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18/1/2021

GOVERNMENT OF ASSAM
FOOD, CIVIL SUPPLIES & CONSUMER AFFAIRS (A) DEPARTMENT
DISPUR, GUWAHATI-6

ORDERS BY THE GOVERNOR OF ASSAM
NOTIFICATION

Dated: Dispur, the 11th January, 2021

No. FSA.122 / 2018 / 217: In exercise of powers conferred under Section-4 of the Assam Right to Public Service Act (ARTPS Act), 2012 (As amended), the Governor of Assam is hereby pleased to notify the services along with stipulated time limits for rendering services, as per Annexure-I enclosed herewith, of the Directorate of Food, Civil Supplies & Consumer Affairs under Food, Civil Supplies & Consumer Affairs (A) Department, as required under Section-4 of the ARTPS Act, 2012.

Sd/-

(Shri Debajyoti Dutta, A.C.S.)
Secretary to the Government of Assam
Food Civil Supplies & Consumer Affairs Department,
Dispur, Guwahati-06.

Memo No. FSA.122 / 2018 / 217-A
Copy to:

Dated: Dispur, the 11th January, 2021

1. The Secretary to the Governor of Assam, Raj Bhawan, Guwahati.
2. The Secretary to the Govt. of Assam, Administrative Reforms & Training Department, Dispur, Guwahati-06, for your kind information.
3. The P.P.S. to the Hon'ble Chief Minister, Assam.
4. The Staff Officer to the Chief Secretary, Assam, Dispur.
5. The State Project Director, Assam Rural Infrastructure and Agricultural Services (ARIAS) Society (An Autonomous Body under Govt. of Assam), Agriculture complex, Khanapara, G.S. Road, Guwahati-781022, Tel: +91 361-2332125; Fax: +91-361-2332564; email: spd@arias.in, for your kind information.
6. The P.S. to the Hon'ble Minister, Food, Civil Supplies and Consumer Affairs Department, Dispur, for kind appraisal of the Hon'ble Minister.
7. The P.S. to the Additional Chief Secretary to the Govt. of Assam, Food, Civil Supplies and Consumer Affairs Department, Dispur, for kind appraisal of the Additional Chief Secretary.
8. The P.S. to the Secretary to the Govt. of Assam, Food, Civil Supplies and Consumer Affairs Department, Dispur, for kind appraisal of the Secretary.
9. The Director, Food Civil Supplies & Consumer Affairs, Bhangagarh, Guwahati - 05, Assam, for information and necessary action. You are requested to circulate this notification to all concerned districts and Sub-Divisions.

Supdt.
Dispur
19/1/2021

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19/1/2021

By Order, etc...

(Shri Probin Chandra Bora)

Joint Secretary to the Govt. of Assam
Food Civil Supplies & Consumer Affairs Department,
Dispur, Guwahati-06.

581016

List of Notified Services of Directorate of Food, Civil Supplies & Consumer Affairs under F,CS&CA Department for Detailed Notification

| Sl. No. | Services | Timeline in days | User Charges | Documents to be uploaded |
|---------|---|---|-------------------|--|
| 1 | Issue of Duplicate Ration Card | 15 working days from the date of receipt of all necessary documents | Rs. 30/- per card | <p align="center">Documents to be uploaded</p> <ol style="list-style-type: none"> 1. Original Ration Card (RC) in case of Damaged RC 2. Identity (ID) Proof (Birth Certificate / Voter ID / PAN Card / Driving License / AADHAR Card / School Certificate) 3. Self-Declaration 4. Address Proof (Driving License / Bank Passbook / Post Office Passbook / Municipal Holding receipt / Electricity Bill / Water Bill / AADHAR Card / Telephone Bill / Passport) 5. AADHAR Number (Optional) 6. Bank Account (A/C) details 7. Mobile number (Mandatory) 8. Passport Photograph 9. Police Verification Report in case of lost / stolen 10. Treasury Challan of Rs. 10/- deposited as value of Ration Card (till the eGRAS integration is done with RCMS) |
| 2 | Correction of Family Ration Card | 10 working days from the date of receipt of all necessary documents | Nil | <ol style="list-style-type: none"> 1. Application forms 2. Original Ration Card 3. Address Proof (Driving License / Bank Passbook / Post Office Passbook / Municipal Holding receipt / Electricity Bill / Water Bill / AADHAR Card / Telephone Bill / Passport) 4. Identity (ID) Proof (Birth Certificate / Voter ID / PAN Card / Driving License / School Certificate) 5. Passport Size Photograph 6. Self-Declaration 7. In Case of Removal: Death Certificate in case of expiry / marriage certificate 8. In Case of Addition: Birth Certificate in case of addition / marriage certificate 9. Court Affidavit in case of Name Correction |
| 3 | Transfer of Ration Card to other State / Area | 20 working days from the date of receipt of all necessary documents | Nil | <p align="center">Step – I: Surrender of Ration Card</p> <p align="center">(Note: Original Ration Card has to be sent by the applicant through POST to the concern DDS office)</p> <ol style="list-style-type: none"> 1. Application forms 2. Self-Declaration (as advised) 3. Original Ration Card |

Step – II: New Ration Card

| | | | |
|---|---------------------------------------|---|--|
| | | | <ol style="list-style-type: none"> 1. Detailed particulars of family members 2. Copies of Birth Certificates of minor members (Below 10 years in age) 3. Certified copy of relevant page of Voter List 4. Copy of Tax Pay / Land Revenue Pay Receipt 5. Surrender certificate of Ration Card / Family Identity holding 6. Address Proof (Driving License / Bank Passbook / Post Office Passbook / Municipal Holding receipt / Electricity Bill / Water Bill / AADHAR Card / Telephone Bill / Passport) 7. Income Certificate 8. Mobile Number (Mandatory) 9. Bank AC details 10. Photo |
| 4 | Migration of Members from Ration Card | 10 working days from the date of receipt of all necessary documents | Nil |

[Handwritten Signature]
12/1/21

(Shri Debajyoti Dutta, A.C.S.)
Secretary to the Government of Assam
Food Civil Supplies & Consumer Affairs Department,
Dispur, Guwahati-06.