

All the District Food Civil Supplies and Consumer Affairs Controllers
in the State.

Subject:- Memo No.FG-2-2018/ 1442 Dated, Chandigarh, the 23-1-2018
Instructions for the Online Application and issuing Ration Card.
Reference to subject cited above.

2. As you are aware that after the implementation of the 'National Food Security Act, 2013' and 'End-to-End Computerization Programme' in the State of Haryana, new ration for all the categories are to be issued through online Ration Cards Management System i.e. ePDS(<http://164.100.58.64/HRV/epds/#>).

It has now been decided by the State Government that no ration card application shall be accepted manually/offline from the beneficiaries as directed vide letter No. FG-2-2017/25968 dated 15.12.2017.

Since, the application would be digitized by the Data Entry Operator at Ration Card Preparation Centre (RCPC) or the beneficiaries can apply online from anywhere through SARAL Portal (<http://saralharyana.gov.in/>) or at CSC, e-Disha and Atal Seva Kendra, the following necessary instructions are followed:-

Sr. No.	Instructions for online Ration cards	Departmental Fee Structure.																				
1.	Mode of application <ul style="list-style-type: none">• E- Disha,<ol style="list-style-type: none">1. Service Charge Rs.10/-2. Departmental charges as applicable3. Additional, charges for delivery by SPEED POST• Common Service Centre,<ol style="list-style-type: none">1. Service Charge Rs.10/2. Departmental charges as applicable.3. Additional, charges for delivery by SPEED POST.• Atal Seva Kendra,<ol style="list-style-type: none">1. Service Charge Rs.10/-2. Departmental charges as applicable3. Additional, charges for delivery by SPEED POST.• Ration Card Preparation Centers FCS&CA Department.<ol style="list-style-type: none">1. No Service Charge.2. Departmental charges as applicable3. Additional, charges for delivery by SPEED POST	<table border="1"><thead><tr><th>Sr. No.</th><th>Ration card category</th><th>Ration Card Colour</th><th>Departmental Fee</th></tr></thead><tbody><tr><td>1.</td><td>APL</td><td>Green</td><td>₹ 20/-</td></tr><tr><td>2.</td><td>OPH</td><td>Khaki</td><td>₹ 15/-</td></tr><tr><td>3.</td><td>BPL-PH</td><td>Yellow</td><td>₹ 10/-</td></tr><tr><td>4.</td><td>AAY</td><td>Pink</td><td>₹ 05/-</td></tr></tbody></table>	Sr. No.	Ration card category	Ration Card Colour	Departmental Fee	1.	APL	Green	₹ 20/-	2.	OPH	Khaki	₹ 15/-	3.	BPL-PH	Yellow	₹ 10/-	4.	AAY	Pink	₹ 05/-
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- **SARAL PORTAL.**
 1. No Service Charge.
 2. Departmental charges as applicable
 3. Additional, charges for delivery by SPEED POST
- (No other mode of application will be accepted.)

2. The incomplete application Form shall not be accepted.

3. Documents required from the applicant for the following Ration Card Services:-
(Any amendment in the ration card must be initiated through formal application by Head of the family)

a) **New Ration Card:**

- **ID Proof:**
 - Proof of Identity**
 - Aadhaar card is compulsory.
 - **Proof of residence (any one):** Electricity bill, Self undertaking application duly signed with Photograph, Telephone Bill, NOC from landlord with ID proof, Rent Agreement, Water bill. Voter ID/Pan Card/ Passport/ Drawing license.

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4.	AAV	Pink	₹ 05/-

b) **Issuance of New ration card on receipt of Surrender Certificate.**

- **ID Proof:**
 - Proof of Identity**
 - Aadhaar card is compulsory.
 - **Proof of residence (any one):** Electricity bill, Self undertaking duly signed with Photograph, Telephone Bill, NOC from landlord with ID proof, Rent Agreement, Water bill. Voter ID/Pan Card/ Passport/ Drawing license.

In addition to this:-

- Surrender Certificate.
or
- Self attested undertaking of the applicant.

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1.	APL	Green	₹ 20/-
2.	OPH	Khaki	₹ 15/-
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c) **Change Address within jurisdiction same FPS:**

- **Proof of Identity**
- Aadhaar card is compulsory.
- **Proof of residence (any one):** Electricity bill, Telephone Bill, NOC from landlord with ID proof, Rent Agreement, water bill. Self undertaking duly

NO DEPARTMENTAL FEES.

	signed with Photograph Aadhaar card, Voter ID/Pan Card/ Passport/ Drawing license.																					
d)	Change of Address including change of FPS <ul style="list-style-type: none"> • Proof of Identity • Aadhaar card is compulsory. • Proof of residence (any one): Electricity bill, Govt. telephone bill, NOC from landlord with ID proof, Rent Agreement, Water bill, Self undertaking duly signed with Photograph Aadhaar card, Voter ID/Pan Card/ Passport/ Drawing license. 	NO DEPARTMENTAL FEES.																				
e)	1. Member Addition <ul style="list-style-type: none"> • Proof of Identity • Aadhaar card is compulsory. And; • Birth certificate, School Certificate duly signed with Photograph, (in case of ages less then 5 to 7 years); And; • Surrender certificate, Self undertaking duly signed with Photograph. 2. Member Deletion. <ul style="list-style-type: none"> • Self undertaking application form Head of the family/ Death certificate/Marriage certificate. 	NO DEPARTMENTAL FEES.																				
f)	Duplicate: <ul style="list-style-type: none"> • Supporting Documents: • A copy of lost ration card Copy of DDR/FIR (In case of BPL & AAY) And; • Ration card number. (Computer generated numbers) Self under taking application duly signed. And; • Proof of residence (any one): Electricity bill, telephone bill, NOC from landlord with ID proof, Rent Agreement, Water bill, Aadhaar card, Voter 	<table border="1"> <thead> <tr> <th>Sr No.</th> <th>Ration card category</th> <th>Ration Card Colour</th> <th>Departmental Fee</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>APL</td> <td>Green</td> <td>₹ 20/-</td> </tr> <tr> <td>2.</td> <td>OPH</td> <td>Khaki</td> <td>₹ 15/-</td> </tr> <tr> <td>3.</td> <td>BPL-PH</td> <td>Yellow</td> <td>₹ 10/-</td> </tr> <tr> <td>4.</td> <td>AAY</td> <td>Pink</td> <td>₹ 05/-</td> </tr> </tbody> </table>	Sr No.	Ration card category	Ration Card Colour	Departmental Fee	1.	APL	Green	₹ 20/-	2.	OPH	Khaki	₹ 15/-	3.	BPL-PH	Yellow	₹ 10/-	4.	AAY	Pink	₹ 05/-
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g)	Ration card member migration/ration card transfer application/surrender of application form: <ul style="list-style-type: none"> • Supporting Documents Self under taking, Application duly signed. Ration card number, (Computer generated numbers) 	Sr No	Ration card category	Ration Card Colour	Departmental Fee
		1.	APL	Green	₹ 5/-
		2.	OPH	Khaki	₹ 5/-
		3.	BPL-PH	Yellow	₹ 5/-
		4.	AAV	Pink	₹ 5/-
h)	Ration card data correction and house hold head modification. <ul style="list-style-type: none"> • Proof of Identity • Aadhaar card of applicant is compulsory. • Supporting documents regarding the data of the ration cards to be corrected. • Death certificate (in case of death) 	NO DEPARTMENTAL FEES			

1. Any application for ration card must be initiated by Head of the family.
2. Wide publicity be given in the public leading newspapers and through DPRO.
3. Every concerned IFS/SIFS shall visit door to door in the concerned Village/Ward for verification and also collect the Aadhaar Number of the beneficiaries who have not got their Aadhaar seeded and update PDS database.
4. The ration card issued by the State Government stands cancelled from the date of distribution/issuing of new computer generated ration cards.
5. The instructions issued vide letter No.FG-2-2016/5721 dated 17.3.2016 regarding the services notified under the Right to Service Act, 2014 be complied with.
6. The fees concerning to all the services of ration card will be deposited in the respective Head of the Districts.
7. Record relating to issuance of new ration card must be manually maintained at PR Centre in ePDS (online ration card management system.)
8. The necessary stationary required in the aforesaid matter may be arranged in the district offices.

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AHDfk

[Signature]
Joint Director (PDS)
for Additional Chief Secretary to Govt., Haryana,
Food Civil Supplies & Consumer Affairs Department.
Dated: 23/12/2018

Endst. No. FG-2-2018/ 1443

A copy of the above is forwarded to the following for their kind information and due necessary action:-

1. Managing Director, Hartron, Sector-17, B Chandigarh, Haryana.
2. All Deputy Commissioners in the State.
3. CM Digital Cell, Civil Sectt. Haryana Sector-1, Chandigarh.
4. IT Cell, Headquarters, Food Civil Supplies & Consumer Affairs Department.

[Signature]