപ്പെടുത്തുക

പുതുക്കിയ കാർഡിൽ ഉൾപ്പെടുത്തുന്നതിന് ആസ്പദമായ രേഖകൾ

സമർപ്പിക്കുന്ന രേഖ	✓ ചെയ്യുക	സർട്ടിഫിക്കറ്റ് നമ്പരും തീയതിയും
1. ജനന സർട്ടിഫിക്കറ്റ്		
2. മറ്റു താലൂക്കിൽ നിന്ന് കാർഡ് മാറി വരിക		
3. മറ്റു താലൂക്കിൽ നിന്ന് അംഗങ്ങൾ മാറി വരിക		
4. മറ്റു സംസ്ഥാനത്തിൽ നിന്ന് മാറി വരിക		
5. നോൺ റിന്യൂവൽ സർട്ടിഫിക്കറ്റ്		
6. നോൺ ഇൻക്ലൂഷൻ സർട്ടിഫിക്കറ്റ്		
7. സമ്മതപത്രം (റേഷൻകാർഡ് നം നല്ലക)		
8. റദ്ദു ചെയ്യപ്പെട്ട തൊഴിൽ വിസ		
9. സൈന്യത്തിൽ നിന്നുള്ള വിരമിക്കൽ രേഖ		
10. വരമാന സർട്ടിഫിക്കറ്റ്		
11. എം.എൽ.എ. / പഞ്ചായത്ത്/ ബ്ലോക്ക് പഞ്ചായത്ത്/ ജില്ലാ പഞ്ചായത്ത് പ്രസിഡന്റ്/ മുൻസിപ്പൽ ചെയർമാൻ/ മേയർ നൽകുന്ന സർട്ടിഫിക്കറ്റ്		

സാക്ഷ്യപത്രം

എന്റെ ഉടമസ്ഥതയിലുള്ളനമ്പർ റേഷൻകാർഡിലേക്ക് ഈ അപേക്ഷയിൽ കാണിച്ചിട്ടുള്ളതു പ്രകാരം അംഗങ്ങളെ പുതുതായി ഉൾപ്പെടുത്താൻ എനിക്കു സമ്മതമാണ്. പുതുതായി ഉൾപ്പെടുത്തുന്ന അംഗങ്ങൾ പുറത്താക്കൽ മാനദണ്ഡങ്ങളിൽ പെട്ടയാളാണെങ്കിൽ നിലവിൽ മുൻഗണന/ എ.എ.വൈ/ നോൺ-പ്രയോറിറ്റി-സബ്സിഡി വിഭാഗത്തിൽ പെട്ട കാർഡുകൾ നോൺ-പ്രയോറിറ്റി-നോൺ-സബ്സിഡി വിഭാഗത്തിലേക്ക് മാറ്റുന്നതാണ് എന്ന് എനിക്കു ബോധ്യമുണ്ട്. പുതുതായി ഉൾപ്പെടുത്തുന്ന അംഗം (അംഗങ്ങൾ) വേറൊരു റേഷൻകാർഡിലും അംഗമല്ല എന്ന് ഞാൻ സാക്ഷ്യപ്പെടുത്തുന്നു. തുടർന്നുള്ള അന്വേഷണത്തിൽ മേൽപ്രസ്താവിച്ച വിവരങ്ങൾ തെറ്റാണെന്ന് ബോധ്യപ്പെട്ടാൽ നിലവിലെ നിയമങ്ങൾ അനുസരിച്ചുള്ള നടപടികൾ സ്വീകരിക്കുന്നതിന് എനിക്ക് സമ്മതമാണ്. റേഷൻകാർഡ് ലഭിക്കുന്നതിനായി സമർപ്പിച്ചിട്ടുള്ള എല്ലാ വിവരങ്ങളും സർക്കാരിന്റെ വിശ്വസനീയമായ മറ്റാവശ്യങ്ങൾക്ക് കൈമാറുന്നതിന് എനിക്ക് സമ്മതമാണെന്നുള്ള വിവരം ഇതിനാൽ ഉറപ്പു നൽകുന്നു.

സ്ഥലം: ഉടമയുടെ പേര്:
 തീയതി: വിരലടയാളമോ ഒപ്പോ:

ഓഫീസ് ഉപയോഗത്തിന്

1. അന്വേഷണ ഉദ്യോഗസ്ഥന്റെ അഭിപ്രായം
2. താലൂക്ക് സബ്ബ് ഓഫീസറുടെ/സിറ്റി റേഷനിംഗ് ഓഫീസറുടെ ഉത്തരവ്



ക്രമ നം	പേര്		ജനന തീയതി	ഉടമയുമായുള്ള ബന്ധം	ആൺ(M)/പെൺ(F)/ മറ്റുള്ളവർ(T)	തൊഴിൽ	മാസവരുമാനം	NRK / NRI	അനപൂർണ്ണ	ഇലക്ഷൻ നമ്പർ
	മലയാളം	ഇംഗ്ലീഷ്								
1			4	5	6	7	8	9	10	11
2										
3										
4										

ക്രമ നം	പേര്	(എല്ലാ അംഗങ്ങളുടെയും ആധാർ ഉൾപ്പെടുത്തുക)	ആദായനികുതി നൽകുന്നുണ്ടോ(Y/N)	ആശ്രയ പദ്ധതിയിൽ ഉൾപ്പെട്ടിട്ടുണ്ടോ (Y/N) (തദ്ദേശസ്വയംഭരണത്തിന്റെ പേര് കാണിക്കുക)	മാനസികവും ശാരീരികവുമായ വെല്ലുവിളികൾ നേരിടുന്നുണ്ടോ (Y/N)	ഓട്ടിസം ബാധിച്ചിട്ടുണ്ടോ(Y/N)	നിർഭരണവും നിരലംബയായസ്പീ (Y/N)	മാരകരോഗങ്ങളുണ്ടോ (Y/N) (%)രോഗം ഏതാണെന്ന് വ്യക്തമാക്കുക	ഹൃദ്രോഗം തുടങ്ങിയ രോഗങ്ങൾ ഉണ്ടോ (Y/N)	പരസഹായമില്ലാതെ ജീവിക്കാൻ കഴിയാത്ത ശയ്യാവലംബരാനോ (Y/N)





കേരള സർക്കാർ
പൊതുവിതരണ വകുപ്പ്

Application No.

റേഷൻകാർഡിലെ അംഗങ്ങളെ മറ്റൊരു താലൂക്കിലേക്ക് മാറ്റുന്നതിനുള്ള അപേക്ഷാഫോറം

1. താലൂക്ക് സപ്ലൈ ഓഫീസ്/സിറ്റി റേഷനിംഗ് ഓഫീസ്.....
2. കുടുംബനാമയുടെ പേര്.....
3. റേഷൻകട നം.....
4. റേഷൻ കാർഡ് നം
5. മൊബൈൽ
6. വിഭാഗം
7. മാറ്റേണ്ട അംഗങ്ങളുടെ വിവരങ്ങൾ

ക്രമനം	പേര്	ഏതു താലൂക്കിലേക്കാണ് മാറ്റുന്നത്	മാറിപ്പോകുന്നതിനുള്ള കാരണം

8. കാർഡ്സമ മാറിപ്പോകുന്നു എങ്കിൽ പുതിയ കാർഡ്സമയുടെ പേര്
9. പുതിയ കാർഡ്സമയുമായി മറ്റംഗങ്ങൾക്കുള്ള ബന്ധം

ക്രമനം	പേര്	ബന്ധം

സാക്ഷ്യപത്രം

എന്റെ ഉടമസ്ഥതയിലുള്ളനമ്പർ റേഷൻകാർഡിൽ നിന്ന് ഈ അപേക്ഷയിൽ കാണിച്ചിട്ടുള്ള പ്രകാരം അംഗങ്ങളെ മറ്റൊരു താലൂക്കിലേക്ക് മാറ്റുന്നതിന് വേണ്ടി ഈ കാർഡിൽ നിന്നും കുറവ് ചെയ്യുന്നതിന് എനിക്കു സമ്മതമാണ്. തുടർന്നുള്ള അന്വേഷണത്തിൽ മേൽപ്രസ്താവിച്ച വിവരങ്ങൾ തെറ്റാണെന്ന് ബോധ്യപ്പെട്ടാൽ നിലവിലെ നിയമങ്ങൾ അനുസരിച്ചുള്ള നടപടികൾ സ്വീകരിക്കുന്നതിന് എനിക്ക് സമ്മതമാണ്. റേഷൻകാർഡ് ലഭിക്കുന്നതിനായി സമർപ്പിച്ചിട്ടുള്ള എല്ലാ വിവരങ്ങളും സർക്കാരിന്റെ വിശ്വസനീയമായ മറ്റാവശ്യങ്ങൾക്ക് കൈമാറുന്നതിന് എനിക്ക് സമ്മതമാണെന്നുള്ള വിവരം ഇതിനാൽ ഉറപ്പു നൽകുന്നു.

സ്ഥലം: ഉടമയുടെ പേര്:
 തീയതി: വിരലടയാളമോ ഒപ്പോ:

ഓഫീസ് ഉപയോഗത്തിന്

1. അന്വേഷണ ഉദ്യോഗസ്ഥന്റെ അഭിപ്രായം
2. താലൂക്ക് സപ്ലൈ ഓഫീസറുടെ/സിറ്റി റേഷനിംഗ് ഓഫീസറുടെ ഉത്തരവ്



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കേരള സർക്കാർ
പൊതുവിതരണ വകുപ്പ്

Application No.

റേഷൻകാർഡിൽ തിരുത്തലുകൾ വരുത്തുന്നതിനുള്ള അപേക്ഷാഫോറം

1. താലൂക്ക് സപ്ലൈ ഓഫീസ്/സിറ്റി റേഷനിംഗ് ഓഫീസ്.....
2. കുടുംബനാമയുടെ പേര്.....
3. റേഷൻകട നം.....
4. റേഷൻ കാർഡ് നം
5. മൊബൈൽ
6. വിഭാഗം
7. തിരുത്തലുകൾ

ക്രമനം	ഇനം	തിരുത്തൽ	ബന്ധപ്പെട്ട രേഖ

സാക്ഷ്യപത്രം

എന്റെ ഉടമസ്ഥതയിലുള്ളനമ്പർ റേഷൻകാർഡിൽ ഈ അപേക്ഷയിൽ കാണിച്ചിട്ടുള്ളതു പ്രകാരം തിരുത്തലുകൾ വരുത്തുന്നതിന് എനിക്കു സമ്മതമാണ്. ഇപ്പോൾ വരുത്തുന്ന തിരുത്തലുകളിൽ പുറത്താക്കൽ മാനദണ്ഡങ്ങൾ ഉണ്ടെങ്കിൽ എന്റെ കാർഡിന്റെ എഎഐവൈ/ മുൻഗണന/ പൊതുവിഭാഗം(സബ്സിഡി) സ്റ്റാറ്റസ് ഇല്ലാതാകും എന്ന് എനിക്ക് അറിവുള്ളതാണെന്നും ഇതിനാൽ സാക്ഷ്യപ്പെടുത്തുന്നു. തുടർന്നുള്ള അന്വേഷണത്തിൽ മേൽപ്രസ്താവിച്ച വിവരങ്ങൾ തെറ്റാണെന്ന് ബോധ്യപ്പെട്ടാൽ നിലവിലെ നിയമങ്ങൾ അനുസരിച്ചുള്ള നടപടികൾ സ്വീകരിക്കുന്നതിന് എനിക്ക് സമ്മതമാണ്. റേഷൻകാർഡ് ലഭിക്കുന്നതിനായി സമർപ്പിച്ചിട്ടുള്ള എല്ലാ വിവരങ്ങളും സർക്കാരിന്റെ വിശ്വസനീയമായ മറ്റാവശ്യങ്ങൾക്ക് കൈമാറുന്നതിന് എനിക്ക് സമ്മതമാണെന്നുള്ള വിവരം ഇതിനാൽ ഉറപ്പു നൽകുന്നു.

സ്ഥലം: ഉടമയുടെ പേര്:
തീയതി: വിരലടയാളമോ ഒപ്പോ:

ഓഫീസ് ഉപയോഗത്തിന്

1. അന്വേഷണ ഉദ്യോഗസ്ഥന്റെ അഭിപ്രായം
2. താലൂക്ക് സപ്ലൈ ഓഫീസറുടെ/സിറ്റി റേഷനിംഗ് ഓഫീസറുടെ ഉത്തരവ്





കേരള സർക്കാർ
പൊതുവിതരണ വകുപ്പ്

Application No.

നോൺ റിന്യൂവൽ സർട്ടിഫിക്കറ്റ് ലഭിക്കുന്നതിനുള്ള അപേക്ഷാഫോറം
(റേഷൻകാർഡ് പുതുക്കാത്തവർക്കു വേണ്ടി)

1. താലൂക്ക് സപ്ലൈ ഓഫീസ്/സിറ്റി റേഷനിംഗ് ഓഫീസ്.....
2. അപേക്ഷകയുടെ പേര്.....
3. റേഷൻകട നം.....
4. റേഷൻ കാർഡ് നം
5. മൊബൈൽ
6. ഏതു വർഷത്തിലാണ് അവസാനമായി പുതുക്കിയത്
7. ഏതു താലൂക്കിലേക്കാണ് സർട്ടിഫിക്കറ്റ് നൽകേണ്ടത്
8. കാർഡ് പുതുക്കാതിരുന്നതിനുള്ള കാരണം

സാക്ഷ്യപത്രം

എന്റെ ഉടമസ്ഥതയിലുള്ളനമ്പർ റേഷൻകാർഡ് വർഷം മുതൽ പുതുക്കിയിട്ടില്ലെന്ന് ഇതിനാൽ സാക്ഷ്യപ്പെടുത്തുന്നു. തുടർന്നുള്ള അന്വേഷണത്തിൽ മേൽപ്രസ്താവിച്ച വിവരങ്ങൾ തെറ്റാണെന്ന് ബോധ്യപ്പെട്ടാൽ നിലവിലെ നിയമങ്ങൾ അനുസരിച്ചുള്ള നടപടികൾ സ്വീകരിക്കുന്നതിന് എനിക്ക് സമ്മതമാണ്. റേഷൻകാർഡ് ലഭിക്കുന്നതിനായി സമർപ്പിച്ചിട്ടുള്ള എല്ലാ വിവരങ്ങളും സർക്കാരിന്റെ വിശ്വസനീയമായ മറ്റാവശ്യങ്ങൾക്ക് കൈമാറുന്നതിന് എനിക്ക് സമ്മതമാണെന്നുള്ള വിവരം ഇതിനാൽ ഉറപ്പു നൽകുന്നു.

സ്ഥലം:

ഉടമയുടെ പേര്:

തീയതി:

വിരലടയാളമോ ഒപ്പോ:

ഓഫീസ് ഉപയോഗത്തിന്

1. അന്വേഷണ ഉദ്യോഗസ്ഥന്റെ അഭിപ്രായം
2. താലൂക്ക് സപ്ലൈ ഓഫീസറുടെ/സിറ്റി റേഷനിംഗ് ഓഫീസറുടെ ഉത്തരവ്

താലൂക്ക് സപ്ലൈ ഓഫീസർ/സിറ്റി റേഷനിംഗ് ഓഫീസർ





കേരള സർക്കാർ
പൊതുവിതരണ വകുപ്പ്

Application No.

നോൺ ഇൻക്യൂഷൻ സർട്ടിഫിക്കറ്റ് ലഭിക്കുന്നതിനുള്ള അപേക്ഷാഫോറം
(പുതുക്കിയ റേഷൻകാർഡിൽ ഉൾപ്പെടാത്ത അംഗങ്ങൾക്കു വേണ്ടി)

1. താലൂക്ക് സപ്ലൈ ഓഫീസ്/സിറ്റി റേഷനിംഗ് ഓഫീസ്.....
2. അപേക്ഷകയുടെ പേര്..... 3. റേഷൻകട നം.....
4. റേഷൻ കാർഡ് നം 5. മൊബൈൽ
6. അംഗം/ അംഗങ്ങൾ ഉൾപ്പെട്ട റേഷൻ കാർഡ് ഏതു വർഷത്തിലാണ് അവസാനമായി പുതുക്കിയത്
7. ഏതു താലൂക്ക് സപ്ലൈ ഓഫീസിലാണ് സർട്ടിഫിക്കറ്റ് ഹാജരാക്കേണ്ടത്
8. പുതുക്കിയ കാർഡിൽ ഉൾപ്പെടാതിരുന്ന അംഗങ്ങളുടെ വിവരങ്ങൾ

ക്രമനം	അംഗത്തിന്റെ പേര്	പുതുക്കാതിരുന്നതിനു കാരണം

സാക്ഷ്യപത്രം

..... ടെ ഉടമസ്ഥതയിലുള്ള നമ്പർ റേഷൻകാർഡ് വർഷം പുതുക്കിയപ്പോൾ ഞാൻ/ഞങ്ങൾ അതിൽ ഉൾപ്പെട്ടിട്ടില്ല എന്ന് ഇതിനാൽ സാക്ഷ്യപ്പെടുത്തുന്നു. തുടർന്നുള്ള അന്വേഷണത്തിൽ മേൽപ്രസ്താവിച്ച വിവരങ്ങൾ തെറ്റാണെന്ന് ബോധ്യപ്പെട്ടാൽ നിലവിലെ നിയമങ്ങൾ അനുസരിച്ചുള്ള നടപടികൾ സ്വീകരിക്കുന്നതിന് എനിക്ക് സമ്മതമാണ്. റേഷൻകാർഡ് ലഭിക്കുന്നതിനായി സമർപ്പിച്ചിട്ടുള്ള എല്ലാ വിവരങ്ങളും സർക്കാരിന്റെ വിശ്വസനീയമായ മറ്റാവശ്യങ്ങൾക്ക് കൈമാറുന്നതിന് എനിക്ക് സമ്മതമാണെന്നുള്ള വിവരം ഇതിനാൽ ഉറപ്പു നൽകുന്നു.

സ്ഥലം: അപേക്ഷകയുടെ പേര്:
തീയതി: വിരലടയാളമോ ഒപ്പോ:

ഓഫീസ് ഉപയോഗത്തിന്

1. അന്വേഷണ ഉദ്യോഗസ്ഥന്റെ അഭിപ്രായം
2. താലൂക്ക് സപ്ലൈ ഓഫീസറുടെ/സിറ്റി റേഷനിംഗ് ഓഫീസറുടെ ഉത്തരവ്





കേരള സർക്കാർ
പൊതുവിതരണ വകുപ്പ്

Application No.

റേഷൻകാർഡ് മറ്റൊരു താലൂക്കിലേക്ക് മാറ്റുന്നതിനുള്ള അപേക്ഷാഫോറം

1. താലൂക്ക് സബ്ജെക്ട് ഓഫീസ്/സിറ്റി റേഷനിംഗ് ഓഫീസ്.....
2. കുടുംബനാമയുടെ പേര്.....
3. റേഷൻകട നം.....
4. റേഷൻ കാർഡ് നം
5. മൊബൈൽ
6. വിഭാഗം
7. ഏതു താലൂക്കിലേക്കാണ് മാറ്റുന്നത്
8. നിലവിലുള്ള കാർഡിലേക്കാണ് ചേർക്കേണ്ടതെങ്കിൽ കാർഡ് നം
9. മാറിപോകുന്നതിനുള്ള കാരണം

സാക്ഷ്യപത്രം

എന്റെ ഉടമസ്ഥതയിലുള്ളനമ്പർ റേഷൻകാർഡ് മറ്റൊരു താലൂക്കിലേക്ക് മാറ്റുന്നതിനാൽ ഈ താലൂക്കിൽ നിന്ന് എന്റെ കാർഡ് കുറവു ചെയ്യുന്നതിന് എനിക്കു സമ്മതമാണ്. തുടർന്നുള്ള അന്വേഷണത്തിൽ മേൽപ്രസ്താവിച്ച വിവരങ്ങൾ തെറ്റാണെന്ന് ബോധ്യപ്പെട്ടാൽ നിലവിലെ നിയമങ്ങൾ അനുസരിച്ചുള്ള നടപടികൾ സ്വീകരിക്കുന്നതിന് എനിക്ക് സമ്മതമാണ്. റേഷൻകാർഡ് ലഭിക്കുന്നതിനായി സമർപ്പിച്ചിട്ടുള്ള എല്ലാ വിവരങ്ങളും സർക്കാരിന്റെ വിശ്വസനീയമായ മറ്റാവശ്യങ്ങൾക്ക് കൈമാറുന്നതിന് എനിക്ക് സമ്മതമാണെന്നുള്ള വിവരം ഇതിനാൽ ഉറപ്പു നൽകുന്നു.

സ്ഥലം: ഉടമയുടെ പേര്:
 തീയതി: വിരലടയാളമോ ഒപ്പോ:

ഓഫീസ് ഉപയോഗത്തിന്

1. അന്വേഷണ ഉദ്യോഗസ്ഥന്റെ അഭിപ്രായം
2. താലൂക്ക് സബ്ജെക്ട് ഓഫീസറുടെ/സിറ്റി റേഷനിംഗ് ഓഫീസറുടെ ഉത്തരവ്

താലൂക്ക് സബ്ജെക്ട് ഓഫീസർ/സിറ്റി റേഷനിംഗ് ഓഫീസർ





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കേരള സർക്കാർ
പൊതുവിതരണ വകുപ്പ്

Application No.

റേഷൻകാർഡ് മറ്റൊരു സംസ്ഥാനത്തേക്ക് മാറ്റുന്നതിനുള്ള അപേക്ഷാഫോറം
(സറണ്ടർ സർട്ടിഫിക്കറ്റിനു വേണ്ടി)

1. താലൂക്ക് സപ്ലൈ ഓഫീസ്/സിറ്റി റേഷനിംഗ് ഓഫീസ്.....
 2. കുടുംബനാമയുടെ പേര്..... 3. റേഷൻകട നം.....
 4. റേഷൻ കാർഡ് നം 5. മൊബൈൽ 6. വിഭാഗം
 7. മാറിപ്പോകുന്ന സംസ്ഥാനം സ്ഥലം
 8. മാറിപ്പോകുന്നതിനുള്ള കാരണം
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സാക്ഷ്യപത്രം

എന്റെ ഉടമസ്ഥതയിലുള്ളനമ്പർ റേഷൻകാർഡ് മറ്റൊരു സംസ്ഥാനത്തേക്ക് മാറ്റുന്നതിനാൽ ഈ താലൂക്കിൽ നിന്ന് എന്റെ കാർഡ് കുറവു ചെയ്യുന്നതിന് എനിക്കു സമ്മതമാണ്. തുടർന്നുള്ള അന്വേഷണത്തിൽ മേൽപ്രസ്താവിച്ച വിവരങ്ങൾ തെറ്റാണെന്ന് ബോധ്യപ്പെട്ടാൽ നിലവിലെ നിയമങ്ങൾ അനുസരിച്ചുള്ള നടപടികൾ സ്വീകരിക്കുന്നതിന് എനിക്ക് സമ്മതമാണ്. റേഷൻകാർഡ് ലഭിക്കുന്നതിനായി സമർപ്പിച്ചിട്ടുള്ള എല്ലാ വിവരങ്ങളും സർക്കാരിന്റെ വിശ്വസനീയമായ മറ്റാവശ്യങ്ങൾക്ക് കൈമാറുന്നതിന് എനിക്ക് സമ്മതമാണെന്നുള്ള വിവരം ഇതിനാൽ ഉറപ്പു നൽകുന്നു.

സ്ഥലം:	ഉടമയുടെ പേര്:
തീയതി:	വിരലടയാളമോ ഒപ്പോ:

ഓഫീസ് ഉപയോഗത്തിന്

1. അന്വേഷണ ഉദ്യോഗസ്ഥന്റെ അഭിപ്രായം

2. താലൂക്ക് സപ്ലൈ ഓഫീസറുടെ/സിറ്റി റേഷനിംഗ് ഓഫീസറുടെ ഉത്തരവ്

താലൂക്ക് സപ്ലൈ ഓഫീസർ/സിറ്റി റേഷനിംഗ് ഓഫീസർ





**കേരള സർക്കാർ
പൊതുവിതരണ വകുപ്പ്**

Application No.

**റേഷൻകാർഡിലെ അംഗങ്ങളെ മറ്റൊരു സംസ്ഥാനത്തേക്ക് മാറ്റുന്നതിനുള്ള അപേക്ഷാഫോറം
(റിഡക്ഷൻ സർട്ടിഫിക്കറ്റിനു വേണ്ടി)**

- 1. താലൂക്ക് സപ്ലൈ ഓഫീസ്/സിറ്റി റേഷനിംഗ് ഓഫീസ്.....
- 2. കുടുംബനാമയുടെ പേര്..... 3. റേഷൻകട നം.....
- 4. റേഷൻ കാർഡ് നം 5. മൊബൈൽ 6. വിഭാഗം
- 7. മാറിപ്പോകുന്ന സംസ്ഥാനം സ്ഥലം
- 8. മാറ്റേണ്ട അംഗങ്ങളുടെ വിവരങ്ങൾ

ക്രമനം	പേര്	മാറിപ്പോകുന്നതിനുള്ള കാരണം

- 9. കാർഡ് മാറിപ്പോകുന്നു എങ്കിൽ പുതിയ കാർഡ് നമ്പർ പേര്
- 10 പുതിയ കാർഡ് നമ്പറുമായി മറ്റംഗങ്ങൾക്കുള്ള ബന്ധം

ക്രമനം	പേര്	ബന്ധം

സാക്ഷ്യപത്രം

എന്റെ ഉടമസ്ഥതയിലുള്ളനമ്പർ റേഷൻകാർഡിൽ നിന്ന് ഈ അപേക്ഷയിൽ കാണിച്ചിട്ടുള്ളതു പ്രകാരം അംഗങ്ങളെ മറ്റൊരു സംസ്ഥാനത്തേക്ക് മാറ്റുന്നതിന് വേണ്ടി ഈ കാർഡിൽ നിന്നും കുറവ് ചെയ്യുന്നതിന് എനിക്ക് സമ്മതമാണ്. തുടർന്നുള്ള അന്വേഷണത്തിൽ മേൽപ്രസ്താവിച്ച വിവരങ്ങൾ തെറ്റാണെന്ന് ബോധ്യപ്പെട്ടാൽ നിലവിലെ നിയമങ്ങൾ അനുസരിച്ചുള്ള നടപടികൾ സ്വീകരിക്കുന്നതിന് എനിക്ക് സമ്മതമാണ്. റേഷൻകാർഡ് ലഭിക്കുന്നതിനായി സമർപ്പിച്ചിട്ടുള്ള എല്ലാ വിവരങ്ങളും സർക്കാരിന്റെ വിശ്വസനീയമായ മറ്റാവശ്യങ്ങൾക്ക് കൈമാറുന്നതിന് എനിക്ക് സമ്മതമാണെന്നുള്ള വിവരം ഇതിനാൽ ഉറപ്പു നൽകുന്നു.

സ്ഥലം: ഉടമയുടെ പേര്:
തീയതി: വിരലടയാളമോ ഒപ്പോ:

ഓഫീസ് ഉപയോഗത്തിന്

- 1. അന്വേഷണ ഉദ്യോഗസ്ഥന്റെ അഭിപ്രായം
- 2. താലൂക്ക് സപ്ലൈ ഓഫീസറുടെ/സിറ്റി റേഷനിംഗ് ഓഫീസറുടെ ഉത്തരവ്



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കേരള സർക്കാർ
പൊതുവിതരണ വകുപ്പ്

Application No.

റേഷൻകാർഡിൽ നിന്ന് അംഗങ്ങളെ നീക്കം ചെയ്യുന്നതിനുള്ള അപേക്ഷാഫോറം

1. താലൂക്ക് സപ്ലൈ ഓഫീസ്/സിറ്റി റേഷനിംഗ് ഓഫീസ്.....
2. കുടുംബനാമയുടെ പേര്.....
3. റേഷൻകട നം.....
4. റേഷൻ കാർഡ് നം
5. മൊബൈൽ
6. വിഭാഗം
- 7.

നീക്കം ചെയ്യപ്പെടേണ്ട അംഗം	റേഷൻകാർഡിലെ ക്രമ നം	നീക്കം ചെയ്യുന്നതിനുള്ള കാരണം	ബന്ധപ്പെട്ട രേഖ

(മരണം മൂലം അല്ലെങ്കിൽ മറ്റൊരു റേഷൻ കാർഡിൽ ഉൾപ്പെട്ടിട്ടുള്ളതു മൂലം മാത്രമേ കാർഡിലെ അംഗത്തെ കുറവു ചെയ്യാൻ അനുവദിക്കുകയുള്ളൂ)

സാക്ഷ്യപത്രം

എന്റെ ഉടമസ്ഥതയിലുള്ളനമ്പർ റേഷൻകാർഡിൽ നിന്ന് മേൽ രേഖപ്പെടുത്തിയിട്ടുള്ള അംഗങ്ങളെ നീക്കം ചെയ്യുന്നതിന് എനിക്കു സമ്മതമാണ്. തുടർന്നുള്ള അന്വേഷണത്തിൽ മേൽപ്രസ്താവിച്ച വിവരങ്ങൾ തെറ്റാണെന്ന് ബോധ്യപ്പെട്ടാൽ നിലവിലെ നിയമങ്ങൾ അനുസരിച്ചുള്ള നടപടികൾ സ്വീകരിക്കുന്നതിന് എനിക്ക് സമ്മതമാണ്. റേഷൻകാർഡ് ലഭിക്കുന്നതിനായി സമർപ്പിച്ചിട്ടുള്ള എല്ലാ വിവരങ്ങളും സർക്കാരിന്റെ വിശ്വസനീയമായ മറ്റാവശ്യങ്ങൾക്ക് കൈമാറുന്നതിന് എനിക്ക് സമ്മതമാണെന്നുള്ള വിവരം ഇതിനാൽ ഉറപ്പു നൽകുന്നു.

സ്ഥലം: ഉടമയുടെ പേര്:
 തീയതി: വിരലടയാളമോ ഒപ്പോ:

ഓഫീസ് ഉപയോഗത്തിന്

1. അന്വേഷണ ഉദ്യോഗസ്ഥന്റെ അഭിപ്രായം
2. താലൂക്ക് സപ്ലൈ ഓഫീസറുടെ/സിറ്റി റേഷനിംഗ് ഓഫീസറുടെ ഉത്തരവ്

താലൂക്ക് സപ്ലൈ ഓഫീസർ/സിറ്റി റേഷനിംഗ് ഓഫീസർ



Ration Permit

[See sub-clause 1 of clause 18 of the Kerala Targeted Public Distribution System (Control) Order, 2021]

Permit No.....

Date

1.Name and Address of the establishment:

2.Category

- a) Welfare Institutions
- b) Hostels
- c) Institutions:

3.Name of the authorized establishment proprietor:

4.Number of beneficiaries:

5.Quantity of allotment(in Kgs):

a)Rice

b) Wheat

c) other commodities,if any

6. The fair price shop/intermediate godown to which the establishment is registered:

7. This permit shall be valid upto unless cancelled or surrendered earlier.

8. The authorized establishment proprietor is bound by the relevant provisions of the Kerala Targeted Public Distribution System (Control) Order, 2021 and any other rules/orders issued under the Essential Commodities Act, 1955 (10 of 1955) or the National Food Security Act, 2013 (20 of 2013) related to ration permits.

9. Every application for renewal of ration permit shall be made before the District Supply Officer, along with the original copy of the ration permit at least forty five days before the date of expiry of this permit.

Place:

Date:

(Permit Sanctioning Authority)

Name, designation and office seal.



Renewal I	
Chalan No. & Date :	
Name of Treasury :	
Amount remitted :	
other mode of payment,if any	
renewed upto:	
Clerk	TSO/CRO

Renewal II	
Chalan No. & Date :	
Name of Treasury :	
Amount remitted :	
other mode of payment,if any	
renewed upto:	
Clerk	TSO/CRO

Renewal III	
Chalan No. & Date :	
Name of Treasury :	
Amount remitted :	
other mode of payment,if any	
renewed upto:	
Clerk	TSO/CRO

Renewal IV	
Chalan No. & Date :	
Name of Treasury :	
Amount remitted :	
other mode of payment,if any	
renewed upto:	
Clerk	TSO/CRO

Renewal V	
Chalan No. & Date :	
Name of Treasury :	
Amount remitted :	
other mode of payment,if any	
renewed upto:	
Clerk	TSO/CRO

Renewal VI	
Chalan No. & Date :	
Name of Treasury :	
Amount remitted :	
other mode of payment,if any	
renewed upto:	
Clerk	TSO/CRO

Renewal VII	
Chalan No. & Date :	
Name of Treasury :	
Amount remitted :	
other mode of payment,if any	
renewed upto:	
Clerk	TSO/CRO

Renewal VIII	
Chalan No. & Date :	
Name of Treasury :	
Amount remitted :	
other mode of payment,if any	
renewed upto:	
Clerk	TSO/CRO



APPLICATION FOR RATION PERMIT

[See clause 19 of Chapter III of the Kerala Targeted Public Distribution System (Control) Order, 2021]

- 1) Name of establishment :
- 2) Category :
 - a) Welfare Institutions
 - b) Hostels
 - c) Institutions
- 3) Name of the authorized establishment proprietor :
- 4) Address of the establishment with name, ward number :
of Panchayat/Municipality/Corporation, District
- 5) Average number of inmates of residents taking meals in :
the premises per day during last six months
- 5) The Administrative head of the institution :
- 6) The person against whom the permit need to be issued :
- 7) Whether approved by Social Justice Dept / Women and :
Child Development Department/ Orphanage Control
Board / SC/ST Depts.
- 8) If so the number and date of such approval :
- 9) Number of inmates at the time of preferring :
application.
- 10) Average quantity of the rationed articles required per :
month
- 11) Whether the details of inmates are enrolled (to append :
with the application)
- 12) The Fair price shop/intermediate godown from which :
the delivery of stock is preferred



DECLARATION

I.....S/o.....aged.....,address.....hereby solemnly declare that the information given above are true to the best of my knowledge and belief and if found incorrect is ready to face any legal proceedings instituted against us as per the relevant provisions of law.

I further declare that I have gone through and understood the provisions of the Kerala Targeted Public Distribution System (Control) Order, 2021 and agrees to abide by it.

Place:
Date:

Signature of Applicant
With office seal.

Remarks of Officer conducting enquiry

Taluk Supply Officer/District Supply Officer



Form-'D' ANNEXURE IV**APPLICATION FOR RENEWAL OF RATION PERMIT**

[See clause 21 of Chapter III of the Kerala Targeted Public Distribution System (Control) Order, 2021]

- 1) Name of establishment :
- 2) The existing Ration Permit No. :
- 3) Date of expiry of existing Ration Permit :
- 4) Period for which the renewal is sought for :
- 6) Number of inmates under the existing permit :
- 7) Current strength of inmates :
- 8) Details of fee remittance :

Chalan No. & Date

Name of Treasury

Amount remitted

(Chalan in original shall be enclosed)

DECLARATION

I.....S/o.....aged.....,address.....hereby solemnly declare that the information given above are true to the best of my knowledge and belief and if found incorrect is ready to face any legal proceedings instituted against us as per the relevant provisions of law.

I further declare that I have gone through and understood the provisions of the Kerala Targeted Public Distribution System (Control) Order, 2021 and agrees to abide by it.

Place:
Date:

Signature of Applicant
With office seal.

Remarks of Officer conducting enquiry

Taluk Supply Officer / District Supply Officer



Form 'F'-Annexure VI

APPLICATION FOR SPECIAL PERMITS

[See clause 25 of the Kerala Targeted Public Distribution System(Control) Order, 2021]

(to be submitted in DUPLICATE)

- 1) Name of officer in charge :
- 2) Address :
- 3) Purpose :
- 4) Period for which the food grains is required :
- 5) Number of inmates :
- 6) Quantity of food grains or articles required :
- 7) Price and Quantity of food grains or articles permitted to be purchased :
- 8) Name & address of NFSA depot / FPS :

DECLARATION

I,hereby solemnly declare that the information furnished above is correct to the best of my knowledge and belief.

Place:
Date:

Signature of person in-charge



Form 'G' - Annexure VII**APPLICATION FOR LICENSE TO OPERATE FAIR PRICE SHOP (INDIVIDUAL)**

[See sub-clause 2 of clause 34 of Chapter IV of the Kerala Targeted Public Distribution System (Control) Order, 2021]

- 1) Name of the applicant : photo of the applicant
- 2) Address(with phone no./mobile no./e-Mail address):
- 3) Aadhaar No. :
- 4) Whether belongs to SC ST PH Woman Others
- 5) Educational Qualification :
- 6) Age and Date of Birth :
- 7) Details of shop identified/ proposed:
 - a) Name of Local Authority :
 - b) Ward No & Building No :
 - c) Area of building :
 - d) Taluk :
 - e) District :
- 8) Whether owned or rented (if rented consent of the building owner shall be attached) :
- 9) Description of boundaries :
- 10) Area of building (in sq.ft) :
- 11) Experience if any :
- 12) Details of accompaniment
 - a) application form
 - b) proof of age/date of birth
 - c) educational qualification
 - d) experience
 - e) rent agreement with the building owner
 - f) ownership certificate of the building
 - g) residential status from the local body



- h) copy of the ration card
- i) If reservation claimed, state reservation class and attach relevant certificate
- 13) whether convicted by a Court of Law for the contravention of any of the orders issued under the Essential Commodities Act, 1955 or the provisions of Food Safety and Standards Act, 2006 or any other offence involving moral turpitude :
- 14) whether a full-time/part-time employee of government or a salaried employee of public/private/co-operative sector establishments or who receives honorarium from Government for any permanent assignment :
- 15) whether any other member of the household is a fair price shop owner :
- 16) Whether applicant is having business in the purchase and sale of food grains / sugar in open market:

Declaration

I.....S/o.....aged.....,address.....hereby solemnly declare that the information given above are true to the best of my knowledge and belief and if found incorrect is ready to face any legal proceedings instituted against us as per the relevant provisions of law.

I further declare that I have gone through and understood the provisions of the Kerala Targeted Public Distribution System (Control) Order, 2021 and agrees to abide by it.

Place:

Signature of Applicant

Date:

For Office use

Date of receipt of application

Report of the Officer conducting enquiry

Orders of the Licensing Authority

Other remarks



Form 'H' - Annexure VIII**APPLICATION FOR LICENSE TO OPERATE FAIR PRICE SHOP (SELF HELP GROUPS / WOMEN ACTIVITY GROUPS/WOMEN COLLECTIVES/ CO-OPERATIVES)**

[See sub-clause 2 of clause 34 of Chapter IV of the Kerala Targeted Public Distribution System (Control) Order, 2021]

photo of the applicant

1. Particulars of the self help groups / women activity groups/women collectives/ co-operatives

- (a) Name and type :
- (b) Registration no. and year :
- (c) In case of self help groups / women activity groups/women collectives year of constitution, scheme under which they are recognized :
- (d) Office address :
- (e) Chief occupation and working area :
- (f) Details of the Chief Executive and members of the managing committee:
- (g) Date of resolution of the Managing Committee to apply for the licence (copy to attach):

2. The details of the fair price shop for which the license is required :

3. Information as to the Chief Executive authorised by the Managing Committee of the self help groups / women activity groups/women collectives/ co-operatives to make application

- (a) Name :
- (b) Father's /husband's name :
- (c) Permanent address :
- (d) Correspondence address :
- (e) Phone no./ Mobile no./ e-mail address :
- (f) Aadhaar No. :

4. If reservation is claimed, state reservation class and attach caste certificate of the members of the Managing Committee

5. Details of shop identified/ proposed:

- a) Name of Local body :
- b) Ward No & Building No :
- c) Area of building :
- d) Taluk
- e) District

6. Whether owned or rented (if rented consent of the building owner shall be attached)



7. Description of boundaries :
8. Area of building(in Sq.ft)
9. Experience if any :
10. Details of accompaniment
 - a) application form
 - b) copy of the resolution
 - c) experience
 - d) rent agreement with the building owner
 - e) ownership certificate of the building
11. If the self help groups / women activity groups/women collectives/ co-operatives has a license of any other business, give its details.

Declaration

I Sri/Smt.....S/o/D/o/W/o.....aged..... hereby declare on behalf of the..... as being authorised in the meeting dated.....of its Managing Committee by the resolution no..... that the above-mentioned particulars are true to the best of my knowledge and belief, and nothing is undisclosed. We shall be liable to legal action if they are found incorrect in future.

I further declare that the Managing Committee of..... have gone through and understood the provisions of the Kerala Targeted Public Distribution System (Control) Order, 2021 and it agrees to abide by it.

Signature of the applicant

Name of self-help groups / women activity groups/women collectives/ co-operatives

Date :

For Office use

Date of receipt of application

Report of the Officer conducting enquiry

Orders of the District Supply Officer

Other remarks



Form 'I' Annexure IX**License for operation as a Fair Price Shop Owner**

[See sub-clause 4 of clause 34 of the Kerala Targeted Public Distribution System (Control) Order, 2021]

License No.....

Date

1. Subject to the provisions of the Kerala Targeted Public Distribution System (Control) Order, 2021 and Terms and Conditions of this license _____ is/ are hereby authorized to operate as a fair price shop owner under the Targeted Public Distribution System, Kerala.

2. **Name of the licensee**.....

Father's name.....

Aadhaar No.....

Address with pincode

.....

Photo of the licensee attested by the Licensing Authority
--

3. **Details of Storage place**

(a) Building No.

(b) Name of Premises / Building / Village.....

(c) Road / Street / Lane

(d) Ward, Local body, Taluk, District

(e) State

(f) PIN Code

(g) Description of boundaries

East

West

North

South

(f) If the shop is on rent, the owner's name and address.....

4. **Terms and conditions**

The licence is subject to the following terms and conditions.-

1. The fair price shop owner shall,-

- i. on demand and on offer of price specified and on production of the ration document and against the cancellation of the appropriate space or part thereof provided for the purpose in the ration document, he shall supply to any ration card holder or a proxy, the rationed article not exceeding the quantity or part thereof.
- ii. issue cash bills for sale noting in such memos the number of ration document, name of the ration document holder and such other particulars as are specified by the Commissioner from time to time. He shall not realize any price or any charges in



- excess of what is fixed by the Commissioner by way of transportation charges, handling charges etc., from the ration card holders or permit holders
- iii. behave with the ration card holders cordially and with due courtesy;
 - iv. maintain electronic weighing machines duly verified in accordance with the provisions of Legal Metrology Act, 2009 (Central Act 1 of 2009) and the rules issued thereunder and to keep verification certificate in the business premises;
 - v. comply with all directions given from time to time by the District Collector or any officer of the Civil Supplies Department not below the rank of a Rationing Inspector or any other authority under the Food Security Act for the implementation of Targeted Public Distribution System;
 - vi. store and sell rationed articles only at the place specified in the licence;
 - vii. distribute rationed articles as per the time schedule specified in clause.....;
 - viii. prepare and submit to the Taluk Supply Officer, a register in duplicate in form specified under Kerala Targeted Public Distribution System(Control) Order,2021 including electronic form as may be decided by the Commissioner showing serially the number of ration documents registered with him, the names and addresses of such ration document holders and the quantity sanctioned for each ration document. He shall specify in the register separately the number of persons and the quantity sanctioned on ration permits registered with him in respect of each rationed article. The Taluk Supply Officer shall, after checking and initialing the entries in the register, return one copy of the register to the fair price shop owner;
 - ix. The register must be submitted to the Taluk Supply Officer by the fair price shop owner and got attested whenever there is any change in the number of ration documents or permit or quantity sanctioned;
 - x. submit to the Taluk Supply Officer on 1st working day of every month or any other day as decided by the Commissioner, an indent in duplicate stating the total number of ration documents and permits registered with his shop, and the quantity sanctioned and monthly requirement, the sales of the previous month and the quantity requirement for the subsequent month;
 - xi. maintain regular, accurate and daily accounts of each rationed articles delivered to him in form specified under Kerala Targeted Public Distribution System(Control) Order,2021 either in books, or in such electronic form including the uploading of data through online as may be decided by the Commissioner. Every fair price shop owner shall keep and maintain in good condition the aforesaid accounts for a period of three years and shall produce the accounts for such period or any part there of before the District Collector or any officer of the Civil Supplies Department not below the rank of the Rationing Inspector when required to do so in writing;
 - xii. maintain the licensed premises always hygienic and the stock shall be released First In First Out method;



- xiii. arrange the stock in such a manner that an officer inspecting stock can assess the stock easily;
- xiv. make available sufficient space in the fair price shop for keeping stock for sale of at least two months;
- xv. furnish account of the actual distribution of rationed articles and the balance stock at the end of the month to the Rationing Inspector concerned with a copy to the Gram Panchayat/ local municipal body;
- xvi. remit the cost of rationed articles as directed by the Commissioner;
- xvii. furnish within fourteen days from the date of receipt of the request from a ration card holder, copy of records kept at fair price shop by receiving Rs. 2/- per page or the actual cost of copying whichever is lesser;
- xxviii. keep all the records related to the fair price shop safe at least for five years, and he may destroy these records with permission of the Taluk Supply Officer.
- xix. inform the ration card holders attached to him about the arrival of the stocks at his shop and ensure actual delivery of rationed articles to the actual beneficiaries;
- xx. undergo trainings as directed by the Commissioner from time to time;
- xxi. provide necessary cooperation in inspection and supervision conducted by the designated/authorized officers;
- xxii. provide necessary cooperation to the social audit personnel;
- xxiii. report the details of bogus cards/members or ineligible cards/members registered with his shop, to any officer of and above the rank of Rationing Inspector;
- xxiv. display the samples of foodgrains being supplied through the fair price shop;
- xxv. display the name board as may be specified by the Commissioner;
- xxvi. display copy of licence at a prominent place in the shop;
- xxvii. give all reasonable facilities at all times to the District Collector or any officer of the Civil Supplies Department not below the rank of Rationing Inspector or any audit officer attached to the Civil Supplies Department or State Food Commission or District Grievance Redressal Officer or Chief Executive of the local body concerned or any person authorized by the Vigilance Committee or any Officer authorized by the Government/ State Food Commission/Commissioner/District Collector to inspect the stock and accounts in the shop;
- xxviii. in the case of revision of price upward, differential cost on the quantity of rationed articles so held in stock should be remitted to the State. Similarly in the case of revision of price downward, a refund claim for the differential cost shall be submitted by the fair price shop owner to Taluk Supply Officer;
- xxix. display up to date information on a notice board at a prominent place in the shop on a daily basis regarding—
 - a) list of priority and Antyodaya beneficiaries;
 - b) list of all ration card holders attached to the shop;
 - c) entitlement of rationed articles;



- d) scale of issue;
- e) retail issue price;
- f) timings of opening and closing of the fair price shop;
- g) stocks of rationed articles received during the month;
- h) opening and closing stock of rationed articles;
- i) the details of authority for redressal of grievances/lodging complaints with respect to quality and quantity of rationed articles under the Targeted Public Distribution System; and
- j) toll-free help line number.

2) Without prejudice to the forgoing duties, the fair price shop owner shall not, under any circumstances,—

- i. retain the ration card after the supply of rationed articles;
- ii. make false entry in the ration card register, stock register, sale register etc. or any other official record;
- iii. deny the ration card holder the supply as per his entitlement of the rationed articles, if it is in stock;
- iv. engage in black marketing or diversion or substitution of rationed articles to the open market;
- v. handover or sublet such fair price shops to other unauthorized person or organization;
- vi. deal in open market rice, wheat, sugar, atta and kerosene other than that supplied by the Kerala State Civil Supplies Corporation or any other rationed article specified by the Commissioner;
- vii. keep the records relating to the fair price shop at any place other than the licensed business premises;
- viii. cause deliberate degradation or disruption or damage etc. to the electronic point of sale machines installed at the shop;
- ix. cause deliberate degradation or damage etc. to the food grains delivered;
- x. distribute damaged food grains;
- xi. contravene any of the provisions of this Order or any other Order issued under the Essential Commodities Act,1955(10 of 1955) or the National Food Security Act,2013(20 of 2013) or rules or orders issued thereunder

3) The keeping or submission of registers/ reports manually as provided under item (1) above is required only in cases where there is disruption in the automated system or as and when directed by the Commissioner.



- (4) In the case of a self help group/women activity group/women collective/co-operative, if the Chief Executive Officer in whose name the license is issued is changed, the same shall be reported in writing to the Licensing Authority within fifteen days of the change and the license shall be modified accordingly.

5. Point of Sale (PoS) device transactions.-

- i) the fair price shop owners shall distribute rationed articles only through point of sale device, after verifying the identity of the ration card holder;
 - ii) The fair price shop owners shall maintain point of sale device in accordance with the direction of the Government/Commissioner from time to time and report the errors at the earliest for rectification;
 - iii) The fair price shop owners shall not cause deliberate degradation or disruption or damage etc. to the electronic point of sale device installed at their shop;
 - iv) where transactions may fail due to system errors or authentication errors, the ARD owner will contact the technical helpline at the earliest, not exceeding one hour and inform the matter to the rationing inspector concerned, within the above-mentioned time frame;
 - v) The unauthenticated transactions made through point of sale machines in any circumstances shall be entered in a separate register kept for the purpose as specified under Kerala Targeted Public Distribution System(Control) Order, 2021 after getting permission from the Rationing Inspector concerned ;
 - vi) The fair price shop owners shall provide necessary co-operation in maintenance, repair, inspection and supervision of the automated system installed by the Department;
 - vii) If it is proved that deliberate attempt has been made to cause physical damage to the device or to manipulate reports generated out of it, disciplinary action shall be initiated against such fair price shop owner which shall lead to cancellation of appointment and recovery of loss thus caused to the Government. This shall be in addition to and not in derogation of the penal provisions under the Information Technology Act, 2000 and Prevention of Damage to Public Property Act,1984 and Indian Penal Code.
6. Apart from the above, the fair price shop owner is bound by all the provisions of the Kerala Targeted Public Distribution System (Control) Order,2021 and any other rules/orders issued under the Essential Commodities Act,1955(10 of 1955) or the National Food Security Act,2013(20 of 2013).

7. This license shall be valid upto unless cancelled or surrendered earlier.



8. Every application for renewal of licence shall be made before the Licensing Authority, along with the original copy of the licence at least forty five days before the date of expiry of such licence.

Place:

Date:

(Licensing Authority)
Name, designation and office seal.



Form 'J' Annexure X

NOMINATION

[See sub-clause 1 of clause 37 of the Kerala Targeted Public Distribution System (Control) Order, 2021]

I..... licensee of Fair Price Shop No ofTaluk hereby nominate Sri/Smt.....(relationship with the licensee) aged.....residing at as the nominee owing to old age/illness/ in the event of death.

Place:

Name & Signature of
the Licensee

Date:

Encl: - 1) Legal Heirship Certificate issued by the Taluk Officer concerned

2) Medical certificate in case of illness

Office Use

Taluk Supply Officer



APPLICATION FOR RENEWAL OF FPS LICENSEE

[See sub-clause 1 of clause 39 of the Kerala Targeted Public Distribution System (Control) Order, 2021]

- 1) Name of the Licensee (Individual /SHG/WC/other) :
- Phone
- Aadhaar No
- 2) Licence No./Date :
- Name of Taluk
- 3) Date of expiry of existing license :
- 4) Age & Date of Birth :
- 5) Whether any disciplinary action initiated or pending :
- 6) Actual requirement :
- 7) Actual distribution to the beneficiaries for the last month :
- 8) Details of the fee remitted :
- Amount :
- Chalan No & Date :
- Name of the treasury :

DECLARATION

I, do hereby declare that the facts given above are true to the best of my knowledge & belief.

Place:

Name & Signature of the FPS owner

Date:

Office use

Details of the enquiry conducted and remark:



Form 'M1' Annexure XIII

Commodity Wise Stock Register

[See item (XI) of sub clause (1) of clause 42 of the Kerala Targeted Public Distribution System (Control) Order, 2021]

Month	Year	District	TSO	FPS
-------	------	----------	-----	-----

Stock register for FPS

Sl.No	Commodity	Allotted Qty	OB Qty	Received Qty			Issued Qty	CB Qty
				Regular	Extra	Moved		
1	RR							
2	Wheat							
3	K.oil							
4	Atta							
5	BR							
6	CMR							

Signature of the Licensee



Form 'M2' Annexure XIII

Scheme Wise Stock Register

[See item (XI) of sub clause (1) of clause 42 of the Kerala Targeted Public Distribution System (Control) Order, 2021]

Month	Year	District	TSO	FPS
-------	------	----------	-----	-----

Scheme Wise Stock Register for FPS

Sl.No	Scheme	Commodity	Units	Alloted QTY	OB Qty	Received Qty			Issued Qty	CB Qty
						Regular	Extra	Moved		
1	All	Atta	Pkts							
2	AAY	BR	Kgs							
3	NPNS	BR	Kgs							
4	NPS	BR	Kgs							
5	PHH	BR	Kgs							
6	AAY	CMR	Kgs							
7	NPNS	CMR	Kgs							
8	NPS	CMR	Kgs							
9	PHH	CMR	Kgs							
10	All	K.oil	Ltrs							
11	AAY	RR	Kgs							
12	NPNS	RR	Kgs							
13	NPS	RR	Kgs							
14	PHH	RR	Kgs							

Signature of the Licensee



Form 'N' Annexure - XIV

മാനവൽ ട്രാൻസാക്ഷൻ നടത്തുമ്പോൾ സൂക്ഷിക്കേണ്ട രജിസ്റ്റർ

[Item (VI) of clause 43 of the Kerala Targeted Public Distribution System (Control) Order, 2021]

താലൂക്ക് :
 റേഷൻകട നമ്പർ :
 ലൈസൻസിയുടെ പേര് :
 വിതരണ മാസം :

ക്രമ നം.	കാർഡുടമയുടെ പേര്	റേഷൻകാർഡ് നമ്പർ/സ്റ്റാറ്റസ്	വിതരണം ചെയ്ത റേഷൻ സാധനങ്ങളുടെ അളവ്	കാർഡുടമയുടെ ഒപ്പ്

ലൈസൻസിയുടെ ഒപ്പ്



APPLICATION FOR CHANGE IN BUSINESS PLACE OF FAIR PRICE SHOPS

[Sub-clause (1) of Clause 45 of Kerala Targeted Public Distribution System (Control) Order, 2021]

- 1) Name of the Licensee with licence No. :
- 2) Place of Business as per licence :
- 3) Ward No :
- 4) Building to which the FPS is proposed to shift :
- 5) Whether the proposed building is within the licensed area :
- 6) Whether the building is in ownership or rented :
- 7) If rented consent of the building owner should be accompanied :
- 8) Whether the proposed room is having adequate storage space, area of storage space (in Sq.Ft) :

DECLARATION

I,licensee of FPS..... do hereby declare that the information given above are true to the best of my knowledge, belief and information.

Place:

Signature of Licensee

Date:

Office use

Report of the Rationing Inspector:

Recommended / Not Recommended:

TSO/DSO



Form 'P'

Annexure XVI

പരിശോധനാ റിപ്പോർട്ട്

[Item (3) of Clause 48 of the Kerala Targeted Public Distribution System (Control) Order, 2021]

1	പരിശോധനാ ഉദ്യോഗസ്ഥന്റെ പേരും ഉദ്യോഗപേരും	
2	എ.ആർ.ഡി. നമ്പർ, പേര്, സ്ഥലം, താലൂക്ക്	
3	പരിശോധനാ തീയതിയും സമയവും	
4	കഴിഞ്ഞ പരിശോധനാ തീയതി, പരിശോധനാ ഉദ്യോഗസ്ഥന്റെ ഉദ്യോഗപേരും	
5	കടയുടെ നമ്പരും പേരും പ്രവർത്തന സമയവും കാണിക്കുന്ന ബോർഡ് ഉണ്ടോ	ഉണ്ട് / ഇല്ല
6	സാധനങ്ങളുടെ സ്റ്റോക്കും വിൽപന നിരക്കും കാണിക്കുന്ന ബോർഡ് ഉണ്ടോ	ഉണ്ട് / ഇല്ല
7	ബോർഡുകൾ നിശ്ചിത മാതൃകയിലുള്ളതാണോ	അതെ / അല്ല
8	പരാതി പുസ്തകം സൂക്ഷിച്ചിട്ടുണ്ടോ	ഉണ്ട് / ഇല്ല
9	പരാതി പുസ്തകം ലഭ്യമാണ് എന്ന് എഴുതി സൂക്ഷിച്ചിട്ടുണ്ടോ	ഉണ്ട് / ഇല്ല
10	സീവിൽ സപ്ലൈസ് ഹെൽപ്പ് ലൈൻ നമ്പർ എഴുതി പ്രദർശിപ്പിച്ചിട്ടുണ്ടോ	ഉണ്ട് / ഇല്ല
11	തന്മാസ വിതരണത്തോട് പ്രദർശിപ്പിച്ചിട്ടുണ്ടോ	ഉണ്ട് / ഇല്ല
12	സുപ്രീം കോടതിയുടെ 08.05.2002 തീയതിയിലെ റിട്ട് നം.196/2001(സീവിൽ) -ാ നമ്പർ പ്രകാരമുള്ള ഉത്തരവ് പ്രദർശിപ്പിച്ചിട്ടുണ്ടോ	ഉണ്ട് / ഇല്ല
13	സീൽ ചെയ്ത സാമ്പിൾ പ്രദർശിപ്പിച്ചിട്ടുണ്ടോ	ഉണ്ട് / ഇല്ല
14	ഭക്ഷ്യ സുരക്ഷ പ്രകാരമുള്ള പോസ്റ്റർ പ്രദർശിപ്പിച്ചിട്ടുണ്ടോ	ഉണ്ട് / ഇല്ല
15	നിയമന ഉത്തരവും ലൈസൻസുകളും പുതുക്കി സൂക്ഷിച്ചിട്ടുണ്ടോ	ഉണ്ട് / ഇല്ല
16	അധികാര പത്രത്തിൽ പറഞ്ഞിട്ടുള്ള സ്ഥലത്താണോ കട പ്രവർത്തിക്കുന്നത്	അതെ / അല്ല
17	ലൈസൻസി / അംഗീകൃത സെയിൽസ്മാൻ കടയിലുണ്ടോ	ഉണ്ട് / ഇല്ല
18	ഫോട്ടോ പതിച്ച സെയിൽസ്മാൻ രജിസ്റ്റർ സൂക്ഷിച്ചിട്ടുണ്ടോ	ഉണ്ട് / ഇല്ല
19	ഇലക്ട്രോണിക് ത്രാസ്റ്റ് കാർഡ്കൾക്ക് കാണാവുന്ന തരത്തിലാണോ ഉപയോഗിക്കുന്നത്	അതെ / അല്ല
20	അളവു തുക്ക ഉപകരണങ്ങൾ സീൽ ചെയ്തതാണോ	അതെ / അല്ല
21	കട വൃത്തിയായി സൂക്ഷിച്ചിട്ടുണ്ടോ	ഉണ്ട് / ഇല്ല
22	കട വൈദ്യുതീകരിച്ചതാണോ	അതെ / അല്ല
23	AAY, PHH, NP(S) കാർഡ്കളുടെ ലിസ്റ്റുകൾ പ്രദർശിപ്പിച്ചിട്ടുണ്ടോ	ഉണ്ട് / ഇല്ല
24	കാർഡ് രജിസ്റ്റർ സാക്ഷ്യപ്പെടുത്തിയിട്ടുണ്ടോ	ഉണ്ട് / ഇല്ല
25	വിലന രജിസ്റ്റർ നിർദ്ദിഷ്ട മാതൃകയിലുള്ളതാണോ	അതെ / അല്ല
26	വിലന രജിസ്റ്ററിലെ എല്ലാ കോളങ്ങളും പൂരിപ്പിക്കുന്നുണ്ടോ	ഉണ്ട് / ഇല്ല
27	വിലന രജിസ്റ്ററുമായി ഒത്തു നോക്കിയ ബിൽ നമ്പരുകൾ	
28	നാൾ വഴിയിൽ ദിനാന്ത്യ, വാരാന്ത്യ സംക്ഷിപ്തം ലൈസൻസി സാക്ഷ്യപ്പെടുത്തുന്നുണ്ടോ	ഉണ്ട് / ഇല്ല
29	ബില്ലുകൾ നിർദ്ദിഷ്ട മാതൃകയിലുള്ളതാണോ	അതെ / അല്ല
30	ബില്ലുകളിൽ കാർഡ്കളുടെ ഒപ്പ് വാങ്ങുന്നുണ്ടോ	ഉണ്ട് / ഇല്ല
31	ബിൽ ബുക്കിൽ ഓഫീസ് സീൽ പതിപ്പിച്ചിട്ടുണ്ടോ	ഉണ്ട് / ഇല്ല
32	ബില്ലിലെ എല്ലാ കോളങ്ങളും പൂരിപ്പിക്കുന്നുണ്ടോ	ഉണ്ട് / ഇല്ല
33	ലഡ്ജർ പരിശോധിച്ച കാർഡുകളുടെ എണ്ണം	
34	വിതരണത്തിനാവശ്യമായ സ്റ്റോക്കുകൾ ഉണ്ടോ	ഉണ്ട് / ഇല്ല
35	സ്റ്റോക്ക് എണ്ണിത്തീട്ടുപെടുത്താവുന്ന രീതിയിലാണോ അട്ടിയിട്ടിരിക്കുന്നത്	അതെ / അല്ല
36	ധാന്യങ്ങൾ ഇനം തിരിച്ചാണോ അട്ടിയിട്ടിരിക്കുന്നത്	അതെ / അല്ല
37	മണ്ണെണ്ണ പെർമിറ്റ് രജിസ്റ്റർ ഉണ്ടോ	ഉണ്ട് / ഇല്ല



38	അന്നപൂർണ്ണ കാർഡ് രജിസ്റ്റർ ഉണ്ടോ	ഉണ്ട് / ഇല്ല
39	സ്ഥാപന പെർമിറ്റ് രജിസ്റ്റർ ഉണ്ടോ	ഉണ്ട് / ഇല്ല
40	മണ്ണെണ്ണ പ്രത്യേക മുറിയിലാണോ സൂക്ഷിച്ചിരിക്കുന്നത്	അതെ / അല്ല
41	പരിശോധനാ പുസ്തകം കടയിൽ സൂക്ഷിച്ചിട്ടുണ്ടോ	ഉണ്ട് / ഇല്ല
42	മുൻപ് രേഖപ്പെടുത്തിയ നിർദ്ദേശങ്ങൾ നടപ്പിലാക്കിയതായി കാണുന്നുണ്ടോ	ഉണ്ട് / ഇല്ല
43	കടയുടെ നടത്തിപ്പിനെ കുറിച്ചുള്ള പൊതുവായ അഭിപ്രായം	

ഇനം	പ്രാരംഭ നീക്കിയിരുപ്പ്	വരവ്	ആകെ	വിൽപന	നീക്കിയിരുപ്പ്	ഭൗതിക നീക്കിയിരുപ്പ്	വ്യത്യാസം
പച്ചരി							
പുഴുക്കലരി							
കുത്തരി							
ഗോതമ്പ്							
ആട്ട							
പഞ്ചസാര							
മണ്ണെണ്ണ							

റിമാർക്ക് :

പരിശോധനാ ഉദ്യോഗസ്ഥന്റെ ഒപ്പ്

ലൈസൻസി / സെയിൽസ്റ്റാന്റെ

പേരും ഒപ്പും



Form 'Q' Annexure XVII

Monthly Certificate

[Sub-clause (5) of Clause 55 of Kerala Targeted Public Distribution System (Control) Order, 2021]

Certified that I have distributed the allocated food grains to the actual beneficiaries as per their entitlements at the declared price during the month of

Name & Signature of the FPS owner

Counter signed

Secretary/ President of the Local Authority

or

Member of the Vigilance Committee at FPS level



NFSA DEPOT Nameboard & Stockboard Format

[Sub-clause (X) of Clause 56 of Kerala Targeted Public Distribution System (Control) Order, 2021]



എൻ.എഫ്.എസ്.എ ഡിപ്പോ
സീവിൽ സപ്ലൈസ് കോർപ്പറേഷൻ, കേരള സർക്കാർ

ഡിപ്പോയുടെ പേര് :-

താലൂക്ക് :-

ജില്ല :-

പ്രവർത്തന സമയം :-

ഇനം	എ.എ.വൈ	പ്രയോഗിറ്റി	എൻ.പി.എസ്	എൻ.പി.എൻ.എസ്
അരി (പുഴുക്കലരി)				
പച്ചരി				
മട്ട അരി				
ഗോതമ്പ്				
ആട്ട				
പഞ്ചസാര				
സ്പെഷ്യൽ വിതരണം				

ഫോൺ നമ്പർ

ജില്ലാ സപ്ലൈ ഓഫീസർ :-

താലൂക്ക് സപ്ലൈ ഓഫീസർ :-

റേഷനിംഗ് ഇൻസ്പെക്ടർ :-

