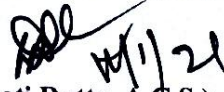


**GOVERNMENT OF ASSAM**  
**FOOD, CIVIL SUPPLIES & CONSUMER AFFAIRS (A) DEPARTMENT**  
**DISPUR, GUWAHATI-6**

**ORDERS BY THE GOVERNOR OF ASSAM**  
**NOTIFICATION**

Dated: Dispur, the 11<sup>th</sup> January, 2021

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

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

Memo No. FSA.122 / 2018 / 217-A

Dated: Dispur, the 11<sup>th</sup> January, 2021

Copy to:

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

By Order, etc...


  
(Shri Probin Chandra Bora)

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

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

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

				<p style="text-align: center;"><b>Step – II: New Ration Card</b></p> <ol style="list-style-type: none"> <li>1. Detailed particulars of family members</li> <li>2. Copies of Birth Certificates of minor members (Below 10 years in age)</li> <li>3. Certified copy of relevant page of Voter List</li> <li>4. Copy of Tax Pay / Land Revenue Pay Receipt</li> <li>5. Surrender certificate of Ration Card / Family Identity holding</li> <li>6. Address Proof (Driving License / Bank Passbook / Post Office Passbook / Municipal Holding receipt / Electricity Bill / Water Bill / AADHAR Card / Telephone Bill / Passport)</li> <li>7. Income Certificate</li> <li>8. Mobile Number (Mandatory)</li> <li>9. Bank AC details</li> <li>10. Photo</li> </ol>
4	Migration of Members from Ration Card	10 working days from the date of receipt of all necessary documents	Nil	<ol style="list-style-type: none"> <li>1. Application</li> <li>2. Original Ration Card</li> <li>3. Self-Declaration</li> <li>4. Identity (ID) Proof (Birth Certificate / Voter ID / PAN Card / AADHAR Card / Driving License / School Certificate)</li> <li>5. Address Proof (Driving License / Bank Passbook / Post Office Passbook / Municipal Holding receipt / Electricity Bill / Water Bill / AADHAR Card / Telephone Bill / Passport)</li> <li>6. No Objection Certificate (NOC) of the Head of the Family (Ration Card Holder)</li> <li>7. Passport Photograph</li> <li>8. AADHAR Number</li> <li>9. Land Document</li> <li>10. Marriage Certificate (Where Applicable)</li> </ol>

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