

**E). Procedure to apply for new ration cards and the list of documents required.**

**-- How to get a new APL card**

- 1) A ration card is issued to any Indian who is permanent resident of Delhi.
- 2) Application for issue of new laminated computerized food card, duplicate food card will be received in the circle office. The applications for issue of new computerized card will be accepted only from the head of family / applicant.
- 3) Following self attested documents are required for issuance of a ration card.
  - a) Completed Application Form.
  - b) Two (2) photographs of head of family (HOF) one duly attested by Gazetted officer/Area MLA/Councilor to be stapled on the form and one photograph to be pasted on the application form.
  - c) Old cancelled / surrendered ration card or surrender certificate, if any.

**OR**

- d) In case the above is not available, an affidavit in original from the area SDM/ authorized Notary Public/Oath Commissioner.
- 4) Any one of the following self attested documents.
    - a) Copy of election photo identity card or any other identity proof issued by a Government agency such as driving license, employment I.D. card
    - b) Electricity/Water bill, bank pass book etc. in the name of (preferably) HOF or any other member whose name is included in the form.
    - c) In case of house owner-
      - I. Registration deed of house in the name of HOF or allotment letter of house in the name of HOF or
      - II. Power of attorney for purchase of house in the name of HOF or
      - III. Attested photocopy of house tax receipt
    - d) In case of a tenant:
      - I. No objection certificate from the house owner
      - II. Rent receipt in the name of HOF or
      - III. Photocopy of ration card of the house owner or photocopy of proof of ownership of the house.

In case, if house owner does not give NOC and none of the above documents mentioned at S.No.4 is available, area inspector will obtain a certificate from any two neighbors stating that the concerned person(s) stay in the house mentioned in the application form and attach photocopy of their ration cards.

- 5) An amount of Rs. 25/ (non-refundable) would be chargeable as the cost of processing fee of New APL card/ duplicate card.

**Issuance of duplicate card**

- 6) Old APL, Worn-out/torn APL card. In case ration card is lost, a copy of the FIR and an affidavit

### **Process of Application Received**

- With a fee of Rs. 25/- (only cash) the form is to be deposited by the applicant at concerned circle office of that area for fresh Ration Cards to the Dealing Assistant.
- Dealing Assistant gives the date and time of collection of APL Ration card / status including rejection letter with reasons by capturing Bio-metric impression of the applicant.
- Entry in the system by IT assistant on the same day so that officers in Head Quarter can see it from their Dash Board.
- Area inspector physically visits the premises for verification latest within 2 weeks and in case of any shortcoming in documents, the Inspector hands over a deficiency memo to the applicant on the spot.
- Field report to be filled online in the computer by inspector.
- According to the field report and application, FSO approves / rejects the preparation of Ration card online by verify from central existing database for duplication, if any.
- Online Ration card is created and the same is printed, stitched and affixed with hologram followed by lamination.
- If application is rejected, rejection letter is printed with reasons.
- The list of prepared APL Ration cards/ rejected applications with reasons will be put on the website of the department and notice board of the Circle office.
- Applicant reaches Circle office on the due date and time as mentioned in the receipt of application for collection of APL Ration card etc.
- Biometric impression will be matched at the time of delivering of card to the head of family / applicant by circle office.
- Applicant collects the APL Ration card or rejection letter with reasons from circle office.
- 30 days flash on computer for those cards which are not ready for delivery. If the applicant fails to collect the prepared Ration card within 7 days from the date, the same will be included in the list of undelivered cards, which are not entitles for PDS allocation and applicant is informed by post.
- Time frame for issuance of fresh card is 45 days.