

**ANDAMAN AND NICOBAR ADMINISTRATION  
DEPARTMENT OF CIVIL SUPPLIES AND CONSUMER AFFAIRS,  
PORT BLAIR**

**CITIZENS' CHARTER**

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**PREFACE**

The Department of Civil Supplies and Consumer Affairs is implementing the Targeted Public Distribution under which a monthly quota of foodgrains is supplied at subsidized rates to the targeted population. Details of TPDS such as authorities responsible for its effective implementation at UT, District, Block and Fair Price Shops levels are given in the following pages. This booklet enumerates the rights the citizens have, to get information from different channels of the delivery system regarding their entitlements of foodgrains, quality and quantities of such foodgrains supplied to the fair price shops. This booklet also incorporates the rights of the citizens under the Right to Information Act, 2005, with reference to TPDS and Consumer Affairs. It is hoped that the measures suggested in this booklet would result in effective, hassle free implementation of the TPDS, Legal Metrology and other Consumer Welfare activities by the UT administrations and enable the eligible citizens to get their entitlements under the existing schemes.

### Chapter – 1

#### ACTIVITIES OF THE DEPARTMENT

- Implementation of Public Distribution System (PDS) of essential commodities with a view to maintain and secure equitable distribution and availability of specified food articles at Fair Price Shops by enforcing Essential Commodities Act, 1955 and various Control Orders.
- Protection of Consumer Rights and Redressal of Consumer Disputes through State Commission and District Consumer Forum under the Consumer Protection Act, 1986.
- Enforcement of Legal Metrology Act 2009 and Rules made thereunder

#### PUBLIC DISTRIBUTION SYSTEM (PDS)

The UT Administration is implementing Public Distribution System across the territory to ensure food security to the sizable population of this UT by distributing specified food articles namely Wheat, Rice, Sugar and Kerosene Oil at approved Government rates to the identified families as classified by the Govt. of India as Above Poverty Line (APL), Below Poverty Line (BPL) and Antyodhaya Anna Yojana (AAY) through a wide network of Fair Price Shops (FPS) across the Union Territory.

The Department of Civil Supplies and Consumer Affairs is functioning as the procurement, storage and distribution agency under Public Distribution System. The Department of Civil Supplies and Consumer Affairs procures foodgrains from Food Corporation of India (FCI) on monthly basis out of the earmarked annual allocation of food grains for this UT by the GOI. In A&N Islands altogether nine Principal Distribution Centres (PDC) are in operation where storage facilities have been created by the Department of Civil Supplies and Consumer Affairs. Besides, in the recent days four new PDCs have been sanctioned by the GOI for Baratang Island, Neil Island, Havelock Island and Katchal Island. The newly sanctioned PDCs will be functional in the near future once the required infrastructures are created at these places. FCI delivers food grains directly to the PDCs that are in operation at the instance of the Department of Civil Supplies and Consumer Affairs. Since, the Union Territory is scattered in numerous small Islands, the Department of Civil Supplies and Consumer Affairs lift food grains from FCI godowns / PDCs and store it in departmental godowns constructed across tiny Islands for operational reasons.

The Department of Civil Supplies and Consumer Affairs appoints transport and labour contractors for the movement of essential commodities from Food Corporation of India godowns to the Department of Civil Supplies godowns. FPS owners lift their monthly quota of food grains from the Civil Supplies godowns. Movement

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of food grains from Civil Supplies godowns to the FPS is arranged by the respective FPS owners.

### FUNCTIONING OF TPDS FOR ENSURING FOOD SECURITY

#### I. Charter

##### A. Charter of UT Administration:

The Andaman and Nicobar Administration views the Targeted Public Distribution System (TPDS) as an important constituent of a strategy for ensuring food security of the targeted population by ensuring ` of monthly quota of foodgrains to them as per entitlement. The Administration is committed to implement the TPDS to the best advantage of the beneficiaries with full transparency, and efficiency of operations and accountability of authorities implementing it.

##### B. Charter for Directorate of Civil Supplies and Consumer Affairs

1. Ensuring receipt of the entitled essential commodities by the card holders in all the districts every month without any difficulties as per entitlements.
2. Monitoring timely disposal of Cardholders complaints by all the subordinate offices.
3. Elimination of bogus cards taking appropriate action against employees who are indulging in irregularities and launching of criminal prosecution against smugglers.
4. Periodic training of personnel and effecting system improvements.

##### C. Charter for Assistant Director Civil Supplies/Circle Officers

1. Polite and courteously handle applicants and cardholders and provide all necessary information on public distribution system sought by them either in person or over telephone/email.
2. Monitoring timely disposal of card related applications as per Charter.
3. Placing letter of indent for commodities to the Directorate every month and monitoring effective movement of commodities to fair price shops and ensuring sufficient stocks in all fair price shops.
4. Effective redressal of public grievances relating to public distribution system and fair price shops.
5. Elimination of bogus cards, smuggling and black-marketing prevention.
6. Issue of acknowledgement slips/registration number and date of receipt of applications and date of final disposal of every application.
7. Selection of eligible beneficiaries for AAY and Annapurna as per norms laid down by Government of India.

#### II. ELIGIBILITY

At present TPDS benefits the poorest of the poor identified families under the Antyodaya Anna Yojna (AAY) and other identified population living below the Poverty Line within the overall norms approved by the Department of Food and Public Distribution, Government of India. As regards people above the poverty line, the benefits under TPDS are restricted as per instructions issued from time to time.

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### III. IDENTIFICATION OF BPL, AAY AND ANnapurna BENEFICIARY.

The UT Administration has been given the responsibility to formulate suitable guidelines for issuing ration cards to eligible families living below the Poverty Line, including the AAY families, as per the norms approved by the Government regarding the total estimated number of the targeted BPL families. The UT Administration, Gram Sabhas, and other authorized local representative bodies shall finalize the lists of beneficiaries belonging to BPL category, including the AAY families and Annapurna beneficiaries, drawn up by the designated authorities in respect of the area under their respective jurisdiction. Care will be taken to ensure that the upper limits prescribed on number of such families are not exceeded.

### IV. ISSUE OF NEW RATION CARDS

#### a) Who is eligible to get new ration card separately?

- ▶ Applicant and his family members should be Indian Citizens.
- ▶ Applicant and his family should reside separately with separate Kitchen.
- ▶ Applicant and his family members noted in the application should reside in A&N Islands (in the address mentioned in the application)
- ▶ Applicant and his family should not have obtained family card anywhere in India.

#### b) Whether any application form has been prescribed for getting new ration card?

- ▶ The Department of Civil Supplies and Consumer Affairs has prescribed a new and simplified application form (CSF1) in bilingual (English and Hindi version). The form is available in the department website at [www.and.nic.in](http://www.and.nic.in) Those who desire to apply for new ration card can download the application form and apply for new ration card. They may also obtain the application form from the office of the Assistant Director Civil Supplies, Common Service Centres on free of cost basis.

#### c) To whom the application has to be sent?

- ▶ In Port Blair Municipal area the application requesting New Ration Card enclosing the required documents has to be submitted to the Common Service Centre (CSC).
- ▶ In respect of rural areas of South Andaman District except Little Andaman, New Ration Card Applications has to be submitted in the Card Section of the Directorate of Civil Supplies and Consumer Affairs, Port Blair. This will be shifted to CSC once these centres start functioning in rural areas.
- ▶ In respect of Districts other than South Andaman including Little Andaman New Ration Card Applications has to be submitted to the Office of the Assistant Director /Circle Officer of the respective Tehsils.
- ▶ Applicants can also send their application through post but to ensure the receipt of application it is advisable to send applications through Registered Post with Acknowledgement.
- ▶ Applicants are requested to get acknowledgement for New Card Applications in the form of Registration number and date of submission of application from the

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concerned CSC /office of the Assistant Director where applications have been submitted.

- ▶ Civil Supplies and Consumer Affairs Department will provide facilities for applying for New Ration Card through online after the computerization of TPDS.

### d) What are the Ration Card Options?

- ▶ A family can apply for any card option subject to choice and eligibility.
- ▶ White colour APL Cards are being issued to those opting to receive ration articles including rice, wheat, sugar and kerosene.
- ▶ Yellow colour BPL cards are being issued to those being identified as BPL families by the DRDA of the Administration.
- ▶ Pink colour AAY Cards are being issued to those being identified as the poorest of the poor from amongst the BPL list identified by the DRDA / Municipal Council as per the guidelines of the GOI.
- ▶ Green Colour Annapurna Cards are being issued to such destitute persons of more than 65 years of age having no regular source of income and not availing benefit of old age pension scheme.

### e) What are the standing guidelines for issue of ration cards of different categories in addition to basic eligibility prescribed under para IV a).

#### 1. Above Poverty Line (APL)

- ▶ Families other than the BPL category are issued APL Cards (White Colour).

#### 2. Below Poverty Line (BPL)

- ▶ Identification of beneficiaries is done by DRDA for rural area and Municipal Council for Urban area.

### 3. Antyodaya Anna Yojana (AAY)

- ▶ House holds headed by widows or terminally ill persons or disabled persons or persons aged 60 years or more with no assured means of subsistence or societal support.
- ▶ Widows or terminally ill persons of disabled persons or persons aged 60 years or more or single women or single men with no assured means of subsistence or societal support.
- ▶ Landless agriculture labourers, marginal farmers, rural artisans/craftsmen such as potters, tanners, weavers, blacksmiths, carpenters, slum dwellers and persons earning their livelihood on daily basis in the informal sector like porters, coolies, rickshaw pullers, hand cart pullers, fruit and flower sellers, snake charmers, rag pickers, cobblers, destitute and other similar categories in both rural and urban areas.
- ▶ Identification is being done by DRDA for Rural Area and Municipal Council for Urban Area.

### 4. Annapurna Yojana (AY)

- ▶ Destitute persons of more than 65 years of age having no regular source of income and not availing benefit of national old age pension scheme are identified for Annapurna Card.

### f) What documents are to be enclosed with new cards applications and how will the application be processed?

- ▶ Prescribed format for new card application is given in Annexure- I. Required particulars have to be filled up in the application form enclosing the required documents mentioned below and the applicant has to sign in the

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application or put his left / her right hand thumb impression.

- ▶ Any residential proof document / certificate in the format overleaf to be given by the Pradhan/Municipal Councilors to prove ones present residential address.
- ▶ Proof of Identity documents like copy of Islander Card / Election Identity Card / PAN/Driving license / Passport/Aadhaar Card.
- ▶ Surrender certificate issued from the old station.
- ▶ A self declaration in the format overleaf stating that he or she is not having any ration card or included names in any of the ration card elsewhere in India.
- ▶ Serial number in the DRDA finalized BPL list in case of application for BPL Ration Card.

[Procedure for processing the Applications for new ration card.](#)

[For APL Ration Cards.](#)

- ▶ The Assistant Director /Circle Officers concerned shall verify the enclosed documents to ascertain the identity and address of the applicant.
- ▶ The Assistant Director /Circle Officers shall verify the surrender certificate if enclosed to ascertain its authenticity. In case of any doubt the genuineness of the certificate can be clarified from the issuing station.
- ▶ The Assistant Director / Circle Officer to satisfy himself about the reason given by the applicant for not renewing the old ration card.
- ▶ After sanction, the Assistant Director / Circle Officer shall send an inclusion slip to the Fair price shops through the applicant for inclusion in the FPS.

- ▶ In case the application is rejected the details of application and reason thereof shall be displayed in the rejection list which will be published in every fortnight at CSC and office notice board.

[For BPL and AAY Cards](#)

- ▶ The Assistant Director /Circle Officers concerned shall ascertain the BPL status of the applicant from the BPL list finalized by DRDA, in case of application for BPL and AAY Ration Card.
- ▶ Application for AAY ration card is recommended by the concerned Gram Panchayat after verifying the BPL status of the applicant from the BPL list so that poorest of the poor get the benefit.
- ▶ After sanction, an order is issued and the applicant is informed to bring the original card for affixing AAY stamp.
- ▶ After sanction, the Assistant Director / Circle Officer shall send an AAY inclusion slip to the Fair price shops through the applicant for carrying out changes /inclusion in the FPS- A- Register.
- ▶ In case the application is rejected the details of application and reason thereof shall be displayed in the rejection list which will be published in every fortnight at CSC and office notice board.

g) [What are the standing guidelines for separation of ration cards.](#)

- ▶ If any of the family member / members in a ration card living and cooking separately he or she has the option to make application for separation of ration cards in the prescribed form (CSF-2) Annexure-I.

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### h) What documents are to be enclosed with the application for separation of ration cards and how will the application be processed?

- ▶ Prescribed format for separation of card is given in Annexure- II. Required particulars have to be filled up in the application form enclosing the required documents mentioned below and the applicant has to sign in the application or put his left / her right hand thumb impression.
- ▶ Any residential proof document as listed in the application form / certificate in the format overleaf to be given by the Pradhan/Municipal Councilors to prove once present residential address.
- ▶ Original ration card/cards from which separation is sought for.
- ▶ Islander Card/Local Certificate/ Aadhaar Card
- ▶ Parental certificate of no objection in the format given overleaf for separation of card.
- ▶ Surrender certificate in original, if any of the family members is to be included in the proposed ration card on account of migration.
- ▶ Birth certificate if any of the family members is to be included in the proposed card on account of birth.
- ▶ Passport size Photograph of the proposed Head of the family.

### i) Procedure for processing the Applications for separation of ration card.

- ▶ The Assistant Director /Circle Officers concerned shall verify the enclosed documents to ascertain the address of the applicant.

- ▶ The Assistant Director /Circle Officers shall verify the surrender certificate if enclosed to ascertain its authenticity. In case of any doubt the genuineness of the certificate can be clarified from the issuing station.
- ▶ The Assistant Director / Circle Officer to satisfy himself about the fact if the applicant is living and cooking separately by making field verification, if required.
- ▶ After sanction, the Assistant Director / Circle Officer shall send an inclusion slip to the Fair price shops through the applicant for inclusion in the FPS.
- ▶ In case the application is rejected the details of application and reason thereof shall be displayed in the rejection list which will be published in every fortnight at CSC and office notice board.

### j) Alteration in entries in Ration Cards (Inclusion/deletion of members, Correction in names and age, Change of Address, Change of FPS and change of head of family)

- ▶ For making alteration in entries in Ration Card the head of the family has to make application for required alteration in entries in the prescribed form (CSF-3) Annexure-I.

### k) What documents are to be enclosed with the application for alteration of entries in the Ration Card.

- ▶ Original Ration Card.
- ▶ In case of correction in name, a copy of the document proving the correct name and copy of Advertisement in News Paper.
- ▶ In case of correction in age and child to adult conversion, copy of birth certificate /X pass certificate/as declared/or any other document proving the correct age.



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- ▶ In case of change in address copy of any one of the following, Photo Islander Identity Card, Election Identity Card, Pan card/driving license / passport.
- ▶ In case of deletion on account of death, a copy of death certificate of the member proposed to be deleted and in case of inclusion copy of birth certificate.
- ▶ In case of change of Head of the family, copy of the death certificate of the Head of the family, if change is required on account of death and if change is required otherwise, no objection certificate as given in the application form.

### Procedure for processing the Applications for alteration of entries in ration card.

- ▶ The Assistant Director /Circle Officers concerned shall verify the enclosed documents and satisfy himself about the necessity to undertake such correction.
- ▶ In case of change of FPS or deletion of units from the ration card, cancellation slip for cancelling the entry of the family card in the fair price shop should be sent through the applicant. He / she has to give the cancellation slip to the shop keeper and get the entries cancelled from "A" register of the shop.

### l) What documents are to be enclosed with the application for Annapurna Card.

- ▶ Application for Annapurna Card is to be made in CSF-4 (Appendix-I)
- ▶ Certificate from the Medical Officer.
- ▶ Certificate from Tehsildar/BDO.
- ▶ Certificate from Gram Panchayat/Municipal/Tribal Council.

### m) How will I Know the outcome of my application?

- ▶ The Department is in the process of building in automation in replying to applications. As a first step, an automated SMS notification shall be sent to the applicants as soon as their new card has been printed. Applicants are therefore requested to provide their mobile phone numbers in all applications they make. The service is expected to commence from January 2014.
  - ▶ Till such time, the applicant may enquire the status of application from the CSC or from the office on or after the prescribed time limit for disposal of application by personal appearance or through phone.
- ### n) How does the applicant collect his / her new card?
- ▶ As soon as the applicant receives information about the readiness of the ration card, the applicant may collect the same from the CSC or from the office of the Assistant Director/Circle Officer after showing an ID proof at the office /CSC.
  - ▶ In case, the head of the family (applicant) is not able to collect the Ration Card due to any valid reason, the applicant/head of family may send a letter authorizing any other member of the family to collect the Ration Card on his / her behalf.
  - ▶ Applicants are requested to keep a copy of the family Ration Card in safe custody or record the Ration Card and Shop number in safe place to enable applying for a duplicate Ration Card, in case the original is lost.

a. Time limit prescribed for disposal of applications in the Office/Section of the Assistant Director (CS&CA)/Assistant Director (Cards).

Service Particulars	Time Limit	Authority to whom application to be submitted
1. Inclusion/Deletion/Alteration/Child to adult conversion	03 days	Assistant Director (CS&CA) of the respective Stations.
2. Issuance of new ration card.	15 days	Assistant Director (CS&CA) of the respective Stations.
3. Issuance of Duplicate Card	07 days	Assistant Director (CS&CA) of the respective Stations.
4. Separation of ration card	07 days	Assistant Director (CS&CA) of the respective Stations.
5. Transfer of Card	03 days	Assistant Director (CS&CA) of the respective Stations.

O) SCALE OF SUPPLY AND ISSUE PRICE OF ESSENTIAL COMMODITIES TO CARDHOLDERS

Sl. No.	Name of item (Ration Card Type)	Scale	Ex-godown rate (in Rs)	Retail Rate (in Rs)
1.	Rice (APL)	7 k.g. per adult member and 3.5 k.g. per child member (below 8 years age)	8.41	10.00
2.	Wheat(APL)	8 k.g. (1-3 members/card) 12 k.g. (4 & above members /card)	6.21	7.70
3.	Rice (BPL)	40.5 k.g. per card	5.76	6.05
4.	Wheat(BPL)	10 k.g. per card	4.25	4.45
5.	Rice (AAY)	31 k.g. per card	2.71	3.00
6.	Wheat (AAY)	4 .k.g. per card	1.80	2.00
7.	Rice (Annapurna)	10 k.g. per card	-	Free of cost
8.	Sugar	1 k.g. per member/card	13.50	13.50
9.	Kerosene	5 ltr. 1-3 member/card 10 ltr. 4 & above members/card	-	13.45

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**V) DISTRIBUTION:** The procedure for distribution of foodgrains by the Food

Corporation of India (FCI) and the UT Administration or their nominated / designated agencies are publicized widely for knowledge of the general public.

The FCI shall ensure physical delivery of foodgrains of fair average quality to the UT Administrations for distribution under the TPDS as per the allocations made by the Central Government within one week of the receipt of payments from the UT Administrations. On getting the allocation of food grains from the Central Government, the UT Administration shall issue district-wise allocation orders authorizing their agencies/corporations to draw foodgrains from the FCI and ensure delivery of the same to the Fair Price Shops. In addition to State and District offices of the Department of Food and Civil Supplies, the District-wise allocation shall also be published on the departmental web-site. In the event of FCI not being able to deliver the foodgrains within a week, reasons for the same and the approximate time by which the foodgrains shall be delivered will be communicated to the UT Administration.

a) [Storage Points/Godowns owned by the Department of Civil Supplies and Consumer Affairs from where the foodgrains are lifted and sent to the FPS](#)

Sl. No.	Storage and issue Points	Locality of FPS/Panchayat name/ Tribal village
1.	Port Blair	Municipal Area
2.	Dollygunj	All the rural area of Port Blair and Ferrargunj Tehsil including Baratang Island except area mentioned against Stewartgunj.
3.	Stewartgunj	Shore point, Hope town, Bambooflat, Stewartgunj, wimberligunj, Shoal Bay Manarghat, , Brindaban,
4.	Nimbutala and Rangat Bay	Entire Rangat Tehsil except Long Island and Baratang
5.	Mayabunder	Entire Mayabunder Tehsil including Mohanpur
6.	Diglipur	Sita Nagar, Radha Nagar, Laxmipur, Madhupur, Shibpur, Ganesh Nagar, Keralapuram, R.K.Gram, Diglipur, and Subhashgram.
7.	Nabagram	Kishorinagar, Paschimsagar, Kalighat, Nabagram and Ramnagar
8.	Hutbay	Entire Little Andaman
9.	Carnicobar	Entire Carnicobar
10.	Kamorta	Entire Kamorta Island
11.	Chowra	Entire Chowra Island
12.	Terressa	Entire Terressa Island
13.	Katchal	Entire Katchal Island
14.	Pilpillow	Pilpillow and Kakanna village
15.	Cambelbay	Entire Campbelbay

At each delivery point, samples of foodgrains meant for distribution under TPDS alongwith the quantity in stock shall be made available for scrutiny by any stakeholder (local citizens and their representatives). Stakeholders can inspect the sample on Saturday day of the week between 10.00 and 12.00 noon.

The Assistant Director (CS&CA) /Authority competent to issue allocation orders shall send copies of allocation orders to all the Fair Price Shops as well as to the Gram Panchayants/Nagar Palikas/Vigilance Committees/ and any other body nominated for monitoring the functioning of the Fair Price Shops. The details of allocation should be made available on the web-sites identified for the purpose (preferably at the district level).

**VI) QUALITY OF FOODGRAINS:-** Joint sampling will be done by representatives of UT Administration and officials of FCI before issue of foodgrains from FCI godowns. Wherever UT Administration is not able to send a representative for joint sampling, FCI may issue the foodgrains after observing the necessary formalities to avoid delay.

FCI shall issue to the Department of Civil Supplies and Consumer Affairs the sealed samples of the stocks of foodgrains supplied to them (a sample will be retained by FCI Office/godown also for a period of two months from the date of its issue) for distribution under the TPDS at the time of despatch. The Department of Civil Supplies and Consumer Affairs shall exercise necessary checks to ensure that full quantity lifted by them reaches their godowns and the fair price shops. They will also ensure that the stocks are not replaced by inferior quality stocks during storage, transit or at any other stage in the distribution chain.

**VII) FAIR PRICE SHOPS:** The TPDS functions through a network of fair price shops. The procedure for issue of licences or authorization to the FPS for distribution of essential commodities under the PDS is clearly laid down by the UT Administration. The licence will clearly indicate the period for which the licence is valid. The UT Administration also indicate the responsibilities and duties of the FPS owners which would inter-alia include (i) sale of essential commodities as per the entitlement of ration card holders at the retail issue price fixed by the UT Administration under the TPDS, and (ii) display of all information on a Notice Board at a prominent place in the shop regarding (a) number of APL, BPL and AAY beneficiaries, (b) their entitlement of essential commodities, (c) scale of issue, (d) retail issue price (e) timings of opening and closing of the FPS, (f) stock of essential commodities received during the month, (g) opening and closing stock of essential commodities on each day, (h) the authority for redressal of grievances/lodging complaints with respect to quality and quantity of essential commodities under the TPDS, and (i) time /day of the week when citizens can inspect the books/stocks. The list of APL, BPL, AAY cardholders should be available for scrutiny.

The fair price shop owner will have to maintain records of ration card holders, stock registers, issue or sale registers, etc. as may be prescribed by the UT Administration. It would be binding on the FPS owner to allow inspection of these documents by the Gram Panchayats, Nagar Palikas, Vigilance Committees or any local citizen as the case may be on Saturday between 10.00 am and 12.00 noon.

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The Fair Price Shop owner will display samples of foodgrains being supplied by the shop. The FPS owner will not retain ration cards after supply of essential commodities and shall provide relevant extracts of the records maintained by him on payment of prescribed fee as required under the Right to information Act, 2005. In the event of any practical difficulties to give copies, etc., facilities for inspection of records/samples/documents etc. shall be provided on Saturday between 10.00 am and 12.00 noon.

### A) Guidelines for Granting License for opening Fair Price Shops (FPS)

The UT Administration has prescribed guidelines for granting license for opening of Fair Price Shops.

- ▶ The Criteria for granting license is broadly classified into two area namely General Area and Difficult Area. The list of Difficult Area in appendix-III
- ▶ The direction of the GOI that trial be made for opening of one FPS for every 2000 population in general area is reduced to 1000 population.
- ▶ General areas are the area with the facilities for transportation of foodgrains and PDS items.
- ▶ The maximum units to be covered by one FPS in urban area shall not exceed 3000 and in rural area 2000. Area fall within the Municipal limit are classified as urban and all other areas are classified as rural area.
- ▶ Each FPS shall have a minimum of 300 units in general area and 100 units in remote population in a particular pocket in general area is less than 300, one FPS should cover the entire population of the area and in- accessible area. If however, the similarly in the remote and difficult area, if the population

in a particular pocket is less than 100 then one FPS should cover the entire population of the area.

▶ Every Twelfth month a survey shall be conducted by the Panchayats in their respective areas to ascertain whether any area is uncovered and where setting up of new FPS is warranted in public interest. In case FPS is required in any uncovered area, the panchayat shall recommend for new FPS to Civil Supplies Department.

▶ While Scrutinizing the application criteria like financial capability, social status, location of the proposed FPS, a certificate of the solvency etc. will have to be taken into consideration.

▶ The categories of persons viz Educated unemployed youth, Ex-Servicemen, War widows Tribal Entrepreneurs, Women entrepreneurs, Self Help Groups and physically handicapped persons shall be given preference.

▶ Normally distance between two FPS should not be more than 1 KM , excepting the area, which are sparsely populated and no viable FPS can be set up within the distance of 1 km.

▶ After each enumeration, the annexation units / cards should be designed in such a way that each FPS gets a proportionate

### B) Details of days and times in which essential commodities can be purchased from fair price shops.

Fair Price Shops shall remain open on all the weekdays as per the following time schedule.

Forenoon	7.30 a.m. to 1.00 p.m.
Lunch Break	1.00 p.m. to 2.00 p.m.
Afternoon	2.00 p.m. to 5.00 p.m.

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### C) In how many installments essential commodities can be purchased from Fair Price Shops.

The Cardholders can get their entitled quantity of essential commodities from the Fair Price Shops on any of the weekdays during working hours. Rice /wheat can be drawn in one or two installments as desired by the cardholders. The BPL Card holders are permitted to draw ration more than two installments subject to their purchasing power. Either the head of the family whose photo has been displayed on the ration card or any one of the family members whose name find place in the ration card can go to the fair price shops and get the essential commodities.

#### Charter for Fair Price Shop Owner:

- ▶ The Fair Price Shop Salesman shall behave politely and courteously to all the card holders and provide all information on public distribution system sought by members of the public.
- ▶ He shall open and close the Fair Price Shop in time and ensure that Cardholders are not kept waiting unnecessarily.
- ▶ The Fair Price Shop Salesman shall weigh and measure commodities correctly without any error or wrongful intent. He shall ensure correct weight/measure of commodities sold at the fair price shops to cardholders and ensure that consumers are able to see the weight displayed in case of weighing through Electronic Machines.
- ▶ He shall sell only commodities meeting quality norms. He shall keep the higher officials informed if

Commodities in his FPS does not meet quality norms and return such commodities not meeting norms.

- ▶ Fair Price Shops are distributing essential commodities rice, wheat, sugar and kerosene to the Ration Card holders who are attached with the FPS as per entitlements and prices fixed by the Administration for each type of ration card.
- ▶ The details of working hours, scale of supply, issue price, stock details and details of agency running the FPS are displayed on the Notice Board.
- ▶ Samples of each commodity available shall be kept in display in the front desk for viewing.
- ▶ In case, the shop has to be closed due to emergencies, he shall keep the cardholders notified through the notice board of the next opening time of the shop.
- ▶ The FPS owner has to maintain daily chitta (details of commodities daily issued card wise), Bill Book, Stock Register and Inspection Register (to record remarks of the inspecting officials)
- ▶ The FPS owner shall not compel cardholders to buy non-public distribution system commodities sold through FPS.
- ▶ The FPS owner shall indent commodities in time and ensure that there is not stock out period in the FPS.
- ▶ FPS owners shall carry out all Public Distribution system related duties as informed and notified from to time.
- ▶ FPS owners shall keep the PDS items in clean and hygienic condition.

## Citizen Charter of the Department of CS&CA

### D) Information that can be obtained by a Consumer / Citizen from the Fair Price Shops.

The following information / documents can be obtained by a citizen /consumer under RTI Act-2005 on payment of Rs 2/- per page. Application under RTI is to be addressed to the Public Information Officer, Department of Civil Supplies and Consumer Affairs, A&N Administration, Port Blair alongwith application fee of Rs 10/- (Rupees Ten Only) in the form of IPO drawn in favour of the Accounts Officer, CS&CA and in case of outstations application is to be addressed to the respective APIOs as designated in the RTI chapter of this booklet.

1. "A" Register (Card number, cardholders name, unit and LPG details)
2. Daily Chitta (Details of commodities daily issued cardwise)
3. Bill Book (Bill issued to the Cardholders while purchasing commodities)
4. Stock Register (Details of commodities received, distributed, daily closing stock)
5. Inspection Register (to record remarks of the inspecting officials).

### E) How Consumer can help for better functioning of Public Distribution System?

1. Ration Cards should not be allowed to be used by persons other than family members.

2. When a family permanently leaves a place, Ration Card should be surrendered to the concerned Card issuing authority and Surrender Certificate obtained.
3. Essential Commodities purchased for the family Card should be used only by the Cardholders family and it should not be sold to other persons.
4. Information about address change should be informed to the officials concerned immediately.
5. Mortgage and Sale of Ration Card is a punishable offence.
6. Furnishing wrong information for obtaining family card is an offence. Hence, this should be avoided.
7. Information about bogus cards circulation and irregularities committed in the Fair Price Shops should be firmly informed to the officials. This will enable the genuine cardholders to purchase their entitlement of essential commodities from the fair price shops.

F) Information to be displayed in the notice board in the Fair Price Shop

1.	Name of the Shop	
2.	Name of agency running FPS	
3.	Working hours  Lunch Break	F.N. .... A.M. TO.....P.M. A.N.-----P.M. TO .....P.M. .....P.M. TO.....P.M.
4.	Working Days	All weekdays (no holidays)
5.	Category wise number of Ration card attached to the FPS	APL BPL AAY Annapurna
6.	Details of issue price and scale of supply of essential commodities	APL BPL AAY Annapurna
7.	Monthly allotment(commodity wise)	

8.	Commodity wise lifted details	
9.	Commodity wise stock details (daily position)	
10.	Name of the dealer supplying Kerosene	
11.	Name of the Fair Price Shop employee	
12.	Official to whom complaint can be given with telephone numbers	

G) Inspection and Checking

The Department of Civil Supplies and Consumer Affairs assures the implementation of proper monitoring of fair price shops and prescribing proper format for sales records/register, stock register and records relating to family cards. The Department also assures inspection of fair price shops atleast once in a month and prescribed the details of information to be gathered by them.

► Circle Officer / Assistant Director (CS&CA)/Inspector (CS&CA) has to ensure inspection of FPS minimum once in a month.

► During inspection it is verified whether FPS is opened in time, closed in time, the quantity and quality of essential commodities distributed to the card holders and the behavior of the shopkeepers with the card holders.

► Before inspecting the fair price shops, the inspecting official should meet minimum 10 cardholders attached to the FPS and enquire about the quality of service provided by the FPS to the cardholders and the problems being faced by the cardholders while drawing ration articles from the FPS.



## Citizen Charter of the Department of CS&CA

### H) Vigilance and Public Participation.

The A&N Administration has constituted a three tiers Vigilance Monitoring Committee involving public representatives to periodically review functioning of the TPDS.

1. Gram Panchayat level (village level)
2. PANCHAYAT Samiti level (Block level)
3. Zilla Parishad level (State level)

### I) Grievance Redressal Mechanism

Applicants or Cardholders can register his/her complaints in the following ways:

- ▶ Send Complaint to the Assistant Director (Card) who is designated as Public Grievance Officers. For out stations complaints can be registered with the respective Assistant Director (CS&CA)/Circle Officers of the area.
- ▶ Telephonically register complaints with State Consumer Help Line No. 1967.
- ▶ Telephonically register complaints at the office of the Circle Officer/Assistant Director (CS&CA).

### J) Enforcement

A special Team has been constituted for surprise raids of FPS at the Directorate of CS&CA. The special team conducts regular surprise raids across the districts of this UT.

### VIII) Right to Information:

Several measures have been taken to ensure transparency in Public Distribution System and include the following through proactive disclosure:

- ▶ Allotment for any shop can be seen on web site at the following address.
- ▶ Allotment and daily commodity stock is displayed at the FPS.
- ▶ Details of card holders are displayed at the website at [www.db.and.nic.in/csca/index.php](http://www.db.and.nic.in/csca/index.php)

## Citizen Charter of the Department of CS&CA

The following are the competent officers under the RTI Act 2005 for seeking information that are not prohibited under the Act.

Sl.No	Designation of the officials including department dealt	Designated as PIOs & APIOs	Telephone Nos	Jurisdiction	Appellate Authority	Telephone No.
1	2	3	4	5	6	7
1.	Deputy Director (CS&CA), P/Blair	PIO	240886	Entire UT	Director (CS&CA)	03192-232321
2.	Asst. Director (CS&CA), Rangat	APIO	269006	Rangat Tehsil		
3.	Asst. Director (CS&CA), Mayabunder	APIO	273029	Mayabunder Tehsil		
4.	Asst. Director (CS&CA), Diglipur	APIO	217040	Diglipur Tehsil		
5.	Asst. Director (CS&CA), Car Nicobar	APIO	265251	Car Nicobar		
6.	Circle Officer, Civil Supplies (Tehsildar), Little Andaman	APIO	284338	Little Andaman Tehsil		
7.	Circle Officer, Civil Supplies (Asst. Commissioner), Nancowry	APIO	263479	Nancowry Tehsil		
8.	Circle Officer, Civil Supplies (Asst. Commissioner), Campbell Bay	APIO	264222	Campbell Bay, Tehsil		

## Chapter – 2

### CONSUMER AFFAIRS

#### 1. Who is a consumer?

According to the Consumer Protection Act, 1986 one who buys any goods or services for a consideration is a Consumer. The user of such goods or services with the permission of the buyer is also a Consumer.

#### 2. Who can lodge complaint?

Complaint can be lodged by any of the following:

- a) A Consumer
- b) Any Registered Voluntary Consumer Organization
- c) Central Govt.
- d) State Govt/NCR
- e) One or more Consumers having common aim.

#### 3. When one can lodge complaint?

Complaint can be lodged when

- a) An unfair trade practice or restrictive trade practice is adopted by any trader.
- b) Any defect in goods purchased.
- c) Any deficiency in services purchased.
- d) Charging of price in excess of that stamped on the product.
- e) Sale of unsafe goods, which are hazardous to life and safety under Rule/Act.

#### 4. How can one lodge complaint?

Complaint can be lodged by letter post or by the complainant himself/herself in person or by authorizing any person along with cash memo / bill etc.

Generally 4-6 copies of the complaint are necessarily required.

- a) Advocate is not required.
- b) Affidavit or Stamp Paper is not required.

#### 5. Compulsory points for a complaint

- a) Name and complete address of the complainant.
- b) Name and complete address of the opposition party/parties
- c) Date of sale of goods or service taken.

#### 6. Nature of Relief prayed for by the Consumers:

Consumer courts may grant one or more of the following reliefs.

- a) Repair of defective goods.
- b) Replacement of defective goods.
- c) Refund of price paid for the defective goods of service.
- d) Removal of deficiency in service.
- e) Refund of extra money charged
- f) Withdrawal of goods hazardous to life and safety.
- g) Compensation for the loss or injury suffered by a consumer due to negligence of the opposite party.
- h) Adequate cost of filing and pursuing the complaint.

#### 7. Complain can be lodged at

## Citizen Charter of the Department of CS&CA

Consumer can lodge a complaint under Consumer Protection Act through the following Consumer Courts. These complaints should be lodged within 2 years from the date of the incident.

a) District Forum: For claims upto Rs 20 lac.

b) State Commission: For claims above Rs 20 lacs and upto Rs 1 crore.

c) National Commission: For claims above Rs 1 crore.

## Chapter – 3

### WEIGHTS AND MEASURES (Legal Metrology)

#### 1. What are weights and measures?

The terms weights and measures generally mean an object /instrument /apparatus or device which is used for the purpose of making weighment or measurement while selling any goods or services to a consumer.

#### 2. About Legal Metrology (Weights and Measures)

The Legal Metrology affairs is attached with the Department of Civil Supplies and Consumer Affairs and is headed by the following officials:

1. Controller Legal Metrology -  
Secretary (CS&CA)
2. Joint Controller Legal Metrology-  
Director (CS&CA)
3. Assistant Controller Legal Metrology -  
Assistant Director (W&M)
4. Legal Metrology Officer -Inspector (W&M)

#### 3. Objective of the Legal Metrology Cell:

The main function of this Department is to ensure that common man get the right quantity of items in terms

of weights or measures for the money he spent to purchase any specific item.

#### 4. Functions of the Legal Metrology Department:

All the weights, balances, petrol pump dispenser etc are stamped / sealed by this Department in regular intervals. In this way it is ensured that consumer gets the item in the quantity he pays for.

#### 5. Legislation/Rules

The functions of Legal Metrology Department are governed by the following Acts / Rules framed thereto.

- a) Legal Metrology Act 2009.
- b) Legal Metrology (Packaged Commodities) Rules, 2011.
- c) A & N Islands Legal Metrology (Enforcement) Rules, 2011
- d) Legal Metrology (General) Rules, 2011

6. Time Frame for disposal of applications

Sl. No.	Service Particulars	For renewal /revalidation, Application to be filed before	Time Limit from the date of filing Application	Authority to whom application to be submitted
1.	Issue of verification and stamping certificate of Weight and measures under Rules 16 of A&N Islands Legal Metrology (Enforcement ) Rules 2011. (wights, scale, liters, platform balance, electronic balance, cloth meter, spring balance, dispensing pump, peg measures, self indicator, weigh bridge, flow meter, proven measures, volume filler etc)	-	Two days	Joint Controller/Assistant Controller
2.	Issue of Packaging license under Rule 27 of Legal Metrology (Packagaed Commodities) Rules, 2011	-	One month for new license	Joint Controller/Assistant Controller
		One month for renewal	15 days for renewal	
3.	Licensing of manufacturer, repairer and dealer of Weights and measures under Rule 11 of the A&N Legal Metrology (Enforcement) Rules.	-	One month for new license	Joint Controller/Assistant Controller
		One month for renewal	15 days for renewal	
4.	Calibration of Taxi/Auto fare meters.	-	2 to 3 days	Joint Controller/Assistant Controller
5.	Calibration of Tank Lorry, volume filler and Dispensing Pump.	1 month	2 to 3 days	Joint Controller/Assistant Controller

अण्डमान तथा निकोबार प्रशासन ANDAMAN AND NICOBAR ADMINISTRATION  
नागरिक आपूर्ति निदेशालय एवं उपभोक्ता मामले DIRECTORATE OF CIVIL SUPPLIES & CONSUMER  
AFFAIRS

परिवार पहचान पत्र (नया/दूसरी प्रति) के लिए आवेदन

(साफ और स्पष्ट शब्दों में लिखा जाये to be filled in capital letters)

के लिए आवेदन **Applied for** : नया **New**  दूसरी प्रति **Duplicate**

1. परिवार के मुखिया का नाम Name of Head of the Family :
2. पिता का / पति का नाम Father's/Husband's Name :
3. व्यवसाय Occupation : सरकारी Govt  निजी Private
4. पारिवारिक वार्षिक आय Annual Family Income :
5. परिवार पहचान पत्र का प्रकार FIC Type: ए पी एल APL  बी पी एल BPL  ए ए वाई AAY
6. बी पी एल परिवार पत्र का क्रम सं. BPL Family SI No. :  
(डी.आर.डी.ए. में कमबद्ध सूची के अनुसार as enlisted in DRDA list)
7. आवासीय स्थिति Residential Status : मालिक Owner  किरायेदार Tenant  बेघर
8. वर्तमान निवास स्थान का पता Present Residential Address:

परिवार के मुखिया का  
पासपोर्ट के आकार का फोटो  
के लिए स्थान

निवास संख्या / नाम House No./Name	
इलाका / उपनिवेश Locality/Colony	
गाँव / वार्ड सं. Village/Ward No.	
तहसील Tehsil जिला District पिन PIN	
फोन / ई-मेल Phone/ Email (यदि कोई हो if any)	

9. परिवार का विवरण Family Details

क्र सं. S.No	नाम Name	परिवार का मुखिया के साथ संबंध Relationship with HoF	लिंग Sex	जन्मतिथि Date of Birth	आधार संख्या Aadhaar Number (यदि कोई हो if any)
a)					
b)					
c)					
d)					
e)					

10 अन्य विवरण Other Details

गैस उपभोक्ता संख्या LPG Consumer No.	बाटने वाले का नाम Distributor's Name	डिजिट मूल्य दुकान संख्या FPS No.
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- 11 कृपया उचित दर दुकान मूल्य के उपभोक्ता रजिस्टर की क्रमसंख्या दें, यदि दूसरी प्रति के लिए आवेदन है Please mention S.N. of consumer register at FPS in case of request for duplicate FIC. \_\_\_\_\_

निवेदक के हस्ताक्षर/अंगूठा निशान  
**Signature/Thumb impression**  
Applicant

प्रमाण पत्र संलग्न करें **Documents to be enclosed**

- a. नये परिवार पहचान पत्र के लिए (प्रमाणित प्रमाण) for NEW FAMILY IDENTITY CARD(Attested copies)**
- स्वयं द्वारा घोषणा और प्रधान/वार्ड पार्षद से प्रमाण पत्र (आरूप पृष्ठ के दूसरी ओर)  
Self Declaration and Certificate from Pradhan/Ward Councilor (format overleaf)
  - निवासीय प्रमाण पत्र/द्वीपवासी पत्र Local Certificate/Islander Card
  - जन्म तिथि का प्रमाण Proof of Date of Birth  
(जन्म प्रमाण पत्र/10वीं कक्षा उत्तीर्ण प्रमाण पत्र/घोषणा/कोई अन्य Birth Certificate/ X Pass Certificate/others)
  - निवास का प्रमाण Proof of Residence  
(फोटो के साथ द्वीपवासी पहचान पत्र/निर्वाचन प्रमाण पत्र/वाहन चालक प्रमाण पत्र/पासपोर्ट  
Photo Identity Islander Card/Election Identity Card/Driving license/Passport)
- b. नये परिवार पहचान पत्र के लिए (सुपुर्दगी प्रमाण पत्र के आधार पर) For NEW FAMILY IDENTITY CARD applied on the basis of surrender Certificate**
- स्वयं द्वारा घोषणा और प्रधान/वार्ड पार्षद से प्रमाण पत्र (आरूप पृष्ठ के दूसरी ओर) Self declaration and certificate from Pradhan/Ward Councilor(format overleaf)
  - सुपुर्दगी प्रमाण पत्र (मूल प्रति) Surrender certificate in original
  - परिवार के मुखिया का पहचान पत्र (सत्यापित प्रतिलिपि) Identity proof of Head of Family(attested copy).  
(निर्वाचन प्रमाण पत्र/पैन/वाहन चालक प्रमाण पत्र/पासपोर्ट या कोई अन्य प्रमाण पत्र Photo copy of Election Identity Card/PAN Card/Driving Licence/Passport/others)
  - निवास स्थान का प्रमाण (सत्यापित प्रतिलिपि) Proof of residence (attested copies)

**c) परिवार प्रमाण पत्र की दूसरी प्रति के लिए for DUPLICATE FAMILY IDENTITY CARD**

- स्वयं द्वारा घोषणा (निम्नोक्त प्रारूप पर) Self Declaration (format overleaf)
- समाचार पत्र में दिया गया परिवार पहचान पत्र के खोने का प्रमाण, यदि परिवार पहचान पत्र खो गया है Advertisement in Newspaper about lost FIC
- क्षतिग्रस्त/खराब परिवार पहचान पत्र की मूलप्रति Defaced/damaged Family Identity Card in original.

**स्वयं द्वारा घोषणा SELF DECLARATION**

(जो मान्य है उसे चिह्नित करे tick whichever is applicable)

मैं श्री/श्रीमती ..... सुपुत्र/सुपुत्री/पति/पत्नी ..... निवासी  
..... गाँव ..... जो तहसील के जिले दक्षिण अण्डमान/उत्तर और मध्य अण्डमान/कार निकाबार के तजसील से यह  
सत्य निष्ठा के साथ यह घोषणा करता/करती हूँ कि

I Shri/Smti..... S/o/D/o/H/o/W/o..... resident of  
..... Village, under ..... tehsil in South Andaman / North & Middle Andaman/  
Car Nicobar District do hereby solemnly affirm and declare

 नये परिवार पहचान पत्र के लिए **For New Family Identity Card**

- मैं अपने परिवार के साथ उपरोक्त पते पर पिछले ..... साल/सालों से रह रहा हूँ, और नया परिवार पहचान पत्र इस समय तक भारत के किसी भी हिस्से में किसी भी प्रकार का परिवार पहचान पत्र प्रार्थना पत्र देने तक नहीं लिया है और न ही किसी तरह का अनाज रक्षा सेवा से लिया है
- That I am living with my family at the above address for the last ..... years and do not possess any Family Identity Card in any form anywhere in India at this time of applying for fresh Family Identity Card and not draw specified food grains from Defence forces

 परिवार पहचान पत्र की दूसरी प्रति के लिए **For Duplicate Family Identity Card**

- मेरे परिवार पहचान पत्र वास्तव में खो गया/क्षतिग्रस्त है/ खराब हो गया है  
that my Family Identity Card has actually been lost /defaced/damaged.
- मैं मुख्य खोए हुए परिवार पहचान पत्र के मिलने/पता चलने पर उसे वापस क्षेत्रीय प्राधिकृत अधिकारी को सौंप दूंगा, उस वास्तविक/दूसरा परिवार पहचान पत्र का गलत प्रयोग नहीं करूँगा ।  
That I shall surrender the original lost FAMILY IDENTITY CARD to the concerned Circle office upon being found/traced and that I shall not misuse the original/duplicate FAMILY IDENTITY CARD
- खण्ड 9 में दिये गये सदस्य अब भी उपर दिये गये पते पर रह रहे हैं और वही नाम है जो खोए हुए परिवार पहचान पत्र में थे ।  
The members mentioned in Sl.No. 9 are still residing at the given address and names are the same as in the lost card.

मैं सत्यनिष्ठा से यह घोषणा करता हूँ कि ऊपर दिए गये प्रार्थना पत्र की जानकारी सत्य और सही है मैं इस तथ्य से अवगत हूँ कि यदि बाद में दी गई जानकारी असत्य या अर्ध सत्य पाये जाते हैं तो मैं नियम/कानून के हिसाब से दोषी समझा जाऊंगा ।

That the above statements and information given in the application is true and correct to the best of my knowledge and belief and I am aware of the fact that, if it comes to notice at a later date that particulars given by me are either wrong or contrary to truth, I shall be prosecuted under relevant Act/Rules.

निवेदक के हस्ताक्षर/अंगूठा निशान  
**Signature/Thumb impression**  
Applicant

**प्रधान/वार्ड पार्षद से प्रमाण पत्र CERTIFICATE FROM PRADHAN/WARD COUNCILLOR**

यह प्रमाणित किया जाता है कि श्री/श्रीमती ..... सुपुत्र/सुपुत्री/पति/पत्नी .....  
..... निवासी गाँव/वार्ड .....में पिछले ..... सालों से कालम 9 में अंकित सदस्यों के साथ रह रहे हैं  
This is to certify that Shri/Smti..... S/o/D/o/H/o/W/o .....  
..... resident of village/Ward ....., for the last ..... years is residing with the  
family members mentioned at Sl No 9.

उनकी/उनका नाम डी.आर.डी.ए. की गरीबी रेखा से नीचे जीवन व्यतीत करने वालों की सूची में ..... पंचायत/वार्ड में क्रम संख्या ..... है  
His/Her name appears in the DRDA list of BPL of ..... panchayat/Ward in Sl. No. ....  
(केवल गरीबी रेखा से नीचे जीवन यापन परिवार पहचान पत्र वालों के लिए for BPL Family Identity Card only)

मेरी जानकारी के अनुसार उपर दी गई जानकारी सही है

The information furnished above is correct to the best of my knowledge

हस्ताक्षर सील के साथ **Signature with Seal**  
प्रधान/पार्षद/आदिवाशी मुखिया  
**Pradhan/Councillor/Tribal Captain**

## अण्डमान तथा निकोबार प्रशासन ANDAMAN AND NICOBAR ADMINISTRATION

## नागरिक आपूर्ति निदेशालय एवं उपभोक्ता मामले DIRECTORATE OF CIVIL SUPPLIES &amp; CONSUMER AFFAIRS

प्राथमिक वापसी के आधार पर अलग परिवार पहचान पत्र के लिए आवेदन  
APPLICATION FOR SEPARATE FAMILY IDENTITY CARD  
On the basis of parental surrender

(बड़े अक्षरों में भरें to be filled in capital letters)

10. परिवार के मुखिया का नाम Name of Head of the family :
11. पिता का / पति का नाम Father's/Husband's Name :
12. व्यवसाय Occupation : सरकारी Govt  निजी Private
13. पारिवारिक वार्षिक आय Annual Family Income : ₹.
14. परिवार पहचान पत्र का प्रकार FIC Type: ए पी एल APL  बी पी एल BPL  ए ए वाई AAY
15. बी पी एल परिवार पत्र का क्रम सं. BPL Family SI No. :  
(डी.आर.डी.ए. में क्रमबद्ध सूची के अनुसार as enlisted in DRDA list)
16. आवासीय स्थिति Residential Status : मालिक Owner  किरायेदार Tenant  बेघर Homeless
17. वर्तमान निवास स्थान का पता Present Residential Address:

परिवार के मुखिया का  
पासपोर्ट के आकार का फोटो  
के लिए स्थान

निवास संख्या / नाम House No./Name	
इलाका / उपनिवेश Locality/Colony	
गाँव / वार्ड सं. Village/Ward No.	
तहसील Tehsil जिला District पिन PIN	
फोन / ई-मेल Phone/ Email (यदि कोई हो if any)	

## 18. परिवार का विवरण Family Details

क्रम सं. S.No	नाम Name	परिवार के मुखिया के साथ संबंध Relationship with HoF	लिंग Sex	जन्मतिथि Date of Birth	आधार संख्या Aadhaar Number (यदि कोई हो if any)
f)					
g)					
h)					
i)					
j)					

## 19. अन्य विवरण Other Details

गैस उपभोक्ता संख्या LPG Consumer No	बाटने वाले का नाम Distributor Name	उचित मूल्य दुकान संख्या FPS No.
-------------------------------------	------------------------------------	---------------------------------

निवेदक के हस्ताक्षर/अंगूठा निशान

Signature/Thumb impression of Applicant

## प्रमाण पत्र संलग्न करें Documents to be enclosed

- वापस किया गया मूल प्रमाण पत्र Surrender Certificate(s) in original
- मूल मुख्य परिवार पहचान पत्र Parental FAMILY IDENTITY CARDS in original
- स्वयं द्वारा घोषणा (आरूप पृष्ठ के दूसरी ओर) (Self Declaration (format overleaf))
- प्रधान/वार्ड पार्षद से प्रमाण पत्र (आरूप पृष्ठ के दूसरी ओर) (Certificate From Pradhan/Ward Councilor (format overleaf))
- पैत्रिक परिवार पहचान पत्र रखने वाले परिवार के मुखिया का अनापत्ति प्रमाण पत्र  
No Objection Certificate by Head of Family of Parental Family Identity Card
- अतिरिक्त नामांकन के लिए (प्रमाणित प्रमाण ) for inclusion of additional members (Attested Copies)
  - निवासीय प्रमाण पत्र/द्वीपवासी पत्र Local Certificate/Islanders Card
  - जन्म तिथि का प्रमाण Proof of Date of Birth  
(जन्म प्रमाण पत्र/10वीं कक्षा उत्तीर्ण प्रमाण पत्र/कोई अन्य Birth Certificate/X Pass Certificate/others)
  - निवास का प्रमाण Proof of Residence  
(फोटो के साथ द्वीपवासी पहचान पत्र/निर्वाचन प्रमाण पत्र/वाहन चालक प्रमाण पत्र /पासपोर्ट  
Photo Identity Islander Card/Election/Driving license card/Passport)



**स्वयं द्वारा घोषणा SELF DECLARATION**

मैं श्री/श्रीमती I Shri/Smti..... सुपुत्र/सुपुत्री/पति/पत्नी S/o/D/o/H/o/W/o  
 ..... निवासी resident of ..... गाँव village, under  
 ..... तहसील के अंतर्गत जो दक्षिण अण्डमान/उत्तर और मध्य अण्डमान/कार निकोबार जिला से यह घोषणा करता/करती हूँ कि tehsil in  
 South Andaman / North & Middle Andaman/ Car Nicobar District do hereby solemnly affirm and declare

- मैं अपने परिवार से अलग रह रहा/रही हूँ और अलग से रसोई है, उपरोक्त पते पर पिछले ..... सालों से हूँ, इस समय भारत के किसी भी हिस्से में किसी भी तरह का परिवार पहचान पत्र नहीं है और प्रार्थना पत्र देने/करने तक उचित राशन रक्षा सेना से भी नहीं लिया है  
 That I am living separately with my family and maintaining separate kitchen, at the above address for the last ..... years and do not possess any Family Identity Card in any form anywhere in India at this time of applying for fresh Family Identity Card and not draw specified foodgrains from Defence forces
- मेरे/हमारे पैंत्रिक परिवार पहचान पत्र से नाम हटाने/वापस सौंपने के आधार पर नये प्रमाण पत्र की माँग की गई है  
 That the separate FAMILY IDENTITY CARD is claimed on the basis of deletion/surrender certificate from my/our Parental FAMILY IDENTITY CARD
- ऊपर आवेदन में दिये गये सभी वक्तव्य मेरी जानकारी के अनुसार उपरोक्त तथ्य सही और सत्य ह, मैं इस तथ्य से भी अवगत हू कि यदि दिए गए विवरण के अनुसार बाद में कोई या तो असत्य या अर्ध सत्य पाए जाए तो उसके लिए मैं कानून की धारा/नियम के अंतर्गत दण्डनीय हूँगा  
 That the above statements and information given in the application is true and correct to the best of my knowledge and belief and I am aware of the fact that, If it comes to notice at a later date that particulars given by me are either wrong or contrary to truth, I shall be liable to be prosecuted under relevant Act/Rules
- मैंने संबन्धित परिवार पहचान पत्र के मुखिया /मुखियाओं से निम्नांकित अनापत्ति प्रमाण पत्र ले लिया है  
 That I have obtained NOC from the concerned existing FIC card holder(s) as under.

आवेदक के हस्ताक्षर/अंगूठा निशान  
**Signature/Thumb impression**  
 Applicant

**प्रधान/वार्ड पार्षद से प्रमाणपत्र CERTIFICATE FROM PRADHAN/WARD COUNCILLOR**

यह प्रमाणित किया जाता है कि श्री/श्रीमती ..... सुपुत्र/सुपुत्री/पति/पत्नी ..... गाँव/वार्ड निवासी ....., पिछले .....सालों से खण्ड 9 में दिए अनुसार अपने परिवार के साथ एक अलग रसोई में निभा रहे हैं

This is to certify that Shri/Smti.....S/o/D/o/H/o/W/o ..... Resident of village/Ward ....., for the last ..... years is residing with the family members mentioned at Col 9 and maintaining separate kitchen.

उनका नाम डी.आर.डी.ए. के गरीबी रेखा से नीचे रहने वालों की सूची में ..... पंचायत/वार्ड की सूची में क्रम संख्या ----- पर है

His/Her name appears in the DRDA list of BPL of ..... panchayat/Ward in Sl. No. ....  
 (गरीबी रेखा से नीचे कार्ड धारियों के लिए केवल for BPL FIC only)

मेरी जानकारी के अनुसार ऊपर दी गई सभी जानकारी सत्य है । The information furnished above is correct to the best of my knowledge

सील के हस्ताक्षर**Signature with Seal**  
 प्रधान/पार्षद/जनजाति मुखिया  
 Pradhan/Councillor/Tribal Captain

**पैंत्रिक परिवार पहचान पत्र रखने वाले परिवार के मुखिया का अनापत्ति प्रमाण पत्र  
 NO OBJECTION CERTIFICATE BY HEAD OF FAMILY OF PARENTAL FAMILY IDENTITY CARD**

क्योंकि उपरोक्त आवेदक/परिवार के सदस्य का अपना अलग से रसोई होने के कारण उनके नाम को हटाकर उनका अपना स्वयं का परिवार पहचान पत्र लेकर, वापस करने में मुझे/हमें कोई आपत्ति नहीं है ।

I/we have no objection in issuing a Surrender Reduction Certificate(s) to the above applicant/family member to enable to have their own Family Identity Card, as they are at present having separate kitchen.

	वर्तमान परिवार पहचान पत्र धारक Existing FIC Holder	वर्तमान परिवार पहचान पत्र धारक Existing FIC Holder
परिवार के मुखिया का नाम Name of Head of the family		
परिवार पहचान पत्र संख्या Family Identity Card Number		
उचित मूल्य के दुकान का नं. और नाम FPS Shop No. and Name		
मेरी समझ और जानकारी के अनुसार ऊपर दी गई सभी जानकारी सही और सत्य है The information furnished above are true and correct to best of my knowledge and belief		

हस्ताक्षर **Signature/**  
 अंगूठा निशान **Thumb impression**

हस्ताक्षर **Signature/**  
 अंगूठा निशान **Thumb impression**

अण्डमान तथा निकोबार प्रशासन ANDAMAN AND NICOBAR ADMINISTRATION  
नागरिक आपूर्ति निदेशालय एवं उपभोक्ता मामले DIRECTORATE OF CIVIL SUPPLIES & CONSUMER  
AFFAIRS

परिवार पहचान पत्र में संशोधन के लिए प्रार्थना पत्र  
**APPLICATION FOR AMENDMENT IN FAMILY IDENTITY CARD**  
(बड़े अक्षरों में लिखें to be filled in capital letters)

जोड़ना / घटाना / जमा देना के लिए प्रार्थना पत्र  
**APPLICATION FOR INCLUSION/ DELETION/ SURRENDER**

20. परिवार के मुखिया का नाम Name of the Head of the Family :
21. मौजूद परिवार पहचान संख्या Existing Family Identity Card No :
22. आवश्यक सुविधाएँ Facility Required : जोड़ना Inclusion  घटाना Deletion  जमा देना Surrender
23. शामिल करने/हटाने/वापस सौपने के लिए सदस्यों की सूची List of members for Inclusion/Deletion/Surrender

क्रम सं. SN	नाम Name	परिवार का मुखिया के साथ संबन्ध Relationship with HoF	लिंग Sex	जन्म/मृत्यु तिथि Date of Birth/ death	आधार संख्या Aadhaar Number (यदि कोई हो if any)	LPG Consumer No.(if any)	कारण Reasons
k)							
l)							
m)							
n)							
o)							

24. कृपया उस स्थान का पूर्व विवरण दें, जहाँ के लिए समर्पण प्रमाण-पत्र चाहिए Please give details of address for where surrender certificate is required \_\_\_\_\_

**स्वयं द्वारा घोषणा SELF DECLARATION**

मैं श्री/श्रीमती I Shri/Smti..... सुपुत्र/सुपुत्री/पति/पत्नी S/o/D/o/H/o/W/o  
..... निवासी resident of ..... गाँव Village, under  
..... तहसील के अंतर्गत जो दक्षिण अण्डमान/उत्तर और मध्य अण्डमान/कार निकोबार जिला यह घोषणा करता/करती हूँ कि tehsil in  
South Andaman / North & Middle Andaman/ Car Nicobar District do hereby solemnly affirm and declare

- मैं अपने परिवार के साथ रह रहा/रही हूँ और उपरोक्त सदस्य को मेरे परिवार पहचान पत्र में शामिल किया जाय । इस समय भारत के किसी भी हिस्से में किसी भी तरह से नहीं है प्रार्थना पत्र देने/करने तक उचित राशन रक्षा सेना से भी नहीं लिया है  
That I am living with my family and the above members to be included in my FIC do not possess any Family Identity Card in any form anywhere in India at this time of applying and not draw specified food grains from Defence forces
- मुझे क्रम संख्या 4 में दिये सदस्य का नाम हटाने/ हटाकर वापस करने में कोई आपत्ति नहीं है
- That I have No objection to delete/ Surrender the members as mentioned at Col 4

परिवार के मुखिया का हस्ताक्षर/अंगूठा निशान  
**Signature/Thumb impression**  
Head Of the Family

**प्रमाण पत्र संलग्न करें Documents to be enclosed**

- मुख्य परिवार पहचान पत्र Original Family IDENTITY Card
- स्थानीय प्रमाण पत्र/द्वीपवासी परिचयपत्र/चुनाव परिचयपत्र/चालक प्रमाण पत्र/पासपोर्ट की सत्यापित प्रतिलिपि  
Attested copies of Local Certificate/Islander Card/Election Card/Driving license/Passport/Adhaar Card
- जन्मतिथि का प्रमाण (सत्यापित प्रतिलिपि) Proof of Date of Birth (Attested Copy)  
(जन्म प्रमाण पत्र/10वीं कक्षा उत्तीर्ण प्रमाण पत्र/कोई अन्य Birth Certificate/X Pass Certificate/school leaving certificate/others)
- मूल समर्पण प्रमाणपत्र Surrender Certificate in original (for inclusion, if any)
- सदस्य के मृत्यु होने पर मृत्यु प्रमाण पत्र (सत्यापित प्रतिलिपि) Death Certificate in case of death of a member (Attested Copy)

बच्चे से वयस्क में बदलने के लिए प्रार्थना पत्र  
**APPLICATION FOR CHILD TO ADULT CONVERSION**

CSF 3

1. परिवार के मुखिया का नाम Name of the Head of the family :
2. मौजूद परिवार पहचान संख्या Existing Family Identity Card No :
3. ऐसे बच्चों का विवरण Details of children required to be converted into adults.

क्र.सं.SN	नाम Name	परिवार का मुखिया के साथ संबंध Relationship with Head of the Family	जन्म तिथि Date of Birth
i.			
ii.			
iii.			

परिवार के मुखिया का हस्ताक्षर/अंगूठा निशान  
**Signature/Thumb impression**  
 Head Of the Family

प्रमाण पत्र संलग्न करें **Documents to be enclosed**

- मुख्य परिवार पहचान पत्र Original Family IDENTITY Card
- जन्म प्रमाण पत्र/10वीं कक्षा उत्तीर्ण प्रमाण पत्र/स्कूल छोड़ने का प्रमाण पत्र /कोई अन्य प्रमाण पत्र की सत्यापित प्रति Attested photocopy of Birth Certificate/ Xth Pass Certificate/school leaving certificate /others

उचित मूल्य की दुकान और / या निवाश स्थान का पता बदलना के लिए प्रार्थना पत्र  
**APPLICATION FOR CHANGE OF FPS AND/OR RESIDENTIAL ADDRESS**

1. परिवार के मुखिया का नाम Name of the Head of the family :
2. मौजूद परिवार पहचान संख्या Existing Family Identity Card No :
3. उचित मूल्यदर की दुकान बदलने का कारण Reasons for change of Fair Price Shop\_\_\_\_\_

	विद्यमान Existing	नया New
उचित मूल्य की दुकान का नम्बर और पता <b>Fair Price Shop(Name and Number)</b>		
निवाश स्थान का पता <b>Residential Address</b>		
निवास संख्या / नाम House No./Name		
मुहल्ला /उपनिवेश Locality/Colony		
गाँव /वार्ड सं. Village/Ward No.		
तहसील Tehsil जिला District पिन PIN		
फोन / ई-मेल Phone/ Email (यदि कोई हो if any)		
परिवार पहचान पत्र धारक का नाम  बदलना <b>Change of Name of FIC holders</b>	a	
	b	
	c	
	d	

परिवार के मुखिया का हस्ताक्षर/अंगूठा निशान  
**Signature/Thumb impression**  
 Head Of the Family

प्रमाण पत्र संलग्न करें **Documents to be enclosed**

- मुख्य परिवार पहचान पत्र Original Family Identity Card
- फोटो के साथ द्वीपवासी पहचान पत्र/निर्वाचन प्रमाण पत्र/पैन/वाहन चालक प्रमाण पत्र/पासपोर्ट की सत्यापित प्रति/  
Attested photocopy copy of Photo Identity Islander Card/Election Identity Card/Driving license/Passport  
(निवास स्थान का पता बदलना के लिए For Change Of Residential Address)
- समाचार पत्र में दिए गये विज्ञापित में नाम बदलने की प्रति Copy of Advertisement in newspaper for change of name  
(नाम बदलने के लिए For Change of Name)

परिवार के मुखिया को बदलने के लिए प्रार्थना पत्र  
APPLICATION FOR CHANGE OF HEAD OF THE FAMILY

CSF 3

1. मौजूद परिवार पहचान संख्या Existing Family Identity Card No :
2. परिवार के वर्तमान मुखिया का नाम  
Name of the present Head of the family:
3. परिवार के प्रस्तावित मुखिया का नाम  
Name of the Proposed Head of the family:
4. बदलने का कारण Reason for change : मृत्यु Death  अन्य Others   
(कृपया निश्चित बयान दें please specify reasons): .....
5. पिता का/पति का नाम Father's/Husband's Name of Proposed HoF:
6. व्यवसाय Occupation : सरकारी Govt  निजी Private
7. परिवार की वार्षिक आय Annual Family Income :
8. मौजूद परिवार पहचान में क्रम सं. Sl. No. in existing FIC :
9. परिवार के सदस्यों का विवरण तथा प्रस्तावित मुखिया से संबंध Family details and their relationship with proposed HOF:

परिवार के मुखिया का  
पासपोर्ट के आकार का फोटो  
के लिए स्थान

S.N.	Name	Relationship with HoF	Sex	Date of Birth	Aadhar Number, if any

स्वयं द्वारा घोषणा SELF DECLARATION

मैं श्री/श्रीमती ..... सुपुत्र/सुपुत्री/पति/पत्नी ..... निवासी  
..... गाँव ..... तहसील के अंतर्गत जो दक्षिण अण्डमान/उत्तर और मध्य अण्डमान/कार निकोबार जिला यह घोषणा  
करता/करती हूँ कि मैं क्रम संख्या 2 में दिए गये कारणवश /उनका देहावसान होने के कारण परिवार का मुखिया बदलने के लिए प्रार्थना पत्र दे रहा

मेरी जानकारी के अनुसार उपरोक्त प्रार्थना पत्र में दिए गये तथ्य जहाँ तक मेरी जानकारी और विश्वास है सही और सत्य है मैं इस तथ्य से अवगत हूँ कि यदि दिए  
गए विवरण के अनुसार बाद में कोई या तो असत्य या अर्ध सत्य पाए जाए तो उसके लिए मैं कानून की धारा/नियम के अंतर्गत दण्डनीय हूँगा

I Shri/Smti. .... S/o/D/o/H/o/W/o ..... Resident of  
..... Village, under ..... Tehsil in South Andaman / North & Middle Andaman/ Car  
Nicobar District do hereby solemnly affirm and declare that I am applying for change of head of family for the  
reason mention at SN. 4

That the above statements and information given in the application is true and correct to the best of my  
knowledge and belief and I am aware of the fact that, If it comes to notice at a later date that particulars given by  
me are either wrong or contrary to truth, I shall be liable to be prosecuted under relevant Act/Rules

आवेदक के हस्ताक्षर/अंगूठा निशान

Signature/Thumb impression of Applicant

अनापत्ति प्रमाण पत्र NO OBJECTION CERTIFICATE

मैं श्री/श्रीमती ..... सुपुत्र/सुपुत्री/पति/पत्नी .....  
निवासी ..... गाँव ..... दक्षिण अण्डमान/उत्तर और मध्य अण्डमान/कार निकोबार जिला के ..... तहसील से ,  
यह सत्यनिष्ठा से प्रमाणित करता हूँ कि मुझे परिवार पहचान प्रमाण पत्र संख्या ..... श्री/श्रीमती ..... को  
परिवार का मुखिया बदलने में कोई आपत्ति नहीं है

I Shri/Smti ..... S/o/D/o/H/o/W/o .....  
Resident of ..... Village, under ..... tehsil in South Andaman / North & Middle  
Andaman/ Car Nicobar District do hereby solemnly affirm and declare that I have no objection in the change of  
head of the family in FIC bearing No..... to Shri/Smti.....

परिवार के मुखिया का हस्ताक्षर/अंगूठा निशान

Signature/Thumb impression of HOF

प्रमाण पत्र संलग्न करें Documents to be enclosed

- मुख्य परिवार पहचान पत्र Original Family Identity Card
- मुखिया के मृत्यु होने पर मृत्यु प्रमाण पत्र की सत्यापित प्रतिलिपि Death Certificate in case of death of Head of Family (Attested copy)
- अनापत्ति प्रमाण पत्र No Objection Certificate

अण्डमान तथा निकोबार प्रशासन ANDAMAN AND NICOBAR ADMINISTRATION  
नागरिक आपूर्ति निदेशालय एवं उपभोक्ता मामले DIRECTORATE OF CIVIL SUPPLIES & CONSUMER  
AFFAIRS

अन्नपूर्णा पत्र के लिए आवेदन APPLICATION FOR ANNAPURNA CARD

(साफ बड़े अक्षरों में लिखें to be filled in capital letters)

1. प्रार्थी का नाम Name of the Applicant :
2. जन्म तिथि/उम्र Date of Birth/Age :
3. पिता का/पति का नाम Father's/Husband's Name:
4. यदि बृद्धावस्था पेंशन भोगी है Whether in receipt of Old Age Pension: हाँ  नहीं
5. वार्षिक आय Annual Income :
6. चल/अचल सम्पत्ति का ब्यौरा Details of Movable/immovable property
  - a. .
  - b. .
  - c. .
7. आवासीय विवरण Residential Status :  किराएदार Tenant  ग्रहविहीन Homeless
8. वर्तमान आवासीय पता Present Residential Address

परिवार के मुखिया का  
पासपोर्ट के आकार का फोटो  
के लिए स्थान

निवास संख्या / नाम House No./Name	
मुहल्ला /उपनिवेश Locality/Colony	
गाँव /वार्ड सं. Village/Ward No.	
तहसील Tehsil जिला District पिन PIN	
फोन / ई-मेल Phone/ Email (यदि कोई हो if any)	

स्वयं के द्वारा घोषणा SELF DECLARATION

मैं श्री/श्रीमती..... सुपुत्र/सुपुत्री/पति/पत्नी ..... निवासी.....गाँव जो जिला दक्षिण अण्डमान/उत्तर मध्य अण्डमान/कार निकोबार के तहसील..... से हूँ सत्यनिष्ठा से यह घोषणा करता हूँ कि परिवार पहचान पत्र संख्या..... मेरे नाम से दिया गया था और मैंने किसी भी प्रकार का वित्तीय सहायता या अनुदान या अन्य नहीं लिया है ऊपर दिए गये वक्तव्य और सूचना जो प्राथना पत्र में दिया गया है मेरी जानकारी के अनुसार सच्ची और सही है और मैं इस सत्य से भी अवगत हूँ कि यदि बाद में मेरे द्वारा दी गई सूचना यदि गलत या अर्ध सत्य पाई जाती है तो कानून की धारा/नियम के हिसाब से दण्ड का भागीदार हूँ

I Shri/Smti..... S/o/D/o/H/o/W/o ..... resident of ..... Village, under ..... tehsil in South Andaman / North & Middle Andaman/ Car Nicobar District do hereby solemnly affirm and declare that I was issued a FIC bearing No..... on my name and I am not in receipt of any financial assistance or grant from any other That the above statements and information given in the application is true and correct to the best of my knowledge and belief and I am aware of the fact that, If it comes to notice at a later date that particulars given by me are either wrong or contrary to truth, I shall be prosecuted under relevant Act/Rules

निवेदक का हस्ताक्षर/अंगूठा निशान  
Signature/Thumb impression  
Applicant

प्रमाण पत्र संलग्न करें Documents to be enclosed

- चिकित्सा अधिकारी से प्रमाण पत्र Certificate From Medical Officer
- तहसीलदार/समूह विकास अधिकारी से प्रमाण पत्र Certificate From Tehsildar/Bdo
- ग्राम पंचायत/नगर पालिका/आदिवासी परिषद का प्रमाण पत्र Certificate of the Gram Panchayat/Municipal/Tribal council

**चिकित्सा अधिकारी से प्रमाण पत्र**  
**CERTIFICATE FROM MEDICAL OFFICER**

प्रमाणित किया जाता है कि श्री/श्रीमती/कु ..... सुपुत्र/पति/सुपुत्री .....

उपरोक्त .....सालो

Certified that Shri / Smti / Miss ..... S/o,W/o, D/o .....

is above ..... years

स्थान Place :

दिनांक Date :

हस्ताक्षर सील के साथ

**Signature with Seal**

चिकित्सा अधिकारी Medical Officer

**तहसीलदार/समूह विकास अधिकारी से प्रमाण पत्र**  
**CERTIFICATE FROM TEHSILDAR/BDO**

प्रमाणित किया जाता है कि श्री/श्रीमती/कु Certified that Shri /Smti/Miss ..... सुपुत्र/सुपुत्री/पति/पत्नी

S/o/D/o/H/o/W/o .....

- यह प्रार्थना पत्र बनाने के समय तक प्रार्थी दस 10 सालो से अधिक समय से गाँव..... जो अण्डमान निकोबार द्वीप समूह के तहसील ..... का स्थाई निवासी है  
is a permanent resident of .....village ..... Tehsil of the A&N Islands for more than ten years at the time of making this application
- कुल मासिक आय रूपया  
the total monthly income is Rs.....
- निजी चल/अचल संपत्ति है जो कालम संख्या 8 में अंकित है एक निराश्रित गरीब है जिसके पास आय का कोई साधन नहीं है  
owns the moveable / immovable property as recorded in Col No. 8  
is a destitute having no source of income

हस्ताक्षर सील के साथ

**Signature with Seal**

तहसीलदार/समूह विकास अधिकारी Tehsildar/BDO

**ग्राम पंचायत/नगर पालिका/आदिवासी परिषद का प्रमाण पत्र**  
**CERTIFICATE OF THE GRAM PANCHAYAT / MUNICIPAL COUNCIL / TRIBAL COUNCIL**

प्रमाणित किया जाता है कि श्री/श्रीमती/कु ..... सुपुत्री/सुपुत्र/पति/पत्नी .....गाँव/वार्ड के स्थाई निवासी है

और अन्नपूर्णा कार्ड पाने के लिए पात्र उम्मीदवार है

Certified that Shri/Smti/Miss..... D/o/S/o/H/o/W/o ..... is a permanent resident of village/Ward ....., and is eligible for issuance of ANNAPURNA CARD

मेरी जानकारी के हिसाब से ऊपर दिए गए विवरण सही है

The information furnished above are correct to the best of my knowledge

हस्ताक्षर सील के साथ

**Signature with seal**

प्रधान/पार्षद/आदिवासी प्रमुख

Pradhan/Councillor/Tribal Captain

**APPENDIX – A TO GUIDELINES FOR ISSUE OF LICENCE FOR NEW FAIR PRICE SHOPS IN ANDAMAN & NICOBAR ISLANDS.**

**LIST OF DIFFICULT AREAS**

**NORTH & MIDDLE ANDAMAN**

1. Karen Basti (EFA)
2. Santi Nagar (EFA)
3. Ganesh Nagar (EFA)
4. Gandhi Nagar (EFA)
5. Haridas Nagar (EFA)
6. Burma Chad (EFA)
7. Paschimsagar (EFA)
8. Bandhar Nallah (EFA) (incl. Wildlife Sanctuary & F.B)
9. Haran Nallah (EFA)
10. Tal Bagan (EFA)
11. Jagannath Dera (RV) (including EFA)
12. Austin IX
13. Borang (RV)
14. Austin IV
15. Mohanpur (RV)
16. Chainpur (RV)
17. Hanspuri (RV)
18. Long Island (RV)

**SOUTH ANDAMAN INCLUDING BARATANG & LITTLE ANDAMAN**

1. Strait Island
2. Adajig
3. Peel Island
4. John Lawrence Island
5. Bada Balu
6. Rut Island (RV)
7. Dugong Creek
8. South Bay
9. Shoal Bay 17 & 19
10. Flat Bay (RV)
11. Viper Island (RV)

**CAR NICOBAR**

NIL

**NANCOWRY**

All the Islands except Katchal and Kamorta Island.

**GREAT NICOBAR**

All the Islands except Campbell Bay Main Island.