

September 26, 2017

## MEMORANDUM

**Subject:** Revised Guidelines for bifurcation/separation of family Ration Cards.

In view of demand raised at various fora for streamlining & simplifying the criteria of bifurcation/separation of family Ration Cards (RC), the existing guideline vide No. F.15(11)-FOOD(PD)/DF/2009-10/12434 dated 25.06.2012 for bifurcation/separation of family RCs has been re-visited by the Government in FCS&CA department for simplification of the process.

2. The revised guidelines are as follows:

- i) An applicant for bifurcation/separation of RC shall mandatorily have to produce valid copy of ORR (Ordinary Resident's Register) obtained from PRIs/ULBs, as the case may be, in support of his/her claim of family/entity and separate place of stay with kitchen.
- ii) The applicant shall produce self-attested copies of **any of the** following documents along with the application:
  - a. Copy of land records in the name of any of the person who is member of the separate family (as claimed in the application)  
**Or,**
  - b. Copy of last electricity bill in the name of any of the person who is member of the separate family (as claimed in the application)  
**Or,**
  - c. Copy of LPG or PNG connection, as the case may be, in the name of any of the person who is member of the separate family (as claimed in the application)
- iii) In case the applicant fails to produce any of the documents as stated in (ii) above, he/she shall submit an affidavit duly obtained from Notary Public or any Judicial Magistrate indicating the following:
  - a. His/her separate stay at given location with separate kitchen
  - b. Names and details of each member, viz, father's name or husband's name/age, Aadhar No. of each such members who are part of the separate family (as per application) etc.
  - c. Entitlement for AAY/PHH or alike cards shall remain with original family only as the new family will get tide over status (Non-AAY/Non-PHH).
- iv) The burden of proof on the authenticity of the document (affidavit) shall lie with the claimant and at any point of time if it is proved that separate RC has been obtained through illegal means, then the said RC shall be reverted to its original status.


*[Handwritten Signature]*  
20/09/17

3. Since the target population of AAY (Antodaya) and PHH (Priority Household) is pre-fixed by the Govt. of India, the family ration card separated from AAY as well as PHH shall fall in tideover(APL) category and only the original family will retain AAY/PHH status.

4. Further, in **exceptional cases**, where an applicant is unable to produce neither the document at Sl. No. 2(ii) nor the document at 2(iii), the Sub Divisional Level Committee, comprising SDM as Chairman, one Deputy Collector and Assistant Director (Food)/Sub Divisional Controller (Food)/Chief Inspector (Food), as the case may be, as Members shall have powers to examine the cases on merit and take inputs from field functionaries to ascertain the address and separate existence of the family for the purpose of separation of ration card. In such cases the Committee shall clearly record its findings and observations and pass a speaking order accepting or rejecting the case. **This clause shall be applied in only such cases where the families are residing in remote habitations and suffer from practical limitations in obtaining the said documents.** In each such case, where this power is applied by the sub divisional level committee, a report thereof shall be sent to the Directorate of FCS&CA for record.

5. Care should be taken while disposing of such cases of bifurcation/separation of RCs keeping in mind the incremental population growth in the perspective of the allocation of foodgrains (both NFSA and Tide Over) for the State of Tripura as fixed by the Govt. of India which is based on population datum of 2011 census. Utmost care shall be taken to ensure that there is no abnormal growth in total number of families as it may invite inviolable burden on State's allocation and consequent effect on reduction of scale/entitlement etc.

6. This Memorandum is issued with the approval of the Government in FCS&CA department for information, guidance and compliance of all concerned and in supersession of all previous guidelines. This will take immediate effect.

  
20/2/17  
(Dr. D. Basu, IAS)  
Additional Secretary to the  
Government of Tripura

**To:**

**1. All SDMs of the State for compliance.**


SDMs are to issue separate Memorandum to constitute the committee as referred in Sl. No. 4 above.

**Copy to:**

1. All DM & Collector of the State.
2. The Director, Panchayet Department for information and necessary action please.
3. The Director, Urban Development Department for information and necessary action please.

**Copy also to:**

1. PS to the Hon'ble Minister, FCS&CA, Tripura for kind information of the Hon'ble Minister, FCS&CA.
2. The Secretary to the Government of Tripura, FCS&CA, Tripura for kind information.

  
20/2/17  
(Dr. D. Basu, IAS)  
Additional Secretary to the  
Government of Tripura