

GOVERNMENT OF TRIPURA  
FOOD, CIVIL SUPPLIES AND  
CONSUMERS AFFAIRS DEPARTMENT

NO.F.6-4(1)-DCS/2008(P-I)/14480.

Dated, Agartala, the 30<sup>th</sup> Sept.2014.

**MEMORANDUM**

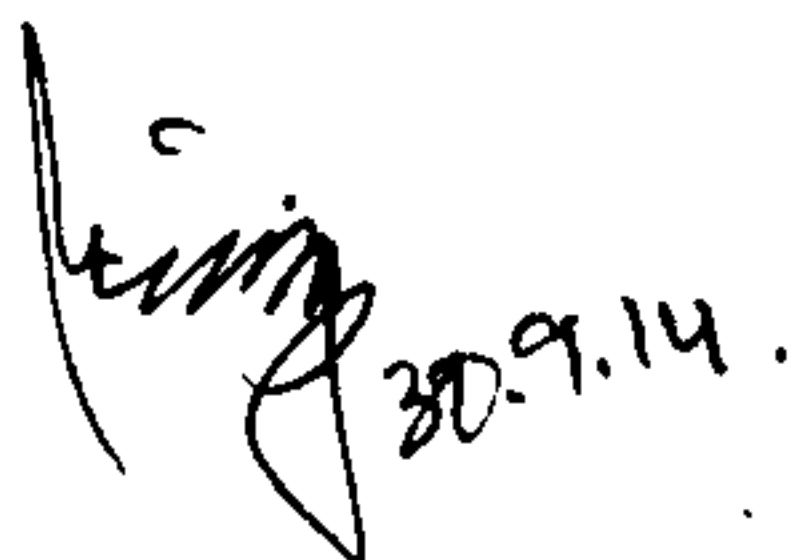
Subject – **Guidelines for Transfer of Cash Subsidy into Bank Account of Consumer Cardholders in lieu of Supply of M. Oil and Pulses under PDS network.**

It has been decided by the State Government that in lieu of supply of subsidized M.Oil and Pulses @ 1ltr. and 2 Kgs. respectively per card per month under PDS network, direct transfer of subsidy amount shall be made on quarterly basis into the Bank account of respective Ration Card holder w.e.f. 1<sup>st</sup> October'2014. The cash subsidy amount shall be Rs.15/- for 1(one) ltr. M.Oil and Rs.20/- for 2(two) kgs of pulses per month per card i.e. total Rs.35/- per month.

2. As further decided, transfer of subsidy into the individual Bank Account shall be made in a decentralized manner at Sub-Divisional level by the concerned Sub-Divisional Magistrate through Banks having Core Banking Solution(CBS) for which concerned SDM shall complete all banking requirements in consultation with the concerned bank authority of the Sub-Division and also full fill the procedural guidelines given below:-

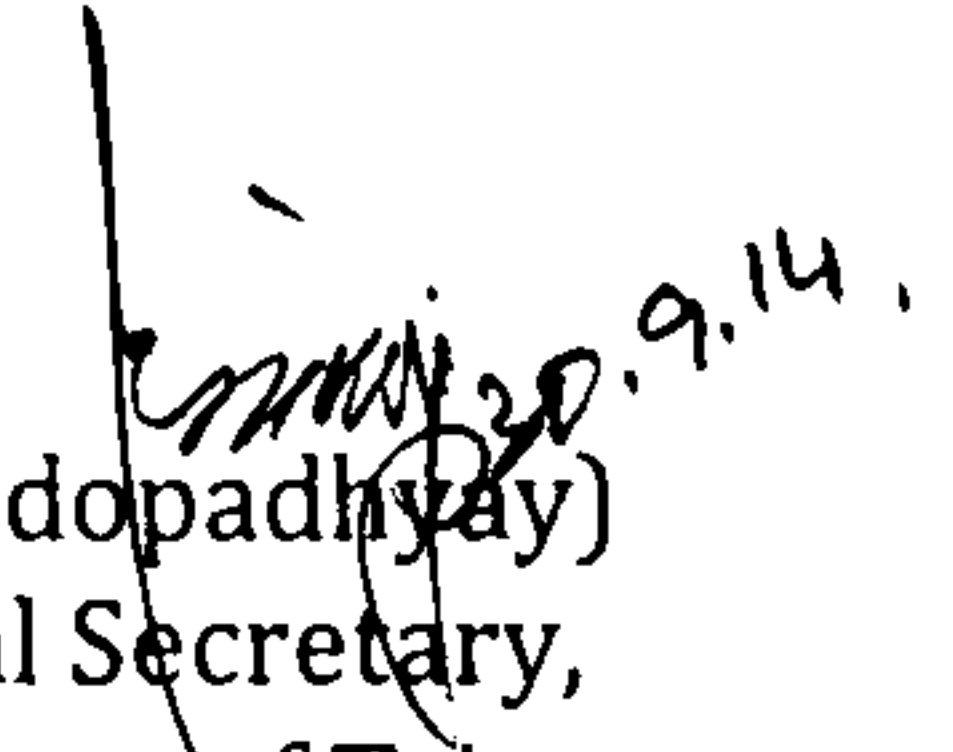
- i) The Sub-Divisional Magistrate shall arrange for distribution of the information format as devised and enclosed herewith at **Annexure-A** to the Dealer/Owner of FP Shop for collection of required information from the respective ration card holder which include their Bank A/c No. and Bank Branch name and their signature etc. as prescribed in the format. The information format may also be downloaded from the website: **www.fcatripura.gov.in** of the FCS&CA Department which could be submitted directly to the O/O concerned SDM after dully filled in by the concerned R/C holder. While collecting the information format duly filled up by the cardholder, it is to be ensured that self attested copies (1<sup>st</sup> inner page) of both Bank Pass Book and Ration Card are attached with the information format for verification of correct Bank Account number of the RC-holder.
- ii) After collection of the information format, the concerned dealer of the FP Shop shall submit the same to the respective SDM with his signature in each of such format.
- iii) On receiving the information format, a data base of all required information in excel sheet shall have to be prepared in the office of the concerned SDM through outsourcing of data entry operator. Utmost care should be taken for correct entry of Bank A/c No. of the corresponding card holder.
- iv) List indicating Account number, Bank's Name, IFS-code and subsidy amount shall also have to be prepared separately in excel sheet and soft copy of the same shall be supplied to the Manager of the concerned Bank of the respective Sub-Division, for which necessary fund will be provided at the rate not exceeding Rs. 1/- for data entry of each ration cardholder.
- v) Based on the requisition of the respective SDM, required fund would be made available from the Directorate of FCS & CA on quarterly basis through RTGS for effecting transfer of the subsidy amount into the Bank A/c of the intending cardholders.
- vi) The SDM shall obtain Receipt and Payment Certificate from the Bank concerned for the fund so placed and furnish Utilization Certificate in GFR-19 in every quarter on the basis of which fund for the next quarter would be released.
- vii) The SDM shall invariably make this scheme operational within the month of October, 2014, if necessary in phased manner in case, information of Bank Account details are not received / collected from all card-holders. For this, the SDMs shall send their first requisition to the Director, FCS & CA within 25<sup>th</sup> November, 2014 so that 1<sup>st</sup> Quarterly installment of subsidy amount may be made to the beneficiaries w.e.f. 1<sup>st</sup> December'2014 .

[1/2]

 30.9.14 .

- viii) The SDMs shall arrange for updation of the information sheet/data that may be required due to subsequent shifting of homestead etc. of any card-holder accordingly at their level.
3. The services of field functionaries of FCS & CA Department in the respective Sub-Division shall be utilized for effective supervision over the implementation of the scheme.
4. The District Magistrate & Collector of the concerned District shall monitor the progress and implementation of the scheme on periodical basis.
5. This is issued for information guidance and compliance for all concerned.

Encl :- **As stated.**

  
(S. Bandopadhyay)  
Special Secretary,  
Government of Tripura

To  
All Sub-Divisional Magistrate\_\_\_\_\_.

Copy to :-

All District Magistrate & Collector,\_\_\_\_\_  
The Commissioner, Agartala Municipal Corporation, Agartala.  
All Chief Executive Officers/ Executive Officers,\_\_\_\_\_Municipal Council/ Nagar Panchayat .  
All BDOs,\_\_\_\_\_  
All Assistant Directors/SDCs (Food),\_\_\_\_\_.

Copy also to:-

All Zilla Sabhadipati,\_\_\_\_\_  
Mayor, Agartala Municipal Corporation, Agartala.  
All Chairperson,\_\_\_\_\_, Municipal Council/ Nagar Panchayat .  
All Chairperson of Panchayat Samity/ Block Advisory Samity,\_\_\_\_\_.

Copy also forwarded for information to :-

The Principal Secretary to the Hon'ble Chief Minister, Government of Tripura.  
The P. S to the Hon'ble Minister for FCS & CA, Finance etc. Department, Government of Tripura.  
The P. S. to Chief Secretary, Government of Tripura.  
The P. S to the Principal Secretary, FCS & CA Department, Government of Tripura.  
The Secretary, Finance Department, Government of Tripura.

  
Special Secretary,  
Government of Tripura

**Information Format for Transfer of Subsidy [for M.Oil & Pulses]  
into the Bank Account of the Ration Card-holder**

- 1) Name of the District.....
- 2) Name of the Sub-Division.....
- 3) Name & No. of FP Shop .....& its' Location .....
- 4) Name of FP shop Dealer.....

Sl.	Name of the Ration Card-holder (Head of the Family) & Address/ Mobile No.	Ration-card No.	Name of the Bank & its location (Branch)	Bank-IFS Code	Bank A/C No. of the Card-holder	Signature of the Card-holder
1	2	3	4	5	6	7

\* **N.B:** Self attested copies of 1<sup>st</sup> inner page(s) of both the bank pass book and the ration card to be submitted by the card-holder.

*[The above information format to be submitted to the respective SDM by the concerned dealer/owner of FP Shop with his signature after verification of ration card details]*