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FOOD SUPPLIES & CONSUMER WELFARE DEPARTMENT

THE ODISHA PUBLIC DISTRIBUTION SYSTEM (CONTROL) ORDER, 2016

NOTIFICATION

The 16th March, 2016

No. 5761-09-17-15-18/2016/FS&CW.— In exercise of the powers conferred by Section-3 of the Essential Commodities Act, 1955 (10 of 1955), read with Clause 9 of the Targeted Public Distribution System (Control) Order, 2015, and in supersession of the Odisha Public Distribution System (Control) Order, 2008 and as amended, except as respects thing done or omitted to be done before such supersession, the State Government do hereby make the following Order, namely:—

Chapter-I

(Preliminary)

1. Short title and Commencement.—

- (1) This Order may be called the Odisha Public Distribution System (Control) Order, 2016.
- (2) They shall come into force on the date of its publication in the *Odisha Gazette*.

2. Definition.—

- (1) In this Order, unless the context otherwise requires.—
 - (a) “**Act**” means the Essential Commodities Act, 1955 (10 of 1955);
 - (b) “**Acceptance Note**” means the document used for acceptance of stock by DSC in-charge or RRC-cum-DSC in-charge or FPS dealer;

- (c) **"Allocation Month"** means the month for which food grains are allocated by the Central Government and the State Government for distribution under the Public Distribution System;
- (d) **"Auto-inclusion Criteria"** means the criteria as specified in sub-clause (3) of clause 25 for automatic inclusion of priority household and as notified by the State Government from time to time;
- (e) **"Appellate Authority"** mean such officers as may be appointed by the State Government to exercise the power of the Appellate Authority under this Order;
- (f) **"Corporation"** means Food Corporation of India constituted under the Food Corporation Act, 1964;
- (g) **"CWC and OSWC"** means the Central Warehousing Corporation and Odisha State Warehousing Corporation;
- (h) **"CSO-cum-District Manager"** means the Civil Supply Officer appointed by the State Government who also Acts as District Managers of the OSCSC Limited working in the revenue Districts or any Authorized Officer to Act on his/her behalf for a specific work;
- (i) **"DSS Guideline"** means a guideline relating to Departmental Storage System issued by the OSCSC Limited on 30.04.2012 and on 02.09.2014;
- (j) **"DSC"** means Departmental Storage Center, a depot used to store and distribute food grains;
- (k) **"Dealer"** means any person, firm, association of persons, company, Panchayat Raj Institution, Urban Local Body, Cooperative Society, Women Self-Help Group, Forest Protection Committee, Self-Help Group or any other institution carrying on business on wholesale or retail basis in the purchase, storage, transport, sale, distribution of essential commodities meant for distribution under the Public Distribution System and includes handling and transport contractors level-I, level-II including for sugar zonal depot and State Level Transport Contractor;

- (l) **"Exclusion Criteria"** means the criteria specified in sub-clause (2) of clause 25 for exclusion of household ineligible as beneficiary under public distribution system and as notified by State Government from time to time;
- (m) **"FSD"** means Food Storage Depot of the Corporation;
- (n) **"Food Security Act"** means the National Food Security Act, 2013 (20 of 2013);
- (o) **"Handling and Transport Contractor (Level-I)"** means a contractor appointed by the District Manager of OSCSC Limited for handling and transportation of any PDS commodity from FSD, FCI or Sugar Zonal Depot or RRC to DSC/RRC-cum-DSC;
- (p) **"Handling and Transport Contractor (Level-II)"** means a contractor appointed by the District Manager of OSCSC Limited for handling and transportation of any PDS commodities from DSC/RRC-cum-DSC to the fair price shops in the Blocks or ULBs as entrusted;
- (q) **"Head of Household"** means the eldest woman who is not less than eighteen years of age provided that where a household doesn't have any woman of 18 years of age, then eldest male member of the family will be treated as Head of the household till a lady of the household reaches age of 18;
- (r) **"Local Authority"** includes Gram Panchayat, Panchayat Samiti, Zilla Parishad, Notified Area Council, Municipality, Municipal Corporation, or any other authority or body vested with the control and management of civic services, within a specified local area;
- (s) **"Licensing Authority"** means an Officer appointed by the Government to exercise the powers and perform the duties of the Licensing Authority under this Order;
- (t) **"Lifting Officer"** means an Officer deputed by the Civil Supplies Officer-cum-District Manager to lift food grains from FSD, FCI, Sugar Zonal Depot and RRC for supplying to DSCs or RRC-cum-DSCs;

- (u) **"Oil Companies"** means Indian Oil Corporation Ltd., Bharat Petroleum Corporation Ltd. and Hindustan Petroleum Corporation Ltd;
- (v) **"OSCS Limited"** means Odisha State Civil Supplies Corporation Limited incorporated under the Companies Act, 1956;
- (w) **"Place of Business"** means the place where a dealer stores, sales, or distributes any of essential commodities;
- (x) **"Point of sale device"** means an electronic device used to ascertain to identify and entitlement of beneficiary during transaction of PDS commodities in a fair price shop;
- (y) **"Proof of Identity"** includes Electoral Photo ID Card, Aadhaar Card, Driving License or any other document for ascertaining the identity of an applicant;
- (z) **"Proof of Residence"** means a document to ascertain; the residence of an applicant for submission of application for ration card at the RCMS centre;
- (za) **"Public Distribution System"** (PDS) means the system for distribution of essential commodities such as Rice, Wheat, Coarse Cereals, Kerosene and such other commodities as may be made available by the Central or State Government for distribution to ration card holders;
- (zb) **"Ration Card"** means a document issued under an authority of the Government for the purchase of essential commodities from the fair price shop under the Public Distribution System;
- (zc) **"Ration Distribution Book"** means a register to be maintained for recording the informations relating to receipt of PDS commodities by the Ration Card Holder and price paid for such PDS commodities transactions in a month;
- (zd) **"Retailer"** means an owner or authorized representative of Fair Price Shop who purchases PDS commodities and sales these commodities to ration card holders after obtaining proper license from Licensing Authority;

- (ze) **"RCMS"** means Ration Card Management System which is an online system for addition, deletion or modification of various entries in a ration card or issue of new ration cards or for cancellation of existing ration cards;
- (zf) **"RCMS Center"** means a centre to be located in block or in Urban Local Body headquarter where RCMS operations can take place;
- (zg) **"RRC", "RRC-cum-DSC", and "DSC"** respectively means "Rice Receiving Centre", "Rice Receiving Center-cum-Departmental Storage Centre", and "Departmental Storage Centre" which are owned or managed by the OSCSC Limited for the purpose of receiving, storing and delivering any PDS commodity and includes any godown whether hired by OSCSC Limited or godown of CWC or OSWC;
- (zh) **"RRC In-charge"** means any Officer who remains in charge of the RRC to look after the receipt, storage and issue of stock and includes the Officer of CWC and OSWC;
- (zi) **"RRC-cum-DSC In-charge"** means any Officer who remains in charge of the RRC-cum-DSC to look after the receipt, storage and issue of the PDS commodities;
- (zj) **"State Government"** means the State Government of Odisha;
- (zk) **"State Level Transport Contractor"** means a contractor appointed by the Head Office of the OSCSC Limited for handling and transportation of custom milling rice by road or railway rakes from one District to another District;
- (zl) **"Sugar Zonal Depot"** means the zonal depot in operation by the OSCSC Limited for storage and distribution of sugar;
- (zm) **"State Data Centre"** means an institution set up in Odisha Computer Application Centre[OCAC], Bhubaneswar for supporting National e-Governance Plan (NeGP) and some of the key functionalities are Central Repository of the State, Secure data Storage, Online Delivery of Services, Citizen Information/Service Portal, State Intranet Portal, Disaster Recovery, Remote Management and Service Integration, etc;

- (zn) **"Stock Transfer Acceptance Note"** means the document used for dispatch of stock and receipt of stock through H&T Contractor Level-1 and State Level Transport Contractor,
- (zo) **"Urban Area"** means the territorial area of a Notified Area Council or the corporation area of a Municipal Corporation constituted under the Odisha Municipal Act, 1950 and Municipal Corporation Act, 2003;
- (zp) **"Wholesaler"** means a Dealer who stores and sells Kerosene Oil after being duly appointed by Oil Companies and issued with license by the Collector & District Magistrate of the District;
- (zq) **"Working Hour"** means the hours or period prescribed by the Government or the Licensing Authority during which the dealer has to keep his/her premises open for transaction.

(2) Words and expressions used but not defined in this Order but defined in the Essential Commodities Act, 1955, the National Food Security Act, 2013 and the Targeted Public Distribution System (Control) Order, 2015 shall have the meaning respectively assigned to them in those Acts and Orders.

Chapter-II

(Licensing)

3. Licensing of Fair Price Shop Dealers .— (1) No person shall carry on the business as a dealer in any essential commodity under the Public Distribution System except under and in accordance with a license issued in that behalf by the Licensing Authority:—

Provided that the provisions of this sub-clause shall not apply to the dealerships directly operated by the OSCSC Limited:

Provided further that a license obtained under any of the relevant licensing order in force on the date of coming into force of this Order shall be valid till the date of its expiry and a fresh license shall be obtained under this order before expiry of the date of such license:

Provided also that such license obtained under any of the relevant licensing order in force on the date of coming into force of this order shall be deemed to be a license issued under this Order from the date of coming into force of this Order.

(2) A separate license shall be required for each place of business dealing with essential commodity under the Public Distribution System:

Provided that Gram Panchayat functioning as retail dealers shall not be required to obtain a separate license for opening 'Sub-centres' for sale within the Gram Panchayat area. In such cases, an endorsement on the license of the sub-centre(s) shall suffice for storage and sale at such 'Sub-centres'.

(3) The licensee shall use Point of Sale (PoS) device and execute all the sale transactions under PDS through this device as a precondition to get the license to run the fair price shop from a date as notified by the Government:

Provided that failure to implement the provisions of this sub-clause at any time without any valid reason shall lead to cancellation of license.

4. Appointment of Dealers and Grant of License .— (1) Dealers shall be appointed by licensing authorities by following such procedure and in such manner as may have been or may be prescribed by the State Government.

(2) No Dealer shall be granted a license under this Order unless he has been appointed as such by the Licensing Authority under sub-clause (1).

(3) Preference for appointment and for grant of license as dealer shall be given to Gram Panchayats or Urban Local Body, as the case may be,

followed by Women Self Help Groups, Cooperative Societies, and other Self Help Groups in that order:

Provided that the State Government may alter or modify the order of preference by an order in writing.

(4) In case more than one Women Self Help Group or Self Help Group make application for one vacancy of dealership, the Women Self Help Group or Self Help Group having higher grade and proven track record shall be selected for appointment and for granting of license as dealer.

(5) The license of persons other than those belonging to the categories mentioned in sub-clause (3) shall not be renewed if applications from the categories mentioned in sub-clause (3) are available for being appointed as dealers.

(6) The authority competent to appoint and to grant or renew license under this Order shall make efforts to replace private dealers with Institutional dealers like Gram Panchayats or Municipalities, as the case may be, Women Self Help Groups, Cooperative Societies, and Self Help Groups, within a period of two years from the date of publication this Order in the official Gazette.

(7) The officers specified in column (2) of the table given below shall exercise the powers and perform duties of Licensing Authority in respect of State Level Transport Contractor, Level I and II Handling and Transport Contractors for sugar zonal depot or Retailer or Wholesaler of kerosene, as the case may be, within their jurisdiction as specified in column (3) thereof.

TABLE

Type of License	Licensing Authority	Jurisdiction
(1)	(2)	(3)
Retailer	Sub-Collector	Within local limits of their respective jurisdiction for delivery of PDS items, except Municipal Corporation Area of Bhubaneswar, Cuttack, Sambalpur, Berhampur, Rourkela.
	ADM [Bhubaneswar, Cuttack, Sambalpur, Berhampur, Rourkela]	For local limits of their respective jurisdiction.

(1)	(2)	(3)
Kerosene Wholesaler.	District Magistrate and Collector.	District for which the kerosene wholesaler is appointed.
State Level Transport Contractor.	Secretary to Government, FS & CW Department.	Districts within the State as specified in the license.
Level-I, H and T Contractor.	District Magistrate and Collector.	District for which the H and T Contractor is appointed.
Level-II, H and T Contractor	Sub-Collector	Within local limits of their respective jurisdiction for delivery of PDS items, except Municipal Corporation Area of Bhubaneswar, Cuttack, Sambalpur, Berhampur, Rourkela.
	ADM [Bhubaneswar , Cuttack, Sambalpur, Berhampur, Rourkela]	For local limits of their respective jurisdiction.
Handling and Transport Contractor for Sugar Zonal Depot	District Magistrate & Collector	District where the Sugar Zonal Depot is located.

(8) It shall be obligatory on the part of Gram Panchayat to operate the Fair Price Shop within its local limits. In case, the Gram Panchayat is unable to operate the Fair Price Shop, the Women Self Help Group, Cooperative Societies and Self Help Groups shall be selected as Retailer in order of preference.

5. Eligibility for Grant of license .— No dealer shall hold a license to deal in a commodity covered under the Public Distribution System if he/she or any of his/her family members have a commercial interest in a business in or are commercial users of the said commodity or a commodity closely related to the said commodity or is a member of any Advisory or Vigilance Committee or any other Committee entrusted with supervision of the Public Distribution System.

Explanation:- For purpose of this clause,—

- (i) Commercial interest shall include business, partnership, and a relationship of tenant and landlord of a commercial building;
- (ii) Diesel and petrol shall be deemed to be commodities closely related to Kerosene;

(iii) Owner of a commercial vehicle including boat shall be deemed to be a commercial user of diesel or petrol;

(iv) Family shall mean a family unit consisting of the individual concerned, his or her spouse, their unmarried sons, daughters and married sons and dependent parents :

Provided that the prohibition under this clause shall not apply in relation to the vehicles meant for, and primarily used for, transportation of kerosene from oil depots of the oil marketing companies to the business premises of a wholesaler agent of an oil marketing company:

Provided further that the license shall not be cancelled for violation of the provisions of this clause if the Dealer or his/her family member, as the case may be, relinquishes his/her interest in such other business within a period of three months from the date of coming into force of this Order :

Provided also that, the kerosene wholesaler shall supply kerosene to retailers in the block level or town area level as arranged by the District administration.

6. Procedure for Issue of License.— (1) Every application for a license or for renewal thereof or for issue of duplicate copy thereof shall be made to the Licensing Authority in Form A-I & A-II as in the case may be accompanied with such fee as specified in sub-clause (2) of clause 7 of this Order.

(2) Every license issued, reissued or renewed under this Order shall be in Form B-I & B-II as the case may be and shall specify the commodity or commodities which the licensee shall deal in, and the place of business where the licensee shall Act as a Dealer.

(3) Every application for renewal shall be made along with the original copy of the license at least forty five days before the date of expiry of such license.

(4) An application for renewal of license shall be disposed before the date of expiry of the license:

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

(5) Where a license issued under this Order has been lost or destroyed or defaced, the licensee shall immediately obtain a duplicate copy thereof from the Licensing Authority.

(6) Grant of a license shall not confer a right on the licensee for allotment of quota.

(7) The Authority competent to allocate quota shall decide on quota to be allocated to each dealer with due consideration to the factors like utilization of the quota allocated to the dealer earlier, distance from the area proposed to be serviced, compliance to the provisions of this Order by the dealer and the requirements of overall efficiency of the Public Distribution System.

7. Period of License and Fees Chargeable.—(1) Every license granted under this Order shall, unless revoked or expired earlier be valid for a period of one year or part of a year and may be renewed for a further period of one year or part of a year at a time on application.

Explanation:— 'Year' means the financial year commencing on the 1st day of April and ending on the 31st day of March of the succeeding year.

(2) The fee chargeable in respect of each license for a period of one year or part thereof for each individual item of commodity under Public Distribution System shall be such as mentioned below:—

TABLE

Purpose of Collection of Fee.	For Retailer.	For Wholesaler.	For State Level Transport Contractor.	For Level-I H & T Contractor.	For Level-II H & T Contractor.	For H & T Contractor for Sugar Zonal Depot.
(1)	(2)	(3)	(4)	(5)	(6)	(7)
For Issue of Licence.	Rs. 500	Rs. 5,000	Rs.25,000	Rs. 15,000	Rs. 10,000	Rs. 10,000
For Renewal of Licence.	Rs. 500	Rs. 5,000	Rs. 20,000	Rs. 15,000	Rs. 10,000	Rs. 10,000
For Issue of Duplicate Licence.	Rs.250	Rs. 2,500	Rs.10,000	Rs.7,500	Rs.5,000	Rs.5,000

(3) The fees specified above shall be deposited in the Government Treasury by a challan to the credit of the Government under the head "Revenue Deposit".

(4) The application shall be accompanied by a copy of treasury challan in token of payment of fee prescribed in the table.

8. Security Deposit .- (1) Every dealer shall, before a license is issued to him, deposit an amount mentioned in the Schedule below by way of security in favour of the Licensing Authority in the manner provided in sub-clause (2) for each place of business as specified in the schedule below,—

SCHEDULE

Sl. No. (1)	Categories of Contractor (2)	Amount of Security Deposit (in Rs.) (3)
1	Retailer	1,000
2	Wholesaler	10,000
3	State Level Transport Contractor	20,000
4	Level-I, H and T Contractor	15,000
5	Level-II, H and T Contractor	10,000
6	H and T Contractor for Sugar Zonal Depot	10,000

Provided that no additional security deposit shall be payable by the Gram Panchayat Licensees in respect of additional sale centres operated within the Gram Panchayat area or convenience of consumers.

(2) The security deposit referred to in sub-clause (1) shall be in any one of the following manners, namely:—

- (a) demand draft drawn in any Nationalized Bank in favor of the Licensing Authority, or
- (b) deposit at call-receipt of any Nationalized Bank in favor of the Licensing Authority, or
- (c) Cash deposit through Treasury Challan under head 'Revenue Deposit'.

9. Power to cancel/ Refuse License. — (1) The Licensing Authority may cancel or refuse to renew any license, if,—

- (a) it is of the opinion that the performance of the licensee is not satisfactory;
- (b) the licensee has acted in contravention of any provision of the Act or any order issued thereunder or terms and conditions of license;
- (c) the licensee has other commercial interest, which may be detrimental to the smooth functioning of the Targeted Public Distribution System;
- (d) the expected size of operation of the dealer is not economically viable;
- (e) the renewal of license would otherwise be not in the interest of efficient functioning of the Targeted Public Distribution System.

(2) The Licensing Authority may refuse to grant or renew the license of a private Dealer, if another applicant from the categories mentioned in sub-clause (3) of clause 4 is available to be appointed as a dealer in the locality or area served or proposed to be served by the applicant.

Chapter-III

(Duties and Responsibilities of Licensees)

10. Duties and Responsibilities of Fair Price Shop Licensees. - (1)

Every licensee of a Fair Price Shop shall have following duties, namely,—

- (a) to deposit the cost of the PDS commodities with the OSCSC Limited or kerosene wholesalers, as the case may be, within the time stipulated by the Government in shape of Demand Draft/Cheque, or through NEFT;
- (b) to receive the PDS commodities from H&T contractors, Level-II or kerosene wholesalers with proper acknowledgements in shape of Acceptance Note or Tally register, as the case may be;
- (c) to make available the whole allotment of the essential commodities, after taking delivery, from the first day of the month;
- (d) to sell the essential commodities to Ration Card Holders as per his entitlement strictly at the retail issue price fixed by the Government and personally conduct or supervise such transactions;
- (e) to enter the date of issue and quantity of the commodities under the PDS issued and take the signature/left thumb impression of Ration Card Holder/authorized representative of Ration Card Holder in the relevant sale register;
- (f) to be responsible to enter the sale details of the commodities under the PDS in the Ration Distribution Book in Form C of each Ration Card Holder;
- (g) to return the Ration Card and Ration Distribution book to the Ration Card Holder after the transaction is over;
- (h) to store and sell essential commodities only at the place specified in the license and take adequate measures to ensure that the essential commodities are stored in proper scientific condition;
- (i) to inform the consumers tagged to him about the arrival of the stocks at his center;
- (j) to behave with consumers cordially and with due courtesy;
- (k) to obtain, in tally register, utilization certificate of the members of GP level or , as the case may be, Ward level Advisory Committee before subsequent issue of stocks;
- (l) to obtain prior written permission from the local Inspector of Supplies or Authorized Officer for closing the Fair Price Shop in business hours;

- (m) to display the following information on a Notice Board at a prominent place in the shop namely:—
- (i) list of all Ration Cards attached to the shop;
 - (ii) entitlement of essential commodities;
 - (iii) retail issue price of each of the essential commodities;
 - (iv) scale of issue;
 - (v) timing of opening and closing of the Fair Price Shop;
 - (vi) stocks of each of the essential commodities received during the month on daily basis;
 - (vii) opening and closing stock of each of the essential commodities on daily basis; and
 - (viii) the name and address of the authority before whom grievance may be made or complaint petition can be filed with respect to quantity, quality and price of essential commodities.
- (n) to maintain updated records of Ration Card Holders including priority households and Antyodaya Anna Yojana households, Stock Register, Sale Register, Tally Register, Complaint Book and such other records as may be prescribed by the Government or the Licensing Authority;
- (o) to furnish copies of specified documents, namely, Ration Card Register, Stock Register, Sale Register to the concerned Gram Panchayat, or Municipalities, or as the case may be, or Advisory Committees and to anybody authorized by the Government for the purpose as and when so required by such authorities;
- (p) to produce books of accounts and records relating to allotment and distribution of essential commodities to the inspecting agency and furnishing such information as may be called for;
- (q) to display samples of food grains being supplied through the Fair Price Shop;

- (r) to keep the Fair Price Shop open through out the month during the stipulated working days and business hours;
- (s) to provide the relevant extracts of the records maintained by him to the beneficiaries on payment of such fee as may be decided from time to time;
- (t) to permit the Ration Card Holder to buy essential commodities in installments as per his entitlement;
- (u) to keep certified Weights and Measures for distribution of essential commodities to consumers and get Weights and Measures renewed timely and keep verification Certificate in the business premises;
- (v) to ensure that he or his agents and employees kept by him in charge of stock and sale of PDS commodities on his behalf comply with the terms and conditions of the license and the provisions of this Order, and
- (w) to intimate to the Ration Card Holder, in writing, the reasons for denial or non-supply of quota.

(2) Without prejudice to the foregoing duties, the Licensee of the Fair Price Shop or his agent or employees shall not, under any circumstances,—

- (a) deny the Ration Card Holder the supply as per his entitlement of the PDS commodities, if the commodity is in stock;
- (b) retain the Ration Card with him after the transaction is over or obtain Ration Cards from the consumers prior to such transaction;
- (c) make false entry in the Ration Distribution book or sale/stock/tally register or any other official record;
- (d) engage in black marketing or diversion of essential commodities under the Public Distribution System to the open market;
- (e) handover or sublet such fair price shops to other unauthorized person or organization;

- (f) close the ration shop during working hours without prior written permission of the Inspector of Supplies or other Officer Authorized by the Licensing Authority; and
- (g) keep the records relating to the fair price shop at any place other than the licensed business premises.

11. Duties and Responsibilities of Kerosene Wholesaler.— (1) The kerosene wholesalers shall have following duties, namely,—

- (a) to keep kerosene meant for the PDS in specified location after obtaining it from the depot of Oil Marketing Companies in the month to which the allotment relates;
- (b) to supply kerosene to the retailer immediately on demand as per advise of the District Administration and subject to pre-payment of cost of kerosene and production of tally register etc. as per the prescribed procedure;
- (c) to maintain register and records as prescribed by the Government or Licensing Authority, from time to time;
- (d) to produce such records, and information as called for by the authorized inspecting officers;
- (e) to keep certified weights and measures as may be prescribed by the Government or the Licensing Authority;
- (f) to display the following information on a Notice Board at a prominent place outside the business premises near the entrance of the premises; namely:—
 - (i) Timing of the shop;
 - (ii) Opening stock, quantity received, sold, closing stock, on a daily basis;
 - (iii) Issue price of kerosene; and
 - (iv) License number and name of owner.
- (g) to maintain books of accounts in the manner prescribed by the Government or Licensing Authority and provide these to Authorized Officers for inspection and verification on demand;

- (h) to provide correct cash memo in sequential order, after receipt of cost of kerosene in shape of Demand Draft, Cheque or through NEFT, to the retailer in support of issue of kerosene;
- (i) to provide relevant extracts of records to any person on payment of prescribed fees;
- (j) to arrange for scientific storage of kerosene as per the stipulations of Oil Marketing Companies; and
- (k) to ensure that the agents and employees comply with all terms and conditions of the license and provisions of this Order.

(2)The kerosene wholesalers shall not, —

- (a) close the business premises during the business hours on working days without obtaining prior permission of the Licensing Authority or an Officer Authorized by the Licensing Authority or by the Government;
- (b) deliver kerosene to any person other than a licensee for whom kerosene is meant to be supplied;
- (c) stock and store the kerosene at any place other than the place allowed in the license or by the District Administration;
- (d) retain the tally register of retailers with him; and
- (e) keep the records relating to the business at any place other than the licensed business premises or places allowed by District Administration.

12.Duties and Responsibilities of the State Level Transport Contractor, H&T Contractor at Level I and Level II and H&T Contractor for Sugar Zonal Depot .- (1) save as otherwise provided in this Order, all Handling and Transport Contractors shall,—

- (a) take care to ensure that the Fair Average Quality and Quantity of rice, wheat and sugar has been received by him from the receiving point and are delivered at the delivery point without any deterioration in quality and quantity;

- (b) take complete care of the stocks, from the time, of its handling at the Rake point (unloading), FSD, Sugar Zonal Depot, RRC, DSC, and RRC-cum-DSC till its delivery at the Rake Point (loading), RRC, DSC, and RRC-cum-DSC or fair price shop, as the case may be, without any delay depending upon the distance to be covered but in case of detention of the vehicle under unavoidable circumstances, he shall inform the OSCSC Limited;
- (c) be responsible for safe transport of stocks lifted by him during transportation and would be held responsible for any loss or damage thereof that may arise due to his failure to take reasonable precautions ensuring safe transportation of the stocks;
- (d) be liable for any loss which the OSCSC Limited may suffer from any loss in quantity and quality of stock handled by him;
- (e) manage handling and transport business by himself or through his authorized representative:

Provided that where the contractor manages the business through representative, he shall intimate the OSCSC Limited, Lifting Officer, RRC in charge, DSC in-charge, RRC-cum-DSC in charge or CSO-cum-District Manager concerned the name of such authorized representative by executing a deed of Power of Attorney to Act on his behalf in day-to- day working;

- (f) in no case, lease out, transfer or hire, the business to any person either impliedly or in explicit;
- (g) provide photo identity card to all her/his employees including Driver, Helper, Manager, Clerk and other staff;
- (h) abide all Rules, regulations and instructions of Transport Department, Labour Department, and other Statutory Authorities;
- (i) be responsible for keeping a complete and accurate account of handling and transportation operation of the PDS commodities undertaken by him, maintain the prescribed registers, and furnish accounts, returns and statements in such manner as may be prescribed by the Government and the OSCSC Limited from time to time;

- (j) be liable to Act strictly as per terms and conditions of the agreement executed by him with the OSCSC Limited;
- (k) obtain transit insurance coverage of the PDS Commodities at economic cost of Custom Milled Rice, sugar and wheat in the name of the OSCSC Limited, covering all types of risks from the point of loading trucks, transporting to specified FPS, RRC, DSC or RRC-cum-DSC and till the stock is unloaded or delivered to the retailer, RRC or RRC-cum-DSC, as per the agreement;
- (l) paint the vehicle engaged under transportation of the PDS commodities in specified colour and display information prominently on the truck or trucks in banner of specified colour, size as per specification of OSCSC Limited in this regard at his own cost;
- (m) abide by any other instruction issued, from time to time, by the Government or the OSCSC Limited or Collector or CSO-cum-District Manager for proper management of the H & T operations.

(2) The H & T Contractor Level I shall,—

- (a) be abided by the terms and conditions of the agreement executed with the Competent Authority and maintain the prescribed registers as communicated by the Government and the OSCSC Limited, from time to time;
- (b) be obliged to lift the entire quantity of the PDS commodities allotted in his favour from the required depot in each month, in time and deliver the equal quantity and quality of stock as received from FSD, FCI, Sugar Zonal Depot, RRC or DSC, as the case may be, before transportation to the required RRC or RRC-cum-DSC for its timely distribution under the PDS;
- (c) record entire information on lifting of stock for verification of the same in a register maintained by him;
- (d) record the details of the PDS Commodities, date and time of delivery, depot of delivery, allotment month to which the stock

relates to, quantity in bags and weight in quintals, balance for lifting and time of dispatch of the PDS Commodities along with details of the Vehicle and receiving depot under the signature of the Lifting Officer or RRC in-charge or DSC in-charge or RRC-*cum*-DSC in-charge, as the case may be, in the document as prescribed by the Government and the OSCSC Limited, from time to time;

- (e) be jointly responsible with the RRC in-charge, DSC in-charge or RRC-*cum*-DSC in-charge to get the information as recorded in the manner provided in sub-clause (d);
- (f) obtain copy of the Stock Transfer Acceptance Note for dispatch of stock to a RRC, DSC or RRC-*cum*-DSC on each day from the Lifting Officer, RRC in-charge, DSC in-charge or RRC-*cum*-DSC in-charge;
- (g) return a copy of the Stock Transfer Acceptance Note duly filled in with receipt details to the Lifting Officer, RRC in-charge, DSC in-charge or RRC-*cum*-DSC in-charge of the source District on acceptance of the stock at RRC or RRC-*cum*-DSC of the receiving District;
- (h) handover the copy of the document showing dispatch of the stock and Stock Transfer Acceptance Note at the destination point of the receiving District within twenty four hours but not later than three days from the date and time of acceptance of such stock from RRC, DSC or RRC-*cum*-DSC by the Contractor for delivery at RRC, DSC or RRC-*cum*-DSC;
- (i) furnish true and correct monthly return in detail containing date of receipt, stock receipt (quintals in bags), sources of receipt, delivery of stock and depot of delivery, date of delivery, quantity of stock delivered (bags & quintal) in detail to CSO-*cum*-District Manager of the District, concerned, Sub-Collector and BDOs in the format as may be prescribed by the Government and the OSCSC Limited;

(3) The H & T Contractor Level II shall,—

- (a) be abided by the terms and conditions of the agreement executed with the Competent Authority and maintain the prescribed registers as communicated by the Government from time to time;
- (b) be obliged to lift the entire quantity of the PDS Commodities allotted in his favour from the required DSC or RRC-cum-DSC each month in stipulated time and deliver the same at the required retail points for its timely distribution under the PDS;
- (c) take complete care of the stocks from the time of its handling at RRC-cum-DSC till its delivery to the fair price shop dealers;
- (d) be responsible for the safety of the PDS Commodities while handling and transporting through his vehicle to specified retail dealers and also exercise adequate care and ensure that the PDS Commodities are not damaged while in transit in his vehicle to specified retail dealer and ensure that there is no loss in transit;
- (e) deliver the stock to the retailer as received by them at RRC-cum-DSC before transportation;
- (f) furnish true and correct monthly return in detail containing date of receipt, stock receipt (quintals and bags), sources of receipt, delivery of stock and point of delivery, date of delivery, quantity of stock delivered in detail to CSO-cum-DM, the OSCSC Limited of the District, concerned Sub-Collector and BDOs in the format as may be prescribed by the Government and the OSCSC Limited;
- (g) record the details of the PDS Commodities, date and time of dispatch of stock, allotment month to which the stock relates to, dispatch of stock in quintals and bags, balance for lifting of such commodities, name of the fair price shop dealer along with details of the vehicle under the signature of the RRC in-charge, DSC in-charge or RRC-cum-DSC in-charge for delivery of such commodities along with the documents prescribed by the Government and the OSCSC Limited;

- (h) be jointly responsible with RRC in-charge, DSC in-charge, RRC-cum-DSC in-charge and to get the information as above recorded in the documents prescribed by the Government and the OSCSC Limited;
 - (i) at the time of delivery of stock to the fair price shop, enter the information relating to commodities delivered, date and time of delivery, month to which the particular allotment relates to, delivered quantity in quintals and bags and vehicle number under his signature in the document prescribed by the Government and the OSCSC Limited;
 - (j) at the time of delivery of the PDS Commodities at the retail point, obtain signature of two consumer witnesses in the Acceptance Note of the retailer along with their Ration Card number and also mobile number, if any;
 - (k) have to see that the consumer witnesses as above is a *bona fide* card holder and his card is attached to the said fair price shop dealer;
 - (l) handover the copy of the Acceptance Note of the fair price shop dealer at RRC-cum-DSC within 24 hours but not later than 3 days from the date and time of acceptance of stock from RRC-cum-DSC by the contractor for delivery at fair price shop point;
 - (m) not indulge in substitution or adulteration or diversion or theft of stocks from the FCI depot, Rake point, RRC, DSC, RRC-cum-DSC to the intended delivery points;
 - (n) be punished as per law for any unlawful activities violating the clauses and sections of this Order, Operational Guideline for DSS Operation issued by the OSCSC Limited and for breach of trust violating clauses of agreement executed with Competent Authority.
- (4) The State Level Transport Contractor shall,—
- (a) be abided by the terms and conditions of the agreement executed with the Competent Authority and maintain the prescribed registers as communicated by the Government and the OSCSC Limited, from time to time;

- (b) be punished as per the law for any unlawful activities violating any of the clauses of this Order, Operational Guideline for DSS operation and for breach of trust violating any of the clauses or agreement executed with the Competent Authority.
- (c) The State Level Handling & Transport Contractor while lifting stock from the place where it is stored at the first instance (source District) shall,
- (i) record entire information on lifting of stock for verification of the same in a register maintained by him;
 - (ii) take the responsibility to break the stack, to load the Custom Milled Rice, to make weighment and proper documentation prior to its departure for the destination;
 - (iii) be in touch with the Lifting Officer, RRC in-charge or DSC in charge, as the case may be, to obtain requisition of transportation of the PDS Commodities for next day and make arrangement accordingly for the same;
 - (iv) cover the shortest truckable route for transportation but in case of travel other than the shortest route, he shall obtain prior approval in writing from the OSCSC Limited Authority;
 - (v) obtain copy of the Stock Transfer Acceptance Note for dispatch of stock to a RRC or RRC-cum-DSC on each day from the Lifting Officer or RRC in-charge or DSC in-charge, as the case may be;
 - (vi) on acceptance of stock at RRC or RRC-cum-DSC of the receiving District, return a copy of the Stock Transfer Acceptance Note duly filled in with a receipt details to the Lifting Officer or RRC in-charge or DSC in-charge of that place.

(5) The State Level Transport Contractor while delivering stock to the receiving District shall,—

- (a) take responsibility of unloading, weighment and building stack inside RRC or RRC-*cum*-DSC;
- (b) record the details of the PDS Commodities, date and time of delivery, depot of delivery, allotment month to which the stock relates to quantity of bags and weight in quintals, balance for lifting and time of dispatch of the PDS Commodities along with details of vehicle and receiving depot under the signature of the Lifting Officer or RRC in-charges or DSC in-charge or RRC-*cum*-DSC in charge, as the case may be, prescribed in Acceptance Register, as prescribed in DSS Guidelines, the OSCSC Limited and as modified from time to time;
- (c) be jointly responsible with the RRC in-charge, DSC in-charge or RRC-*cum*-DSC in-charge, as the case may be to get information as recorded in the manner provided in sub-clause (b);
- (d) handover the copy of the document showing dispatch of the stock and Stock Transfer Acceptance Note at the destination point of the receiving District within twenty four hours but not later than three days from the date and time of acceptance of such stock from RRC, DSC or RRC-*cum*-DSC by the Contractor for delivery at RRC, DSC or RRC-*cum*-DSC;
- (e) be responsible for keeping a complete and accurate account of Custom Milled Rice received and delivered at RRC or RRC-*cum*-DSC by him and furnish accounts returns and statements in such a manner as may be prescribed by the Managing Director, the OSCSC Limited;
- (f) be responsible for performing all or any of the services detailed in and arising out of the contract also at night without any additional remuneration, whenever required by the Managing Director or the CSO-*cum*-District Manager or an Officer acting on their behalf;

- (g) be liable for all costs, damages, charges and expenses suffered or incurred by the OSCSC Limited due to the contractors, negligence and unworkman like performance of any service under the contract or breach of any of the terms and conditions thereof or their failure to carry out the work with a view to avoid incurrence of damage to rice and for all damages or losses occasioned to the OSCSC Limited or in particular, to any property or plank belonging to it due to any act whether negligent or otherwise, of the contractor himself or his employees and decision of the Managing Director regarding such failure of the contractor and his liability for the losses etc. suffered by the OSCSC Limited shall be final and binding on the contractor;
- (h) submit the stamped receipts of different checkgates located in the route as proof of transportation of stock for release of his bills;
- (i) install GPS System in the vehicles used for transportation of Custom Milled Rice whenever directed by the OSCSC Limited;
- (j) furnish true and correct monthly return in detail containing quantity assigned for transportation, date of receipt, stock receipt (quintals in bags), vehicle number, source depot, delivery of stock and delivery depot, date of delivery, quantity of stock delivered in detail to the OSCSC Limited and CSO-cum-District Manager of the source District and receiving District;

(6) The terms and condition of the agreement as may be altered, added or omitted by the OSCSC Limited shall be binding on the State Level Transport Contractor.

(7) The State Level Transport Contractor (Rack Loading) shall,—

- (a) be responsible to break the stack at RRC or RRC-cum-DSC, load the stock in the vehicle, make weighment and transport such stock to the Rake loading point on documentation in the manner as may be prescribed by the Government and the OSCSC Limited;

- (b) load the Custom Milled Rice to Rake within the free time allowed by the Railway Authority using full capacity of the wagons placed by the railways;
- (c) provide adequate dunnage inside the Rake, at RRC or RRC-cum-DSC and at rake point and arrange collection of sweeping and spillage stock;
- (d) keep close liaison with the Railway Authority regarding placement of empty rake;
- (e) ensure cleaning of wagons before rake loading and should not load stock in damaged wagons.

(8) The State Level Transport Contractor on receiving stock (Rack Unloading) shall,—

- (a) unload and handle the Custom Milled Rice from the Rake within the free time allowed by the Railway Authority;
- (b) load the stock to the vehicle, make weighment and transport the stock to RRC or RRC-cum-DSC of receiving District within the free time allowed by the Railway Authority;
- (c) unload the stock at RRC or RRC-cum-DSC and to make stacking inside the godown;
- (d) provide adequate dunnage at Rake point and at RRC or RRC-cum-DSC and arrange collection of sweeping and spillage stock;
- (e) furnish true and correct return on each rake operation mentioning the quantity transported, date of receipt, stock receipt (in quintals in bags), source depot, delivery depot, date of delivery, quantity of stock delivered (in quintals in bags) in detail to the OSCSC Limited and CSO-cum-District Manager of the source District and receiving District;
- (f) Ensure and arrange verification of damage stock if any, by the surveyor of Insurance Company at his own cost.

(9) The H & T Contractor for Sugar Zonal Depot shall,—

- (a) count the bags in the wagon jointly with the Authorized Officer of the CSO-cum-District Manager where Sugar Zonal Depot is located;

- (b) unload and handle the sugar stock from the Rake within the free time allowed by the Railway Authority;
- (c) load the stock to the vehicle, make weighment and transport such stock to Sugar Zonal Depot within the free time allowed by the Railway Authority;
- (d) unload the stock at Sugar Zonal Depot and stack the same inside the godowns and deliver equal number of bags as found in the wagon during joint counting;
- (e) provide adequate dunnage at Rake point and at Sugar Zonal Depot and arrange collection of sweeping and spillage stock;
- (f) furnish true and correct return on each Rake operation mentioning the quantity transported, date of receipt, stock receipt (in quintals & bags) delivery depot, date of delivery, quantity of stock delivered in detail to the CSO-cum-District Manager of the District where Sugar Zonal Depot is located.

Chapter-IV

(Facilities at Fair Price Shop Retailers and Kerosene Wholesaler)

13. Facilities at Wholesale and Retail Points and Working Hours.—

(1) The Dealer shall provide following infrastructure and facilities at their business premises, namely,-

- (a) adequate size building in which at least half of quantities of one month's normal allotment of Public Distribution System Commodities can be stored and its distribution can be done without any inconvenience to the consumers;
- (b) enough space in front of the Fair Price Shop for separate queue of women, men and senior citizens; and
- (c) ensure to install a Point of Sale (PoS) device as specified by the State Government, from time to time, along with one computer with internet connection, one printer for proper functioning and monitoring of the commodities to the beneficiaries;

(2) Dealers holding license to deal in kerosene shall,—

- (a) keep sufficient number of barrels. These barrels should be adequate to store at least 75% of the normal monthly quota;
- (b) paint the barrel in blue colour and bear the name and license number of the Dealer;
- (c) store the barrels in a pucca building with RCC roofing and with adequate fire safety equipment;
- (d) keep the barrels having capacity up uniformly up to the level of 200 liters in each barrel except for one barrel in which quantity may be less than 200 liters.

(3) Kerosene dealers shall maintain a fluid reserve stock to the extent of quantity of 2000 liters for a wholesaler and 200 liters for a retailer which should not be disposed without written permission of the Licensing Authority or an officer not below the rank of Inspector of Supplies:

Provided that the Licensing Authority may, by an order in writing, alter or modify the fluid reserve stock for such dealers and for such period as it may decide.

(4) Prescribed working hours of the Dealer shall be as follows:

- (a) Wholesaler:- 8.00AM to 4.00 PM
- (b) Retailer:- 8.00 AM to 12.00 Noon and 4 PM to 8 PM

14. Maintenance of Accounts.- (1) The dealer and wholesaler shall maintain separate registers of daily accounts for each of the PDS Commodities scheme-wise as follows,—

- (a) the Stock Register in Form-D which shall contain following information, namely:-
 - (i) Opening stock of each day;
 - (ii) the quantities received on each day;
 - (iii) the quantities delivered or otherwise disposed on each day; and
 - (iv) the closing stock of the day.
- (b) Sales Register – for Antyodaya Anna Yojana, Priority Household, kerosene in Form-E;
- (c) Cash Memos; and
- (d) Tally Register for Fair Price Shop Retailers and kerosene wholesalers;

(2) The Retailer and the wholesaler shall furnish other particulars as the Government or the Licensing Authority may, by order, in writing, specify in this regard.

(3) It shall be mandatory on the part of the Dealer to preserve the books of accounts for inspection of the Competent Authority for a period of at least two complete financial years.

15. Submission of Returns.— (1) The licensee shall submit to the concerned Licensing Authority reports and returns in the manner prescribed in DSS Guidelines both electronically and in hard copy so as to reach him not later than the 5th day of each month of stocks receipts and deliveries of each of the essential commodities during the preceding month.

(2) Notwithstanding anything contained in sub-clause (1), the Central Government or the State Government or the Collector of the District or the Licensing Authority may direct the licensee to submit a return in Form-F.

Chapter-V

(Violation of Conditions)

16. Illegal Diversion or Substitution of Commodities under PDS.-

(1) The authority or any person authorized by it in this behalf or any other person who is engaged in the distribution and handling of essential commodities under Public Distribution System, shall not indulge in substitution or adulteration or diversion or theft of stocks from authorized godowns or in transit or from the Fair Price Shop premises.

Explanation:-For the purpose of this clause—

- I. '*diversion*' means unauthorized movement or delivery of essential commodities released from central godowns/authorized godowns but not reaching the intended beneficiaries under the Public Distribution System,
- II. '*Substitution*' means replacement of essential commodities released from central godowns/authorized godowns with the same articles of inferior quality for distribution to the intended beneficiaries under the Public Distribution System.

17. Contravention of Conditions of License or Control Orders.- (1)

No holder of a license issued under this Order, or his agent or servant or any other person acting on his behalf or placed by him in physical charge of stock shall contravene any of the terms or conditions of the license or of any control Order issued under the Act.

(2) If any such person contravenes any of the said terms or conditions, without prejudice to any other action that may be taken against him, the license shall be cancelled and security deposit shall be forfeited in full or in part:

Provided that no such order shall be made under this clause unless the licensee has been given a reasonable opportunity of stating his case and if he desires of personal hearing against the proposed cancellation and forfeiture.

(3) Upon compliance with all obligations under the license by the licensee, the amount of security deposit or such part thereof, which is not forfeited as aforesaid, shall be refunded to the licensee after termination of the license by the Licensing Authority.

(4) The Licensing Authority may, by order, without giving prior notice to the Dealer, suspend the license of a Dealer, if a proceeding under sub-clause (1) has been initiated against the dealer, and the said Licensing Authority is satisfied that it is not in the interest of the smooth operation of the Public Distribution System to allow the Dealer to handle the PDS stocks.

Explanation.- For the purpose of this sub-clause, the proceedings under sub clause (1) shall be deemed to have been initiated on the date of issue of the show-cause notice by the Licensing Authority.

(5) No prior show cause notice would be required for withholding the allocation of quota to any licensee for a period not exceeding sixty days pending enquiry or investigation against the licensee, if the Licensing Authority has reasons to believe that the licensee has not maintained proper and correct accounts in respect of the quota allocated to him earlier or has diverted the Public Distribution System stocks or committed any other irregularities.

18. Cancellation of license in case of Conviction.— Notwithstanding anything contained in clause 17, where a licensee has been convicted by a Court of Law in respect of contravention of any order made under section 3 of the Act relating to any of the essential commodities, the Licensing Authority shall, by order in writing, cancel his license:

Provided that where such conviction is set aside in any appeal or revision, the Licensing Authority may, on application made in Form-A by the person whose license has been cancelled, reissue a license without payment of any fee to such person up to the period mentioned in the license so cancelled.

19. Appeal.- (1) Any person aggrieved by an order of the Licensing Authority refusing to grant or renew or reissue a license or suspending or cancelling a license or forfeiting the security deposit or withholding the allocation of quota under the provisions of this order may prefer an appeal before the Appellate Authority within thirty days of the date of receipt of the order.

(2) The memorandum of appeal should be accompanied by a copy of the license of the appellant and a copy of the order against which appeal has been preferred.

(3) Any appeal preferred after the expiry of the aforesaid period may be summarily rejected by the Appellate Authority.

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

(5) Pending disposal of an appeal, the Appellate Authority may direct that the order of the Licensing Authority, against which the appeal is preferred, shall not take effect until the appeal is disposed of.

20. Review.— The authority competent to hear appeals against the order of the Licensing Authority referred in clause 19 may *'suo motu'* or on a reference made to it, call for the record of the Licensing Authority, review the order passed by the Licensing Authority and pass such order as may be passed by it if an appeal preferred before it under clause 19, as it may deem appropriate:

Provided that no order shall be passed against a licensee under this clause without giving an opportunity of being heard to the person concerned.

21. Power to Direct Disposal of Stock.— Where any person holding any stock of essential commodities under the Public Distribution System does not wish to obtain a license after commencement of this Order or where any licensee holding any stock of essential commodities does not wish to renew a license or where his application for renewal thereof has been refused or, as the case may be, his license has been cancelled or suspended, the Licensing Authority may direct such person to dispose of stocks of essential commodities held by him by sale/transfer to such other person or persons by such date as may be specified in the direction and the person shall comply with such direction.

Chapter-VI

(Search and Seizure)

22. Power of Entry, Search and Seizure etc.- (1) The Licensing Authority or any other Officer authorized by the Government in this behalf, may, with such assistance, if any, as he thinks fit,-

- (a) require the owner, occupier or any other person in charge of the place, premises, vehicles or vessels in which he has reason to believe that any contravention of the provisions of this Order or of the conditions of any license issued there under has been, is being or is about to be, committed, to produce any books, accounts or other documents showing transactions relating to such contravention;
- (b) enter, inspect or break open any place, premises, vehicles or vessels in which he has reason to believe that any contravention of the provisions of the Order or of the conditions of any license issued thereunder has been, is being or is about to be, committed,
- (c) take or cause to be taken extracts from or copies of any documents showing transactions relating to such contravention which are produced before him;
- (d) test or cause to be tested the weight of all or any of the essential commodities found in any such premises:

Provided that, in entering upon and inspecting any premises, the person so authorized shall have due regard to the social and religious customs of the persons occupying the premises.

- (e) draw samples from the food grains found in the process of Public Distribution System in the Fair Price Shop premises or during transportation by H & T contractors and compare the same with the original samples to ascertain whether the stocks under Public Distribution System are in conformity with the specifications of FAQ standard;
- (f) search, seize and remove the stocks of the essential commodities and the packages, coverings, animals, vehicles,

vessels or other conveyances used in carrying the said essential commodities in contravention of the provisions of this Order or of the conditions of any license issued thereunder and thereafter take or authorize the taking of all measures necessary for securing the production of the essential commodities and the packages, coverings, animals, vehicles, vessels or any other conveyances so seized in a Court and for their safe custody pending such production.

(2) The provisions of the Section 100 of the Code of Criminal Procedure, 1973 (2 of 1974) relating to search and seizure shall so far as may be, apply to searches and seizures under this clause.

23. Exemption.— The State Government may, by a general or special order, exempt from all or any of the provisions of this Order, such persons or categories of persons for such period as it may deem appropriate for effective functioning of the Public Distribution System.

Chapter-VII

(Ration Card)

24. Eligibility.— (1) The eligible households to be served under the PDS shall be identified by the State Government from the following categories with due regards to the percentage of population and the State ceiling as fixed by the Central Government under the Targeted Public Distribution System (Control) Order, 2015.

(2) The eligible households are of two categories, namely,—

- (a) Household as existing under the Antyodaya Anna Yojana, the scheme which was launched by the Central Government on the 25th December, 2000 and as modified from time to time; and
- (b) Households to be covered under the priority household category.

(3) Household of the category mentioned in item (a) of the sub clause (2) has been considered as one unit of recipient which shall be entitled thirty-five kilogram of rice per household per month.

(4) The existing Antyodaya households shall continue to be the beneficiaries under Food Security Act, if they are otherwise eligible as per the criteria as notified by the State Government.

(5) Households of the Priority Households mentioned in item (b) of sub-clause (2) shall be entitled for five kilograms of foodgrains per person per month.

25. Identification of the eligible households under the 'Priority Household' category.— (1) The State Government shall identify eligible households of the category mentioned in item (b) of sub-clause (2) of clause 24 on the basis of nine 'Exclusion Criteria' and five 'Auto-inclusion Criteria' provided hereunder.

(2) Nine Exclusion Criteria shall be as follows,—

- (a) A household which own(s) motorized three wheeler (two or more) or a four wheeler or a heavy vehicle or a trawler or motor boats (two or more);
- (b) Household having a member who owns mechanized agricultural equipment such as Tractors and Harvesters;

- (c) Households with any member working as a regular employee of Central Government, State Government, Public sector Undertakings, and Government aided autonomous bodies and local bodies except the incentive and honorarium based workers. Households with any member working in private sector with monthly salary of more than Rs.10, 000/- in rural areas and Rs. 15,000/- in urban areas;
- (d) Households with Enterprises (other than micro-enterprises) registered with the Government for manufacturing and services;
- (e) Households with any member in that family earning more than Rs. 10,000/- per month in the Rural and Rs. 15,000/- per month for urban areas;
- (f) Households with any member paying Income tax or Professional Tax;
- (g) Households having domestic electric connection with a load of 2 KW or more and /or consuming an average of 300 units of energy (KWH) per month (average over one year);
- (h) Households having a member with monthly pension of more than Rs. 10,000/-per month in rural areas and Rs.15, 000/- per month in urban areas; and
- (i) Households with three or more rooms with pucca walls and pucca roof.

(3) Five Auto Inclusion Criteria shall be as follows,—

- (a) Households without shelter;
- (b) Household with destitute who is living on alms;
- (c) All households of Primitive Tribal Groups;
- (d) Individuals having disability of 40% or more; and
- (e) The Transgender applicants.

(4) The Auto Inclusion criteria will have overriding effect over Exclusion Criteria.

(5)The 'Exclusion Criteria' and 'Auto-Inclusion Criteria' shall be displayed in web portal www.foododisha.in

26. Hosting of Beneficiary Database in Public Domain.- The State Government shall host the draft and final lists of eligible households in the State level web portal at www.foododisha.in and notice board of Gram Panchayats or Urban Local Bodies, showing the category-wise lists of eligible households and their members which shall also be made available in the Central Government's PDS portal.

27. Ration Card Management System.- (1) A dynamic Ration Card Management System (RCMS) shall be maintained for management and updation of the ration card on the following circumstances, namely,—

- (a) Beneficiaries who have been left out but otherwise eligible to get the ration card shall have to apply for issue of new ration card in the Form-G at the RCMS centre;
- (b) In case of loss, mutilation or damage, etc. the beneficiary has to apply in the manner as may be specified by the Government along with fee as may be decided by the Government, from time to time, for issue of duplicate ration card. The applicant has to give an undertaking in support of loss of old ration card or has to submit the mutilated or damaged ration card before receipt of the duplicate ration card in lieu of it;
- (c) If the beneficiary needs to undertake any correction or change in any entry in the ration card with respect to information such as aadhaar number, EPIC number, change in relationship of the HoH, address, assigned Fair Price Shop, members, entitlements and such other matters, the beneficiary has to apply in Form-G along with fee as may be decided by the Government, from time to time and the beneficiary has to give the requisite information clearly along with documentary support for the request made;
- (d) The beneficiary can be deleted from the RCMS database on voluntary withdrawal by the beneficiary or on being detected as ineligible as per the exclusion criteria or due to demise of the beneficiary;

- (e) In case of marriage and birth, if such beneficiary is otherwise eligible, the beneficiary shall have to apply in Form-G along with fee as may be decided by the Government, from time to time at the RCMS centre for issue of modified ration card;
- (f) In case of migration of the beneficiary family, the beneficiary shall have to apply for transfer of the ration card from the PDS system under the local RCMS centre by surrendering the old ration card which shall be cancelled by the RCMS centre and an acknowledgement slip for the same shall be given to the beneficiary enabling him to submit fresh application at the RCMS centre in the new place of residence for issue of new ration card on payment of such fee as may be decided by the Government, from time to time;
- (g) In case of splitting of the beneficiary family, the beneficiary shall have to apply in Form-G for splitting of the old ration card into two or more ration cards and accordingly, the RCMS centre shall issue the new ration card keeping the original ration card number intact in one ration card and with new ration card number(s) in the additional ration cards to the beneficiary family on receipt of such fee as may be decided by the Government, from time to time for numbers of ration cards issued;
- (h) In case of change in the status of the beneficiary family from Antyodaya Household to Priority Household, the beneficiary shall have to apply in the Form-F along with such fee as may be decided by the Government, from time to time for modifications in the ration card status at the concerned RCMS centre and accordingly, new ration card shall be issued as per the request;
- (i) In case the beneficiary family want to add requisite additional information with respect to entry of new mobile number, email id, date of birth, bank account details, entry or correction of LPG consumer number and agency, entry or correction of electricity consumer number and company, the same shall be done at the local RCMS Centre;

(2) In case of the requests for change made by the beneficiary family for corrections or additions or modifications in the ration card, the beneficiary may request for SMS alert regarding the updates made in the RCMS application.

(3) The RCMS centre shall adopt following procedure, namely,—

- (a) The applicant shall apply in the RCMS centre in Form-G along with the proof of residence and proof of identity;
- (b) The RCMS centre in-charge shall enter the details of the application in the register and issue a token number which is the serial number in the register to the applicant;
- (c) The RCMS centre in-charge shall hand over such application to the Marketing Inspector or Inspector of Supplies on proper receipt;
- (d) The Marketing Inspector or Inspector of Supplies shall hand over these applications to the BDO/EO for the Block or Urban Local Bodies, as the case may be, and obtain order for verification of the same in the field along with the documents if any through a team comprising of Extension Officers or Revenue Inspector or Community Organizers or Village Level Workers or any of the functionaries with respect to Exclusion Criteria or Auto Inclusion criteria as notified by the State Government from time to time;
- (e) The verification team shall submit the verification report to the BDO or EO, as the case may be;
- (f) The BDO or EO, as the case may be, shall issue an order either to issue new ration card or incorporate the changes or for rejection of the application;
- (g) In case of approval for issue of new ration card or modification therein, the RCMS in charge shall digitize the requisite information as per the case and generate an acknowledgement slip and handover the same to the concern Marketing Inspector or Inspector of Supplies;

- (h) On receipt of the acknowledgement slip, the Marketing Inspector or Inspector of Supplies shall verify the details of the application form with that of the entries in acknowledgement slip and if any error detected, the Marketing Inspector or Inspector of Supplies shall hand over the corrected acknowledgement slip to the RCMS in charge for incorporation of necessary corrections in the digitized database of the applicant;
- (i) On being satisfied that the requisite digitization is done, the Marketing Inspector or Inspector of Supplies shall request the RCMS in-charge to intimate online to the central processing centre of the vendor to print the ration card with a copy to the Civil Supplies Officer concerned;
- (j) The vendor shall print bar coded ration card, laminate it and make necessary arrangements to send the same to the office of CSO of the concerned District;
- (k) The CSO shall make necessary arrangements to send the ration card to the Block or Urban Local Bodies, as the case may be, for distribution;
- (l) The ration card shall be issued to the beneficiary on proper receipt in the register maintained in the Block or Urban Local Bodies, as the case may be, on receipt of such fee as may be decided by the Government, from time to time.

28. Distribution of Foodgrains to Eligible Households:— (1) Every Priority household and Antyodaya household has to produce the ration card to the fair price shop dealer and obtain the entitled amount of foodgrains from the dealer on payment of the price fixed for the same.

(2) Every Priority household and Antyodaya household has to produce the ration distribution book for recording transactions made during the month.

- (a) The State Government shall notify the price of food grains and may modify the, same from time to time.

29. Penal Provisions for Fraud by Ineligible Beneficiaries :— (1) If any person coming under the exclusion criteria notified by the State Government obtains a ration card by providing false information, the following action shall be initiated against such person, namely,—

- (a) Criminal proceeding will be initiated ;
- (b) The market cost of the foodgrains taken by such person shall be recovered from him/her as an arrear of land revenue with 10% rate of interest per annum from the date of receipt of the subsidized foodgrain;
- (c) In case of employees of Government or Corporation or PSU, departmental proceeding shall be initiated against such employees.

30. Monitoring.— Monitoring of the Public Distribution System shall be done as per procedures given below and modified by the Government from time to time by means of instructions issued by the Department.

(1) The operation of Public Distribution System shall be monitored by the Advisory Committees formed by the State Government at different level like State Level, District Level, Block/ULB Level, Gram Panchayat/Ward Level (ULB) to oversee supply and distribution of PDS materials at Fair Price Shop points. They will have the function to monitor the functioning of PDS and act as Vigilance Committee for Fair Price Shops under their jurisdiction. The constitution and functioning of the said committees will be as per the guidelines issued by the State Government from time to time.

(2) The Marketing Inspector / Inspector Supplies / Asst. Civil Supplies Officers in-charge of Block/ ULB will inspect at least 20% of the fair price shops under his/her control or fifteen FPS whichever is higher in a month and furnish report to the Licensing Authorities through the BDO/E.O of ULB seven days of inspection.

(3) The Asst. Civil Supplies Officer of Sub-division shall verify the operation of SK Oil wholesaler / Handling and Transport Contractors at least once every month and few FPS points (at least ten) within Sub-division and furnish report to the Licensing Authority within seven days of the inspection.

(4) The Civil Supplies Officer shall verify the operation of few wholesaler/ Handling & Transport Contractors (at least five) and furnish a consolidated report to the Collector within seven days of close of month.

(5) The Collector shall make review of the operation of the Public Distribution System in the District once in a month. During review the functioning of Ration Card Management System (RCMS) Centers in the District will also be reviewed. The report of Advisory Committees and Vigilance Committees and other Field Level Officers may also be reviewed in the meeting.

(6) The Collector shall make arrangement to deploy officers to monitor distribution of PDS materials on fixed dates as fixed by the Government.

(7) The State Level Officers/District Level Officers shall make it convenient to monitor operation of PDS at least in one dealer point during any field visit.

(8) For redressal of grievances a toll free call centre will function in Food Supplies and Consumer Welfare Department, Secretariat, bearing toll free number 18003457131 and four digit number 1967 or any other number to be notified by Government from time to time.

Chapter-VIII

(Miscellaneous)

31. Issue of Directions and Guidelines:— The State Government may, from time to time, consistent with Targeted Public Distribution System (Control) Order, 2015, issue such guidelines and directions as it considers necessary to improve the efficiency of the Public Distribution System and for carrying out the purposes of this Order and the Licensing Authorities and the licensees to whom such directions have been issued shall comply with such directions.

32. Savings:—Notwithstanding anything in this Order, all applications for issue of license or renewal of license which have been filed under the provisions of the Odisha Public Distribution System (Control) Order, 2008 and as amended by the Odisha Public Distribution System (Control) Amendment Order, 2013 but have not been disposed of on the date of coming into force of this Order, shall be disposed in accordance with the provisions of this Order.

By Order of the Governor

MADHUSUDAN PADHI
Principal Secretary to Government

FORM A-I**[See clause 6(1) and clause 18]**

Application for Grant/Renewal/Reissue of License (Wholesaler /Retailer)/ Issue of duplicate copy of License (Wholesale /Retailer)

1.	Applicant's name:	<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: auto;"> Photograph of applicant </div>
	a) Father/Husband's name:	
	b) Whether SC/ST/SCBC/PH:	
2.	Applicant's Profession :	
3.	Applicant's Residence Address:	
4.	Name of the PDS commodity/commodities which the applicant wants to deal with :	
5.	a) Details of place where the applicant wants to act as wholesaler/retailer:	
	b) Place of business:	
	Plot No.:	Street Address.
	Khata No.:	
	Mouza.:	Pin Code.
	Description of boundary:	P.S.
	To the East.....	District.
	North.....	
	West.....	
	South.....	
	c) Nature of premises	
	(i) Pucca/Kacha Building	
	(ii) Roofing (RCC/Asbestos sheet etc)	
	(iii) Compound wall (Yes/No)	
	d) Ownership of premises	
	Own/Rented. If rented, the details of Agreement made with owner	
6.	Whether, the applicant wants to act as retailer or wholesaler/sub-wholesaler:	

7.	Did the applicant hold a license on any previous occasion? (If so, give particulars including its suspension or cancellation, if any.)	
8.	Quantity of each of the PDS commodities handled annually during last three years:	
9.	Quantity of each of the PDS commodities likely to be handled during the current year:	
10.	Income-tax paid in the two years preceding the year of application. (to be indicated separately) (Income Tax clearance certificate to be attached):	
11.	(a) Quantities of each of the PDS commodities in the possession of the applicant on the date of application:	
	(b) Complete address of places where the essential commodities are proposed to be stored:	
12.	Whether electric connection is available in the place where fair price shop is proposed to function:	
13.	Whether internet connection is available in the proposed fair price shop to run the PoS device:	

I declare that the quantities of each of the essential commodities specified above are in my possession this day and are held at the places noted above.

I have carefully read the conditions of license given in FORM 'B-I' appended to the Orissa Public Distribution System (Control) Order, 2016 and I agree to abide by them.

I declare that the data/information furnished by me in the application are true and correct to the best of my knowledge and belief.

*(a) I have not previously applied for such license in this District.

* (b) I applied for such license in this District for on and was/was not granted a license on.....

* (c) I hereby apply for renewal of license no. date.....

* (d) I hereby apply for issue of duplicate copy of license no..... date.....

* (e) I hereby apply for reissue of license no..... date.....

Place:

Date:

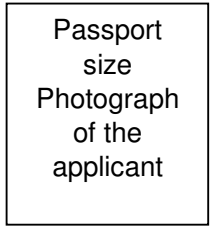
Signature of the Applicant

*strike off items, which are not applicable.

FORM 'A-II'

[See clause 6 (1)]

[Application for grant / Renewal / Re-issue of License of Handling & Transport Contractors]



1. Name of the Applicant:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(a) Father's/ Husband's Name:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(b) Whether **[please tick (✓) only one option]:**

General	SC	ST	SEBC

(c) Whether Physical Handicapped **[please tick (✓) only one option]**

Yes		No	
-----	--	----	--

2. Applicant's profession:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

3. Applicant's Contact Address :

--

Mobile No :

--	--	--	--	--	--	--	--	--	--	--

Landline No, if available: :

--	--	--	--	--	--	--	--	--	--	--

4. Details of the appointment given to the applicant by OSCSC Ltd./ CSO-cum-District Manager: *(Copy of the appointment Order is to be attached)* :

--

5. Name of the PDS Commodity/ Commodities which the applicant wants to deal with:

Rice	Wheat	Sugar
------	-------	-------

6. Details of vehicles		
7. (i) (a) Registration No.		
(b) Date	DD	MM
		YYYY
(ii) Whether owned / Hired:		
(iii) If owned from which date:	DD	MM
<i>(copy of the RC Book and updated Road Tax receipt should be attached)</i>		YYYY
(iv) If hired, from which date and for which period (copy of the agreement with the owner is to be attached)	DD	MM
		YYYY
8. For which category the applicant wants to act (<i>State Level/ Level-I/ Level-II Contractor/ Contractor for Sugar Zonal Depot</i>):	State Level	Level - I
		Level-II
9. Did the applicant hold a license on any previous occasion? (If so, give particulars including its suspension or cancellation, if any)		
10. Quantity of each of the PDS Commodities handled annually during last three years.	Commodity	
	Rice	
	Wheat	
	Sugar	
11. Income-Tax paid in last two years preceding the year of application. (<i>to be indicated separately</i>) (<i>Income Tax clearance certificate is to be attached</i>)		
12. Quantities of each of the PDS Commodities in the possession of the applicant on the date of application:		
13. Details of area for which the applicant wants to operate.		
14. Whether willing to abide by the instructions as regards duties and responsibilities enumerated in OPDS (Control) Amendment Order, 2013 (affidavit to this effect is to be furnished):		

15. Whether the operation is to be done by self or by any authorised representative, if so details of the authorised representative along with execution a deed of Power of Attorney to act on his /her behalf in day-to-day working is to be furnished:

16. Employees' data (Name & address of all the employees including Driver, Helper, Manager, Clerk & other supporting Staff is to be furnished):

I have carefully read the conditions of license given in Form 'B-II' appended to the Odisha Public Distribution System (Control) Order, 2016 and I agree to abide by them.

I further declare that the data/ information furnished by me in the application are true and correct to the best of my knowledge and belief.

*(a) I have not previously applied for such license in this District.

*(b) I applied for such license in this District for on and was granted/ not granted a license on

*(c) I hereby apply for renewal of license No dt

*(d) I hereby apply for issue of duplicate copy of license No dt.....

*(e) I hereby apply for reissue of license No..... dt.....

Place:

Date:

Signature of the applicant

*Strike off the items, which are not applicable.

FORM B-I

[See clause 6(2)]

License for operation as a Retailer or a Wholesaler

License No.....

1. Subject to the provisions of the Orissa Public Distribution System (Control) Order, 2016 and to the terms and conditions of this license is/are hereby authorized to operate as a Retailer/ a wholesaler in the PDS commodities mentioned below:

(i)

(ii)

(iii)

(iv)

2. (a) The licensee shall carry on the aforesaid business, i.e. store and sale essential commodities only at the following price:-

Premises in detail:

Building:

Street Address:

Description of Boundaries:

East :

West :

North :

South :

Owner of the land:

(b) She/he may purchase the essential commodities from the authorized persons/depots and store the same for sale at places specified under the item (i) above.

Note: If the licensee intends to store her/his stocks of essential commodities in a place other than that specified above, she/he shall obtain prior permission thereof from the Licensing Authority in writing.

3. The License is subject to following terms and conditions.

(A) The licensee shall have adequate storage space for entire allotment of the months and she/he shall take adequate measures to ensure that the PDS commodities stored by her/him are maintained in proper condition and that, in case of food grains and sugar, damages due to ground moisture, rain, insects, rodents, birds, fire, etc such other

causes are avoided. Suitable dunnage shall be used to avoid damage from ground moisture and the food grains shall be fumigated with chemical approved for the purpose by person who have undergone practical training in that regard. The licensee shall also ensure that materials likely to contaminate food grains and sugar are not stored along with the same in the same godown or in immediate juxtaposition of food grains and sugar.

- (B) In case of storage of SKO following guidelines are to be followed scrupulously:
- (i) Barrels of at least 215 liter capacities are to be used.
 - (ii) All barrels should be filled uniformly to the level of 200 liters. Only one barrel can be filled in less than 200 liters.
 - (iii) The name of the licensee, license no. and, serial no. of the barrel should be painted on the barrel in white letters.
 - (iv) All barrels should be painted in blue color.
- (C) Declaration of business, stock, price and entitlement are to be displayed near the entrance on the outside of the shop.
- (D) The dealer should operate the Fair Price Shop business herself/himself or through employees. However, accounts must be authenticated by the licensee herself/himself every day. In case the licensee desires to engage any employee, family member or agent to assist her/him in running the business, she/he should obtain prior permission from the Licensing Authority and the specimen signature of such persons should be authenticated on the first page of the tally register (Stock register in case of storage agents and agent wholesalers) by an official of the Civil Supplies Department.
- (E) The prior permission from the Licensing Authority in writing is to be obtained if the place of business is going to be closed for specific day(s). However, business premises should not be closed, the licensee has engaged any employee or agent to operate the Fair Price Shop.
- (F) The Dealer should keep certified weights and measures and obtain fire safety clearances and other statutory clearances required for business.
- (G) The licensee shall keep reserve stock in such quantities as may be directed by the Licensing Authority.
- (H) The licensee, if retailer, shall install electronic weighing equipments for correct weightment of PDS commodities. If the licensee is a storage agent, she/he shall install computerized weighing equipments with system of pre-printed receipt for the weightment.
- (I) Citizen's Charter shall be displayed prominently in the business premises.

- (J) The licensee, and her/his employees/agents shall meticulously comply with their responsibilities enumerated in this rule.
4. The licensee shall complete his accounts as specified in clause 14 of the Orissa Public Distribution System (Control) order, 2016 for each day to which they relate unless prevented, by reasonable cause, the burden of providing which shall be upon her/him. There should be no over writing in the register. In case corrections are necessitated, the old entry will be scored off and new entry be recorded, duly initiated by the licensee.
 5. The licensee shall furnish the reports and returns as specified in clause 15 of the Orissa Public Distribution System (Control) order, 2016. He shall furnish correctly such information relating to her/his business as may be demanded by the Licensing Authority or by any officer authorized in this behalf.
 6. The licensee shall not contravene the provisions of the Orissa Public Distribution System (Control) order, 2016 or any other Order or Rule relating to the essential commodities, issued under the Essential Commodities Act, 1955 (10 of 1955) or any other law relating to said essential commodities or business for the time being in force.
 7. The licensee shall give all facilities at all reasonable times to the Licensing Authority or any officer authorized by it or State Government for the inspection of her/his stocks and accounts at any shop, godown, or other place used by her/him for storage, sale, or purchase of essential commodities and for taking samples of such commodities for examination.
 8. The licensee shall exhibit at the entrance or some other prominent place of her/his business premises, the price list and stock position of essential commodities held by her/him for sale. The board should be painted on the wall or affixed securely thereon in such a manner that the same cannot be removed without breaking/damaging the wall. The minimum dimensions of the board should be as follows:

Wholesaler: 4 feet by 6 feet

Retailer: 3 feet by 4 feet

9. (a) A wholesale licensee shall, except when specially exempted in this behalf, issue to every person from/to whom essential commodities are purchased/sold, a correct receipt, invoice or memo, as the case may be, giving therein her/his own name, address and license no. and name, address of the person from/to whom purchased/sold with her/his signature, as also the date of transaction, the name of the essential commodities, the quantities purchased/sold, the rate per quintal/kiloliter or kilogram/ liter as the case may be, the total price paid/received for each item as also the grand total of the amount paid/received and shall

keep a duplicate of the same to; be available for inspection on demand by the Licensing Authority or any officer authorized in this behalf. The cash memos should be serially numbered and issued sequentially.

- (b) A retail licensee shall make necessary entries in the ration cards correctly of the name(s) of the essential commodities, date (s) of transaction, the rate, etc. under the appropriate columns therein and obtain signature or the thumb impression of the ration card holders in the Sale Register about receipt of the commodity by the Ration Card Holder(s).
10. The licensee shall comply with any direction, that may be given to her/him by the State Government or the Licensing Authority in regard to purchase, sale and storage of essential commodities and in regards to the language in which the register of accounts returns, price list receipt, memo or invoices, mentioned in paragraphs (a) (b) (c) and (d) may be written.
11. This license shall be attached to any application for renewal.
12. This license shall be valid up to the 31st March.

Licensing Authority

Place:

Date:

Signature of the Licensees

Passport size photograph of licensee to be pasted
--

FORM 'B-II'

[See Clause 6(2)]

License for operation as a Handling and Transport Contractor i.e. Level-I & II, State Level
 Contractor and Contractor for Sugar Zonal Depot.

License No.....

1. Subject to the provisions of the Odisha Public Distribution System (Control) Order, 2016, read with the terms and conditions of this license Sri..... Son of is/are hereby authorized to act as Handling and Transport Contractor Level I & II, State Level Contractors and Contractor for Sugar Zonal Depot in the PDS Commodities as mentioned below:
 - i. Rice
 - ii. Wheat
 - iii. Levy Sugar
2. (a) The Licensee shall carry on the aforesaid business i.e. lifting and delivery of essential commodities only at the following place.

_____ **Block/NAC/ Municipality/ District**

(b) He/She may lift the essential commodities from the authorized persons/depot and supply the same for sale at places specified under item 2 (a) above.
3. The License is issued on the following terms and conditions:
 - (A) The Licensee shall have adequate number of transport vehicles to lift the entire allotment of the month within the stipulated period and he/she shall take adequate measures to ensure that the PDS commodities are transported with adequate care and in proper condition so that the quality of the stock is maintained till it reaches the FPS. The licensee shall also ensure that materials likely to contaminate food grains and sugar are not stored along with the same vehicle or in immediate juxtaposition of food grains and sugar.
 - (B) The H & T Contractor should operate the business himself /herself or through a person to whom he shall give the power of Attorney. However, Accounts must be authenticated by the licensee himself/herself every day. In case the licensee desires to engage any employee, family member or agent to assist him/her in running the business, he/she should obtain prior permission from the Licensing Authority and the specimen signature of such persons should be authenticated on the first page of the delivery register by an official of the Civil Supplies Department.

(C) The Licensee while making movement of stock shall display flaxy banners in front of each vehicle in a visible manner in the prescribed size and colour containing the followings in local language in Navy Blue letter over white back ground.

FOOD SUPPLIES AND CONSUMER WELFARE DEPARTMENT

DATE:

DISTRICT:

NAME OF THE TRANSPORT CONTRACTOR:

CONTACT NUMBER:

COMMODITY:

TOLL FREE NUMBER WHERE COMPLAINT CAN BE LODGED: 155335

SIGNATURE OF THE TRANSPORT CONTRACTOR

(D) Prior permission from the Licensing Authority in writing is to be obtained if the transport of business is going to be closed for specific day for specific reason. However business should not be closed, if the Licensee has engaged any employee or agent to operate the business.

(E) The Licensee and his employees/agents shall meticulously comply with their responsibilities enumerated in clause 12 of the Order.

4. The Licensee shall take proper care to ensure that the stocks of rice and wheat of Fair Average Quality standard and Sugar is received by him from the receiving point and to deliver the said stocks at the delivery point without any deterioration in quality and quantity.
5. The Licensee shall take complete care of the stocks from the time of its handling at the Rake point (Unloading), FSD, Sugar Zonal Depot, RRC, DSC and RRC-cum-DSC till its delivery at the Rake point (Loading), RRC, DSC, RRC-cum-DSC or Fair Price Shop, as the case may be.
6. The Licensee shall be responsible for safe transport of the stock lifted by him during transportation and for any loss or damage thereof that may arise due to his failure to take reasonable precautions ensuring safe transportation of the stock.
7. The Licensee shall be liable for any loss which the OSCSC may suffer from any loss in quantity and quality of stock handled by him.

8. The Licensee shall manage the business by himself or through his authorised representative

Provided that where the contractor manages the business through representative, he shall intimate the OSCSC, Lifting Officer, RRC in charge, DSC in charge, RRC-*cum*-DSC in-charge or CSO-*cum*-District Manager concerned, the name of such representative authorised by executing a deed of Power of Attorney to act on his behalf in day-to-day working.

9. The Licensee shall in no case, lease out, transfer or hire, the business to any person either impliedly or in explicit.
10. The Licensee shall provide photo identity card to all his employees including Driver, Helper, Manager, Clerk and other supporting staff.
11. The Licensee shall abide by all the rules, regulations and instructions of Transport Department, Labour Department, Police, Municipal Authorities and other local bodies and other relevant statutes.
12. The Licensee shall be responsible for keeping a complete and accurate account of handling and transportation operation of PDS commodity undertaken by him and furnish accounts, returns and statements in such manner as may be prescribed by the Government.
13. The Licensee shall be liable to act strictly as per terms and conditions of the agreement executed by him with the OSCSC.
14. The Licensee shall deliver the PDS Commodities lifted by him at the required RRC, DSC, RRC-*cum*-DSC, Rake point or Fair Price Shop dealer point, as the case may be, without delay depending upon the distance to be covered but in case of detention of the vehicle under unavoidable circumstances, he shall inform the OSCSC immediately.
15. The Licensee shall not indulge in substitution or adulteration or diversion or theft of stocks from Rake point, RRC, DSC, RRC-*cum*-DSC to the intended delivery points.
16. The licensee shall obtain transit insurance coverage of the PDS Commodities at economic cost of Custom Milled Rice, sugar and consumer price of wheat in the name of OSCSC, covering all types of risks from the point of loading to trucks, transporting to specified FPS, RRC, DSC or RRC-*cum*-DSC and till the stock is unloaded or delivered to the retailer, RRC or RRC-*cum*-DSC, as per the agreement.
17. The Licensee shall paint the vehicle engaged under transportation of PDS Commodities in specified colour and display information prominently on the truck or trucks in banner of specified colour, size as per prescription of OSCSC in this regard at his own cost.

18. The Licensee shall abide by any instruction(s) issued, from time to time, by the Government or OSCSC or Collector or CSO-*cum*-District Manager for proper management of the H & T operations.
19. The Licensee shall complete his/her accounts as specified in clause 14 of the OPDS (Control) Order, 2016 for each day to which shall be upon him/her. There should be no over writing in the register. In case corrections are necessitated, the old entry will be scored off and new entry be recorded, duly initiated by the Licensee.
20. The Licensee shall furnish reports and returns as specified in clause 15 of the Odisha Public Distribution System (Control) Order, 2016. He/She shall furnish such information correctly relating to his/her business on every fortnight and month ending, as may be demanded by the Licensing Authority or by any officer authorised on this behalf.
21. The Licensee shall not contravene the provisions of the Odisha Public Distribution System (Control) Order, 2016 or any other Order relating to the essential commodities, issued under the Essential Commodities Act, 1955 (10 of 1955) or any other law relating to said essential commodities or business for being in vogue.
22. The Licensee shall give all facilities at all reasonable times to the Licensing Authority or any officer authorised by it or by State Government for inspection or his/her stocks and accounts in his office and during transportation of PDS stock in his/her transport vehicle and samples of such commodities for examination.
23. The Licensee shall open an office near the source point (where from he/she lifts the stock) and keep all relevant records, returns and produce the document to the Competent Authority on demand.
24. The Licensee shall get it recorded i.e. on details of PDS commodities date and time of delivery, depot of delivery, allotment month to which the stock relates to quantity in bags and weight in quintals, balance for lifting and time of despatch of the PDS commodities along with details of vehicle (s) and receiving depot under the signature of Lifting Officer or RRC-in-Charge or DSC-in-Charge or RRC-*cum*-DSC-in-Charge, as the case may be, in the delivery register prescribed by Government.
25. The Licensee shall comply with any direction, that may be given to him/her by the State Government or by the Licensing Authority with regard to lifting, movement and delivery of essential commodities and with regards to the language in which the register of accounts returns, price list receipt memo or invoices, mentioned in foregoing paragraphs (A) (B) (C) and (D) may be written.

26. This License shall be attached to any application for renewal.

27. This License shall be valid up to _____.

Licensing Authority _____

Place: _____

Date: _____

Signature of the Licensee

Form C

[See clause 10 (1) (f)]

Ration Distribution Book for Beneficiaries

Ration Distribution Book			Ration Card Number	
Allotment Month/Year (1)	Date of Issue (2)	Name of PDS Items Issued (3)	Quantity in Kgs/Litrs (4)	Signature/LTI of FPS Dealer (5)

Form D

[See clause 14 (1) (a)]

FPS Stock Register

Name of Scheme:		FPS Code:		PDS Item(s)*:			
Date of Transaction (1)	Opening Balance (2)	Receipt (3)	Total (4)	Issue		Closing Balance (7)	Remarks (8)
				Number of Ration Cards (5)	Quantity (6)		

*There shall be one Stock Register for all the items. Separate folio may be allotted in the register for different PDS Items/Schemes.

Form F

[See clause 15 (2)]

Return

1.	Return for the month ending
2.	Name
3.	Address
4.	License No.
5.	Registration No. and description of vehicle by which stock transferred
6.	Particulars of godown where stock held
7.	Stock at the beginning of the month (figure for each of the PDS commodities shall be indicated separately)
8.	Quantity purchased during the month (figure for each of the PDS commodities shall be indicated separately)
9.	Quantity sold during the month (figure for each of the PDS commodities shall be indicated separately)
10.	Stock at the end of the month (figure for each of the PDS commodities shall be indicated separately)
11.	Number of ration cards holders who did not take the PDS commodities in the month (the ration card number is to be given separately).

Place:



Date:

Signature of the Licensee

Form G

[See item (a), (c), (e), (g) of sub-clause (1) and item (a) of sub-clause (3) of clause-27]

Application for Issue of Ration Card

	NFSA'2013 ଅଧିନରେ ହିତାଧିକାରୀଙ୍କ ରେସନକାର୍ଡ ପାଇଁ ଦରଖାସ୍ତ ଫର୍ମ ଖାଦ୍ୟ ଯୋଗାଣ ଓ ଖାଉଟି କଲ୍ୟାଣ ବିଭାଗ, ଓଡ଼ିଶା ସରକାର																																																									
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1. ଫର୍ମ ନଂ	<table border="1" style="width: 100%; height: 20px;"> <tr> <td></td><td></td><td></td><td></td> </tr> </table>							2. ଯୋତାଯାଇଥିବା ଅତିରିକ୍ତ ଫର୍ମ ସଂଖ୍ୟା	<table border="1" style="width: 100%; height: 20px;"> <tr> <td></td><td></td> </tr> </table>																																																	
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5. Verifying Official କ ନାମ ଓ ଦସ୍ତଖତ	<table border="1" style="width: 100%; height: 20px;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																																																									
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C. Ration Card & FPS Details																																																										
1. ଆପଣଙ୍କର ରେସନ କାର୍ଡ ଅଛି କି	ହଁ	<input type="checkbox"/>	ନା	<input type="checkbox"/>																																																						

2. ଯଦି "ହ" (i) ଡେବେ କେଉଁ ପ୍ରକାରର କାର୍ଡ ଅଛି

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(AAY/ BPL/ APL/ PLO/ RORC)

(ii) କାର୍ଡ ନମ୍ବର

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3. ଏଠାରେ ଉଲ୍ଲେଖ କରନ୍ତୁ ଆପଣ ବର୍ତ୍ତମାନ କେଉଁ କଣ୍ଟୋଲ ଦୋକାନରୁ ସାମଗ୍ରୀ ନେଉଛନ୍ତି ଯଦି ବର୍ତ୍ତମାନ କାର୍ଡ ଥାଏବା ନେବାକୁ ଚାହୁଁଛନ୍ତି (ଯଦି ଆପଣଙ୍କୁ କାର୍ଡ ମିଳେ)

କ୍ରମଂଖ୍ୟା .	ସାମଗ୍ରୀ	ସରକାରୀ କଣ୍ଟୋଲ ଦୋକାନର ନାମ	କଣ୍ଟୋଲ ଦୋକାନର)FPS) କୋଡ
1	ଚାଉଳ		
2	ଗହମ (APL)		
3	କିରୋସିନି		

4. ଯଦି ଆପଣ ଆପଣଙ୍କର କଣ୍ଟୋଲ ଦୋକାନ ବଦଳାଇବାକୁ ଚାହୁଁଥାନ୍ତି, ତେବେ ନୂଆ କଣ୍ଟୋଲ ଦୋକାନର ନାମ ଓ କୋଡ ଦିଅନ୍ତୁ

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5. ଖାଦ୍ୟ ସୁରକ୍ଷା ଆଇନ ଅନୁସାରେ ଆଗାମୀ ଦିନରେ ଆପଣ କେଉଁ ଖାଦ୍ୟ ସାମଗ୍ରୀ ନେବାକୁ ଚାହୁଁଛନ୍ତି (@5 kg ଜଣ ପିଛା ପ୍ରତି ମାସରେ)(? ନିମ୍ନରେ ଦିଆଯାଇଥିବା ଘରେ)✓) କରନ୍ତୁ ।

(a) କେବଳ ଚାଉଳ)5 Kg)

(c) ଚାଉଳ (3Kg) ଏବଂ ଗହମ (2 Kg)

(e) ଚାଉଳ (1Kg) ଏବଂ ଗହମ (4 Kg)

(b) ଚାଉଳ (4 Kg) ଏବଂ ଗହମ (1 Kg)

(d) ଚାଉଳ)2 Kg) ଏବଂ ଗହମ (3 Kg)

(f) କେବଳ ଗହମ (5 Kg)

Turn over to fill out rest of the application form.

G. For Office Use Only

1. Location of Application Centre:

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2. Centre Code:

D	D	B	B	X	X	X
---	---	---	---	---	---	---

3. Date of Receipt/Digitisation:

D	D	M	M	Y	Y
---	---	---	---	---	---

4. Form No:

--	--	--	--

5. Addl. Form No.:

--	--	--	--

6.(i) Signature of Help Desk (HD)

.....

6 (ii) HD Code:

H			
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7.(i) Signature of Verifying Functionary (VF)

.....

7 (ii) VF Code:

V			
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8.(i) Signature of DEO

.....

8 (ii) DEO Code:

D			
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NFSA'2013 ଅଧିନରେ ସିଡାଧିକାରୀଙ୍କ ରେସନକାର୍ଡ ପାଇଁ ନୂଆ ଖାତା ଫର୍ମ



ଖାଦ୍ୟ ଯୋଗାଣ ଓ ଖାଇଟି କଲ୍ୟାଣ ବିଭାଗ, ଓଡିଶା ସରକାର

D. ଆବେଦନକାରୀଙ୍କ ପରିବାର ସଦସ୍ୟଙ୍କ ବିବରଣୀ

କ୍ର. ସଂ.	ପୂର୍ଣ୍ଣ ନାମ	ବିଙ୍ଗ (M/P-1)	ଜନ୍ମ ତାରିଖ (DD-MM-YYYY)	ପରିବାର ସଦସ୍ୟଙ୍କ ନାମର ତାଲିକା	କୋଡ୍ ପରିଚାଳନା କର୍ତ୍ତା	ଆଧାରକାରୀ ସହିତ ଆଧାର enrollment ID ନମ୍ବର	ବ୍ୟାପକତା	ପର୍ଯ୍ୟାୟକ
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1								
2								
3								
4								
5								
6								

E. ଅନ୍ୟାନ୍ୟ ବିବରଣୀ

1 (a) ଆବେଦନକାରୀଙ୍କ ନାମ

1 (b) D(1) ଉପରେ ଥିବା କ୍ରମିକ ନମ୍ବର

କିମ୍ପାସା (ପ୍ରଶ୍ନ) - ଆପଣଙ୍କର ଉତ୍ତର କି ?	ଉତ୍ତର (ହିଁ ବା ନାଁ)	ଯଦି ହଁ, ତେବେ କାଲ କାଳରେ ? D(1) ସମ୍ପର୍କେ ଯୁକ୍ତ କୃମିକ ନମ୍ବରଟି ଲେଖନ୍ତୁ (କାଲରେ ଶ୍ରେଣୀରେ ସମ୍ପୂର୍ଣ୍ଣ ସଂକଳନ କାଳ)	ବିଦ୍ୟୁତ୍ ବା LPG ଯେବା ଯୋଗାଣକାରୀ କମ୍ପାନୀର ନାମ	ବିଦ୍ୟୁତ୍ ଚିଠିକଳ ବା LPG ବିତରକର ନାମ	Electric ଓ LPG Consumer Number
2 ବିଦ୍ୟୁତ୍ ସଂଯୋଗ ? (କେଉଁ ପକ୍ଷେ ଉପଯୁକ୍ତ ପକ୍ଷ ମାଲିକତା ରଖା ଥିବେ ?)			ବିତରକ କମ୍ପାନୀ	ବିଦ୍ୟୁତ୍ ଚିଠିକଳ	
3 ଗ୍ୟାସ୍ ସଂଯୋଗ ?			ବିତରକ କମ୍ପାନୀ	LPG ବିତରକ	

4. ନୋଟିଫିକାସନ୍ ନମ୍ବର

.....

A ନୋଟିଫିକାସନ୍ ନମ୍ବରର କର୍ତ୍ତୃତ୍ୱ ଲାଭକାରୀ D(1) ରେ ଯୁକ୍ତ କୃମିକ
ନମ୍ବର

.....

5. ଆପଣଙ୍କର ପରିଚାର ଯୋଗାଣ (Auto Inclusion) ନାମରେ କେଉଁ
ଅନ୍ତର୍ଭୁକ୍ତ ?

ହଁ ନାଁ

A. ଯଦି ହଁ, ତେବେ auto
inclusion ତାରିଖର କେଉଁ
କୃମିକ ନମ୍ବର

.....

B Auto Inclusion ଫର୍ମ D(1) କ୍ଷେତ୍ର
କୃମିକ ନମ୍ବର

.....

6. ଆବେଦନପତ୍ର ସହ ଦାଖଲ କରିଥିବା ନଥିପତ୍ରର
ନମ୍ବର

(i) ନାମଲିଖିତ ପ୍ରମାଣପତ୍ର:

.....

(ii) ପରିଚୟ ପ୍ରମାଣପତ୍ର:

.....

(iii) ଯୋଗାଣକାରୀ ନାମଲିଖିତ ପ୍ରମାଣପତ୍ର
(କେଉଁ ନମ୍ବର ଉପରେ)

.....

F. Declaration

- ମୁଁ ଯୋଗାଣ କରୁଥିବା ବିତରକର ନାମ 11642/FSCW ଓ 17/07/2014ରେ ଯୁକ୍ତ କୃମିକ (B) ବାବଦରେ ନାମଲିଖିତ ନୋଟ ପରିଚାର ଅନ୍ତର୍ଭୁକ୍ତ କୃମିକ / ନୋ ପରିଚାର ବାବଦରେ ନାମଲିଖିତ ଅନ୍ତର୍ଭୁକ୍ତ କେଉଁ ନମ୍ବର ଉପରେ (Auto Inclusion) ନାମଲିଖିତ ଅଧିକାର କେଉଁ ନମ୍ବର କାର୍ଡ ଦାଖଲ ଆବେଦନ କରୁଛି ।
- ମୋ ଦାଖଲ କରାଯାଇଥିବା ଉପଲେଖିତ ପ୍ରମାଣପତ୍ର ମୋ ଜାତୀୟତାରେ ସଠିକ୍ ଅଟେ । ଏହାକୁ ମୁଁ ସତ୍ୟ ଭାବରେ ଘୋଷଣା କରୁଛି ।

.....
Signature of AW Worker/ULB functionary

.....
LTI / Signature of
Applicant

ନୂଆ ରେସନ କାର୍ଡ ପାଇଁ ଆବେଦନ ପତ୍ର ପୂରଣ କରିବାର ସୂଚନା ପତ୍ର

1. ଜାତୀୟ ଖାଦ୍ୟ ସୁରକ୍ଷା ଆଇନ୍ 2013 ଅଧୀନରେ ନୂତନ ରେସନକାର୍ଡ ପାଇବାକୁ ଯୋଗ୍ୟ ପରିବାର)ଯେଉଁ ପରିବାର 9ଟି ବାଦଦେବା ମାନଦଣ୍ଡ ଅନ୍ତର୍ଗତ ହୋଇନଥିବେ ବା 5ଗୋଟି ସ୍ୱତଃ ଯୋଗହେବା ମାନଦଣ୍ଡର ଯେକୌଣସି ଗୋଟିଏ ମାନଦଣ୍ଡ ପୂରଣ କରୁଥିବେ (ନିର୍ଦ୍ଧାରିତ ଫର୍ମରେ ଆବେଦନ କରିବେ । ଫର୍ମଟି ଓଡ଼ିଆରେ ପୂରଣ ହେବ ଏବଂ ସଂଖ୍ୟାଗୁଡ଼ିକ ଇଂରାଜୀରେ ଲେଖାଯିବ ।
2. ଭାଗ ସଂଖ୍ୟା-A:ଏହା ପଞ୍ଜିକରଣ କେନ୍ଦ୍ରରେ ଅଧିକାରୀ ପୂରଣ କରିବେ ।
3. ଭାଗ ସଂଖ୍ୟା-B:ଠିକଣା –ଏହି ବିଭାଗରେ ଆବେଦନକାରୀ ତାଙ୍କ ବର୍ତ୍ତମାନ ଓ ସ୍ଥାୟୀ ଠିକଣା ଉଲ୍ଲେଖ କରିବେ । ଆବେଦନକାରୀ ବର୍ତ୍ତମାନ ଯେଉଁଠାରେ ବାସ କରୁଥିବେ ତାହା ବର୍ତ୍ତମାନର ଠିକଣା ହେବ । ଯେଉଁଠାରେ ସମ୍ପୃକ୍ତ ପରିବାରର ଉତ୍ପତ୍ତି ସ୍ଥାନ ହୋଇଥିବ କିମ୍ବା ଯେଉଁଠାରେ ଆବେଦନକାରୀଙ୍କ ପରିବାର /ଏହାର ଏକ ଅଂଶ ବସବାସ କରୁଥିବେ ତାହା ସ୍ଥାୟୀ ଠିକଣା ହେବା ଉଭୟ ବର୍ତ୍ତମାନ ଓ ସ୍ଥାୟୀ ଠିକଣା ସମାନ ହୋଇଥିଲେ,ସ୍ଥାୟୀ ଠିକଣା ଘରେ “ସମାନ” ଲେଖାଯିବ । ଆବେଦନକାରୀଙ୍କ ତରଫରୁ ବର୍ତ୍ତମାନ ଠିକଣା ସପକ୍ଷରେ ପ୍ରମାଣ ପତ୍ର ଦାଖଲ କରିବାକୁ ହେବ ।) ସହରାଞ୍ଚଳ ବାସିନ୍ଦାଙ୍କ ପାଇଁ “ସ୍ଥାନିୟ ଅଞ୍ଚଳର ନାମ ” ଲେଖିବା ଆବଶ୍ୟକ । ଯଥା :ସହିଦ ନଗର)
4. ଭାଗ ସଂଖ୍ୟା -C
 - c.1 ଯଦି ଆବେଦନକାରୀଙ୍କ ପରିବାରର ବର୍ତ୍ତମାନ ରେସନ କାର୍ଡ ଥାଏ ତେବେ “ହୁଁ” ବାସ୍ତବରେ ଠିକ୍ ଚିହ୍ନ ମାରନ୍ତୁ ,ଯଦି ନଥାଏ ତେବେ “ନା” ବାସ୍ତବରେ ଠିକ୍ ଚିହ୍ନ ମାରନ୍ତୁ ।
 - c.2 (i) ଯଦି ରେସନ କାର୍ଡ ଥାଏ ,ତେବେ ଏହି ପ୍ରକାର)BPL/ PLO/ APL/ AAY/ RORC) ମଧ୍ୟରୁ ଯେଉଁଟି ପ୍ରଯୁଜ୍ୟ ଲେଖନ୍ତୁ । c.2 (ii) ପରିବାର ପାଖରେ ଥିବା ରେସନ କାର୍ଡର ନମ୍ବର ଲେଖନ୍ତୁ ।
 - c.3 ଯଦି ରେସନ କାର୍ଡ ଅଛି,ତେବେ ବର୍ତ୍ତମାନ ଯେଉଁ କଣ୍ଟୋଲ ଦୋକାନ)FPS) ରୁ କଣ୍ଟୋଲ ସାମଗ୍ରୀ ନେଉଛନ୍ତି ତାହାର ନାମ ଲେଖନ୍ତୁ । ଯଦି କାର୍ଡ ନାହିଁ ,ଏବଂ ନୂଆ ଯୋଜନାରେ ପରିବାରକୁ କାର୍ଡ ମିଳେ ,ତେବେ କଣ୍ଟୋଲ ଦୋକାନରୁ କେଉଁ କଣ୍ଟୋଲ ସାମଗ୍ରୀ ନେବା ପାଇଁ ଚାହିଁବେ ତାହା ଲେଖନ୍ତୁ । ପ୍ରତ୍ୟେକ କେନ୍ଦ୍ରରେ କଣ୍ଟୋଲ ଦୋକାନର ନାମ ଓ କୋର୍ଡର ତାଲିକା ଉପଲବ୍ଧ ହେବ । ଏହି ତାଲିକା ମଧ୍ୟ ସମସ୍ତ ଅଙ୍ଗନୱାଡ଼ି କର୍ମୀଙ୍କ ପାଖରେ ମିଳିବ ।
 - c.4 ଯଦି ଆପଣ ବର୍ତ୍ତମାନ ଯେଉଁ କଣ୍ଟୋଲ ଦୋକାନରୁ କଣ୍ଟୋଲ ସାମଗ୍ରୀ ନେଉଛନ୍ତି ତାହାକୁ ବଦଳାଇ ଆପଣଙ୍କ ଅଞ୍ଚଳର ଅନ୍ୟ କୌଣସି କଣ୍ଟୋଲ ଦୋକାନରୁ କଣ୍ଟୋଲ ସାମଗ୍ରୀ ନେବାପାଇଁ ଚାହୁଁଛନ୍ତି ,ତେବେ ସେହି ନୂତନ କଣ୍ଟୋଲ ଦୋକାନର ନାମ ଏବଂ କୋଡ ନମ୍ବର ଲେଖନ୍ତୁ ।
 - c.5 ମାସକୁ ମୁଣ୍ଡ ପିଛା 5କି.ଗ୍ରା ଚାଉଳ କିମ୍ବା ଗହମ ମଧ୍ୟରୁ କେଉଁ ସାମଗ୍ରୀ କେତେ ପରିମାଣ ନେବା ପାଇଁ ଚାହୁଁଛନ୍ତି ,ଫର୍ମରେ ଦିଆଯାଇଥିବା ଛଅଟି ପସନ୍ଦ)Option) ମଧ୍ୟରୁ ଗୋଟିଏ ବାଛି ତାହାର ବାମ ପାର୍ଶ୍ୱରେ ଥିବା ବାକ୍ସରେ ଠିକ୍ ଚିହ୍ନ ଦିଅନ୍ତୁ । ଏଠାରେ ଉଲ୍ଲେଖ ଯୋଗ୍ୟ ଯେ ,ବର୍ତ୍ତମାନର ଅନ୍ତେୟାଦୟ ଯୋଜନା ହିତାଧିକାରୀ ପରିବାର ପୂର୍ବବତ 35କି.ଗ୍ରା ଚାଉଳ ପାଇବେ ।
5. ଭାଗ ସଂଖ୍ୟା -D: ଦରଖାସ୍ତକାରୀଙ୍କ ପରିବାରର ସଦସ୍ୟଙ୍କ ବିବରଣୀ : ଏହି ବିଭାଗରେ ପରିବାରର ସମସ୍ତ ସଦସ୍ୟଙ୍କ ପୂରା ନାମ ସହ ଅନ୍ୟାନ୍ୟ ଆବଶ୍ୟକୀୟ ବିବରଣୀ ଉଲ୍ଲେଖ କରାଯିବ । ନୂତନ କାର୍ଡ ପରିବାରର ବୟୋଜ୍ୟେଷ୍ଠା ମହିଳାଙ୍କ ନାମରେ ଦିଆଯିବ । ସେଥି ପାଇଁ ପ୍ରଥମ କ୍ରମିକ ନମ୍ବରରେ ବୟୋଜ୍ୟେଷ୍ଠା ମହିଳାଙ୍କ ନାମ ଲେଖାଯିବ । ପରିବାରର ଅନ୍ୟ ସଦସ୍ୟଙ୍କ ନାମ କ୍ରମିକ ନମ୍ବର 2ରୁ ଲେଖାଯିବ । ଏହି ବିଭାଗରେ ପରିବାରର ଛଅଜଣ ସଦସ୍ୟଙ୍କ ବିବରଣୀ ପାଇଁ ବ୍ୟବସ୍ଥା କରାଯାଇଛି । ପରିବାରରେ ଛ'ରୁ ଅଧିକ ସଦସ୍ୟ ଥିଲେ, ସେ କ୍ଷେତ୍ରରେ ଆବଶ୍ୟକ ଅନୁସାରେ କେନ୍ଦ୍ରରେ ମିଳୁଥିବା ଅତିରିକ୍ତ ଫର୍ମ ବ୍ୟବହାର କରାଯିବ ।

ସ୍ତମ୍ଭD(3) ରେ ଲିଙ୍ଗ ପୁରୁଷ ହୋଇଥିଲେ)M), ମହିଳା ହୋଇଥିଲେ)F (ଏବଂ ଅନ୍ୟପ୍ରକାର ପାଇଁ)T) ଲେଖନ୍ତୁ ।

ସ୍ତମ୍ଭD(4)ରେ ଜନ୍ମ ତାରିଖ)DD/MM/YYYY ଅର୍ଥାତ୍ ତାରିଖ,ମାସ ଓ ବର୍ଷ (ଲେଖାଯିବ । ଏହା ଇଂରାଜୀରେ ଲେଖାଯିବ

ସ୍ତମ୍ଭD(5)ରେ ପରିବାରର ବୟୋଜ୍ୟେଷ୍ଠା ମହିଳାଙ୍କ ସହ ସମ୍ପର୍କ - ଯଥା -ଶ୍ୱଶୁର ,ସାନି, ପୁଅ ,ଝିଅ ,ସାନୀଙ୍କ ଭାଇ ,ସାନୀଙ୍କ ଭାଇର ସ୍ତ୍ରୀ ,ସାନୀଙ୍କ ଭଉଣୀ ,ପୁଅର ପୁଅ ,ପୁଅର ଝିଅ ଇତ୍ୟାଦି ଉଲ୍ଲେଖ କରାଯିବ ।

ସ୍ତମ୍ଭ D(6)ରେ ଭୋଟ ପରିଚୟ ପତ୍ର ନମ୍ବର ଲେଖାଯିବ ଓ ଏହାର ନକଲ ଦାଖଲକରାଯିବ । ଯେଉଁ ସଦସ୍ୟଙ୍କର ଭୋଟର ପରିଚୟ ପତ୍ର ନଥିବ ,ତାଙ୍କ ପାଇଁ ସେ ଘରଟି ଖାଲି ଛାଡ଼ାଯିବ ।

ସ୍ତମ୍ଭ D(7)ରେ ପରିବାରର ସମ୍ପୂର୍ଣ୍ଣ ସଦସ୍ୟଙ୍କ AadhaarCardର 12ଅଙ୍କ ବିଶିଷ୍ଟ ନମ୍ବର ଲେଖାଯିବ । ଆଧାର କାର୍ଡ ମିଳି ନ ଥିଲେ Enrolment ସମୟରେ ମିଳିଥିବା ରସିଦ୍ରେ ଲେଖାଥିବା 14ଅଙ୍କ ବିଶିଷ୍ଟ ନମ୍ବର(eID) ଲେଖାଯିବ । ଯେଉଁ ସଦସ୍ୟଙ୍କର ଏହି ନମ୍ବର ନଥିବ ,ତାଙ୍କ ପାଇଁ ଏହି ସ୍ତମ୍ଭଖାଲି ଛଡାଯିବ । ଅତି କମରେ ପରିବାରର ଜଣେ ସଦସ୍ୟଙ୍କ ଆଧାର କାର୍ଡର ନକଲ କେନ୍ଦ୍ରରେ ଦେବା ନିହାତି ଦରକାର ଏବଂ ସେହି କାର୍ଡର ମୂଳକପି କେନ୍ଦ୍ର ଅଧିକାରୀଙ୍କୁ ଦେଖାଇବା ଦରକାର । ଯଦି ଆଧାର କାର୍ଡ ନ ଥାଏ , ତେବେ ପରିବାରର ଯେ କୌଣସି ଜଣକ ଭୋଟର ପରିଚୟ ପତ୍ର କିମ୍ବା ଡ୍ରାଇଭିଙ୍ଗ ଲାଇସେନ୍ସ ଦେଖାଇବା ଜରୁରୀ ଅଟେ ।

ସ୍ତମ୍ଭ D(8) D2ର ପରିବାର ସଦସ୍ୟଙ୍କ ବାପାଙ୍କ ପୁରାନାମ ଲେଖାଯିବ ।

ସ୍ତମ୍ଭ D(9) D2 ର ପରିବାର ସଦସ୍ୟ ବିବାହିତା ଥିଲେ, ତାଙ୍କ ସ୍ତ୍ରୀ ବା ସ୍ତ୍ରୀଙ୍କ ନାମ ଲେଖାଯିବ ,ଯଥା-ପୁରୁଷ ବିବାହିତ ଥିଲେ ତାଙ୍କ ପତ୍ନୀଙ୍କ ନାମ ବା ମହିଳା ବିବାହିତ ଥିଲେ ତାଙ୍କ ପତିଙ୍କ ନାମ ଲେଖାଯିବ ।

6. ଭାଗ ସଂଖ୍ୟା -E: ଅନ୍ୟାନ୍ୟ ବିବରଣୀ: ଏହି ଭାଗରେ

E1(a) ଦରଖାସ୍ତ କାରୀଙ୍କ ନାମ: ପରିବାରର ଯେଉଁ ସଦସ୍ୟ ଜଣକ digitisation ପଞ୍ଜୀକରଣ କେନ୍ଦ୍ରରେ ଉପସ୍ଥିତ ରହି ଆବେଦନ ପତ୍ର ପୂରଣ କରି ଦାଖଲ କରୁଛନ୍ତି ,ତାଙ୍କର ପୁରା ନାମ ଲେଖାଯିବ । (ଏହି ନାମ ଉପରେ 'D' ଭାଗରେ ଲେଖାଥିବା ପରିବାରର ସଦସ୍ୟମାନଙ୍କ ମଧ୍ୟରୁ ଜଣେ ହୋଇଥିବେ ।)

E2 CESU/NESCO/WESCO/SOUTHCO ରୁ ଯେଉଁଟି ପ୍ରଯୁଜ୍ୟ ତାହା ଲେଖନ୍ତୁ । ଉତ୍ତରରେ ହୋଇଥିଲେ ଘର ମାଲିକଙ୍କ ତଥ୍ୟ ଦେବା ଦରକାର ।

E3 ଯଦି ପରିବାରର LPG ସଂଯୋଗ ଥାଏ ,ତାହାହେଲେ ଗ୍ୟାସ୍ ନେକସସ୍ ସମ୍ବନ୍ଧରେ ତଥ୍ୟ ପାଇଁ କମ୍ପାନୀର Indane/HP/BP ଓ ବିତରକ ଭାଗରେ ଆପଣ ଯାହାଠାରୁ ଗ୍ୟାସ୍ ପାଉଛନ୍ତି ତାଙ୍କ ନାମ)ଯଥା"ଅଲକା" (ଓ ଗ୍ୟାସ୍ କମ୍ପ୍ୟୁମର ନମ୍ବର ଲେଖନ୍ତୁ ।

E4 ଆବେଦନକାରୀ ପରିବାରର ସଦସ୍ୟମାନଙ୍କ ମଧ୍ୟରୁ ଯଦି କାହାର ମୋବାଇଲ୍ ଫୋନ୍ ଥାଏ ,ତେବେ ତାହାକୁ ଏହି ବକ୍ସରେ ଲେଖନ୍ତୁ ।

E5 ଯଦି ଆପଣଙ୍କ ପରିବାର ବାଦ୍ ଦେବା ମାନଦଣ୍ଡରେ ଅନ୍ତର୍ଭୁକ୍ତ ଏବଂ ପରିବାର ବା ପରିବାରର ଯେକୌଣସି ସଦସ୍ୟ ଯଦି5 ଟିରୁ ଗୋଟିଏ ସ୍ୱତଃ ଯୋଗଦେବା ମାନଦଣ୍ଡ ଅନ୍ତର୍ଭୁକ୍ତ ହୁଅନ୍ତି ଓ ଆପଣ ରେସନ କାର୍ଡ ଚାହାନ୍ତି ତେବେ E5 ର "ହ" ବାକ୍ସରେ ଠିକ୍ ଟିକ୍ ମାରନ୍ତୁ ।

ଯଦି "ହ" ତେବେ ଉପରୋକ୍ତ 5ଟି ସ୍ୱତଃ ଯୋଗଦେବା ମାନଦଣ୍ଡ ତାଲିକାରୁ ଯେଉଁଟି ପ୍ରଯୁଜ୍ୟ ସେହି କ୍ରମାଙ୍କ 1)ରୁ (5ଏହି ବାକ୍ସରେ ଲେଖନ୍ତୁ ।

E6 (i)ବାସସ୍ଥାନ ପାଇଁ ଆବେଦନକାରୀ ଦେଇଥିବା ପ୍ରମାଣ ପତ୍ରର ନାମ ଲେଖନ୍ତୁ ।

ବାସସ୍ଥାନ ପାଇଁ ଗ୍ରହଣୀୟ ପ୍ରମାଣ ପତ୍ର :

1. ବ୍ୟାଙ୍କ ପାସବହି, 2. ପୋଷ୍ଟାଲ ପାସବହି, 3. ରେସନକାର୍ଡ, 4. ଭୋଟର ପରିଚୟପତ୍ର (EPIC), 5. ଡ୍ରାଇଭିଙ୍ଗ ଲାଇସେନ୍ସ (DL), 6. ଇଲେକ୍ଟ୍ରିକ୍ ବିଲ, 7. ପାଣିଯୋଗାଣ ବିଲ, 8. ଲ୍ୟାଣ୍ଡଲାଇନଟେଲିଫୋନ୍ ବିଲ, 9. ଜୀବନବିମାପଲିସି, 10. ମନରେଗାଜବକାର୍ଡ, 11. ପେନସନକାର୍ଡ, 12. ବାର୍ଦ୍ଧକ୍ୟଭତ୍ତାକାର୍ଡ/ବିଧବାଭତ୍ତାକାର୍ଡ/ଭିନିକ୍ଷମକାର୍ଡ, 13. ସ୍ୱାଧୀନତାସଂଗ୍ରାମୀକାର୍ଡ, 14. ରେଜିଷ୍ଟ୍ରିଡ୍ ହୋଇଥିବା କୌଣସି ବିକ୍ରୀ ଦଲିଲ/ ଲିଜ୍ ଡିଡ୍/ ଉଡ଼ାଚୁକ୍ତିନାମା, 15. ସଂଯୋଗ ବିଲ ବା Consumer ବହି ।

(ii) ପରିଚୟ ପ୍ରମାଣ ପତ୍ର ଆବେଦନକାରୀ ଦେଇଥିବା ପ୍ରମାଣ ପତ୍ରର ନାମ ଲେଖନ୍ତୁ । ଗ୍ରହଣୀୟ ପରିଚୟ ପତ୍ର (EPIC)

1. ଆଧାର, 2. ଭୋଟର ପରିଚୟ ପତ୍ର (EPIC), 3. ଡ୍ରାଇଭିଙ୍ଗ ଲାଇସେନ୍ସ ଯୋଗଦେବା ମାନଦଣ୍ଡର ପ୍ରମାଣ ପତ୍ର (ଆବଶ୍ୟକ ସ୍ଥଳେ):

1. ଓ 2. ସ୍ୱତଃ ଯୋଗଦେବା ମାନଦଣ୍ଡ ପାଇଁ ବାସସ୍ଥାନ ଓ ଭିକ୍ଷାବୃତ୍ତି ପ୍ରମାଣ ପତ୍ର ସ୍ଥାନୀୟ ସରପଞ୍ଚ ବା କର୍ପୋରେଟର/କାର୍ଯ୍ୟାଳୟର ଠାରୁ ଆଣି ଦାଖଲ କରିପାରିବେ । ପରବର୍ତ୍ତୀ ସମୟରେ ଏହାକୁ ଯାଞ୍ଚ କରାଯାଇ ତୁଡ଼ାନ୍ତ ନିଷ୍ପତ୍ତି ନିଆଯିବ । ସେହିପରି 3. PTG ପାଇଁ ଜାତିଗତ ପ୍ରମାଣ ପତ୍ର, 4. ବିଧବା ଭତ୍ତା କାର୍ଡର ନକଲ ଏବଂ 5. ଶାରୀରିକ ବିକଳାଙ୍ଗ ପ୍ରମାଣ ପତ୍ରର ନକଲ ଦାଖଲ କରିବେ ।

ଭାଗ ସଂଖ୍ୟା:F- ଆପଣ ଫର୍ମରେ ଦେଇଥିବା ସମସ୍ତ ତଥ୍ୟ ଠିକର ସ୍ୱୀକାର ସ୍ୱରୂପ ଫର୍ମରେ ଦସ୍ତଖତ କରିବେ କିମ୍ବା ଟିପ୍ପଣୀ ଦେବେ ।

ଆବେଦନ ପତ୍ର ପୂରଣରେ ସାହାଯ୍ୟ କରିଥିବା ଅଙ୍ଗନୱାଡ଼ି କର୍ମୀଙ୍କ ଦସ୍ତଖତନିଆଯାଇପାରେ ।

<p>9 ଗୋଟି ବାଦ ଦେବା ମାନଦଣ୍ଡ</p> <ol style="list-style-type: none"> 1. ପରିବାରର କୌଣସି ସଦସ୍ୟ ତିନି ଚକିଆ 2)କିମ୍ବା ତରୋଧିକ(4ଚକିଆ ଭାରିୟାନ/ ଗ୍ରୁଲର / ଯନ୍ତ୍ରଚାଳିତ ମାଛଧରା ଡଙ୍ଗା (ଦୁଇ ବା ତତ୍ତ୍ୱଧିକ) ର ମାଲିକ ହୋଇଥିବେ । 2. ସଦସ୍ୟଙ୍କ ନାମରେ ଯନ୍ତ୍ରକୃତ କୃଷି ଯନ୍ତ୍ରପାତି (ଗ୍ରାଙ୍କୁର ବା ହାରଭେଣ୍ଡର) ରେଜିଷ୍ଟ୍ରିଭୁକ୍ତ ହୋଇଥିବ । 3. ପରିବାରର କୌଣସି ସଦସ୍ୟ କେନ୍ଦ୍ର ସରକାର,ରାଜ୍ୟ ସରକାର , ସରକାରୀ ନିଗମ,ସରକାରୀ ଅନୁଦାନ ପ୍ରାପ୍ତ ସଂଯତାଳିତ ସଂସ୍ଥା କିମ୍ବା ପୌରପାଳିକା ସଂସ୍ଥା,ବେସକାରୀ ସଂସ୍ଥା ଲତ୍ୟାଦିର ସ୍ଥାୟୀ କର୍ମଚାରୀ ହୋଇଥିବେ । 4. ପରିବାରର ଯେ କୌଣସି ସଦସ୍ୟଙ୍କ ରେଜିଷ୍ଟ୍ରିଭୁକ୍ତ ଉଦ୍ୟୋଗ (Enterprises)ଥିବ । 5. ପରିବାରର କୌଣସି ସଦସ୍ୟଙ୍କ ମାସିକ ଆୟ ଟ15,000./-(ସହରାଞ୍ଚଳ ପାଇଁ) ଓ (ଟ10,000./-)ଗ୍ରାମାଞ୍ଚଳ ପାଇଁ (ରୁ ଅଧିକ ହୋଇଥିବ । 6. ପରିବାରର କୌଣସି ସଦସ୍ୟ ମାସିକ ଟ15,000./-(ସହରାଞ୍ଚଳ ପାଇଁ) ଓ ଟ10,000./-(ଗ୍ରାମାଞ୍ଚଳ ପାଇଁ) ବା ଅଧିକ ପେନସନ୍ ପାଉଥିବେ । 	<ol style="list-style-type: none"> 7. ପରିବାରର କୌଣସି ସଦସ୍ୟ ଆୟକର କିମ୍ବା ବୃତ୍ତିକର ଦେଉଥିବେ । 8. ପରିବାରରେ 2 ବା ଅଧିକ କିଲୋଝାଟ ବିଦ୍ୟୁତ ସଂଯୋଗ ଲୋଡ ଥିବ ଏବଂ ହାରାହାରି ମାସିକ 300ୟୁନିଟରୁ ଅଧିକ ବିଦ୍ୟୁତ ଶକ୍ତି ବ୍ୟବହାର କରୁଥିବେ । (ବିଗତ 1ବର୍ଷର ହାରାହାରି) 9. କୌଣସି ପରିବାରର ପକା କାନ୍ଥ ଏବଂ ପକା ଛାତ (କଂକ୍ରିଟ ଛାତ) ତିନି ବଖରା ଘର ଥିଲେ । <p>5ଗୋଟି ସ୍ୱତଃ ଯୋଗଦେବା ମାନଦଣ୍ଡ</p> <ol style="list-style-type: none"> 1. ବାସହୀନ ପରିବାର । ଭିକ୍ଷାଗୃହି କରି ଜୀବନ ନିର୍ବାହ କରୁଥିବା ପରିବାର । ସମସ୍ତ ଆଦିମ ଅଧିବାସୀ (Primitive Tribal Groups)ପରିବାର ସମୂହ । ଯେଉଁ ବ୍ୟକ୍ତି ଶତକଡା 40ଭାଗରୁ ଅଧିକ ଶାରୀରିକ ବିକଳାଙ୍ଗ ହେଇଥିବେ ତୃତୀୟ ଲିଙ୍ଗ (Transgender) ବ୍ୟକ୍ତି ବିଶେଷ
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ପ୍ରାପ୍ତି ସ୍ୱୀକାର ପତ୍ର "www. foododisha.in" ର "e-Bitaran ବା NFSA, 2013 ରେସନ କାର୍ଡ" link ରୁ ଡାଉନ୍ ଲୋଡ୍ କରିହେବ ।