

GOVERNMENT OF ODISHA
FOOD SUPPLIES & CONSUMER WELFARE DEPARTMENT

No 15448 FSCW/Bhubaneswar, Dated 6/8/2018
 OSWAS-09681700242018

From:

Shri Vir Vikram Yadav, IAS
 Commissioner-cum-Secretary to Government

To,

The Collector, Angul.

Sub: Implementation of the State Food Security Scheme for providing food security to poor, distressed and eligible persons.

Madam/Sir,

I am to inform you that Government has been pleased to launch State Scheme for providing food security coverage to poor, distressed and eligible persons who have not been covered under National Food Security Act, 2013. The following are the details of the new State Scheme, which must be followed meticulously:

1. Beneficiaries to be targeted:

The coverage is extended to all poor, distressed and eligible persons in the State who have not been covered under the National Food Security Act 2013.

2. Scale and Rate of distribution of rice:

The scale of supply of rice under this scheme is 5 Kg per person per month @ Re. 1/- per Kg.

3. Proposed selection criteria:

3.1 Auto inclusion criteria

SL NO	CRITERIA
1	All Households coming under Particularly Vulnerable Tribal Group (PVTG) category
2	Households without shelter (<i>Certificate from people's representative/any responsible officer of the concerned Block/ULB</i>)
3	Households with destitute living on alms. (<i>Certificate from people's representative/any responsible officer of the concerned Block/ULB</i>)
4	Households with Widows & other single women with no regular support
5	Households having a person with disability (40% and above)
6	The transgender applicant
7	Households with old persons (aged 60 or above) with no regular support & no assured means of subsistence
8	Households where due to old age, lack of physical or mental fitness, social customs, need to care for disable or other persons, no adult member is available to engage in gainful employment outside the house

SL NO	CRITERIA
9	Households dependent on daily wage labour
10	Internally displaced persons due to various projects
11	Households having a person suffering from leprosy/HIV/any other critical diseases

3.2 Exclusion Criteria

SL NO	CRITERIA
1	Household having a member who owns a Four Wheeler vehicle or a Heavy Vehicle
2	Households having a member working as a regular employee of Central or the State Government, Public Sector Undertaking, Government aided autonomous bodies and local bodies (Incentive and honorarium based workers would not be considered under this criterion)
3	Households having a member working in private sector with monthly salary of more than rupees ten thousand in rural areas and rupees fifteen thousand in urban areas
4	Households having a member who owns an Enterprise (other than micro-enterprises) registered with the Government for manufacturing and services
5	Households having domestic electric connection with a load of 2 KW or more and/or consuming an average of 300 units of energy (KWH) per month (average over one year)
6	Households having a member paying Income Tax or Professional Tax
7	Households having a member drawing a monthly pension of more than rupees ten thousand per month in rural areas and rupees fifteen thousand per month in urban areas
8	Households having a member who owns Tractors and Harvesters
9	Households who own three or more rooms with RCC roof not constructed under the Indira Awas Yojana or the Pradhan Mantri Awas Yojana or the Biju Pucca Ghar Yojana or the Nirman Shramik Yojana

4. Initial target:

The district-wise (Block/ULB wise) initial target for coverage of beneficiaries has been enclosed at **Annexure-1**. In case of non-achievement of target by a particular district within the fixed timeline, the same will be diverted to other districts where additional target is required as per recommendation of the Collector.

5. How to Apply:

Any applicant other than those already covered under National Food Security Act 2013, can apply for a ration card under the State Food Security Scheme through a self-declared application form as at **Annexure-2**, in their respective “**Ration Card Management System (RCMS)**” centres functioning in all Blocks/ULBs. The form enclosed at Annexure can be printed at the district level and made available in all RCMS centres for the intending applicants.

6. Receipt of Application at RCMS Centres

The RCMS Centres shall receive all the application forms along with relevant documents in shape of a) Proof of Identity (PoI) and b) Proof of Address (PoA). The

received applications shall be entered in a new register called “**State Food Security Scheme 2018**” (register duly to be page-certified by BDO/EO) in the following format:

Table-1

SL NO	DATE OF RECEIPT	FORM NO	NAME OF APPLICANT	FATHER'S NAME	SPOUSE'S NAME	VILLAGE	OLD FORM NUMBER IF ANY
1	2	3	4	5	6	7	8
1		0001					
2		0002					

NUMBER OF FAMILY MEMBERS	PHYSICAL VERIFICATION (O/O NO & DATE)	NAME & DESIGNATION OF VERIFYING OFFICIAL	“ELIGIBLE” AFTER PV	“INELIGIBLE” AFTER PV	GENERATED RATION CARD NO (11 DIGIT)	REMARKS
9	10	11	12	13	14	15

After entering the applications’ details in the register, the ACSO/Inspector of Supplies/Marketing Inspector in charge of RCMS Centre shall send the applications to field for physical verification by Block/ULB level extension officers or any officials as per orders of the BDO/EO. **The entire process of receipt of applications at RCMS centre, its field verification, submission of verification report and digitization should be completed within 28 days.**

7. Digitization of eligible applications after physical verification

The digitization of all eligible applications shall be done in online RCMS application using the new screen “**Enrolment under State Food Security Scheme**”. The user manual for the same will be mailed to all the districts shortly.

After receipt of physical verification report from the field, applications should be recorded as “Eligible” or “Ineligible” in the register and digitization of eligible applications should be completed immediately. As stated above, **the entire process of receipt of applications at RCMS centre, its field verification, submission of verification report and complete digitization should be completed within 28 days.**

For expeditious digitization, additional search facility has been given in the new digitization screen with a) Old form number (NFSA), b) Aadhaar Number and c) Name string (Name/Father Name/Spouse’s Name) as search keys. If search is done using the above keys, the details of the beneficiaries already exist in the RCMS database (from ineligible lists under NFSA) if any, will populate around 90% of the new entry screen. The DEO then needs only to update the remaining information if necessary and save it in Draft List (DL). The Block Officer then can move the beneficiaries in DL to Final List (FL). If search does not find any, the new screen will appear automatically for digitization afresh.

Districts should enrol beneficiaries to the extent of District/Block/ULB wise initial target fixed under the new State Scheme as at Annexure-1.

Apart from the computer hardware provided by the RCMS vendors at RCMS centres, the laptops provided to the field functionaries from the Department should be put into use during the digitization process. Since the digitization will be done using online RCMS screen, adequate arrangement should be made for availability of uninterrupted network connectivity in all RCMS centres of the district.

8. Publication of Draft Priority List & inviting objections

After digitization of eligible applications is over, the ACSO/Inspector of Supplies/Marketing Inspector in charge of RCMS Centre shall generate from the system GP/Ward wise Draft List of beneficiaries in A4 size paper (both side black & white) and make 3 (three) sets of it. The 1st set of draft beneficiaries list shall be sent to concerned GPs/Wards for display on the notice board of GP/Ward under the signature of BDO/EO inviting objection. Similarly, 2nd set of the beneficiaries list shall be displayed on the notice board of Block/ULB inviting objection. 3rd set of the beneficiaries list shall be kept in RCMS centres for record. The period of filing of objections on the Draft List, its hearing and disposal is **7 days** from the date of its publication. During the seven days, ACSO/Inspector of Supplies/Marketing Inspector in charge of RCMS Centre shall continue receiving objections, carry out required enquiry and after order of the BDO/EO, give effect to in digitized database according to the merit of the objection. On the 8th day, Department will publish the Final List in public domain. Accordingly, ration card pdfs of the Final List will be generated and printed laminated cards will be sent to Blocks and ULBs for distribution to beneficiaries.

9. Ration Card for the scheme

New ration cards for the State Scheme will be printed and laminated centrally and supplied to districts. However, since the process of printing & lamination will take some time, soon after digitization of eligible applications, ACSO/Inspector of Supplies/Marketing Inspector in charge of RCMS Centre shall generate ration card pdf image from the system and print it on an A4 size paper. This image may be pasted on a “**Ration Distribution Copy**” brought by the beneficiary and shall be handed over to the beneficiary to be used while receiving ration from the Fair Price Shop. Once the laminated ration cards are received, it must be handed over to the concerned beneficiaries immediately.

10. Publicity & Awareness

Separate fund has been allotted to districts to organise meetings and to carry out extensive publicity through posters for awareness regarding the new State Scheme. The prototype of the poster is at **Annexure-3** and the soft copy of the same is being mailed separately for printing at district level. District office shall ensure adequate publicity and awareness is made in the district about the new State Scheme.

11. Contingent funds

The following fund has been sanctioned for expenditure at District level during implementation of the Scheme:

SL NO	EXPENDITURE HEAD	SPECIFICATION	RESPONSIBILITY	APPROVED COST
1	Cost of Printing of Application Forms for Digitization	Printing of Application Form, black & white, A4 Size paper at District/Block/ULB Level	Printing to be done at District level by CSO-cum-District Manager and distribute to concerned Block/ULB	Up to Rs. 1/- per Form
2	Cost of Publicity & Awareness at District/Block/ULB Level	Printing of Poster @ 2000 numbers of Posters per Block/ULB	Printing to be done at District level by CSO-cum-District Manager and distribute to concerned Block/ULB	Up to Rs. 10/- per Poster

SL NO	EXPENDITURE HEAD	SPECIFICATION	RESPONSIBILITY	APPROVED COST
3	Cost of Meeting Expenditure	Meeting of Functionaries at District Level	District Office	Lumpsum @2000/- per District & @1000/- per Block & ULB
4	Miscellaneous Expenditure (i.e. Cost of Stationeries, Logistics, Printing of Draft List/Suspect List/Final List & other incidental and ancillary expenditure)	For each Block/ULB @5000 & District @ Lumpsum Rs. 5000	Block/ULB	For each Block/ULB @5000 & District @ Lumpsum Rs. 5000

The district-wise allotment of fund is at **Annexure-4**. Fund has been released @80% of the total requirement under different heads. Balance 20% or actual will be released after receipt of the UCs for the fund released in 1st phase.

12. Women Empowerment

The eldest women, who is not less than eighteen years of age in every eligible household will be the head of the household for the purpose of issue of ration cards. However, where a household, at any time, does not have a woman of eighteen years of age or above, but has a female member below the age of eighteen years, then, the eldest male member of the household shall be the head of the household for the purpose of issue of ration card and the female member, on attaining the age of eighteen years, shall become the head of the household for such ration cards in place of such male member.

13. Enforceable Control Order

The new State scheme will come under the purview of “The Odisha Public Distribution System (Control) Order 2016” as applicable.

14. Calendar of Activities

Districts, Blocks and ULBs shall follow the timeline fixed for each activity as below:

SL NO	ACTIVITIES	TIMELINE
1	Communication of Guidelines and target to all Districts	Day 0
3	Printing & availability of Application Forms at District/Block/ULB level	7 days
4	Receipt of Application, Field Verification and submission of Verification Report	21 days
5	Digitization of Application Form, Consolidation of applicant database	7 days
6	Generation of Draft Priority Lists for Publication, Objection filing, hearing and disposal at Block/ ULB level and Publication of the Final List and hosting in public domain	7 days
7	Printing, Lamination of bar-coded Ration Cards (Centrally) and delivery at District	7 days
8	Distribution of new Ration Cards through Public Meetings	7 days
	TOTAL	56 Days

15. Checklist

The checklist for time bound execution of different tasks is enclosed at **Annexure-5** for reference. It is requested to issue necessary instructions to all concerned with specific duties to complete the task as per the fixed timeline.

16. Allocation of rice

The distribution of rice to the eligible beneficiaries under the scheme will start from 2nd October 2018. Hence, the stock of rice shall be lifted along with NFSA stocks in the month of September 2018 and delivered to all Fair Price Shops by 25th of September 2018.

17. Distribution of rice

The distribution of rice to the selected beneficiaries will be carried out through the e-Point of Sale device (e-PoS) at the designated Fair Price Shops functioning in the district.

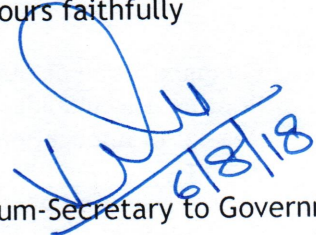
18. Digitization of Aadhaar, Bank Account & Mobile number of beneficiaries

While enrolling the beneficiaries under the state scheme, all efforts must be put in to get the Aadhaar number of all family members in the family, Bank Account and mobile number and digitized in the database.

19. Training of Master Trainers

It has been decided to organise one day training programme for Master Trainers from district on the process-flow of implementation of the State Food Security Scheme on 8th August 2018, from 10 AM to 2 PM, in the Conference Hall of Directorate of Legal Metrology, Khandagiri, Bhubaneswar. The Master Trainers will also be provided training on handling the online digitization screen (developed for the State Food Security Scheme) by the Representative of MASTEK. The Master Trainers shall then impart training to all the Stakeholders in the district for smooth execution of different activities leading to distribution of rice under the State Scheme on 2nd October 2018. For the purpose, one Assistant Civil Supplies Officer and one Inspector of Supplies/Marketing Inspector (who is handling the RCMS software at Block/ULB level) shall be deputed to receive the above training.

Yours faithfully



Commissioner-cum-Secretary to Government

Memo No 15449 Date 6/8/2018

Copy forwarded to PS to Chief Secretary, Odisha/PS to DC-cum-Additional Chief Secretary, Odisha/PS to all Revenue Divisional Commissioners for kind information of Chief Secretary, Odisha/DC-cum-Additional Chief Secretary, Odisha/All RDCs.

[Signature]
6.8.18

Memo No 15450 Date 6/8/2018 Joint Secretary to Government

Copy forwarded to MD, OSCSC Ltd., Bhubaneswar for information and necessary action. It is requested to release the funds to the concerned districts as per **Annexure-4** from out of funds available under **"Grants under Replacement of Ration Cards"**.

[Signature]
6.8.18

Memo No 15451 Date 6/8/2018 Joint Secretary to Government

Copy forwarded to the Civil Supplies Officer, Angul for information and necessary action.

[Signature]
6.8.18

Memo No 15452 Date 6/8/2018 Joint Secretary to Government

Copy forwarded to All Officers of FS & CW Department for information.

[Signature]
6.8.18

Memo No 15453 Date 6/8/2018 Joint Secretary to Government

Copy forwarded to All Departments of Government/All Heads of Department for information.

[Signature]
6.8.18

Memo No 15454 Date 6/8/2018 Joint Secretary to Government

Copy forwarded to the State Representative, M/s. MASTEK Ltd, Bhubaneswar/the State Representative, TQMS, Bhubaneswar/The State Representative, M/s. LINKWELL Telesystems, Bhubaneswar for information.

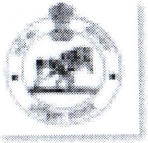
The **State Representative, M/s. MASTEK Ltd**, Bhubaneswar is requested to develop and make live the new screen in RCMS for digitization of the selected beneficiaries as per the above requirement of the Department and as per application form prototype at **Annexure-2** immediately, a separate dynamic database and MIS reports (as done for NFSA), facilitate integration with SCMS and FPSA applications for seamless data exchange and carry out all activities as per the timeline at **Annexure-5**.

The **State Representative, M/s. TQMS**, Bhubaneswar is requested to develop separate database for the above scheme in SCMS application, facilitate integration with RCMS and FPS Automation applications for seamless data exchange and carry out all activities as per the timeline at **Annexure-5**.

The **State Representative, M/s. LINKWELL Telesystems**, Bhubaneswar is requested to develop separate database for the above scheme in FPS Automation application and facilitate integration with RCMS, SCMS application for seamless data exchange and carry out all activities as per the timeline at **Annexure-5**.

[Signature]
6.8.18

Joint Secretary to Government



ରେସନ କାର୍ଡ ନିମନ୍ତେ ଆବେଦନ ପତ୍ର

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ଗ୍ରାମ/ଅଞ୍ଚଳ:

ପୁର ନମ୍ବର/ଘର ନମ୍ବର (ପୌରାଞ୍ଚଳ ପାଇଁ)

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DISTRICT-WISE ALLOTMENT OF CONTINGENT FUNDS

DISTRICT WISE FUND ALLOCATION FOR EXPENDITURE DURING IMPLEMENTATION OF STATE FOOD SECURITY SCHEME									
SL No	District	Number of Block/ULB	Total Estimated Nos of Application Forms to be Printed at District level	HEADS OF EXPENDITURE					Total Funds Released in 1st Phase @80% in Rs.
				Printing of Application Form Black & White, A4 Size paper upto 1.00 per Form	Printing of Poster @2000 (coloured) per Block/ULB upto Rs.10 X 2000 Nos	Meeting for Functionaries at District level Lumpsum @2000/- & @1000/- per Block & ULB	Miscellaneous Expenditure at Block/ULB level @5000 per Block/ULB & at District Level @Lumpsum Rs. 5000 per District	Grant Total of Fund Requirement in Rs.	
1	2	5	6	7	8	9	10	11	12
1	Angul	11	24,360	24,360	2,20,000	13,000	60,000	3,17,360	2,53,888
2	Balasore	17	31,231	31,231	3,40,000	19,000	90,000	4,80,231	3,84,185
3	Bargarh	15	43,843	43,843	3,00,000	17,000	80,000	4,40,843	3,52,675
4	Bhadrak	10	27,844	27,844	2,00,000	12,000	55,000	2,94,844	2,35,875
5	Bolangir	18	8,204	8,204	3,60,000	20,000	95,000	4,83,204	3,86,563
6	Boudh	4	28,530	28,530	80,000	6,000	25,000	1,39,530	1,11,624
7	Cuttack	18	52,077	52,077	3,60,000	20,000	95,000	5,27,077	4,21,661
8	Deogarh	4	5,849	5,849	80,000	6,000	25,000	1,16,849	93,479
9	Dhenkanal	11	22,479	22,479	2,20,000	13,000	60,000	3,15,479	2,52,383
10	Gajapati	9	10,936	10,936	1,80,000	11,000	50,000	2,51,936	2,01,549
11	Ganjam	40	68,193	68,193	8,00,000	42,000	2,05,000	11,15,193	8,92,154
12	Jagatsinghpur	10	21,522	21,522	2,00,000	12,000	55,000	2,88,522	2,30,817
13	Jajpur	12	34,018	34,018	2,40,000	14,000	65,000	3,53,018	2,82,415
14	Jharsuguda	8	11,765	11,765	1,60,000	10,000	45,000	2,26,765	1,81,412
15	Kalahandi	16	29,581	29,581	3,20,000	18,000	85,000	4,52,581	3,62,065
16	Kandhamal	14	13,738	13,738	2,80,000	16,000	75,000	3,84,738	3,07,790
17	Kendrapara	11	26,866	26,866	2,20,000	13,000	60,000	3,19,866	2,55,893
18	Keonjhar	17	34,390	34,390	3,40,000	19,000	90,000	4,83,390	3,86,712
19	Khordha	18	46,212	46,212	3,60,000	20,000	95,000	5,21,212	4,16,969
20	Koraput	14	26,545	26,545	2,80,000	16,000	75,000	3,97,545	3,18,036
21	Malkangiri	9	11,477	11,477	1,80,000	11,000	50,000	2,52,477	2,01,982
22	Mayurbhanj	30	47,242	47,242	6,00,000	32,000	1,55,000	8,34,242	6,67,394
23	Nawarangpur	12	22,794	22,794	2,40,000	14,000	65,000	3,41,794	2,73,435
24	Nayagarh	10	17,917	17,917	2,00,000	12,000	55,000	2,84,917	2,27,933
25	Nuapada	7	11,398	11,398	1,40,000	9,000	40,000	2,00,398	1,60,318
26	Puri	15	32,443	32,443	3,00,000	17,000	80,000	4,29,443	3,43,554
27	Rayagada	14	18,480	18,480	2,80,000	16,000	75,000	3,89,480	3,11,584
28	Sambalpur	14	20,655	20,655	2,80,000	16,000	75,000	3,91,655	3,13,324
29	Sonepur	9	11,454	11,454	1,80,000	11,000	50,000	2,52,454	2,01,964
30	Sundergarh	21	42,246	42,246	4,20,000	23,000	1,10,000	5,95,246	4,76,196
Total		418	8,04,290	8,04,290	83,60,000	4,78,000	22,40,000	1,18,82,290	95,05,832

CHECKLIST

LEVEL	SL NO	DETAILS OF ACTIVITIES	ACTION POINTS	RESPONSIBILITY	TIMELINE
DISTRICT LEVEL ACTIVITIES	1	Publicity & awareness		COLLECTOR/CSO	From 6th August 18 onwards
	2	Preparatory meeting to be taken up by Collector with all District/Block/ULB level officials, RCMS Vendors		COLLECTOR/CSO	11 August 18
	3	Followed up by weekly review meeting till digitization of all applications is over-review of all activities listed out in State level Video Conference		COLLECTOR/CSO	Weekly
	4	Printing & availability of Application Forms at District/Block/ULB level		CSO	By 11th August 18
BLOCK/ULB LEVEL ACTIVITIES	1		Publicity & Awareness	SUB-COLLECTOR/ACSO/BDO/EO/MI	From 6th August 18 onwards
	2		Receipt of Application, Field Verification and submission of Verification Report	BDO/EO/MI	From 13th August To 3rd September 18
	3		Digitization of Application Form, Consolidation of applicant database	BDO/EO/MI/DIGITIZATION VENDORS	From 13th August to 10th September 18
	4		Generation of Draft Priority Lists for Publication, Objection filing, hearing and disposal at Block/ ULB level and Publication of the Final List and hosting in public domain	BDO/EO/MI/DIGITIZATION VENDORS	From 13th September to 20th September 18
	5		Printing, Lamination of bar-coded Ration Cards (Centrally) and delivery at Block & ULB level	RCMS VENDORS/PRINTING VENDOR	From 21st September to 24th September 18
	6		Launching of Distribution of Ration Cards & rice to beneficiaries through public meetings	COLLECTOR/ADM/SUB-COLLECTOR CSO/BDO/EO	2nd October 18