

**GOVERNMENT OF ARUNACHAL PRADESH
DEPARTMENT OF FOOD & CIVIL SUPPLIES
BLOCK NO.3, 4TH FLOOR, CIVIL SECRETARIAT::ITANAGAR**

Itanagar the 20th January, 2025

NOTIFICATION

In pursuance of the Government of India, Ministry of Consumer Affairs, Food & Public Distribution, Department of Food & Public Distribution letter No. 9-5/2014-B.P II dated 1.9.2017 and even no dated 5.9.2017 and in order to streamline the distribution of foodgrain allocation under Welfare Institution and Hostel Scheme and to ensure genuineness of all the beneficiaries under the Scheme, the Governor of Arunachal Pradesh is pleased to make Guidelines for eligibility criteria for selection and identification of beneficiaries under Government of India's Scheme "Allocation of foodgrains under Welfare Institution and Hostel scheme" as follows with immediate effect:-

1. Guidelines for Welfare Institution:

- i. The institution must be a recognized and established Welfare Institution working for the welfare and development of deprived/ mentally or physically challenged/ underprivileged/ disadvantaged/ destitute/ old age homes/ orphanages and other weaker sections of the society.
- ii. The institution must possess registration or permission or certification from concerned Department of the state Govt. (viz. Social Welfare Department, etc.) for running the Welfare Institution as seen at Annexure-I.
- iii. The institution must not be availing any assistance or subsidy of any similar nature in cash or kind with regards to supply of foodgrain from the Government.
- iv. The numbers of inmates/population should be reviewed yearly by the DF&CSO concerned as deemed necessary from time to time.
- v. All eligible institutions shall be registered under the department of Food & Civil Supplies, Govt of Arunachal Pradesh as beneficiaries under the scheme by the concerned DF&CSO, who shall maintain a separate register in this regard. DF&CSO shall issue a separate Welfare Scheme Group Ration Card to an eligible institution.
- vi. **Selection process for beneficiaries under the scheme:-**
 - a. All applicant institution must apply for inclusion under the scheme in the application format prescribed by the F&CS Department. The application must be supported by documents as seen in the Application Format and must be filled up fully. Incomplete application shall be summarily rejected. The application will be received by the DC/DF&CSO concerned of the District.
 - b. Verification of the applicant institution and authenticity of the application must be conducted by a board constituted of the concern Administrative Officer, officer of F&CS Department not below the rank of ASIF&CS and an officer of the WCD/SJETA department where the applicant institution is located. The verification report in writing will be received by the DF&CSO concerned and approval of the Deputy Commissioner shall be sought for the inclusion/selection of the applicant.
 - c. In case of any complaints regarding selection of applicants, the matter will be

- settled by the Deputy Commissioner concerned in the district. The decision of the Deputy Commissioner shall be final and binding upon the applicant institutions.
- d. Information regarding the Welfare Institution thus selected must be conveyed to the Director of F&CS in writing by the DF&CSO concerned and a copy of the same shall be given to the applicant institution and concerned Department (i.e. Social Welfare Department, etc as the case may be) and Deputy Commissioner of the District.
 - e. Selected list of Welfare Institutions with their full address and nos. of inmates will be posted in the Department's website and at the Notice Board of the concerned DF&CSO's office.
 - f. The institution must be certified by the verifying board in vi (b) above that the same is smoothly run in the past 3(three) years with public interest in view.
 - g. In the event of the institution having engaged in any unlawful/anti-social activities or malpractices, if the concerned Deputy Commissioner is satisfied with the report of State Police and local authorities that the institution is engaged in unlawful/anti-social activities, then, by issuing an order in this regard the Deputy Commissioner shall make known that the institution shall immediately cease to be a registered under Welfare Institution under F&CS Department and that all benefits from the Scheme to the Institution shall stop forthwith.

2. Guidelines for Hostel:-

- i. The hostel must be a recognized and established Hostel where 2/3 (two-third) of the inmates/students must belong to ST/SC or OBC category.
- ii. The hostel must possess registration or permission or certification from concerned department of State Govt. (viz. School Education Department, etc.) for running the hostel/institution as seen at Annexure-III.
- iii. Assistance or Subsidy of any similar nature in cash or kind with regards to supply of foodgrain/food must not be already availed by the hostel/institution.
- iv. The numbers of inmates/students should be reviewed yearly after every year by the DF&CSO concerned as deemed necessary by him/her.
- v. All eligible hostels shall be registered under the department of Food & Civil Supplies, Govt of Arunachal Pradesh as beneficiaries under the Scheme by the concerned DF&CSO, who shall maintain a separate register in this regard. A separate scheme Group Ration Card shall be issued to an eligible hostel.
- vi. **Selection process of Beneficiaries under the Scheme -**
 - a. All applicant hostels must apply for inclusion under the Scheme by the Application Format prescribed by F&CS Department.
 - b. The application must be supported by documents as seen in the Application Format and must be filled up fully. Incomplete application will be summarily rejected.
 - c. The application will be received by the DF&CSO concerned of the District.
 - d. Verification of the applicant institution and authenticity of the application must be conducted by a board constituted of the concern Administrative Officer, officer of F&CS Department not below the rank of ASIF&CS and an officer of the Education department where the applicant institution is located. The verification report in writing will be received by the DF&CSO concerned and approval of the Deputy Commissioner shall be sought for the inclusion/selection of the applicant. The

- verification report in writing will be received by the DF&CSO concerned and approval of the Deputy Commissioner shall be sought for inclusion/selection of the applicant.
- e. In case of any complaints regarding selection of applicants, the matter will be settled by the Deputy Commissioner concerned in the district. The decision of the Deputy Commissioner shall be final and binding upon the applicant hostels.
 - f. Information regarding the Hostel thus selected must be conveyed to the Director of F&CS in writing by the DF&CSO concerned and a copy of the same shall be given to the applicant institution and concerned Department (i.e. Education Department, etc as the case may be) and Deputy Commissioner of the District.
 - g. Selected list of Hostels with their full address and nos. of inmates will be posted in the Department's website and at the Notice Board of the concerned DF&CSO's office.
 - h. The hostel must be certified by the verifying board in vi (b) above that the same is smoothly run in the past 3(three) years with public interest in view.
 - i. In the event of the hostel having engaged in any unlawful/anti-social activities or malpractices, if the concerned Deputy Commissioner is satisfied with the report of State Police and local authorities that the institution is engaged in unlawful/anti-social activities, then, by issuing an order in this regard the Deputy Commissioner shall make known that the institution shall immediately cease to be a registered under Welfare Institution under F&CS Department and that all benefits from the Scheme to the Institution shall stop forthwith.
3. Utilization Certificate in the prescribed format of GFR-12-C (GFR 2017) in respect of foodgrains utilized by the district for the corresponding previous half year (6 months) must be submitted by the district to the Director of Food & Civil Supplies.
 4. There should be periodical audit of the scheme every half year (6 months) at the district level and the district shall submit this Audit Report for the period it was completed along with the Utilization certificate. The audit shall be done by a team/board consisting of-
 - i. Authorized representatives of F&AO (AO/AAO etc)
 - ii. Accountant/Assistant or equivalent representative of DF&CSO
 - iii. Representative of Education or WCD/SJETA departments in the district.
 5. The cost deposit, procurement, drawal and transportation of the foodgrain under the scheme may be entrusted to the existing district PDS land route carriage contractor at the existing rate of Tide Over allocation which shall be passed on to the consumers/beneficiaries of the scheme as per the notification.
 6. The rates of Rice under this scheme shall be as per the rates notified in the Arunachal Pradesh Gazette vide No.DFCS-12012/5/2023 dated 15th March, 2024.

This is issued with the approval of the Govt vide Note #9 dated 15th January, 2025.

Digitally signed by

Opak Gao

Date: 10-02-2025 14:39:12

(Opak Gao), IAS

Commissioner (Food & Civil Supplies)
Govt. of Arunachal Pradesh

Memo No. DFCS-18015/4/2024

Copy to:-

1. PPS to the Hon'ble Minister of Food & Civil Supplies, Govt. of Arunachal Pradesh, Itanagar for kind information of the Hon'ble Minister please.
2. Jt. Secretary (FPD), Ministry of Consumer Affairs and Public Distribution, Department of Public Distribution, Govt. of India, New Delhi for information please.
3. The Director (IPR), Govt. of Arunachal Pradesh, Naharlagun for publication in the Gazette of Arunachal Pradesh.
4. PA to Director (F&CS), Govt. of Arunachal Pradesh, Naharlagun for information and compliance.
5. File.

**GOVERNMENT OF ARUNACHAL PRADESH
DEPARTMENT OF FOOD & CIVIL SUPPLIES**

**APPLICATION FORMAT
(For Welfare Institution and Hostel scheme)**

1. Name of Welfare Institution/ Hostel
2. Name of District
3. Address
4. Contact Nos. (Telephone/Mobile phone}
e-mail address (&website if any)
5. Whether Public/Private/NGO/Govt.
6. Date/Month/Year of Establishment
7. Whether the Institution/Hostel
is opened as Charity/Protective/Remand Home/
Educational Institution
8. Whether the Institution/Hostel is having registrations permission/
Certification from concerned Department of Govt.
9. Number of inmates (at the time of
Submitting the application)
10. Percentage of SC/ST/OBC amongst the inmates
11. Source of fund for management of the
Institution/Hostel
12. Amount of fee paid by hosteller/Inmate
 - (i) Registration/Admission Fee
 - (ii) Yearly or Monthly Fee(which ever is applicable)

Date :

(Signature & Seal of the Applicant)

ANNEXURE-II

UNDERTAKING - I

Certified that the information given is correct to the best of my knowledge and if a wrong information is detected, the benefit under the said Scheme shall not be availed by this Welfare Institution/ Hostel for the next three years and the present application shall be cancelled accordingly.

Principal/Warden/Head of Institution
with seal

ANNEXURE-III

UNDERTAKING - II

Certified that the Welfare institution/ Hostel applying for the said Scheme is not availing and not receiving any similar kind of assistance or subsidy in cash or kind for supply of foodgrain from other sources of the Govt.

Principal/Warden/Head of
Institution with seal

ANNEXURE-IV

DOCUMENTS TO BE ATTACHED
(Checklist)

- (i) Attested copy of Registration Certificate or Permission from the concerned Department i.e. (Social Welfare or Education etc) of the Govt.
- (ii) List of inmates as on the date of application date signed and authenticated by Head of the Institution/ Hostel.
- (iii) Certificate/ Verification Report regarding the genuineness of the Welfare Institution.
- (iv) Attested copy of Aadhaar Card of Head of Institution.
- (v) Colour photograph of the institute/hostel along with the sign board duly authenticated by the Head of the institute/hostel.

CERTIFICATE

It is certified that the <name of the applicant institution/hostel> located at <full address of institution/hostel> is a recognized and established Welfare Institution working for the welfare and development of the deprived/ mentally or physically challenged/ underprivileged/ disadvantaged/ weaker section of the society and that the institution is running smoothly for the last 3(Three) years without any adverse information or remark in its functioning.

1. Verifying officer 1

<Name with Designation and Sign>

2. Verifying officer 2

<Name with Designation and Sign>

3. Verifying officer 3

<Name with Designation and Sign>

District Food & Civil Supplies Officer
<Name of district> district

ANNEXURE-VI

CERTIFICATE

Certified that the <name of the applicant hostel>, located at <address of the applicant> is a recognized and established hostel working for the welfare and development of students of the society and 2/3 (two-third) of its inmates are from the ST/SC/OBC category and that the hostel is running smoothly for the last two years without any adverse information or remark in its functioning.

- | | |
|------------------------|----------------------------------|
| 1. Verifying officer 1 | <Name with Designation and Sign> |
| 2. Verifying officer 2 | <Name with Designation and Sign> |
| 3. Verifying officer 3 | <Name with Designation and Sign> |

District Food & Civil Supplies Officer
<Name of district> district

ANNEXURE-VII

**GOVERNMENT OF ARUNACHAL PRADESH
DEPARTMENT OF FOOD & CIVIL SUPPLIES**

Ration Card under Welfare Institution & Hostel Scheme

Dated ____/____/____

Card/ Registration No.

1. Name of Welfare Institution :-
2. Registration No. :-
3. Full Address :-
4. Head of Institution/Warden :-
5. No. of inmates :-
6. Email Id (if any) :-
7. Contact Nos :-

Month Year	& Qty of Rice received (in Qntls)	Date	Sign of agency	Issuing	Sign receiver	of

Note :
renewed.

Card shall be valid only for 1(one) year after which it shall be

District Food & Civil Supplies Officer
<Name of the district>

ANNEXURE-VIII

**GOVERNMENT OF ARUNACHAL PRADESH
DEPARTMENT OF FOOD & CIVIL SUPPLIES**

Ration Card under Welfare Institution & Hostel Scheme

Dated

____/____/____
Card/ Registration No.

1. Name of Welfare Institution :-
2. Registration No. :-
3. Full Address :-
4. Head of Institution/Warden :-
5. No. of inmates :-
6. Email Id (if any) :-
7. Contact Nos :-
8. Details of Rice issued :-

Month Year	& Qty of Rice received (in Qntls)	Date	Sign of Issuing agency	Sign receiver of

Note :
renewed.

Card shall be valid only for 1(one) year after which it shall be

District Food & Civil Supplies Officer
<Name of the district>

ANNEXURE-IX

(Format for furnishing Utilization certificate)

UTILIZATION CERTIFICATE

This is to certify that during the months from <_____ to _____ (half year/6months)> , <_____> quintals of Rice was allocated by the state Govt for distribution under Welfare Institution and Hostels Scheme and the same distributed to the beneficiaries as follows:-

Commodity	Allotment made by the state Govt	Quatntity lifted by the district	Unlifted quantity out of the allotted quantity	Quantity distributed	Balance quantity out of the lifted quantity	Reasons for unlifted/Undistributed quantity if any
1	2	3	4	5	6	7
Rice						

Signature_____

Name of the officer

(To be signed by the DF&CSO)

Date_____

Place_____