

## 8. CIVIL SUPPLIES

Sl. No.	Nature of work	Documents required	Period	Authority to effect correction/ change
8.1	Issue of new Ration Cards in case of Change of State (with surrender certificate)	Application alongwith cancellation certificate from their native place. NOC from house owner if on rental basis.	One week	Sub Inspector of Civil Supplies with prior approval of Civil Supplies Officer.
8.2	Issue of Separate Ration card within the State	Application / NOC from existing ration card holder and application from applicant alongwith declaration form issued by Civil Supplies Department.	One week	Sub Inspector of Civil Supplies with prior approval of Civil Supplies Officer.
8.3	Inclusion / Deletion of Family members ( by representation to Area Rationing Office )	i) Application alongwith zerox copy of Birth certificate, if child, cancellation certificate from their native place in original	the same day	Sub Inspector of Civil Supplies with prior approval of Civil Supplies Officer.
		ii) Deletion of family member name, (zerox copy of death certificate, in case the person is dead)	One week	
		iii) If physical verification is necessary (for additions)	One week	
8.4	Change in address within jurisdiction of the same FPS	Application alongwith zerox copy of house Documents. NOC from house owner, in case it is on rental basis.	Same Day	Sub Inspector of Civil Supplies with prior approval of Civil Supplies Officer.
8.5	Change in address including changes in FPS.	Application alongwith zerox copy of house documents. NOC from existing FPS.	One week	Sub Inspector of Civil Supplies with prior approval of Civil Supplies Officer.
8.6	Issue of surrender certificate on transfer of family to other city or otherwise.	Application alongwith Original Ration Card	Same Day	Sub Inspector of Civil Supplies with prior approval of Civil Supplies Officer.