

**Government of West Bengal
Panchayats and Rural Development Department
63,N.S. Road, Jessop Building, Kolkata-700 001**

Memo No - SPRD-1537(18)-09/RD/R/SGSY/20M-6/08

Dated, 24th November,2009

From : Dr. M.N.Roy, IAS
Principal Secretary to the Government of West Bengal

To : The District Magistrate,
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Sub: Issue of family ration card to the AAY/AY/BPL beneficiaries.

Ref : Memo No 419(21)/CS/2009 Dated, November,11, 2009.

Sir,

With reference to the above, your kind attention is drawn to the fact that Government has decided to replace all existing individual ration cards by family ration cards. In the said letter of the Chief Secretary under reference, it has also been mentioned that ration cards within Panchayat area will be issued as per lists authenticated by the Panchayats and Rural Development Department. It is clarified that the authenticated list means the BPL list generated using the RHS 3.1 software or latter version and duly authenticated by the Block Development Officer concerned. The households, which have secured a total score of 27 or below will be treated as eligible for getting AAY card. Such list may be generated from the software after setting required condition (i.e. total score ≤ 27).

In Para 2 of the letter under reference, it has been stated “In such cases where names of other household members are not provided in the lists, names of members shall be collected for endorsement from head of the family members.” It is clarified that in such cases, the head of the household should have to make an application in the format mentioned in Form-I, given as annexure to this letter and is to be endorsed by the head of the household. After using this application for issue of ration card, the representatives of the Food and Supplies Department will hand over such application to the Block Development Officer concerned for updating it in the RHS database.

Para 9 of the said letter provides for a grievance redressal mechanism relating to (i) missing of names (ii) change of status (iii) exclusion/ inclusion in the list of family members etc. In order to do so, it is clarified that names of individual member(s) of any household, having specific Household ID, may be incorporated at any point of time. The head of the household have to make an application in this regard in format prescribed in Form-I. The Block Development Officer will cause a summery enquiry by gathering information from secondary sources like the electoral roll, birth register maintained with local bodies or will conduct field enquiry and will make necessary arrangement for updation of the database, if the application is found acceptable. The Block Development Officer will also make the updated information available to the representative of the Food & Supply Department for the purpose of issuing ration card.

However, for **change of status** (viz. such as from APL to BPL and vise versa or through modification of score due to change in socio-economic condition) or **for inclusion of**

new families which are not incorporated in the current database and consequently do not have any specific Household ID, application may be made in Form-II annexed to this letter (families who do not have any specific ID or are not aware of their Household ID will give their full address and a copy of the Voter ID card, issued by the Election Commission of India, of any one member of the household). On receipts of such applications, the concerned Gram Panchayats will have to keep document of such applications as per format prescribed in the Para-2 of Memo No 5278(18)/RD (SGSY)/20M-6/05 – Pt-I (Guideline V) and those will be passed on to the Block Development Offices from time to time after keeping records of the same. These applications will not be immediately disposed off except in cases where the families of entire Gram Sansad/village or habitation have been found missing. Depending upon number of applications received, this department will issue necessary order from time to time regarding time frame and modalities for disposal of these applications. However, if any family is found to have been wrongly included in the BPL list and there is evidence to that effect based on document or field enquiry the same may be removed from the BPL list as soon as such wrong inclusion is detected.

Now, with a view to giving effect to the order under reference issued by the Chief Secretary, it is imperative that the hard copy of Gram Panchayat wise BPL list with names of all members of the household (generated from Query>Member Information>Complex query of RHS 3.1 software) for the Blocks, which have undergone the first revision, and has been accepted by the Panchayat & RD Department, should be provided to the representative of the Food and Supplies Department by the concerned Block Development Officers immediately.

Yours faithfully,

(M.N.Roy)

Copy to Sabhadhipatis (all)

(M.N.Roy)

