

Guideline for Issuing Ration Card Nominee

No. F. 9 (10) PP (PD) DF/2019/12704
Government of Tripura
Directorate of Food Civil Supplies and Consumer Affairs
Gurkhabasti, Agartala, Tripura.

Dated, Agartala, the 30th October, 2019.

To
All Sub Divisional Magistrates of the State.

Subject: Procedural Guidelines for issuing Ration Card Nominee for drawl of ration commodities- regarding.

Sir,

You are aware that the Department has provisioned inclusion of Nominee against a particular Ration Card for drawl of ration commodities in exceptional cases viz. physical inability of family members, biometric authentication failure etc. Relevant Policy on the issue has already been communicated to all vide No. F.9 (10) PP (PD) DF/2019/7370 dated 19th July 2019.

2. However, it has been reported that Nominee facility is provided for more than 11,300 nos. family ration cards so far and the figure is surprisingly higher than the primary estimate of the Department. The issue has been reviewed by the Authority in the Food CS&CA Department and felt it necessary to be more cautious during providing Nominee facility, so that any unscrupulous entity couldn't take advantage of the provision for misuse / diversion of highly subsidised PDS commodities.

3. In view of the above, SDMs are requested to instruct the concerned food officials to follow & go through the following procedure before activation of Nominee for any particular Ration Card.

- a) Application for "Card Nominee addition" shall be submitted to Sub Divisional Magistrate along with all the supporting documents by the beneficiaries as per the given Proforma (Enclosed).
- b) Addition of Nominee is subject to approval by the concerned SDMs only, based on the physical verification report submitted by the Area Inspector (Food). In any case, inclusion criteria defined in the Policy shouldn't be diluted.
- c) Inspection Report, Order of the SDM along with all the relevant documents shall be recorded properly for audit / scrutiny purpose.
- d) Moreover, ration cards, where nominees have already been activated, the relevant documents for those cases shall also be properly verified & recorded for further correction / exclusion, if required as per policy guidelines.

- e) "Exceptional cases" where Nominee addition is restricted in respective SDM login of AePDS portal due to existing policy framework, concerned SDM's are requested to forward such cases to this Directorate with detailed justifications for consideration of Nominee addition.

5. It is also important to mention here that, the concerned AD (Food) / SDC (F) / CI (F) / Inspector (F) shall be held responsible personally if any irregularity is found /detected in awarding Card nominee facility to the undeserving beneficiaries.

Yours faithfully



(H. Debbarma)

Addl Secretary & Director
Food, CS & CA, Tripura.

Copy for kind information to:

1. PS to the Hon'ble Minister, Food CS&CA, Tripura, Govt of Tripura.
2. PS to the Secretary, Food CS&CA, Tripura, Govt of Tripura.



Addl Secretary & Director
Food CS&CA, Tripura

নমিনি বা মনোনীত ব্যক্তি সংযুক্তিকরণের আবেদন পত্র

শ্রী/শ্রীমতি _____ রেশন কার্ড নম্বর _____
PHH(AAY/APL) _____ সরকারী ন্যায্য মূল্য দোকান (নং/নাম) _____ এর ভোক্তা।

গিয়ে উল্লিখিত কারণের জন্য, নিজে সশরীরে, সরকারী ন্যায্য মূল্যের দোকানে গিয়ে আধার প্রমানিকরণের
সঙ্গে রেশন সামগ্রী আদায়ে অক্ষম।

সহ, আমি আমার রেশন সামগ্রী আদায়ের জন্য, শ্রী/শ্রীমতি _____
মনোনীত করলাম। মনোনীত ব্যক্তির আধার নম্বর _____/_____/_____, রেশন
সামগ্রী নম্বর _____ এবং ন্যায্য মূল্য দোকানের নং/নাম
_____।

(আবেদনকারীর সাক্ষর বা আঙ্গুলের ছাপ)
মোবাইল নম্বর :

~~~~~  
(For Office Use only)

Based on the application received from (Applicant's Name) \_\_\_\_\_  
and Nominee addition facility has been approved as per the clause number [5(a), 5(b), 5(c),  
5(d), 5(e), 5(f), 5(g), 5(h)] \_\_\_\_\_ of CARD NOMINEE ADDITION Policy issued by the  
Government of Tripura.

Physical Verification -  Completed  Incomplete

Relevant Documents collected from Applicant -

Declaration of PRI/ULB/VC

Medical Certificate issued by the Medical officer of the Subdivision concerned

Biometric Mismatch report (Collected from AePDS Portal)

\_\_\_\_\_  
Seal & Signature of Area Inspector