



**THE MEGHALAYA FOOD GRAINS/ SK  
OIL [PUBLIC DISTRIBUTION SYSTEM]  
CONTROL ORDER 2022**

**Prepared by:**

**Directorate of Food Civil Supplies and Consumer Affairs**

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**NOTIFICATION**

**Dated Shillong, the 25<sup>th</sup> August, 2022.**

**NO.SUP.100/89/Pt. II/344:** Whereas the Governor of Meghalaya is of the opinion that it is necessary and expedient so to do for maintaining the supplies of food grains and superior kerosene and for securing an equitable distribution and availability at fair prices.

Now, therefore, in exercise of the power conferred under Section 3 of the Essential Commodities Act, 1995 (Act No.10 of 1955) read with Government of India, Ministry of Consumer Affairs, Food and Public Distribution Order No GSR213 (E) Dated 20<sup>th</sup> March, 2015, the Governor of Meghalaya is pleased to hereby make the following Order, namely: -

**1. Short title and commencement. —**

- (1) This Order may be called the Meghalaya Food Grains and SK Oil [Public Distribution System] Control Order, 2022.
- (2) It shall apply to the whole of Meghalaya.
- (3) It shall come into force from the date of publication in the Official Gazette of the State of Meghalaya.

**2. Definitions. —**In this Order -

- (a) “**Act**” means the Essential Commodities Act, 1955 (Act 10 of 1955);
- (b) “**Allocation month**” means the month for which food grains or SK Oil are allocated by Central Government and the State
- (c) “**Appointing Authority**” means the Director of Food Civil Supplies and Consumer Affairs, and includes the Deputy Commissioner, Additional Deputy Commissioner and Sub - Divisional Officer [C], in their respective jurisdiction;
- (d) “**Annexure**” means an Annexure appended to this Order;
- (e) “**Appellate Authority**” means the Commissioner and Secretary, Food Civil Supplies and Consumer Affairs, Government of Meghalaya or any other Officers to be appointed by the Govt. for the purpose.

- (f) **"Antyodaya Anna Yojana"** means the scheme launched by the Central Government and as modified from time to time;
- (g) **"Antyodaya households"** means those households identified by the State Government to receive food grains under the Antyodaya Anna Yojana;
- (h) **"Government nominee or PDS Agents"** means a person and includes a Cooperative Society or Self-Help Groups (SHGs) or a body corporate or a company of a State Government or any other body in whose name a godown has been appointed to transport PDS items to the Fair Price Shop dealers under the Targeted Public Distribution System;
- (i) **"Superior Kerosene Oil Agency/ SK Oil Wholesaler"** means a person and includes a Cooperative Society or Self-Help Groups (SHGs) or a body corporate or a company of a State Government or any other body in whose name a godown has been appointed to transport SK Oil to the SK Oil dealer under the Targeted Public Distribution System;
- (j) **"Competent Authority"** means Director, Deputy Commissioner or SDO (Civil);
- (k) **"Corporation"** means the Food Corporation of India constituted under the Food Corporations Act, 1964 (37 of 1964);
- (l) **"DoFPD"** means the Department of Food & Public Distribution under the Ministry of Consumer Affairs, Food & Public Distribution whose objective is to ensure food security for the country through timely and efficient procurement and distribution of Food grains.
- (m) **"Designated authority"** means any officer not below the rank of Food and Civil Supplies Inspector in the State Government of Meghalaya;
- (n) **"Director"** means the Director of Food Civil Supplies and Consumer Affairs, Government of Meghalaya, and includes any other Officers authorized by the Government to perform all or any function of the Director.
- (o) **"Deputy Commissioner"** includes the Additional Deputy Commissioner and the Sub - Divisional Officer within the respective jurisdiction.
- (p) **"Eligible Households"** mean all those households who have been identified for the purpose under the National Food Security Act of 2013.
- (q) **"Fair Price Shop (FPS)"** means a shop setup as directed by the Food Civil Supplies and Consumer Affairs under this order for distribution of food grains, other commodities and any PDS items (if available) under various order of Central and State Government;
- (r) **"Fair Price Shop dealer"** means a person and includes a Cooperative Society or Self-Help Groups (SHGs) or a body corporate or a company of a State Government or any

other body in whose name a shop has been licensed to distribute essential commodities under the Targeted Public Distribution System;

(s) **Superior Kerosene (SK) Oil dealer**” means a person and includes a Cooperative Society or Self-Help Groups (SHGs) or a body corporate or a company of a State Government or any other body in whose name a shop has been licensed to distribute Superior SK Oil under the Targeted Public Distribution System;

(t) **“Family”** means group of following persons –

- Head of family.
- Husband or Wife, including legally adopted children
- Adult children who are fully dependent on the head of the family.
- Unmarried, legally separated and widowed daughters; and
- Fully dependent Mother or Father, of the head of the family.

(u) **"Family ID Card (Ration Card)"** means a document issued under an order or authority of the Government of Meghalaya for the purchase of essential commodities from the Fair Price Shops under the Targeted Public Distribution System;

(v) **“Food grains”** means Rice.

(w) **"Form"** means the Form annexed to this Order.

(x) **“Food Security Act”** means the National Food Security Act, 2013 (20 of 2013);

(y) **“Local authority”** includes a municipality, district board, cantonment board, town planning authority, village council or committee or any other body, by whatever name called, which is authorised under the Constitution or any other law for the time being in force for self-governance or any other authority or body vested with the control and management of civic services, within a specified local area;

(z) **“Nodal Officer”** means the officer appointed under Clause 12.

(aa) **“Rules”** means Meghalaya Food Security Rules, 2018;

(bb) **“Social audit”** means the process in which people collectively monitor and evaluate the planning and implementation of Targeted Public Distribution System;

(cc) **“State”** means the State of Meghalaya;

(dd) **“State Government”** means the Government of the State of Meghalaya;

(ee) **“Vigilance Committee”** means a committee constituted to regularly supervise the functioning of Targeted Public Distribution System in the State;

### **3. Identification of eligible households**

- (1) The State Government shall, as soon as possible, identify –
  - a. The households to be covered under the Antyodaya Anna Yojana: and
  - b. The priority households;

In accordance with such guidelines notified by the State Government including exclusion and inclusion criteria;

Provided that such guidelines shall be consistent with the Act: -

- (2) The State Government may, at such intervals or any other time, as it may deem fit, re-identify the eligible households;
- (3) The State Government may, if it deems fit, by notification, amend the guidelines from time to time and required fresh survey conducted for the identification of eligible households;
- (4) The entitlements of the persons belonging to the eligible households at subsidised prices shall extend up to seventy-five percent of the rural population and up to fifty percent of the urban population (Annexure I).
- (5) The State-wise ceiling on coverage of number of persons belonging to eligible households for receiving subsidised food grains or SK Oil under the Targeted Public Distribution System, indicated in Annexure-I, shall be under the following two categories—
  - i. existing Antyodaya households;
  - ii. Remaining to be covered under priority household category to be identified by State Government as per criteria to be evolved by them subject to the other provisions of this Order.
- (6) The State-wise number of Antyodaya households shall not exceed the accepted number of Antyodaya households in the State:  
  
[Provided that when an Antyodaya household becomes ineligible on account of migration outside the State, improvement in social or economic status, death, etc., no new Antyodaya household shall be identified in the State and the total number of Antyodaya households shall be reduced to that extent].
- (7) Upon a reduction in the number of Antyodaya households, State may increase the coverage of the persons to that extent in the priority category, subject to the ceilings prescribed in sub-clause (5) above.

- (8) The State Government shall prepare and notify the guidelines for identification of priority households in the rural and urban areas, with special focus on coverage of all the vulnerable or needy sections of the society, and display the guidelines in the public domain including on the State web portal.
- (9) For the purpose of allocation of subsidised food grains or SK Oil under Targeted Public Distribution System by the Central Government, there shall be no increase in the number of persons covered under Targeted Public Distribution System till the data from the next population Census, after the commencement of this Order, becomes available.
- (10) The list of eligible households shall be drawn up by the designated authority in respect of area under their jurisdiction.
- (11) The State Government shall display the provisional list of eligible households in the public domain including the office of the local authority and on the State web portal, showing the category-wise lists of eligible households and their members.
- (12) The State Government shall use the list of persons as compiled during Census of India by the Registrar General and Census Commissioner or voters list notified by Election Commission of India or Socio Economic and Caste Census data or any other authentic source of data to cross-check and verify the list of eligible households and their members.
- (13) The State Government shall prescribe the detailed procedure for finalisation of the list of eligible households covering, inter-alia, aspects like the process of drawing up of draft list, putting the draft list in the public domain including reading out of the list in meetings of the Village Council or Gram Sabha or equivalent body in urban areas, inviting objections, disposal of objections, appeals and so on.
- (14) The State Government through the Deputy Commissioners may certify the final list of eligible households.
- (15) The State Government shall regularly review the list of the eligible households for the purpose of deletion of ineligible households or inclusion of eligible households.
- (16) During the review, the Director shall take into account, inter-alia, the increase in the number of eligible households or their members due to migration in to the State, birth, marriage, change in social and economic status and the decrease in the number of eligible households or their members due to migration outside the State, death, marriage, change in social or economic status:

[Provided that the total number of eligible households after the review shall not exceed the ceilings prescribed for the State].

#### **4. Family Identity Cards (Ration Cards)**

- (1) The State Government shall issue Family Identity Cards (ration cards) to the eligible households as mentioned in the final list specified under sub-clause (14) of clause 3:

[Provided that while issuing Family Identity Cards (ration cards) to the eligible households, the State Government shall ensure that the coverage of the number of eligible households is not merely done with a view to exhaust the State-wise ceiling of number of eligible households].

- (2) The State Government shall issue Family Identity Cards (ration cards) *only* to a citizen of India who is a resident of the State and who fulfils the conditions for getting a Family Identity Cards (ration cards) as prescribed in the Rules by the State Government.
- (3) The State Government shall ensure that Family Identity Cards (ration cards), whether paper based or a smart card, are issued for use under the Targeted Public Distribution System or schemes mentioned in the Food Security Act or a specific scheme of the State Government for distribution of essential commodities.
- (4) If a smart card is issued, State Government shall ensure that a point-of-sale electronic device for reading the smart card is installed at the Fair Price Shop.
- (5) The State Government shall issue separate and distinct Family Identity Cards (ration cards) to the Antyodaya households and the Priority Households.
- (6) Family Identity Cards (ration cards) shall not be used as a document of identity or proof of residence.
- (7) The State Government shall prescribe a suitable form of application for new Family Identity Cards (ration cards) and modification in the existing Family Identity Cards (ration cards).
- (8) Any modification referred to in sub-clause (7) may be on account of shifting of residence, birth or death, change in category of beneficiary, corrections in the details mentioned in the card or any other such reason.
- (9) The form referred to in sub-clause (7) may include requisite details including Aadhaar number, bank account details, and mobile telephone number.

- (10) The State Government shall retain all the information under this clause in the software prepared by National Informatics Centre or as per the fields and standards prescribed by the Central Government.
- (11) The State Government shall maintain the Family Identity Card (Ration Card) data in the digitised database and ensure that issue of a new Family Identity Card (Ration Card) and modification in the existing Family Identity Card (Ration Card) is undertaken through the software programme so that the database is automatically updated.
- (12) The State Government shall designate the authority and office for receiving, registering, acknowledging and processing of application for issuance of Family Identity Card (Ration Card) or modification in the Family Identity Card (Ration Card).
- (13) The State Government may also prescribe the procedure for receiving the application through online mechanism including the use of e-service centres, kiosks.
- (14) The State Government shall issue a Family Identity Card (Ration Card) to an eligible applicant (if quota is available) within a reasonable time not exceeding one month from the date of receipt of the application after necessary checks and verification.
- (15) The State Government shall issue a Family Identity Card (Ration Card) in replacement of existing Family Identity Card (Ration Card) only when the existing Family Identity Card (Ration Card) is lost or becomes unfit for use on account of being damaged or mutilated or is exhausted fully or where there are requests for modification in the Family Identity Cards (ration cards).
- (16) The details of the services relating to the Family Identity Card (Ration Card) and timeframe for delivery of services shall be notified by the State Government and displayed in the public domain including on the State web portal.
- (17) The list of the Family Identity Card (Ration Card) holders shall be displayed in the public domain including in the office of the local authority and on the State web portal, showing the category-wise names of the eligible households and their members.
- (18) The State Government shall make all endeavours to eliminate bogus or ineligible Family Identity Card (Ration Card) as a continuous exercise.
- (19) The State Government shall organise an annual special drive before the end of every financial year for the elimination of bogus or ineligible Family Identity Cards (ration cards).



- (20) The State Government shall monitor Family Identity Card (Ration Card) which are deleted or cancelled on quarterly basis. Deputy Commissioner or SDO Civil shall send report to the Department on quarterly basis as per Annexure II.
- (21) **Power of the Director or the Deputy Commissioner or SDO Civil to issue/Suspend/Surrender Family Identity Card (Ration Card): -**
- (i) The **Director** or the **Deputy Commissioner or SDO Civil** with a view to regulating supply of Food grains or SK Oil to such class of Consumers who, in the opinion of the **Director** or the **Deputy Commissioner or SDO Civil** require regular supply under the Government Scheme, may issue or cause to be issued to every head of a Family of such class in any Area a Family Identity Card for the purpose of this Order.
  - (ii) The **Deputy Commissioner or SDO Civil** may after giving the holder of any such Family Identity Card (Ration Card) an opportunity of stating his case and for reasons to be recorded in writing, amend, vary or rescind the Family Identity Card (Ration Card), whenever in the opinion of the Deputy Commissioner it is in the interest of the general Public necessary or expedient so to do and in every such case the holder of the Family Identity Card (Ration Card) shall be bound to surrender the Family Identity Card (Ration Card) on demand to the Deputy Commissioner for endorsement or cancellation as the case may be.
- (22) ***Restriction on possession of Family Identity Card (Ration Card): -***
- (i) No Person shall possess or retain any Family Identity Card (Ration Card) without the Order of the Officer authorized under the Order.
  - (ii) No Person shall transfer to any other Person any Family Identity Card (Ration Card) issued to him by the Officer authorized under this Order.
  - (iii) No Person shall possess a Bogus or Ghost Family Identity Card (Ration Card) or a Card containing inflated Family Members.
- (23) ***Custody of Family Identity Card (Ration Card): -***
- (i) Every Family Identity Card (Ration Card) under this Order shall be the property of the Government but the Person to whom it is issued or surrendered or with whom it is retained under the provisions of this Order shall be entitled to its custody and shall be responsible for its safe custody.
  - (ii) If the Head of family of any ration card holder expires, eldest female member who has attained the age of 18 (eighteen) years and above or if no female members,

the eldest male member by default will be the Head of family. Such families should not be deprived of their entitlements.

(24) ***Re – issue (Duplicate) of Family Identity Card (Ration Card): -***

- (i) If any Family Identity Card (Ration Card) is defaced, lost or destroyed, any Officer authorized by the **Director** or the **Deputy Commissioner or SDO Civil** may after making such enquiry as he may think fit, issue a duplicate Family Identity Card (Ration Card) in place thereof on payment of Fee as specified by the Government from time to time.
- (ii) When a new Family Identity Card (Ration Card) is issued under **Sub Clause – [i]**, in place of a lost Family Identity Card (Ration Card), it shall be the duty of the person to whom the new Family Identity Card (Ration Card) is issued to return the lost Family Identity Card (Ration Card), if and when retrieved, forthwith to the Officer by whom it was issued.

(25) ***Transfer of Family Identity Card (Ration Card): -***

(i) ***Inter District Transfer:***

The holder of a Family Identity Card (Ration Card) may request to transfer the Ration Card to any District and Sub-divisions in the State in the manner prescribed by the **Director** or the **Deputy Commissioner or SDO Civil** for the purpose of obtaining supplies of Food grains or SK Oil for his Family as per format at **Annexure XX**. Transfer of any Ration card will be as per the PDS calendar.

(ii) ***Intra District Transfer:***

The holder of a Family Identity Card (Ration Card) may request to be tagged to transfer the Ration Card to any Town/Village/FPS center with in the District in the manner prescribed by the **Director** or the **Deputy Commissioner or SDO Civil** for the purpose of obtaining supplies of Food grains or SK Oil for his Family as per format at **Annexure XIX**.

(26) ***Possession of Family Identity Card (Ration Card): -***

When any Person is in possession of a Family Identity Card (Ration Card) and such possession is not authorized by or under this Order, he shall forthwith hand over such Family Identity Card (Ration Card) to the Officer in charge of the local Supply Office or Deputy Commissioner.

(27) ***Surrender of Family Identity Card (Ration Card): -***

The holder of a Family Identity Card (Ration Card) may request to surrender the Ration Card in the manner prescribed by the **Director** or the **Deputy Commissioner or SDO Civil** as per format at **Annexure XVI**.

**5. Delivery of Food grains or SK Oil: -**

The State Government through the Deputy Commissioner or SDO Civil shall deposit the cost of food grains to the Corporation in advance during the month preceding the allocation month so that the food grains are lifted from the Corporation as per the time prescribed in sub-clause (9) of clause 6. However, the SK Oil Agency/Wholesaler shall deposit the cost of SK Oil to the Oil Company as per the allocated quantity so that the SK Oil are lifted from the Oil Company.

**6. Lifting of Food grains or SK Oil by State: -**

- (1) The State Government through the Deputy Commissioner or SDO Civil shall lift food grains or SK Oil from the designated depots of the Corporation or Oil company through its Government nominee or PDS Agents or SK Oil Agency / SK Oil Wholesaler
- (2) The State Government shall, on getting allocation of food grains or SK Oil from the Central Government, issue allocation orders authorising its agencies to lift food grains or SK Oil from the Corporation or Oil company and such order among others shall specify-
  - (i) number of cards and units;
  - (ii) balance in hand; and
  - (iii) Allocation made for each month in respect of a Fair Price Shop or SK Oil dealers.
- (3) While making allocation to the Fair Price Shop or SK Oil dealers, the designated authority shall take into account the balance stock, if any, lying undistributed with the dealer for the subsequent allocations.
- (4) The designated authority shall ensure that one copy of the allocation order made to the Fair Price Shop or SK Oil dealer is delivered to the local authority, vigilance committees, and any other body nominated by the State Government for monitoring the functioning of the Fair Price Shop or SK Oil dealer.
- (5) The Director shall ensure that the allocation order depicting the stocks of food grains or SK Oil allotted during the month to the Fair Price Shops or SK Oil dealer is displayed on the public domain including on the State web portal.

- (6) Before taking delivery of food grains or SK Oil from the Corporation or Oil company, an officer not below the rank of Sub-Inspector (Supply) and an officer of the Corporation or Oil company shall jointly inspect the stocks of food grains or SK Oil intended for issue to ensure that the stocks conform to the prescribed quality specifications.
- (7) After the joint inspection, the Corporation or Oil company shall issue to the Deputy Commissioner or SDO Civil, before dispatch of food grains or SK Oil from godown or depot, one stack-wise or bottle sealed sample jointly drawn for display by the Government nominee, PDS Agents, SK Oil Agency/ SK Oil Wholesaler, Fair Price Shop, SK Oil dealer and a duplicate sealed sample drawn shall be kept with the Corporation or Oil company for future reference:
- [Provided that in case the Government nominee or PDS Agents or SK Oil Agency/ SK Oil Wholesaler of the State Government takes delivery of food grains or SK Oil from the Corporation or Oil company and stores the food grain or SK Oil in an intermediate godown or depot before delivering them to the Fair Price Shop dealers or SK Oil dealers, the Government nominee, PDS Agents or SK Oil Agency/ SK Oil Wholesaler shall follow the procedure under this sub-clause at that intermediate godown or depot].
- (8) The quantity of the samples to be drawn, retention period of the samples and disposal of the samples shall be as per the instructions issued by the Central Government from time to time.
- (9) The Director through the Deputy Commissioner or SDO Civil shall ensure the lifting of food grains or SK Oil from the Corporation or Oil Company by the last day of the month, preceding the allocation month and for SK Oil by the third week of the monthly allocation.
- (10) The extension of time for lifting of food grains or SK Oil from the Corporation or Oil Company may be considered by the Central Government or the Corporation or Oil Company only in very rare and deserving cases as per the instructions issued by the Central Government.
- (11) The Director through the Deputy Commissioner or SDO Civil shall devise suitable mechanism for transportation of food grains or SK Oil from the Corporation or Oil Company godown to the intermediate godown and the door-step delivery of the food grains or SK Oil to the Fair Price Shop or SK Oil dealer. DC or SDO Civil shall send a report on a quarterly basis regarding door step delivery as per **Annexure III**.

Provided that the State Government through the Deputy Commissioner or SDO Civil may also transport food grains or SK Oil directly to the Fair Price Shop from the

Corporation godown in case of failure of the Government nominee or PDS Agents or SK Oil Agency/ SK Oil Wholesaler and ensure door-step delivery to the Fair Price Shop.

- (12) The State Government may monitor on quarterly basis regarding door-step delivery.
- (13) The State Government through the Deputy Commissioner or SDO Civil shall exercise necessary checks to ensure that full quantity and the same quality of food grains or SK Oil as lifted by the Government nominee, PDS Agents or SK Oil agency/SK oil Wholesaler reaches their godown or depots and in turn at the Fair Price Shop or SK Oil dealer within the time period set in the Official PDS Calendar which is given in **Annexure X**.
- (14) A Ration Card holder that has not lifted their entitlement for three consecutive months may be treated as Silent Ration Card. If there is a silent Ration Card for three consecutive months, an Officer not below the rank of Sub-Inspector (Supply) is to trace the Silent Ration Card and in two weeks' time, submit an enquiry report with a replacement proposal which shall be sent to the Director for approval for replacement.

## **7. Distribution of Food grains or SK Oil by State: -**

- (1) The allocation of food grains or SK Oil made by the Central Government under the Targeted Public Distribution System to the State Government shall be used for distribution as per the provisions of the Food Security Act or related schemes and not for any other purpose.
- (2) The State Government shall furnish a utilisation certificate every year in the format as at **Annexure-IV**.
- (3) The Director shall ensure through Deputy Commissioner or SDO Civil that the Government nominee or PDS Agents or SK Oil Agency/ SK Oil Wholesaler comply with the physical delivery of food grains or SK Oil to the Fair Price Shop/ SK oil dealer by 16<sup>th</sup> of every month with regards to the preceding allocation month's quota.
- (4) The State Government shall obtain a monthly certificate, through electronic platform, confirming delivery of allocated food grain or SK Oil to the Fair Price Shop or SK Oil dealers and their distribution to eligible households during the allocation month as per format at **Annexure VIII**.
- (5) The monthly utilisation certificate shall be submitted by the Fair Price Shop owner or SK Oil dealers and two or more persons as may be authorised by the State Government such as FPS Vigilance Committee and concerned Sub- Inspector (Supply).

- (6) The State Government may instruct the Director or Joint Director or OSD to conduct a Joint Inspection with the District or Sub-Division Supply officials at the Government nominee, PDS Agents, SK Oil Agency/ SK Oil Wholesaler, SK Oil dealer and FPS centres for compliance.
- (7) In case of failure of delivery of food grains or SK Oil by the FPS/ SK oil Dealer, Deputy Commissioner or SDO Civil is to instruct the FPS Vigilance committee/ SK Oil Area-In-charge to arrange and distribute the food grains or SK Oil, or any PDS item within the timeline of PDS Calendar. Concerned Nodal Officer of the District or Sub-Division Supply Office is to supervise in such an event.
- (8) The Nodal Officer at the District or Sub-Division Supply Office shall monitor the distribution of food grains (as per the PDS calendar) or SK Oil or any PDS items to ensure that the beneficiaries receive their entitlement on time. The Deputy Commissioner or SDO Civil shall ensure that the Government nominee, PDS Agents or SK Oil Agency/ SK Oil Wholesaler and FPS/SK Oil Dealer should mandatorily follow the PDS calendar.

**PART-A:** Appointment of Fair Price Shop owner or SK Oil dealers and regulation of purchase, storage and sale of Food grains or SK Oil by such Fair Price Shop owner or SK Oil dealers.

#### **8. License to FPS Dealer or SK Oil dealer: -**

The Deputy Commissioner may issue license by an Order to a Fair Price Shop owner or SK Oil dealers in respect of any Food grains or SK Oil and thereupon such Fair Price Shop owner or SK Oil dealers shall be entitled to lift the allotted quantities of Food grains or SK Oil from the Government nominee or PDS Agents or SK Oil Agency / SK Oil Wholesaler which cover the area of such Fair Price Shop owner or SK Oil dealer s and arrange distribution of the Food grains or SK Oil so lifted to the Consumers of the Area in accordance with the Provision of this Order. This order shall be notified and displayed on the web portal of the department.

#### **9. Qualifications for FPS Dealer or SK Oil dealer:**

- i. He or she should be a Resident of Meghalaya and should be a Resident in that Village or Area for a minimum period of 10 (Ten) years
- ii. Should have the recommendation letter from the Local Village Authority and Vigilance Committee

- iii. He or she should be a Literate person (Should be able to read and write)
- iv. FPS or SK Oil dealers shall not be the Headman or Village Secretary including Members of the Executive Committee
- v. A copy of Schedule Tribe or Schedule Caste or Other Backward Class certificate, if any.
- vi. If selected, every dealer should install weighting scale duly certified by the Meteorology Department
- vii. The location must be suitable for ration or SK Oil depot
- viii. The financial position or social activity should be satisfactory
- ix. Should obtain Food Safety License from the Issuing Authority.
- x. Number of ration card holders attached to a Fair Price Shop or Superior SK Oil Dealer and the total allocation should be more than 10 (ten) Quintals or Kilolitres.
- xi. Application Forms for FPS or SK Oil dealers can be obtained from respective Deputy Commissioner (Supply) or Subdivision (Supply) Office. Forms duly filled should include:
  - (a) A Court Fee Stamp of Rs. 25(Rupees twenty-five only) or-
  - (b) A copy of Schedule Tribe Certificate or Permanent Resident Certificate of Meghalaya, EPIC of Meghalaya, Aadhaar, Bank Passbook, Mobile number
  - (c) 2 nos. recent Passport Photographs.

#### **10. Security Deposit by Fair Price Shop owner or SK Oil dealers: -**

The Fair Price Shop or Superior SK Oil Dealer who are licence holders shall deposit with the Deputy Commissioner or Sub-Divisional Officer a security (refundable) of value of Rs. 5,000/- (Rupees Five thousand) only. Without prejudice to the provision of the clause 27, the Director or the Deputy Commissioner may by Order forfeit the whole or any part of the Security deposited and communicate a copy of the Order to the Fair Price Shop owner or SK Oil dealers.

#### **11. Duplicate copy of the license: -**

If the Appointing Authority is satisfied that the license issued under this

Order is defaced, lost or destroyed or otherwise rendered useless, he may, on application made in that behalf and on payment of a fee issue a Duplicate copy of the license on payment of fees as may be determined by Government.

**12. Power of Deputy Commissioner to suspend or revoke the License: -**

The Deputy Commissioners in their respective jurisdiction may after giving the Fair Price Shop owner or SK Oil dealers an opportunity on stating his case and for reason to be recorded in writing, amend, vary, suspend or revoke the license issued whenever the Deputy Commissioner is in the opinion that it is in the interest of the general public it is necessary or expedient so to do, and in every such case the license holders shall be bound to surrender, on demand, to the Deputy commissioner the license for endorsement of cancellation, as the case may be.

**13. Suspension or cancellation of license: -**

If any Fair Price Shop owner or SK Oil dealers either by himself or through his Agent or Servant acting on his behalf contravenes any of the provisions of this Order or any of the terms and conditions of the appointment then, without prejudice to any other action that may be taken against him, the authority issuing the license may, after giving him an opportunity of hearing and representing his case, suspend or cancel the license. A copy of the Order suspending or cancelling the license shall also be furnished to the Fair Price Shop owner or SK Oil Dealers Disposal of stocks in certain cases: -

Where the license is suspended or cancelled, the Appointing Authority may by order direct the Dealer whose license is suspended or cancelled to dispose of the stock of food grains/SK Oil with him in such manner and within such time as may be specified in the Order.

**14. Licensing and regulation of Government Nominees or PDS Agents, Fair Price Shops and SK Oil Dealers: -**

- (1) The licences of the Government Nominees or PDS Agents is for a duration of 2 (Two) years and for the Fair Price Shop Dealers or SK Oil Dealers shall be for a duration of 5 (Five) years.
- (2) The State Government through the Deputy Commissioner or SDO Civil shall accord preference to public institutions or public bodies such as self-help groups, cooperative



societies in licensing of Fair Price Shops and management of Fair Price Shops/SK oil dealers by women or their collectives.

- (3) The licences to the Fair Price Shop/ SK oil dealers shall be issued keeping in view the viability of the shop.
- (4) The State Government shall ensure that the number of Family Identity Card (Ration Card) holders attached to a Fair Price Shop/SK oil dealers are reasonable; the Fair Price Shop/SK oil dealers is properly located to ensure that the consumer or Family Identity Card (Ration Card) holder does not face any difficulty in reaching the Fair Price Shop/SK oil dealers. Proper coverage is to be ensured in hilly, desert, tribal and other areas difficult to access.
- (5) The State Government shall fix an amount as the Fair Price Shop owner or SK Oil dealer's margin, which shall be periodically reviewed for ensuring sustained viability of the Fair Price Shop/SK oil dealers operations. The State Government through the Deputy Commissioner/ SDO Civil will fix the Price of SK Oil to the consumers which will be based on the Market Price of the SK Oil. (Fixation of Price may be on a monthly basis)
- (6) The State Government shall put in place a mechanism to ensure the release of Fair Price Shop owner dealer's margin without any delay.
- (7) The State Government may allow sale of commodities other than the food grains distributed under the Targeted Public Distribution System at the Fair Price Shop to improve the viability of the Fair Price Shop operations.
- (8) The licence issued by the State Government to the Fair Price Shop Dealer or SK Oil Dealer shall lay down the duties and responsibilities which shall include, *inter alia*, -
  - (i) Sale of food grains or SK Oil or Commodities as per the entitlement of ration card holders under the Target Public Distribution System as per prescribed retail issue price.

Display of information on a notice board at a prominent place in the shop on a daily basis regarding:

- (a) Entitlement of food grains or SK Oil or any PDS item (if available)
- (b) List of Beneficiaries Scheme-wise (AAY- Antyodaya Anna Yojana, PHH (Priority Households), Non-NFSA, Annapurna, Welfare Institution, SK Oil, etc.)
- (c) Scale of issue
- (d) Retail issue prices
- (e) Timings of opening and closing of the Fair Price Shop including lunch break, if any

- (f) Stock of food grains or SK Oil received during the month
  - (g) Opening and closing stock of food grains or SK Oil
  - (h) Refund of Security deposit will be only after fulfilment of sub-clause (18) of this clause. No refund in case of renewal as the security deposit would be retained by the Deputy Commissioner or Sub Divisional Officer Supply Office
  - (i) The mechanism including authority for redressal of grievances with respect to quality and quantity of food grains or SK Oil under the Targeted Public Distribution System and Toll-free help line number 1967 or WhatsApp No. 9402327737
  - (ii) Maintenance of the records of Family Identity Card (Ration Card) holders, e.g., stock register, issue or sale register shall be in the form prescribed by the State Government including in the electronic format in a progressive manner. Format as per **Annexure XII**.
  - (iii) Display of samples of food grains or SK Oil being supplied through the Fair Price Shop or SK Oil dealer;
  - (iv) Production of books and records relating to the allotment and distribution of food grains or SK Oil to the inspecting agency and furnishing of such information as may be called for by the designated authority;
  - (v) Accounts of the actual distribution of food grains or SK Oil and the balance stock at the end of the month, at the Fair Price Shop or SK Oil dealer, shall be sent to the designated authority of the State Government with a copy to the local authority;
  - (vi) Opening and closing of the Fair Price Shop or SK Oil dealer as per the prescribed timings displayed on the notice board.
- (9) Any Family Identity Card (Ration Card) holder desirous of obtaining extracts from the records of a Fair Price Shop Dealer or SK Oil Dealer may make a written request to the owner along with the deposit of fees specified by the State Government. The Fair Price Shop Dealer or SK Oil Dealer shall provide such extracts of records to the Family Identity Card (Ration Card) holder within fourteen days from the date of receipt of a request and the fee specified by the State Government:
- [Provided that the State Government may prescribe the period for which the records are to be kept for providing it to the Family Identity Card (Ration Card) holder by the Fair Price Shop owner or SK Oil dealer].
- (10) The State Government shall prescribe the procedure to be followed by the designated authority in cases where the Fair Price Shop owner or SK Oil dealer does not provide

the records in the manner referred in sub-clause (5) to the Family Identity Card (Ration Card) holder in the stipulated period and the designated authority in each case shall ensure that the records are provided to the Family Identity Card (Ration Card) holder without any undue delay.

- (11) The Deputy Commissioner or SDO Civil shall take prompt action in respect of violation of any condition of licence including any irregularity committed by the Fair Price Shop or SK Oil Dealer, which may include suspension or cancellation of the licence.
- (12) Every Fair Price Shop or SK Oil Dealer owner shall comply with such other directions as may be issued from time to time by the Deputy Commissioner or SDO Civil.
- (13) Every Fair Price Shop owner or SK Oil dealer, when so required by an Officer authorized by the Director or the Deputy Commissioner, in his behalf shall: -
  - (i) Surrender to such Officer all documents delivered to such Fair Price Shop or SK Oil Dealer under or for the purpose of this Order; and
  - (ii) Furnish such particulars, accounts and information relating to his dealing in and stocks of food grains or SK Oil or any PDS item (if available) as may be required.
- (14) The State Government shall prescribe the maximum period of 30 (thirty) days within which proceedings relating to enquiry into irregularities committed by the Fair Price Shop owner or SK Oil dealer shall be concluded and the resulting action taken.
- (15) In case of suspension or cancellation of the licence, the Deputy Commissioner or Sub-Divisional Officer Supply Office shall make alternative arrangements for ensuring uninterrupted supply of food grains or SK Oil or any PDS item (if available) to the eligible households:

[Provided that in case of cancellation of the licence of the Fair Price Shop Dealer or SK Oil Dealer, new licence shall be issued within a month of cancellation].
- (16) The State Government shall monitor on action taken against a Fair Price Shop or SK Oil Dealer as per the format at **Annexure-V**.
- (17) The Fair Price Shop or SK Oil Dealer shall function for at least six months; if the dealer resigns within this period, they will have to forfeit their security deposit. Resignation letter should be sent officially two months in advance to the office of the Deputy Commissioner or SDO Civil, with a copy to Village Durbar and Vigilance Committee.

- (18) Fair Price Shop Dealer or SK Oil Dealer once tagged with any Government nominee or PDS Agents or SK Oil Agency / SK Oil Wholesaler will not be allowed to change within a period of six months. Change to tag to a new Government nominee, PDS Agents or SK Oil Agency / SK Oil Wholesaler will be allowed only twice a year.
- (19) The Licences of SK Oil Agency / SK Oil Wholesaler shall be issued by the Oil Company.

**15. Operation of Fair Price Shops or SK Oil Dealers: -**

**(1) *Indent for supply of Food grains or SK Oil: -***

- (i) The Dealers shall obtain their Allocation order from the Nodal Officer in-charge of the District or Sub-Division Supply Office.
- (ii) The quantity of Food grains or SK Oil allotted to each appointed Fair Price Shop or SK Oil Dealer against the allocation order shall be determined by the said Officer in-charge of the District or Sub-Division Supply Office from time to time.

**(2) *Deposit of Price of Food grains or SK Oil by the Fair Price Shop or SK Oil Dealers: -***

The Dealer shall deposit the price of food grains or SK Oil allotted to him, in such manner as may be prescribed in this behalf by the Director or the Deputy Commissioner.

**(3) *Taking delivery of Food grains or SK Oil from authorised agency: -***

The Dealer shall take delivery of Food grains or SK Oil from Government nominee or PDS Agents or SK Oil Agency / SK Oil Wholesaler particularly mentioned in and against delivery permits issued.

**(4) *Maintaining the stock Register by Fair Price Shop owner or SK Oil dealers: -***

The Dealer immediately on receipt of the Food grains or SK Oil from the Authorized Government nominee, PDS Agents or SK Oil Agency / SK Oil Wholesaler shall enter the same in appropriate stock registers to be maintained by him in this behalf.

**(5) *Sale of Food grains or SK Oil to Consumer: -***

- (i) The Fair Price Shop owner or SK Oil dealer shall sell the food grains or SK Oil to the Family Identity Card (Ration Card) holder as per his entitlement under the Targeted Public Distribution System, and at such rate as may be specified from time to time by the State Government.
- (ii) On demand and on offer of price by or on behalf of holders of Family Identity Card (Ration Card), a Fair Price Shop owner or SK Oil dealer shall not refuse to

supply Food grains or SK Oil of appropriate quantities and qualities against such Cards until the stock with him is completely exhausted.

- (iii) Every Fair Price Shop owner or SK Oil dealer shall issue Cash Memos Sale noting in each such Memo, the Name and Address of the Consumer or Customer, together with such particulars of Family Identity Card (Ration Card) as are specified by or under the Order of the Director or the Deputy Commissioner or SDO Civil.
- (iv) The Family Identity Card (Ration Card) holder may draw his full entitlement of food grains or SK Oil in more than one instalment.
- (v) A ration card holder who has not lifted the commodity or SK Oil for the previous month will be allowed to lift within three months' time. The carry forward allotment should be at least for 3 (three) months, and upon lifting, the beneficiary can lift for the previous month(s) of which lifting has not been done.
- (vi) The Fair Price Shop owner or SK Oil dealer shall not retain the Family Identity Card (Ration Card) after the supply of the food grains or SK Oil.
- (vii) All Fair Price Shop owner or SK Oil dealer should follow the PDS Calendar in disbursement of food grains failing which, a penalty (fee) may be penalised to the defaulters as specified by the Government from time to time.

**(6) *Maintenance of Daily Sales Register by Fair Price Shop owner or SK Oil dealer: -***

- i. Every Fair Price Shop owner or SK Oil dealer shall maintain Daily Stock and Sale Register which shall be made up to date at the end of each day.
- ii. The Deputy Commissioner or Sub-Divisional Officer Supply Office shall furnish a monthly utilisation certificate as per the guideline's prescribed by State Government.
- iii. The Dealers are to record the lifting and distribution of the food grains or SK Oil or any PDS item (if available)

(7) Support in implementation of technology Initiative undertaken by the Department: Fair Price Shop Dealers shall be responsible for support in the implementation of any computerisation or technology driven initiative undertaken by the Department. Such tasks may include Fair Price Shop Automation which includes mandatory use of Electronic Point of Sale (EPOS) devices, achieving 100% EPOS transactions in online mode, Implementation of One Nation One Ration Card (ONORC) scheme, Beneficiary Aadhaar Seeding etc.

(8) The Fair Price Shops are to mandatorily use the Electronic Point of Sale (e-POS)

devices for issuing the food grains to the beneficiaries and ensure OTP or Aadhaar authentication is done. The e-POS device should not be tampered and if found guilty, penalty or action will be taken against the defaulter. Strict compliance of the same shall be ensured. Deputy Commissioner or SDO Civil shall take strict action against defaulting FPS dealers for non-usage of e-POS device. A penalty of Rs.3000 (Rupees three thousand) may be penalised against the defaulters.

## **16. Handling and Storage of Foodgrains at Government nominee or PDS Agents and Fair Price Shop Godowns.**

### **(1) Location and surroundings**

The Godown should be located away from environmental pollution and industrial activities that produce disagreeable, odour, fumes and pollutants which pose a threat of contaminating the foodgrains or areas that are prone to pest infestations. The facility should be of sound construction and free from leaks and standing water.

The level ground should be slightly raised above the surrounding area, which is well drained and not prone to flooding. Low locations must be avoided. The internal and external structure shall be free of cracks, holes, openings, or any other areas that would allow harbourage or entry of pests.

### **(2) Personal hygiene facilities**

Personnel hygiene facilities should be provided to ensure the maintenance of an appropriate degree of personal hygiene in order to avoid any cross contamination. Hand wash basins equipped with liquid detergent and disposable paper hand towels are to be provided. Toilets must not open directly into any place where food products are stored. The floor space in the godown should be cleaned regularly, preferably daily. Spilled grain should be immediately collected, sieved and filled in grain bags (palla bags).

### **(3) Air quality & ventilation**

Ventilation systems natural and /or mechanical including air filters, exhaust fans, wherever required, should be designed and constructed so that air does not flow from contaminated areas to clean areas. The godown should be properly ventilated to prevent condensation.

### **(4) Lighting**

Adequate natural or artificial lightings have to be provided to permit effective cleaning and to ensure that the Storage operations can be carried out in a hygienic manner.

### **(5) Storage and handling**

The foodgrains at the godown are to be preserved scientifically and protected against rodents, insects and pests and other infestations. Storage of foodgrains in bulk quantity should be done off the floor on pallets/tarpaulins and off the walls to ensure easy and

adequate cleaning and prevent harbouring of any insects, pests or rodents. Foodgrains must be stored in clean area and not directly on the ground. Tarpaulins and/or pallets must be used as appropriate. Stocks are rotated according to the 'First In First Out, FIFO system' or 'First Expire First Out, FEFO system' and adequate records for the system must be kept. Racking and storage areas should be adequately spaced from the walls (minimum 12 inches / 30 cm) to allow for inspection of areas for cleanliness, insect or rodent activity. Stack the foodgrains with a tarpaulin sheet on the floor, with the sheet extending at least half-a meter beyond the stack.

**(6). Fire safety**

The Godown premises should have Fire Safety system in place. Firefighting extinguisher should be install within the godown and person having work station in that area should be trained to use the same if required initially in case of emergency. The Extinguishers are to be refilled as and when needed.

**17. Monitoring: -**

- (1) The Director or Deputy Commissioner or SDO Civil shall ensure regular inspections of Fair Price Shops or SK Oil dealer and Government nominee or PDS Agents or SK Oil Agency / SK Oil Wholesaler, not less than once in three months by the designated authority. The State Government shall issue orders specifying the inspection schedule, list of check points and the authority responsible for ensuring compliance with the said orders.
- (2) The Deputy Commissioner or SDO Civil shall ensure that stocks of food grains or SK Oil under the Targeted Public Distribution System, as issued from the Corporation godown or SK Oil agency / SK Oil Wholesaler, are not replaced or tampered with during storage, transit or any other stage till delivery to the Family Identity Card (Ration Card) holder.
- (3) Any authority or any person authorised by it in this behalf or any other person, who is engaged in the distribution and handling of food grains or SK Oil under the Targeted Public Distribution System, shall not indulge in substitution or adulteration or diversion or theft of stocks at any stage till delivery to the Family Identity Card (Ration Card) holder.

**Explanation:** For the purpose of this clause: -

- (i) **“Diversion”** means unauthorised movement or delivery of food grains or SK Oil released from godowns or depots but not reaching the intended beneficiaries under the Targeted Public Distribution System.

- (ii) “**Substitution**” means replacement of food grains or SK Oil released from godowns or depots with the same articles of inferior quality for distribution to the intended beneficiaries under the Targeted Public Distribution System.
- (4) The Deputy Commissioner or SDO Civil shall set up vigilance committees for the Targeted Public Distribution System at the District, Block and Fair Price Shop levels as per the provisions of the Food Security Act to perform functions as specified in the said Act. Functions of the vigilance committee is to:
- (a) Regularly supervise the implementation of all schemes under the Act;
  - (b) Inform Grievance Redressal Officer, in writing, of any violation of the provision of the Act;
  - (c) Inform the Grievance Redressal Officer, in writing, of any malpractice or misappropriation of funds found by it;
  - (d) Hold meeting on quarterly basis.
- (5) Meetings of the vigilance committees shall be held at least once every quarter at all levels and the date and periodicity of the meeting shall be notified by the State Government and given wide publicity.
- (6) The State Government of Meghalaya shall monitor the functioning of Vigilance Committees in the format at **Annexure-VI**. In addition, as per Section 29 of the National Food Security Act, 2013, the Vigilance Committee at various levels shall send quarterly reports to the Deputy Commissioner or the Sub-Divisional Officer.
- (7) The number of meetings held by the Vigilance Committees shall be displayed on the State web portal and the action taken on issues discussed in meetings of Vigilance Committees shall be reviewed in the next meeting.
- (8) The State Government shall notify an internal grievance redressal mechanism which shall include toll free call centres and use of State web portal.
- (9) The Deputy Commissioner or Sub-Divisional Officer Supply Office shall give wide publicity to the up-to-date details of the Grievance Redressal Officer such as name, telephone number including mobile number, office address and the grievance redressal mechanism.
- (10) The State Government shall appoint District Grievance Redressal Officers as per the provisions of the Food Security Act for expeditious and effective redressal of grievances of the aggrieved persons in matters relating to distribution of entitled food grains under Targeted Public Distribution System.



- (11) An appeal against the order of the District Grievance Redressal Officer shall be preferred before the State Food Commission constituted under section 16 of the Food Security Act.
- (12) The State Government shall furnish a report on quarterly basis to the Central Government regarding the handling of grievances. The DC or SDO (Civil) concerned shall send a report on a quarterly basis as per format at **Annexure-VII**.
- (13) The State Government shall issue and adopt a Citizen's Charter as stipulated under law or based on the model Citizen's Charter issued by the Central Government.
- (14) The State Government shall prescribe a system of periodic reporting, including through electronic platform, at various levels within the State regarding the functioning of Fair Price Shops or SK Oil dealer.
- (15) The Deputy Commissioner or Sub-Divisional Officer Supply Office shall notify grievance redressal mechanism which shall include toll free call number 1967 and use of State web portal <http://megpgrams.gov.in/index.html>. The Deputy Commissioner or Sub-Divisional Officer Supply Office shall ensure monitoring of the end-to-end operations of the Targeted Public Distribution System through the electronic platform.

**Explanation.** —For the purpose of this sub-clause “end-to-end operations” shall include activities relating to digitisation of beneficiary, Family Identity Card (Ration Card), and other databases; computerisation of supply-chain management; setting up of transparency portal, grievance redressal mechanism and Fair Price Shop automation.

- (16) The Deputy Commissioner or Sub-Divisional Officer Supply Office shall take necessary steps to educate the Family Identity Card (Ration Card) holders regarding their rights and privileges by the use of electronic and print media as well as display boards outside the Fair Price Shops.

## **18. Roles and Responsibilities of Deputy Commissioner or Sub-Divisional Officer: -**

- (a) The Deputy Commissioner or Sub-Divisional Officer Supply Office shall furnish a monthly utilisation certificate every year. Hence, all Fair Price Shop or SK Oil dealers are to record the lifting and distribution of the food grains or SK Oil or commodities or any PDS item. (If available)
- (b) The Deputy Commissioner or Sub-Divisional Officer Supply Office shall accord preference to the public institutions or public bodies such as, Self-Help Group, Co-

operative societies in licensing of Fair Price Shop Dealers by women or their collectives.

(c) The Deputy Commissioner or Sub-Divisional Officer Supply Office shall take prompt action in respect of violation of any condition of licence including any irregularity committed by the Fair Price Shop or Superior Kerosene Oil Dealer owner.

(d) In case of suspension or cancellation of the licence, the Deputy Commissioner or Sub-Divisional Officer Supply Office shall make alternative arrangements for ensuring uninterrupted supply of food grains or SK Oil to the eligible household:

[Provided that in case of cancellation of the licence of the Fair Price Shop or SK Oil Dealer, new licence shall be issue within a month of cancellation].

(e) The Deputy Commissioner or Sub-Divisional Officer Supply Office will ensure regular inspection of Government nominee or PDS Agents, SK Oil Agency / SK Oil Wholesaler, Fair Price Shop or SK Oil Dealer not less than once in three months by the designated authority.

(f) The Deputy Commissioner or Sub-Divisional Officer Supply Office shall ensure that stocks of food grains or SK Oil under the Targeted Public Distribution System, as issued from the corporation or Oil company are not replaced or tampered with during storage, transit or any other stage till delivery to the ration card holder.

(g) The Deputy Commissioner or Sub-Divisional Officer Supply Office shall set up Vigilance Committees for the Targeted Public Distribution System at the state, District, Block and Fair Price Shop Dealer levels as per the provisions of the Food Security Act to perform functions as specified in the said Act.

(h) The Deputy Commissioner or Sub-Divisional Officer Supply Office shall notify grievance redressal mechanism which shall include toll free call number 1967 and use of State web portal <http://megpgrams.gov.in>

(i) The Deputy Commissioner or Sub-Divisional Officer Supply Office shall give wide publicity to the up-to-date details of the Grievance Redressal Officer or Assistant Grievance Redressal Officer such as name, telephone number including mobile number, office address and grievance redressal mechanism.

- (j) The Deputy Commissioner or Sub-Divisional Officer Supply Office shall take necessary steps to educate the ration card holders regarding their rights and privileges by the use of electronic and print media as well as display boards outside the Fair Price Shop/SK Oil dealer.
- (k) The Deputy Commissioner or Sub-Divisional Officer Supply Office shall furnish a monthly utilisation certificate every year. Hence, all Government nominee or PDS Agents or SK Oil Agency / SK Oil Wholesaler are to record the lifting and distribution of the food grains or SK Oil or commodities or any PDS item (if available) to the Fair Price Shop or S.K. Oil Dealer.
- (l) The Deputy Commissioner or Sub-Divisional Officer Supply Office shall take prompt action in respect of violation of any condition of appointments including any irregularity committed by the Government nominee or PDS Agents or SK Oil Agency / SK Oil Wholesaler.
- (m) In case of suspension or cancellation of the appointment, the Deputy Commissioner or Sub-Divisional Officer Supply Office shall make alternative arrangements for ensuring uninterrupted supply of food grains or SK Oil to the eligible Fair Price Shop or S.K. Oil Dealer by diverting to the nearest Government nominee, PDS Agents or SK Oil Agency / SK Oil Wholesaler
- (n) The Deputy Commissioner or Sub-Divisional Officer Supply Office will ensure regular inspection of Government nominee or PDS Agents or SK Oil Agency / SK Oil Wholesaler or Fair Price Shop or SK Oil dealers not less than once in three months by the designated authority.
- (o) The Deputy Commissioner or Sub-Divisional Officer Supply Office shall ensure that stocks of food grains or SK Oil under the Targeted Public Distribution System, as issued from the FCI or Oil company are not replaced or tampered with during storage, transit or any other stage till delivery to the Fair Price Shop or S.K. Oil Dealer.
- (p) . The Deputy Commissioner or Sub-Divisional Officer Supply Office shall notify grievance redressal mechanism which shall include toll free call number (1967) or WhatsApp No. 9402327737 and use of State web portal.

- (q) The Deputy Commissioner or Sub-Divisional Officer shall ensure that the Government nominee or PDS Agents deposit the amount to the Director's account under non-NFSA (tide-over) for both food grains and Wheat.
- (r) The Deputy Commissioner or Sub-Divisional Officer Supply Office shall give wide publicity to the up-to-date details of the Grievance Redressal Officer or Assistant Grievance Redressal Officer such as name, telephone number including mobile number, office address and grievance redressal mechanism.
- (s) The Deputy Commissioner or Sub-Divisional Officer Supply Office shall ensure monitoring of the End-to-End Computerisation of PDS operations under the Targeted Public Distribution System through an electronic platform. 'End-to-End Computerisation of PDS operations' shall include activities like digitisation of beneficiary data, ration card, and other databases; computerisation of supply-chain management; setting up of transparency portal, grievance redressal mechanism.
- (t) The Deputy Commissioner or Sub-Divisional Officer Supply Office shall take necessary steps to educate the ration card holders regarding their rights and privileges by the use of electronic and print media as well as display boards.
- (u) The Deputy Commissioner or Sub-Divisional Officer Supply Office shall lift food grains or SK Oil from the designated FCI depots of the corporation and Oil company through its authorised entity.
- (v) The Deputy Commissioner or Sub-Divisional Officer Supply Office shall, on getting allocation of food grains or SK Oil from the central Government, issue allocation orders authorising their Government nominee or PDS Agents or SK Oil Agency / SK Oil Wholesaler to lift food grains or SK Oil or from the Food Corporation of India or Oil company; such order among others shall specify-
- (a) Number of cards and units;
  - (b) Balance in hand; and
  - (c) Allocation made for each month in respect of Government nominee or PDS Agents or SK Oil Agency / SK Oil Wholesaler
- (w) While generating allocation to the Government nominee or PDS Agents or SK Oil Agency / SK Oil Wholesaler, the Deputy Commissioner or Sub-Divisional Officer Supply Office shall take into account the balance stock, if any, lying undistributed with

the Government nominee or PDS Agents or SK Oil Agency / SK Oil Wholesaler for the subsequent allocations.

- (x) The Deputy Commissioner or Sub-Divisional Officer Supply Office shall ensure that one copy of the allocation order made to the Government nominee or PDS Agents and is delivered to the District or Block vigilance committees, and any other body nominated by the State government for monitoring the functioning of the Government nominee or PDS Agents.
- (y) The Deputy Commissioner or Sub-Divisional Officer Supply Office shall ensure that the allocation order depicting the stock of food grains or SK Oil allotted during the month to the Government nominee or PDS Agents s or SK Oil Agency / SK Oil Wholesaler is delayed on the public domain including on the state portal.
- (z) The Deputy Commissioner or Sub-Divisional Officer Supply Office should comply with field inspection from the State Government through the Department or Directorate of Supply.

**Transparency and accountability: -**

- (1) All Targeted Public Distribution System related records shall be placed in the public domain and kept open for inspection to the public in the manner as may be prescribed by the State Government.
- (2) Every local authority, or any other authority or body, as may be authorised by the State Government, shall conduct or cause to be conducted, periodic social audits on the functioning of Targeted Public Distribution System, and cause to publicise its findings and take necessary action, in such manner as may be prescribed by the State Government.
- (3) On completion of each identification process, State Government shall prominently display and affix in public domain the Rules and Guidelines, and may include the list of names of persons or households identified for inclusion in “Priority Household” or “Antyodaya Anna Yojana” category and may also display the list or details of Supplementary Nutrition Programme (SNP), Indira Gandhi Matritva Sahyog Yojana (IGMSY) and Mid-Day Meal schemes.
- (4) The Rules shall be in English and the Guidelines shall in English and translated into Khasi and Garo. The Guideline in local languages will help the indigenous people understand their right to food, facts about the Act and its implementation.
- (5) The list of names of eligible household or beneficiaries will be displayed at the State Web Portal (<http://megfcscsca.gov.in>), Village Office, Deputy Commissioner or Sub

Divisional Supply Office, Block Development Office and Fair Price Shops prominently. List of places where the Rules and the Guidelines shall be as per Schedule I of the Meghalaya Food Security Rules, 2018 (**Annexure IX**).

**19. Power of search and seizure: -**

- (1) The Director, the Deputy Commissioner, SDO Civil or an Officer from Directorate, may with a view to securing compliance with this Order or to satisfy himself that this Order has been complied with;
  - (a) enter, inspect and search any premises used or believed to be used for the sale, distribution or storage for sale or distribution of any Food grains or SK Oil and inspect any such premises and any Food grains or SK Oil therein and thereon.
  - (b) search any vehicle carrying or believed to be carrying any specified commodity under TPDS.
  - (c) require any person to make any statement or furnish any information or to produce any document or Article in his possession or under his control relating to the purchase, sale, distribution or storage of any commodities and every Person so required shall comply with such requisition;
  - (d) require any person to render any account or to produce Books, Account or other documents relating to or believed to be relating to the purchase, sale, distribution or storage of any commodities and every Person so required shall comply with such requisition.
  - (e) take or cause to be taken extract from or copies of any document relating to the purchase, sale, distribution or storage of any commodities found in any such premises;
  - (f) test or cause to be tested the correctness of any weight or measures used or believed to be used in any transaction relating to the sale or distribution of any commodities;
  - (g) take or cause to be taken the weight of all or any of the commodities found in any such premises;
  - (h) seize or authorize the seizure of any Family Identity Card (Ration Card) in respect of which he suspects that any provision of this Order has been or is being violated.

- (2) All searches and seizures under this Order shall be conducted as far as may be in accordance with the provisions of the Code of Criminal Procedure, 1973.

[Provided that upon entering, inspecting and searching any premises the Officer so authorized, shall have due regard to the social customs and religious sentiments of the persons occupying the premises].

- (3) The provisions of Section 100 of the Code of Criminal Procedure 1973, relating to search and seizure so far as may be, apply to search and seizure under this Order.
- (4) The powers under this Clause shall not be exercised except for the purpose of securing compliance with the provisions of this Order.

## **20. Appeal: -**

- (1) The State Governments shall appoint a District Grievance Redressal Officer (DGRO) not below the rank of ADC or EAC of a District as an Appellate Authority for exercising the powers conferred upon and discharging the functions assigned to him under this Order.

[Provided that an appeal pending before an Appellate Authority appointed under the Public Distribution System (Control) Order, 2001 shall be disposed of by such authority as if this Order had not been made].

- (2) An Appeal against the Order of the Deputy Commissioner or Sub – Divisional Officer [C], shall lie to the **Appellate Authority** within **30 [thirty]** days of the date of the Order appealed against.
- (3) Any person aggrieved by an order of the designated authority denying the issue or renewal of a Family Identity Card (Ration Card) or cancellation of the Family Identity Card (Ration Card) may appeal to the Appellate Authority within thirty days of the date of receipt of the order.
- (4) Any person aggrieved by an order of the designated authority denying the issue or renewal of the licence to the Fair Price Shop owner or SK Oil dealer, or cancellation of the licence may appeal to the Appellate Authority within thirty days of the date of receipt of the order and the Appellate Authority shall, as far as practicable, dispose the appeal within a period of sixty days:

Provided that once an appeal has been disposed of by the Appellate Authority, the time for issue or renewal of the licence of the Fair Price Shop owner or SK Oil dealer by the designated authority referred in sub-clause (9) of clause 10 shall begin from the date of decision of the Appellate Authority on the appeal.

- (5) No appeal shall be disposed of unless the aggrieved person has been given a reasonable opportunity of being heard.
- (6) Pending the disposal of an appeal, the Appellate Authority may direct that the order under appeal shall not take effect for such period as the authority may consider necessary for giving a reasonable opportunity to the other party under sub-clause (4) or until the appeal is disposed of, whichever is earlier.

**21. Protection of action taken under order: -**

No suit, prosecution or other legal proceeding shall lie against any person for anything which is in good faith done or intended to be done in pursuance of this Order.

**22. Power of Central Government to give directions**

The Central Government may give such directions as it may deem necessary to the State Government for execution of all or any of the provisions of this Order.

**23. Unlawful ration card**

- (1) No Person shall manufacture, prepare, print or keep in his possession any blank ration card or any seal or stamp which is used or likely to be used for preparation of unlawful ration cards or use such ration cards for the receiving any scheduled commodities.
- (2) No person shall knowingly receive or use, or assist anyone in receiving or using any unlawful ration card or receive or assist in receiving any scheduled commodities except on a valid ration card.
- (3) No public servant shall wilfully or knowingly issue or help in issuing an unlawful ration card to any person.

**24. Conditions to be observed by the Government nominee or PDS Agents or SK Oil Agency / SK Oil Wholesaler or FPS dealers or SK Oil dealers**

The Government nominee or PDS Agents or SK Oil Agency / SK Oil Wholesaler or FPS or SK Oil dealers shall observe such conditions as the State government or the Deputy Commissioner may by an order in writing direct from time to time, in respect of opening of shop, maintenance of stocks, supply and distribution of scheduled commodities maintenance of accounts, keeping of the register filing returns and issue of receipt of identity card holder and other matters.



## **25. Prohibition on Transfer of License of Government nominee or PDS Agents or FPS**

### **Dealer or SK Oil Agency / SK Oil Wholesaler or SK Oil Dealer:**

No person authorized as Licensed FPS Dealer or Government nominee or PDS Agents or SK Oil Agency / SK Oil Wholesaler or SK Oil Dealer by the Competent Officer shall appoint as such a Licensed FPS Dealer or Government nominee or PDS Agents, SK Oil Agency / SK Oil Wholesaler or SK Oil Dealer or transfer his License to any other person by any means whatsoever. No person authorized as Licensed FPS Dealer or Government nominee or PDS Agents, SK Oil Agency / SK Oil Wholesaler or SK Oil Dealer shall carry on business either as a sub-agent or as a transferee from the Licensed FPS Dealer or Government nominee or PDS Agents SK Oil Agency / SK Oil Wholesaler or SK Oil Dealer or otherwise on behalf of such Licensed FPS Dealer or Government nominee or PDS Agents, SK Oil Agency / SK Oil Wholesaler or SK Oil Dealer.

## **26. Provision of the order to prevail over previous orders of State Government**

The provisions of this order shall have effect notwithstanding anything to the contrary contained in any order made by the State Government before the commencement of this order except as respects anything done or *omitted* to be done there under before such commencement.

**PART-B:** Appointment of Government nominee or PDS Agents and regulation of purchase, storage and Sale of Food grains by such Authorized Agency (Government nominee or PDS Agents).

## **27. Appointment of Government nominee or PDS Agents: -**

(1) With a view to distribute Food grains under the Scheme, the Director or the Deputy Commissioner, in his respective jurisdiction may by Order, appoint in respect of any area anybody corporate or a company owned by it or a co-operative as Government nominee or PDS Agents in respect of any Food grains for the purpose of this Order and thereupon such Government nominee or PDS Agents shall lift the Food grains allotted by the Govt. of India from the Local F.C.I. Godowns and deliver the required quantity on time at the Fair Price Shops of the Area covered by such Government nominee or PDS Agents.

(2) Qualification of *Government nominee or PDS Agents*:

- i. He or she should be a Resident of Meghalaya for a minimum period of 10 (Ten) years
- ii. He or she should be literate (should be able to read and write)

- iii. Government nominee or PDS Agents shall not be the Headman or Village Secretary including Members of the Executive Committee of a village or locality
- iv. A copy of reservation category, whether ST or SC or OBC, if any, should be enclosed in the application form.
- v. Trading License from Autonomous District Councils is required for Non-Tribal applicants.
- vi. For Public institutions or public bodies such as Self-Help Groups, Co-operative societies may be preferred based on the production of registration certificate.
- vii. Every applicant should have weighing scale duly certified by the Legal Metrology Department if selected or appointed.
- viii. The location must be feasibly located for storage and distribution
- ix. The financial position should be satisfactory
- x. Should obtain Food Safety License from the Issuing Authority.
- xi. Application Forms for Government nominee or PDS Agents can be obtained from respective Deputy Commissioner (Supply) or Subdivision (Supply) Office Forms duly filled should include:
  - (a) A copy of Schedule Tribe Certificate or Permanent Resident Certificate of Meghalaya, Aadhaar, EPIC of Meghalaya, Bank Passbook, Mobile number
  - (b) 2 nos. recent Passport Photo

**(3) *Application for appointment: -***

An application for appointment under this Order shall be made in **Annexure XII** to the State Government through the respective Deputy Commissioner or Additional Deputy Commissioner or Sub-Divisional Officer (Supply) for any one of the areas or Government nominee or PDS Agents Centres approved by Government and publicised through an advertisement”

**(4) *Procedure to be followed and requisites to be taken into consideration for appointing as Government nominee or PDS Agents: -***

- i. In appointing or refusing to appoint under this Order, the Appointing Authority shall, among other things, have regard to the following namely:
  - (a) Financial capability duly supported by documentary proof or Bank statement to that effect. In addition, Bank Guarantee shall also be accepted in computation of the financial capability of the applicant. The amount of which shall be fixed by Government from time to time;
  - (b) Possession of Godown or storage space supported by documentary proof

to that effect.

- (c) Possession of godown at the appointed centre and signboard of the applicant to be displayed with working hours in it and the stock and price board and displayed prominently.
  - (d) The storage structures should be either scientific or conventional Godown. The Godown should be a proper RCC Building with ventilation facilities.
  - (e) All Godowns should avoid low lying areas in order to safeguard against floods. The Godowns should have proper drainage in and around it to avoid the possibility of water accumulating or stagnating in its vicinity. It should not be in close proximity of garbage dumping grounds, sewage pits, dairies, poultry farms, stables, slaughterhouse or any other places to avoid contamination of food-grains.
  - (f) production of any other documents or certificates as required by and mentioned in the advertisement including those relating to the business ordinarily carried on by the applicants and his or her past record as a dealer in food grains;
  - (g) whether the applicant is a Co-operative Society or SHGs or Individual;
  - (h) The quantity of food grains allotted to the Government nominee or PDS Agents centre for which the appointments are required keeping in view the commercial viability of the dealership proposed.
  - (i) All Non-Tribal applicants or Firm or Company are required to produce Trading Licence from the respective District Councils they reside with regard to the area of operation.
- ii. Notwithstanding anything contained in Sub-clause (i), the State Government may, if it is of opinion that it is necessary to finalize distribution of Food grains through any special or specialized Agencies or Channels [including Co - Operative Societies] it may direct the Appointing Authority to appoint under this Order only such Agencies or Channels.

**(5) *Issue of Appointments: -***

Every Appointment shall be issued under this order only on furnishing of undertaking in **Annexure XIII** ", by the Applicant.

**(6) *Deposit of Security Money: -***

The applicant shall submit a Bank Guarantee of Rs.1 Lakh (One Lakh) for Tribal and Rs.2 Lakhs (Two Lakhs) for Non- Tribal respectively) to be executed on Non-Judicial

Stamp of Rs. 10/- along with the application form (**Annexure XII**). The validity of the Guarantee should be a minimum of 6(six) months.

Every applicant (**Government nominee or PDS Agents**) who has been approved for appointment shall prior to issue of formal appointment, deposit with the Deputy Commissioner (S)/ SDO Civil the Security money of Rs. 20,000/- (Rupees twenty thousand) only in the form as may be prescribed by Government from time to time, for the due performance of the terms and conditions of his/her appointment. The security deposit is refundable.

*(The Original Guarantee and one duplicate copy to be submitted along with the application form)*

**(7) Forfeiture of Security Deposit: -**

Without prejudice to other provisions in this Order, if the Appointing Authority is satisfied that the Government nominee or PDS Agents contravened any of the terms and conditions of the appointment and that forfeiture of the Security Deposit is called for, it may after giving a Government nominee or PDS Agent a reasonable opportunity of stating his case against the proposed forfeiture, by order, forfeit the whole or any part of the Security Deposited by him and communicated a copy of the Order to the Government nominee or PDS Agents

The Government nominee or PDS Agents shall, if the amount of Security at any time falls short of the amount specified in Clause – 6, forthwith deposit further security to make up that amount on being required by the Appointing Authority so to do.

Upon due compliance by the Government nominee or PDS Agents with all the terms and conditions of the appointment, the amount of security or such part thereof which is not forfeited as aforesaid, shall be returned to the Government nominee or PDS Agents after the termination of the appointment.

The Appointed Government nominee or PDS Agents should function for at least Six months; if any Government nominee or PDS Agents resigns, he or she will have to forfeit his or her security deposit. Resignation letter should be sent officially, three months in advance to the office of the Deputy Commissioner or Sub- Divisional Officer.

Also, the Appointed Government nominee or PDS Agents are to mandatorily comply with doorstep delivery at the Fair Price Shop at no cost as per the PDS calendar and ensure compliance regarding any technological tasks to be completed including supply chain management updation. The Government nominee or PDS Agents are to mandatorily update the Supply Chain management for issuing the food grains to the FPS.

Deputy Commissioner or SDO Civil shall take strict action against defaulting Government nominee or PDS Agents for non-updation of Stocks and distribution of foodgrains to the FPS through the Supply Chain Management Application. A

penalty (fee) may be penalised against the defaulters as specified by the Government from time to time.

**(8) *Period of validity of the appointment: -***

Every appointment issued under this Order be valid for a period of 2 (Two) year(s) from the date of issue of the letter of appointment.

**(9) *Duplicate copy of the appointment letter: -***

If the Appointing Authority is satisfied that an appointment issued under this Order is defaced, lost or destroyed or otherwise rendered useless, he may, on application made in that behalf and on payment of a Fee issue a Duplicate copy of the appointment letter on payment of Fees as may be determined by Government.

**(10) *Maintenance of Accounts: -***

Every Government nominee or PDS Agents shall maintain correct and true Accounts in respect of his Business in such form and manner as the **Director** may specify.

**(11) *Compliance with order and direction: -***

Every Government nominee or PDS Agents to whom any order or direction is issued under any Powers conferred by or under this Order shall comply with such Orders or direction. Tasks may include timely updation of the Supply Chain Management application, adherence to Public Distribution System calendar for timely food grains distribution to all the Fair Price Shop Dealers by the 16<sup>th</sup> of every month with regards to the preceding month(s) allocation.

If the Government nominee or PDS Agents do not conform with the rules specified under Section VIII of the Government approved Wholesalers Guidelines of the State Government under the Public Distribution System, they may be penalised as per the provisions of law.

**(12) *Suspension or cancellation of appointment: -***

If any Government nominee or PDS Agents either by himself or through his Agent or Servant acting on his behalf contravenes any of the Provisions of this Order or any of the terms and conditions of the appointment then, without prejudice to any other action that may be taken against him, the authority issuing the appointment may, after giving him an opportunity of hearing and representing his case, suspend or cancel the appointment. A copy of the Order suspending or cancelling the appointment shall also be furnished to the Government nominee or PDS Agents.

**28. Disposal of stocks in certain cases: -**

Where the appointment is suspended or cancelled under sub clause (12) of Clause 1, the Appointing Authority may by order direct the Agency whose appointment is suspended or cancelled to dispose of the stock of food grains with him in such manner and within such time as may be specified in the Order.

**29. Returns by Government nominee or PDS Agents: -**

- (1) Every Government nominee or PDS Agents shall submit to the Appointing Authority or any Officer authorized in this behalf by the State Government, Monthly Returns in such forms as may be prescribed so as to reach him on the date as may be fixed by the Competent Authority.
- (2) The Director and the Deputy Commissioner within his respective jurisdiction or any Officer authorized by the Government in this behalf may --
  - (a) issue directions to the Government nominee or PDS Agents regarding the purchase or disposal of Food grains;
  - (b) by Order any Government nominee or PDS Agents to furnish such information or statistics or produce for inspection such Accounts, Books or documents relating to his Business as may be specified in the Order;
- (3) Any Government nominee or PDS Agent holding a stock of **20 [twenty]** quintals or more of Rice or its equivalent quantity, when called upon by general Notification or otherwise by the State Government or any Officer authorized by the State Government in this behalf, has to make a declaration every fortnight in Form as may be prescribed through the Sub – Divisional Officer [Sadar] concerned in respect of Urban Areas and through the Block Development Officers concerned in respect of Rural Areas and shall make a written declaration on the **22<sup>nd</sup>** day of each Month for the first fortnight and the **07<sup>th</sup>** day of the following Month for the Second fortnight of each Month.

## Form 1

### Acknowledgment of Complete Application

From

.....

.....

..... (The Designated Officer/ Authorised Officer with full office address,  
email, and other contact details)

To:

.....

.....

.....

Email:

Mobile:

Ref: Your application dated ..... for Name of the service  
.....

I hereby acknowledge your application referred above.

The Unique Identification Number for the Application is  
.....

The application along with all the documents has been submitted complete in all aspects and the time  
limit notified for providing such services is ..... days from the date of  
issue of this acknowledgment form

Place:

Date:

Yours Sincerely,

(Designated Officer/ Authorised Officer)  
(Office seal)

**Form I1**

**Acknowledgement for Incomplete Application**

From

.....

.....

..... (The Designated Officer/ Authorised Officer with full office address,  
email and other contact details)

To:

.....

.....

.....

Email:

Mobile:

Ref: Your application dated ..... for the Name of

the service .....

The following defects in the application may be rectified, urgently:  
(Specify defects, if any)

(1) .....

(2) .....

(3) .....

The following required documents may please be submitted immediately: -

(1) .....

(2) .....

(3) .....

Place:

Date:

Please note that the stipulated time limit for the above service as notified under sub-section (2) of section 3 of the Meghalaya Right to Public Service shall start from the date on which the application is received complete in all aspects by the Designated Officer.

Yours sincerely,

(Designated officer/ authorized Officer)  
(Office seal)



### UNDERTAKING – I

(To be executed in Non-Judicial Stamp paper of Rs.10/-)

I, Smti/Shri \_\_\_\_\_ approved for  
appointment as Government Nominee/Agent in PDS at \_\_\_\_\_ Wholesale  
Centre for the year \_\_\_\_\_, do hereby undertake to run/manage the dealership by myself.  
Place \_\_\_\_\_ Signature \_\_\_\_\_  
Date \_\_\_\_\_

.....

### UNDERTAKING – II

(To be executed in plain paper)

I, Smti/Shri \_\_\_\_\_ do hereby  
undertake to accept the appointment as Nominee/Agent in PDS for the year 2022 and to abide by  
the following terms and conditions and any other instructions that may be issued from time to time.

1. To deposit the value of allotted quantum of PDS commodities allotted by D.C/S. D. O and lift the quota from FCI in time.
2. To arrange transportation of the quantity so lifted from the FCI godown to the wholesale centre in which I am appointed and to store the stock hygienically.
3. To release/distribute the stock of commodities to the Retailer of Fair Price Shop dealers as per instruction and prices issued/fixed by D. C's /S. D. O (Supply).
4. To deposit the Security Money, the amount of which may be fixed by the Government.
5. To mandatorily comply with doorstep delivery at the Fair Price Shop at no cost as per the PDS calendar and ensure compliance regarding any technological tasks to be completed including supply chain management updation. The Government nominee or PDS Agents are to mandatorily update the Supply Chain management for issuing the food grains to the FPS.

Place \_\_\_\_\_ Signature \_\_\_\_\_  
Date \_\_\_\_\_

## **REQUIREMENTS**

1. Court Fee Stamp of Rs.25/- (to be affixed in the application form).
2. 3 (three) copies of attested passport size photo of the applicant (photo of Proprietor if application is in the name of a Firm and photo of the Secretary, if the application is in the name of Co-operative Society/ NGO).  
(One copy to be affixed in the application forms and 2(two) copies to be attached with the Original Bank Guarantee).
1. Bank Guarantee of Rs.1 Lakh (One Lakh) for Tribal and Rs.2 Lakhs (Two Lakhs) for Non- Tribal respectively) to be executed on Non-Judicial Stamp of Rs. 10/-.  
  
The validity of the Guarantee should be a minimum of 6(six) months.  
(The Original Guarantee and one duplicate copy to be submitted along with the application form)
3. Documentary proof with Counter-signature by Headman regarding possession of godown with capacity, Computer Hardware, Internet Connectivity.
4. Trading Licence for Non-Tribals and for Tribals (if application is in the name of a firm/Company)
5. GST/Sales Tax Clearance Certificate (Clearance or exemption certificate).
6. Professional Tax Clearance Certificate (Expired/Invalid certificate will not be accepted).
7. Aadhaar, Scheduled Tribe Certificate.
8. If selected, they are to have an electronic weighing scale (certified by legal metrology) and they should have an FSSAI certificate/license.
9. If appointed, the Government Nominee/PDS Agents are to deposit a security of Rs. 20,000/- (Rupees twenty thousand) only in the form of National Savings Certificate pledge in favour of the undersigned. The security deposit is refundable.
10. Basic IT infrastructure with Internet Connectivity at the Godown.
11. If Selected, Undertaking-I & II is to be submitted. Undertaking I to be executed in Non-Judicial Stamp of Rs 10/- and Undertaking II in Plain Paper.
12. Separate Undertaking for Free of cost Door Step delivery up to the FPS level

***Incomplete application will not be accepted.***

***Application Form duly filled in should reach the Office of the Undersigned during office hours. Applications submitted beyond the last date will not be accepted.***

### **30. Maintenance of Accounts: -**

Every Fair Price Shop owner or SK Oil dealers shall maintain correct and true Accounts in respect of his Business in such form and manner as the **Director Food Civil Supplies and Consumer Affairs** may specify.

### **31. Compliance with order and direction: -**

Every Fair Price Shop owner or SK Oil dealers to whom any order or direction is issued under any Powers conferred by or under this Order shall comply with such Orders or direction. Tasks may include timely updation of the point of sales devices, adherence to Public Distribution System calendar for timely food grains or SK Oil distribution to all the Beneficiaries by the 30<sup>th</sup> of every month with regards to the preceding month(s) allocation.

If the Fair Price Shop owner or SK Oil dealers do not conform with the rules specified under the Government approved FPS/SK Oil Guidelines of the State Government under the Public Distribution System, they may be penalised as per the provisions of law.

### **32. Sanction for Prosecution of Authorised Dealer: -**

No Prosecution in respect of an alleged contravention of any provision this Order by the Fair Price Shop owner or SK Oil dealers shall be instituted without the sanction of the Appointing Authority.

### **33. Repeal and Saving**

- (1) The Meghalaya Food Grains [Licensing and Control] Order, 1985, the Meghalaya Kerosene [Licensing and Distribution] Control Order, 1988, the Meghalaya Foodgrains [ Public Distribution System] Control Order, 2004, and the Meghalaya Foodgrains [ Public Distribution System] Control (Amendment) Order, 2012 are hereby repealed.
- (2) Notwithstanding such repeal, anything done or any action taken under the Orders so repealed, shall be deemed to have been done or taken, as the case may be, under the corresponding provisions of this Order.

Sd/-

Commissioner & Secretary to the Government of Meghalaya,  
Food Civil Supplies & Consumer Affairs.

## Form 1

### Acknowledgment of Complete Application

From

.....

.....

..... (The Designated Officer/ Authorised Officer with full office address,  
email, and other contact details)

To:

.....

.....

.....

Email:

Mobile:

Ref: Your application dated ..... for Name of the service  
.....

I hereby acknowledge your application referred above.

The Unique Identification Number for the Application is  
.....

The application along with all the documents has been submitted complete in all aspects and the time  
limit notified for providing such services is ..... days from the date of  
issue of this acknowledgment form

Place:

Date:

Yours Sincerely,

(Designated Officer/ Authorised Officer)  
(Office seal)

**Form II**

**Acknowledgement for Incomplete Application**

From

.....  
.....

..... (The Designated Officer/ Authorised Officer with full office address,  
email and other contact details)

To:

.....  
.....  
.....

Email:

Mobile:

Ref: Your application dated ..... for the Name of

the service .....

The following defects in the application may be rectified, urgently:  
(Specify defects, if any)

(2) .....

(2) .....

(3) .....

The following required documents may please be submitted immediately: -

(2) .....

(2) .....

(3) .....

Place:

Date:

Please note that the stipulated time limit for the above service as notified under sub-section (2) of section 3 of the Meghalaya Right to Public Service shall start from the date on which the application is received complete in all aspects by the Designated Officer.

Yours sincerely,

(Designated officer/ authorized Officer)  
(Office seal)

## Annexure-I

Coverage under the Targeted Public Distribution System under section 3(2) of the National Food Security Act, 2013(see para 3)

Sl. No	State	Population (Census 2011)	Coverage					Antyodaya Anna Yojana (number of families) *
			As percentage of population		No of persons to be covered			
			Rural	Urban	Rural	Urban	Total	
1	2	3	4 (i)	4 (ii)	5 (i)	5 (ii)	5 (iii)	6
1	Meghalaya	2,964,007	77.79	50.87	1,842,823	302,695	2,145,517	70,200

\* Within the total State-wise number of persons to be covered under National Food Security Act, 2013 as indicated in column 5 (iii).

Director,

Food, Civil Supplies and Consumer Affairs.

## Annexure-II

Statement on deletion of ineligible or bogus ration cards and inclusion of eligible households for the quarter ending June or September or December or March [see Para 4 clause (20)]

Household or Beneficiary Category	Existing number of ration cards at beginning of the quarter	First Quarter ending June		Second Quarter ending September		Third Quarter ending December		Fourth Quarter ending March		No. of ration cards at the end of the quarter or year
		Number of ration cards deleted or cancelled	Number of new ration cards issued	Number of ration cards deleted or cancelled	Number of new ration cards issued	Number of ration cards deleted or cancelled	Number of new ration cards issued	Number of ration cards deleted or cancelled	Number of new ration cards issued	
Priority										
Antyodaya Anna Yojana (AAY)										
Others (specify e.g., those covered by tide over allocation)										
Total										

**Note: The information shall be furnished within two weeks after the end of every quarter.**

DC/SDO(C)

### Annexure-III

#### Statement on doorstep delivery to the Fair Price Shops for the quarter ending June or September or December or March [see clause (4) of Para 6]

Total number of districts in the State: \_\_\_\_\_

Total number of FPSs in the State: \_\_\_\_\_

Sl. No.	Name of Agency	Type of Agency*	Nos. of districts covered under doorstep delivery by the Agencies	Total numbers of FPSs covered by the Government nominee or PDS Agents under doorstep delivery
1				
2				
3				
4				
Total				

\*As regards the type of agency, please indicate whether State Civil Supplies Corporation or other apex body, Cooperative Societies, Private Agency e.g., Government nominee or PDS Agents, LAMPS, PACS etc., or any other agency. In case more than one agency is making door-step delivery in a one district, same may also be indicated.

**Note: The information shall be furnished within two weeks after the end of every quarter.**



#### Annexure – IV

**Format for furnishing annual Utilisation Certificate (UC) on distribution of food grains SK Oil allocated by the Government of India from Central Pool for the period ending 31<sup>st</sup> March, every year [see clause (2) of Para 7]**

##### Utilisation Certificate for the year \_\_\_\_\_

This is to certify that during the (year), (quantity) tons of food grains or SK Oil were allocated by Government of India for distribution under TPDS or additional allocation) and the same were distributed to the beneficiaries as follows, namely: -

(Figures in tons)

Commodity	Allotment made by the Government of India	Quantity lifted by the State Govt.	Unlifted quantity out of the allotted quantity (col. 2 – col. 3)	Quantity distributed	Balance quantity out of the lifted quantity. (col. 3 – col. 5)	Reasons for unlifted or undistributed quantity, if any.
1	2	3	4	5	6	7.
Rice						
Wheat						
Coarse grains						
Total						

Signature\_\_\_\_\_

Name of the officer\_\_\_\_\_

(To be signed by the Secretary of the Food and Civil Supplies Department of the State Government)

Date\_\_\_\_\_

Place\_\_\_\_\_

**Note: The information shall be furnished on or before 30th June of the next financial year.**

## Annexure-V

### Annual Statement on monitoring of Targeted Public Distribution System and action taken (for the period ending 31st March, 20----) [see clause (16) of Para 8]

(A)

No. of inspections conducted	No. of raids conducted		Nos. of FPS licences			No. of FIRs lodged	No. of persons arrested	Remarks
		Suspended	Restored	Cancelled	Pending for a decision			

(B)

No. of inspections conducted	No. of raids conducted		Nos. of SK Oil dealer licences			No. of FIRs lodged	No. of persons arrested	Remarks
		Suspended	Restored	Cancelled	Pending for a decision			

(C)

I. Total number of Fair Price Shops in District or Subdivision:

\_\_\_\_\_

II. Total number of Fair Price Shop owner or SK Oil dealer's licenses suspended during the financial year: \_\_\_\_\_

III. Out of II above, numbers of Fair Price Shop owner or SK Oil dealer s whose license was suspended for a period more than six months: \_\_\_\_\_

**(D)**

I. Total number of SK Oil dealers in District or Subdivision:

\_\_\_\_\_

II. Total number of SK Oil dealer s' licenses suspended during the financial year:

\_\_\_\_\_

III. Out of II above, numbers of SK Oil dealer s whose license was suspended for a period more than six months: \_\_\_\_\_

**(E)**

Details of Fair Price Shop owner or SK Oil dealers whose license suspended for a period of more than six months			
No. of licenses suspended	No. of licenses restored	No. of licenses cancelled	Pending for a decision

**(F)**

Details of SK Oil dealer s whose license suspended for a period of more than six months			
No. of licenses suspended	No. of licenses restored	No. of licenses cancelled	Pending for a decision

**Note: The information shall be furnished on or before 30<sup>th</sup> June of the next financial year**

**Annual Statement on functioning of Vigilance Committees (VCs) (for the period ending 31st March of the year)**

**[See clause (6) of Para 10]**

1. Total number of Districts in the State: \_\_\_\_\_
2. Total number of Sub-Division in the State:  
\_\_\_\_\_
3. Total number of Blocks in the State: \_\_\_\_\_
4. Total number of Fair Price Shops in the State: \_\_\_\_\_

	Total number of Vigilance Committees (VCs) set up	Periodicity of meetings of VCs prescribed by State or UT (i.e., monthly or once in two months or quarterly)	No. of meetings held during the financial year
State or UT level			
District level			
Sub-Division level			
Block level			
FPS level			
<b>Total</b>			

**Note: The information shall be furnished on or before 30<sup>th</sup> June of the next financial year.**

Commissioner & Secretary to the Government of Meghalaya,  
Food Civil Supplies & Consumer Affairs.

**Statement on handling of grievances (for the quarter ending June or September or December or March) [see clause (12) of Para 10]**

- A. Toll free helpline Number (s): \_\_\_\_\_
- B. Web address of State Portal for grievance registration and redressal: \_\_\_\_\_

Location or Source	Opening Balance of No. of Grievances	No. of Grievances received during the quarter	No. of Grievances disposed during the quarter	Closing Balance of No. of Grievances at the end of the quarter
1	2	3	4	5
<b>Call Centre</b>				
<b>State Portal</b>				
<b>District Grievance Redressal Officer (DGRO)</b>				
<b>Any other source</b>				
<b>Total</b>				

**I. Statement of Grievance Registration and Redressal:**

**Note: The information shall be furnished within two weeks after end of every quarter.**

**DC/SDO(C)**

**Format for confirming delivery of allocated food grains or SK Oil to the Fair Price Shop and their distribution to eligible households, monthly [See clause (4) of Para 7]**

This is to certify that during the period of dd/mm/yyyy to dd/mm/yyyy the following food grains or SK Oil were received by the ..... Fair Price Shop and distributed to the eligible households

**Table 1**

(figures in tons)

Sl. No.	Commodity	Allotment Received	Allotment Distributed	Allotment Remaining
1	2	3	4	5
2	Rice			
3	Wheat			
4	Coarse grains			
5	Total			

Name of Fair Price Shop owner or SK Oil dealer: -

Signature of Fair Price Shop owner or SK Oil dealer: -

Date: -

Name of Government Authorised Signatory (1<sup>st</sup>): -

Signature of Government Authorised Signatory (1<sup>st</sup>)

Date: -

Name of Government Authorised Signatory (2<sup>nd</sup>): -

Signature of Government Authorised Signatory (2<sup>nd</sup>)

Date: -

**Director,**

**Food Civil Supplies & Consumer Affairs**

## Annexure-IX

### **Schedule I- Meghalaya Food Security Rule, 2018**

Sl. No.	Level	Concerned Office	Concerned Officer or Authority
1.	State Level	At Notice Board of Food Civil Supplies & Consumer Affairs, Department, Shillong and Directorate or Directorate of Social Welfare or Directorate of School Education and Literacy	Director, Food Civil Supplies & Consumer Affairs, Shillong or Director of Social Welfare or Director of School Education and Literacy
2.	District or Subdivision Level	At District Commissioners or Sub-Division Officers Supply Office	Nodal Officer or AGRO or All Supply Officers or District School Education Officer (DSEO) and Sub-Divisional School Education Officer (SSEO) or District Social Welfare Officer (DSWO) and District Programme Officer (DPO)
	Block Level	Block Development Office	Block Development Officer or Superintendent of Supply or Inspector of Supply
	Village Level	At Village Office or Headman Office or Fair Price Shop or Government nominee or PDS Agents or Local body Office	Local Headman or Nokma, FPS Dealer, Government nominee or PDS Agents, Block Officer

## ANNEXURE X

### PDS CALENDAR

Timeline for allotment of food grains up to Fair Price Shop level.

The PDS calendar is 45 days in advance. For example, allotment for the month of December should be initiated from 15th October till lifting by Wholesaler from FCI is completed as specified below.

Syncing of Data from FEAST Application & Generation of the Allotment Order	Depositing of Money by Wholesalers in DC/SDO Account as per his/her allotment	Payment by DFSS to FCI, through the Bank/Preparation of RTGS etc.	Indent order sent to the FCI Area Manager	RO ISSUANCE by FCI	Lifting of foodgrains by the Wholesaler from FCI	Downloading/issuing of Permit Book. (of The Previous Month Quota)	Lifting of Foodgrains by Fair Price Shop from Wholesaler (of the Previous Month Quota)	Distribution of Foodgrains to the Beneficiaries. (FPS to Beneficiaries)
15th to 20th of every month	21th to 28th of every month Syncing of data from FEAST	28th to 30th of every month after Depositing of Money by Wholesalers in DC/SDO Account	30th - 31st after payment by DFSS to FCI	1st to 3rd every month after Indent	4th - 31st every month after RO issuance by FCI	5th to 10th of every month	10th to 16th of every month (After Downloading/issuing of Permit Book )	Starts immediately after Lifting from Wholesaler (every month)

**NOTE : DC/SDO(S) having less number of Wholesaler/Quantity may complete the lifting in less than the given period.**

2. Approval of the Allotment by DC/SDO(S) on File, on or before 20th of every month.
3. Any updation / Transfer/Surrender of RC's can be done from 21st to 14th of every month. Transferring/shifting of beneficiaries from one FPS to another to be done before generation of allotment. The beneficiary, shifted before 20th of every month can avail the Quota after two months from the new FPS.
4. Whenever the FPS surrenders or is suspended, the quota is transferred to the nearest FPS temporarily identified by DC/SDO(S) till the appointment of a new FPS dealer. All the beneficiaries are automatically transferred to that particular FPS.
5. Whenever the Wholesaler surrenders or is suspended, the quota is transferred to the nearest Wholesaler temporarily identified by DC/SDO(S) till the appointment of a new wholesaler. All the FPSs are to be automatically mapped to that particular Wholesaler.
6. Issuing/Downloading (from <a href="http://www.megfcsa.gov.in">www.megfcsa.gov.in</a> ) of Permit Book should be completed before the 10th of every month for the previous month quota. Lifting of Foodgrains from the wholesaler by the FPS should be carried out after the 10th of every month.
7. FPS who have lifted the foodgrains (previous month quota) from their respective wholesaler's can start the distribution immediately without waiting for the last date of lifting from the wholesaler.
8. Distribution of foodgrains to the beneficiaries should be completed within the 30th of every month (of the previous month quota).



## ANNEXURE XI

**Maintenance of the monthly records (separate register for all commodities) of Government nominee or PDS Agents /SK Oil Agency / SK Oil Wholesaler, e.g., stock register (in KG/LTRS), issue or sale register (in KG/LTRS) shall be in the form below:**

[illegible][illegible]

## Prescribed Government nominee or PDS Agents Application Form

<b>1.</b>	<b>Name of Applicant-</b>		
<b>2.</b>	<b>Age</b> (as on advt. date)		
<b>3.</b>	<b>Address</b> (Residential Certificate from the Headman concerned to be attached).	District:	
		Block:	
		Village:	
		Landmark /Locality	
		Pin code	
<b>4.</b>	<b>Contact No/ WhatsApp No.</b>		
<b>5.</b>	<b>Email Id</b>		
<b>6.</b>	<b>Father's Name</b>		
<b>7.</b>	<b>Profession</b>		
<b>8.</b>	<b>Educational Qualification</b>		
<b>9.</b>	<b>Experience as Government nominee/PDS Agents? :-</b> (Certification of DC/SDO Civil and Headman: - to be attached).		
<b>10.</b>	<b>Wholesale Centre applied for</b>		
<b>11.</b>	<b>Availability of Godown (/)</b> (Documentary proof Pictures, counter signature by Headman/Nokma, to be attached)	Owned <input style="width: 40px;" type="text"/>	Hired <input style="width: 40px;" type="text"/>
<b>12.</b>	<b>Capacity/Size of the Godown</b>		
<b>13.</b>	<b>Location of Godown</b> (with GPS coordinates)		
<b>14.</b>	<b>Availability of Computer Hardware</b>		
<b>15.</b>	<b>Availability of Internet.</b>		
<b>16.</b>	<b>No. of trucks available</b>		
<b>17.</b>	<b>Availability of Weighing Scale (Certified by Legal Metrology)</b>		
<b>18.</b>	Whether the applicant has obtained Trading Licence from the District Council or other appropriate authority (copy to be enclosed) (For non- Tribals only. For Tribals, if application is in the name of a Firm/ Company)		
<b>19.</b>	<b>Aadhaar No.</b> (Photo copy to be enclosed)		

I \_\_\_\_\_ have thoroughly/ carefully read the provisions of MEGHALAYA FOOD GRAINS/ SK OIL [PUBLIC DISTRIBUTION SYSTEM] CONTROL ORDER 2021, and I have agreed to abide the conditions of the aforesaid order. The information given above is to the best of my knowledge and belief: -

Place: -

Date: -

Signature

**PRESCRIBED APPLICATION FORM FOR FAIR PRICE SHOP(FPS)**

<b>a) FPS/SK Oil Ownership Type:</b>											
Self-help Group <input type="checkbox"/>				Co-Operative Society <input type="checkbox"/>							
Private Individual <input type="checkbox"/>				State Government <input type="checkbox"/>							
<b>FPS/SK Oil Type:</b> Kerosene <input type="checkbox"/>				Normal <input type="checkbox"/>		Both <input type="checkbox"/>					
<b>Permanent Account No</b>											
Shop Roof Type:		Cemented Roof <input type="checkbox"/>		Jute Roof No <input type="checkbox"/>		Roo <input type="checkbox"/>					
		Tiled Roof <input type="checkbox"/>		Tin Shade Roof <input type="checkbox"/>							
Building Type:		Kucha <input type="checkbox"/>		Mobile FPS <input type="checkbox"/>		Pukka <input type="checkbox"/>					
Owner Ship of Shop		Owned <input type="checkbox"/>		Lease <input type="checkbox"/>		Rent <input type="checkbox"/>		Shared <input type="checkbox"/>			
Adress of the Owner		District/ Subdivison									
		Block				Village					
		Locality				Landmark					
		Pin code				Rural <input type="checkbox"/>		Urban <input type="checkbox"/>			
<b>Fair Price Shop Owner/ SK Oil Personal &amp; Professional Details:</b>											
Owner Name											
Fathers Name											
Mothers Name											
Educational Qualification						Mobile No					
Aadhaar No.					Age		Gender				
<b>Reservation category (Tick only)</b>											
CO-OPER				EX-SERVICE MAN				GENERAL			
FREEDOM FIGHTER				OBC				PHYSICALLY HANDICAPED			
RESERVED FOR WOMEN				SCHEDULE CASTE							
SCHEDULE TRIBE				SELF HELP GROUP				WOMEN SELF HELP GROUP			
<b>Shop Full Address Details</b>											
District/ Subdivison				Block							
Village				Locality							
House No/Shop No				Landmark							
Pin code				Rural <input type="checkbox"/>				Urban <input type="checkbox"/>			

<b>Fair Price Shop Owner/ SK Oil Professional &amp; Bank Details</b>									
<b>Occupation details (Tick only)</b>									
BUSINESS		FARMER		GOVT. SERVICE		HOUSEWIFE			
UNEMPLOYED		LABOUR		PRIVATE SERVICE					
SEMI GOVERNMENT		RETIRED	TEACHER		PRIVATE SERVICE				
SHOPKEEPER		SEMI GOVERNMENT			SELF-EMPLOYED			OTHER	
Total Annual income (in Rs.)					Bank and Branch Name				
Account No.					IFSC Code				
State					District				
<b>Fair Price Shop/ SK Oil Operator/Nominee Details:</b>									
<b>1.</b>									
Operator Name					Father's Name				
Mothers Name					Gender				
Mobile No					Aadhaar No.				
<b>2.</b>									
Operator Name					Father's Name				
Mothers Name					Gender				
Mobile No					Aadhaar No.				
GPS Co-ordinates									

## Attachment Enclosures:

### IDENTITY PROOF ANY OF THE FOLLOWING DOCUMENTS:

- i) Pan Card
- ii) Passport
- iii) Driving License
- iv) Government or Semi Government Organization Identity Card
- v) Address Card having Name and Photo issued by Department of Posts
- vi) Any Other Proof as specified by Government.
- vii) Aadhaar

### ADDRESS PROOF ANY OF THE FOLLOWING DOCUMENTS:

- i) Pan Card
- ii) Passport
- iii) Driving License
- iv) Government or Semi Government Organization Identity Card
- v) Address Card having Name and Photo issued by Department of Posts
- vi) Any Other Proof as specified by Government.
- vii) Aadhaar

I \_\_\_\_\_ have thoroughly/ carefully read the provisions of THE MEGHALAYA PUBLIC DISTRIBUTION SYSTEM (PDS) CONTROL ORDER 2021, and I have agreed to abide the conditions of the aforesaid order. The information given above is to the best of my knowledge and belief: -

Place: -

Date: -

Signature: -.....

**Transfer/Remapping of Fair Price Shops (FPS)**

a) Application from the concern FPS (to be enclosed with the form).

a) Copy of FPS License.

**Destination Information**

<b>Wholesaler name</b> <i>(To be Mapped)</i>			
<b>FPS Name</b>		<b>FPS Id</b>	
<b>District /Sub-Division</b>		<b>Block</b>	
<b>Village</b>		<b>Locality</b>	
<b>Pin code</b>		<b>Total Ration Card Count</b>	

**Attachment Enclosures:****IDENTITY PROOF ANY OF THE FOLLOWING DOCUMENTS:**

- i) Pan Card
- ii) Voter ID
- iii) Passport
- iv) Driving License
- v) Government or Semi Government Organization Identity Card
- vi) Address Card having Name and Photo issued by Department of Posts
- vii) Aadhaar

**ADDRESS PROOF ANY OF THE FOLLOWING DOCUMENTS:**

- i) Pan Card
- ii) Passport
- iii) Driving License
- iv) Government or Semi Government Organization Identity Card
- v) Voter ID
- vi) Any Other Proof as specified by Government
- vii) Aadhaar

## Annexure-XV

### NEW RATION CARD APPLICATION

Recent  
Passport  
Size

1.	Category:	<input type="checkbox"/>	<input type="checkbox"/>	District:		Block	
		AAY	PHH				
2.	Name of Applicant					Father's Name	
3.	Husband's Name					Spouse's Name	
4.	Gender		Age		Mobile Number		Nationality
5.	Residential Address						
			Village		Locality		
6.	Pin Code		Aadhaar Number (copy to be enclosed)			Epic (copy to be enclosed)	
7.	Are you a member of Schedule Caste/Schedule Tribe? Answer 'yes' or 'No' (copy to be enclosed)						
8.	Total monthly income of family from all sources: Rs			Physically Disabled (Yes/NO) (If Yes, Certificate from DMHO/UDID to be enclosed)			
9.	Gas Connection (Yes/NO)		LPG Consumer No		Name of Gas Agency		
10.	Bank Detail of the Head of Family: -		Name of Bank			Rural <input type="checkbox"/>	Urban <input type="checkbox"/>
			IFSC Code		A/C No		
11.	FPS Mapping (Recommended)						

**Signature of the Applicant**



## Members Forms:

Sl.no	Member's Name	Mobile Number	Aadhaar Number (copy to be enclosed)	Epic (copy to be enclosed)	Occupation	Bank A/C No.	Bank Name	Branch Name	Total Annual income (In Rs.)

I \_\_\_\_\_, Son / Daughter of Shri \_\_\_\_\_  
age \_\_\_\_\_ years, resident of \_\_\_\_\_ in the district of \_\_\_\_\_,  
Meghalaya, do hereby declare that the information given above and in the enclosed documents is true  
to the best of my knowledge and belief and nothing has been concealed therein. I am well aware of the  
fact that if the information given by me is proved false / not true at any point of time, I will have to face  
punishment as per any provision of Law for the time being in force as well as the benefit availed of by  
me or the benefit accrued to me shall be summarily cancelled.

Date:  
Signature of the Applicant

Place: -

## **Attachment Enclosures:**

### **IDENTITY PROOF ANY OF THE FOLLOWING DOCUMENTS:**

- i) Pan Card
- ii) Voter ID
- iii) Passport
- iv) Driving License
- v) Government or Semi Government Organization Identity Card
- vi) Any Other Proof as specified by Government or Semi Government Organization
- vii) Aadhaar

### **ADDRESS PROOF ANY OF THE FOLLOWING DOCUMENTS:**

- i) Pan Card
- ii) Voter ID
- iii) Passport
- iv) Driving License
- v) Government or Semi Government Organization Identity Card
- vi) Any Other Proof as specified by Government or Semi Government Organization
- vii) Aadhaar

**Ration Card[R]: Surrender****Ration Card Surrender:****a) Application from the concern Head of the Family (HOF).****b) Copy of Ration Card Details.**

<b>FPS Name</b>	<b>FPS Id</b>	
<b>Ration Card No</b>		
<b>District/Sub-Division</b>		
<b>Village</b>		
<b>Locality</b>		
<b>Block</b>		

**Attachment Enclosures:****IDENTITY PROOF ANY OF THE FOLLOWING DOCUMENTS:**

- i) Pan Card
- ii) Passport
- iii) Driving License
- iv) Government or Semi Government Organization Identity Card
- v) Voter ID
- vi) Any Other Proof as specified by Government
- vii) Aadhaar

**ADDRESS PROOF ANY OF THE FOLLOWING DOCUMENTS:**

- i) Pan Card
- ii) Passport
- iii) Driving License
- iv) Government or Semi Government Organization Identity Card
- v) Voter ID
- vi) Any Other Proof as specified by Government
- vii) Aadhaar

**Receipt for Ration Card Handover**

[See clause (25) of Para 4]

Depositor Name: - .....

Deposited Date: - .....

Family Card (Ration Card) No.: -.....

Receiver Name/Designation: -.....

**Ration Card[R]: Deletion****Ration Card Deletion:**

- a) Application from the concern Head of the Family (HOF).**
- b) Copy of Ration Card Details.**

<b>FPS Name</b>	<b>FPS Id</b>	
<b>Ration Card No</b>		
<b>District/Sub-Division</b>		
<b>Village</b>		
<b>Locality</b>		
<b>Block</b>		

**Attachment Enclosures:****IDENTITY PROOF ANY OF THE FOLLOWING DOCUMENTS:**

- i) Pan Card
- ii) Voter ID
- iii) Passport
- iv) Driving License
- v) Government or Semi Government Organization Identity Card
- vi) Any Other Proof as specified by Government or Semi Government Organization
- vii) Aadhaar

**ADDRESS PROOF ANY OF THE FOLLOWING DOCUMENTS:**

- i) Pan Card
- ii) Voter ID
- iii) Passport
- iv) Driving License
- v) Government or Semi Government Organization Identity Card
- vi) Any Other Proof as specified by Government or Semi Government Organization
- vii) Aadhaar

**Ration Card[R]: Duplicate RC****Ration Card Surrender:**

- a) Application from the concern Head of the Family (HOF).**  
**b) Copy of Ration Card Details.**

<b>FPS Name</b>	<b>FPS Id</b>	
<b>Ration Card No</b>		
<b>District/Sub-Division</b>		
<b>Village</b>		
<b>Locality</b>		
<b>Block</b>		

**Attachment Enclosures:****IDENTITY PROOF ANY OF THE FOLLOWING DOCUMENTS:**

- i) Pan Card
- ii) Passport
- iii) Driving License
- iv) Government or Semi Government Organization Identity Card
- v) Voter ID
- vi) Any Other Proof as specified by Government
- vii) Aadhaar

**ADDRESS PROOF ANY OF THE FOLLOWING DOCUMENTS:**

- i) Pan Card
- ii) Passport
- iii) Driving License
- iv) Government or Semi Government Organization Identity Card
- v) Voter ID
- vi) Any Other Proof as specified by Government
- vii) Aadhaar

**Ration Card[R]: Transfer****TRANSFER (Intra-District) from one village to another village.****a) Application from the concern Head of the Family (HOF).****b) Enclosed copy of Ration Card Details.**

<b>SOURCE ADDRESS</b>			
<b>FPS Name</b>		<b>FPS Id</b>	
<b>Ration Card No</b>			
<b>District/Sub-Division</b>			
<b>Village</b>		<b>House Name/ No</b>	
<b>Locality</b>			
<b>Block</b>			

<b>DESTINATION ADDRESS</b>			
<b>FPS Name</b>		<b>FPS Id</b>	
<b>Ration Card No</b>			
<b>District/Sub-Division</b>			
<b>Village</b>		<b>House Name/ No</b>	
<b>Locality</b>			
<b>Block</b>			

**Attachment Enclosures:****IDENTITY PROOF ANY OF THE FOLLOWING DOCUMENTS:**

- i) Pan Card
- ii) Voter ID
- iii) Passport
- iv) Driving License
- v) Government or Semi Government Organization Identity Card
- vi) Any Other Proof as specified by Government or Semi Government Organization
- vii) Aadhaar

**ADDRESS PROOF ANY OF THE FOLLOWING DOCUMENTS:**

- i) Pan Card
- ii) Voter ID
- iii) Passport
- iv) Driving License
- v) Government or Semi Government Organization Identity Card
- vi) Any Other Proof as specified by Government or Semi Government Organization
- vii) Aadhaar

**Ration Card[R]: Transfer****TRANSFER (Inter-District) from one District to another District.****a) Application from the concern Head of the Family (HOF).****b) Enclosed copy of Ration Card Details.**

<b>SOURCE ADDRESS</b>			
<b>FPS Name</b>		<b>FPS Id</b>	
<b>Ration Card No</b>			
<b>District/Sub-Division</b>			
<b>Village</b>		<b>House Name/ No</b>	
<b>Locality</b>			
<b>Block</b>			

<b>DESTINATION ADDRESS</b>			
<b>FPS Name</b>		<b>FPS Id</b>	
<b>Ration Card No</b>			
<b>District/Sub-Division</b>			
<b>Village</b>		<b>House Name/ No</b>	
<b>Locality</b>			
<b>Block</b>			

**Attachment Enclosures:****IDENTITY PROOF ANY OF THE FOLLOWING DOCUMENTS:**

- i) Pan Card
- ii) Voter ID
- iii) Passport
- iv) Driving License
- v) Government or Semi Government Organization Identity Card
- vi) Any Other Proof as specified by Government or Semi Government Organization
- vii) Aadhaar

**ADDRESS PROOF ANY OF THE FOLLOWING DOCUMENTS:**

- i) Pan Card
- ii) Voter ID
- iii) Passport
- iv) Driving License
- v) Government or Semi Government Organization Identity Card
- vi) Any Other Proof as specified by Government or Semi Government Organization
- vii) Aadhaar

## Annexure-XXI

### Ration Card (Member) [R]: Deletion/Addition

#### Member Deletion/Addition:

- a) Application from the concern Head of the Family (HOF).
- b) Copy of Ration Card Details.

FPS Name		FPS Id	
Ration Card No			
Name of the Member to be deleted			
Any Members to be added in place of the deleted Members ( If yes, Members form to be attached with full details)	Yes / NO  (Kindly fill the members form of the New RC form)		
District/Sub-Division			
Village			
Locality			
Block			

#### Attachment Enclosures:

##### IDENTITY PROOF ANY OF THE FOLLOWING DOCUMENTS:

- viii) Pan Card
- ix) Voter ID
- x) Passport
- xi) Driving License
- xii) Government or Semi Government Organization Identity Card
- xiii) Any Other Proof as specified by Government or Semi Government Organization
- xiv) Aadhaar

##### ADDRESS PROOF ANY OF THE FOLLOWING DOCUMENTS:

- viii) Pan Card
- ix) Voter ID
- x) Passport
- xi) Driving License
- xii) Government or Semi Government Organization Identity Card
- xiii) Any Other Proof as specified by Government or Semi Government Organization
- xiv) Aadhaar