**Training Programme on Rice Card Services through GS/WS**

**Eligibility Criteria:**

|  |  |  |
| --- | --- | --- |
|  | **OLD Eligibility Criteria** | **Revised Eligibility Criteria** |
| Total Family Income | Rural: Rs.5,000/- per month  Urban: Rs.6000/- per month | Rural: Rs.10,000/- per month   Urban: Rs.12000/- per month |
| Total Family Landholding | Uniform to entire state (Except Chittoor & Ananthapur)  Wet: less than 5.00 Ac  Dry: less than 10.00 Ac  In Chittoor & Ananthapur  Wet: less than 10.00 Ac  Dry: less than 20.00 Ac | Uniform to entire state  Wet: less than 3.00 Ac  Dry: less than 10.00 Ac  Both together Max 10.00 Ac |
| Electricity Consumption | Less than 200 Units per month (Six months average) | Less than 300 Units per month  (Six months average) |
| Government Employee / Pensioner | No government employee / pensioner. (All sanitary workers are exempted) | No government employee / pensioner. **(All sanitary workers are exempted)** |
|
| Four Wheeler | should not own a four-wheeler (Taxis, Tractors, Autos are exempted) | Should not own a four-wheeler  **(Taxis, Tractors, Autos are exempted)** |
| Income Tax | No income tax payee. | No income tax payee. |
| Municipal Property | Property less than 750 Sq.ft | Urban Property less than 1000 Sq.ft |

**Rice Card Services in GS/WS:**

1. New Rice Card
   1. Navasakam In eligible cards revocation in New Card Service
2. Splitting of Rice Card
3. Member Addition to Rice Card
4. Member Deletion from Rice Card
5. Surrender of Rice Card
6. Correction of Wrong Aadhar Seeding
7. **New Rice Card:**

**Eligibility:**

1. Those who want to apply for New Rice Card they should not be included in existing rice card database of civil supplies.
2. New Rice Cards are issued to families who are found eligible both under SIX Step validation and field verification process only through Volunteer/VRO.
3. All members must possess a valid Aadhaar card number.

**Types of New Rice Cards:**

1. New Rice Cards: Minimum two or above members of a family are eligible to get new card.
2. Single Member Rice Card: The following different categories are eligible to issue new rice cards to single member beneficiaries:
3. Widow (female) and never had any children: Woman single member, who lost her husband and never had any children comes in this category.
4. Widower (male) and never had any children: Male single member, who lost his wife and never had any children comes in this category.
5. Transgender: Transgender will come in this category.
6. Unmarried and above 50 years of age (for Male & Female): Single Male and Female member who has not married and living alone can apply in this category.
7. Destitute and no other family member is alive: No other family member available to form a family as a unit can apply in this category.

**Navasakam In eligible cards revocation in New Card Service:**

**1. If card is eligible in Present 6 step validation then follow the below steps**

**a) If Card having Two or More Members**

Self should be female (Age should be above 18 years).

If female not available in the family then male should be self (Age should be above 21 years)

**b) If Card having single member**

**Single Member Types:**

1. Widow (female) and never had any children - (భర్త చనిపోయి పిల్లలు లేని

ఒంటరి మహిళ). (Gender Female and Age should be 18 years above)

1. Widower (male) and never had any children - (భార్య చనిపోయి పిల్లలు లేని ఒంటరి పురుషుడు). (Gender Male and Age should be 21 years above)
2. Transgender - (థర్డ్ జెండర్). (Gender Transgender and Age should be 18 years above)
3. Unmarried and above 50 years of age (for Male & Female) - (50 సంవత్సరములు పైబడి పెళ్లికాని వారు (మహిళ/పురుషుడు). (Any Gender and Age should be 50 years above)
4. Destitute and no other family member is alive - (ఇతర కుటుంబ సభ్యులు లేని నిరాశ్రయులు). (Any Gender Age should be 18 years above).

**Note:** VRO Authentication also mandatory for above five categories.

**Note:** The cards are rejected due to Unsurveyed, Death case and Permanent migration in Navasakam survey that cards only allowed for Single member card.

**Documents to be uploaded:**

1. If widow **upload Husband Death Certificate (pdf).**
2. If widower **upload Wife Death Certificate(pdf)   
   \* certificate number should be validated with database**
3. If Unmarried and above 50 years **upload photo (jpg/png) along with Tahsildar**.
4. If Destitute **upload photo(jpg/png) along with Tahsildar**

**2. If card is ineligible in Present 6 step validation then follow the below steps**

**Split into Two families**

(If card not having two pairs, then ADD the Members and then SPLIT)

**Member addition Type: 1. Birth 2. Marriage**

**1. Birth**

i) If birth age should be below 15 years and Relations are (son, daughter, Grandson, Granddaughter)

ii) The adding person should not present in Rice card data

iii) Birth Certificate Number should be captured and it should be validated as discussed

iv) Birth certificate should be scanned and kept for reference

**Documents to be uploaded:**

Birth Certificate \*certificate should be validated with database

**2. Marriage**

i) Adding member age should be above 18 years and Relations are (Wife, Husband, Daughter in law, Son in law)

ii) If member exists in parents card will be deleted from parent’s rice card by the system if available capture parents rice card number for reference

iii) If member not exists in rice card data no need to capture rice card number

**Note:** Only added members are not allowed as one family without existing members

**Documents to be uploaded:**

Marriage certificate

**B) Split in to Two families (If card having two pairs then no need to add the member)**

i) Self should be female in two families (Age should be 18 years above).

ii) Two families must have wife and husband (Self and Husband) pair.

iii) Each family should contain 2 or more members.

**Note:** Selected pair has to match department specified pairs. (Department will share the pair master)

**Documents to be uploaded:**

Marriage certificate

1. **Splitting of Rice Card:**

The Government is allowing split cards under the following 3 circumstances:

1. Normal Split Cards
2. Single Member Split Cards
3. Revalidation of ineligible navasakam cards

**Eligibility:**

1. The existing rice card can split, only if the card having members with two split eligible families.
2. To apply for the split card, all the existing members in the card must do eKYC in the volunteer app.
3. Split Rice cards are issued to families who are found eligible under SIX Step validation and under field verification process.

**2(a). Normal Split Cards:**

Normal Split cards can be applied by the rice cardholder having 2 family units existing in that rice card, the split card can be applied by splitting minimum two or more members of a family with minimum two members in the existing card with the following relation pairing:

|  |  |
| --- | --- |
| **SI. No** | **Pair** |
| 1 | Son, Daughter-in-law of Self |
| 2 | Daughter, Son-in-law of Self |
| 3 | Father, Mother in one card |
| 4 | Father in law, Mother in law in one card |
| 5 | Grand Mother, Grand Father in one card |

**2(b). Single Member Split Cards:**

The government has decided to issue single member split cards to cardholders. In this scenario the government has identified 4 categories of single member split cases, as mentioned below:

1. **Splitting Widow (Female) and never had any children:**

The allowed relations to split the widow from the existing rice cards in this scenario are mentioned below:

|  |  |
| --- | --- |
| **SI. No** | **Relation** |
| 1 | Daughter |
| 2 | Daughter-in-law |
| 3 | Grand Daughter |

1. **Splitting Widower (Male) and never had any children:**

The allowed relations to split widower from the existing rice cards in this scenario are mentioned below:

|  |  |
| --- | --- |
| **SI. No** | **Relation** |
| 1 | Son |
| 2 | Son-in-law |
| 3 | Grand Son |

1. **Splitting Transgender:**

The allowed relations to split transgender from the existing rice cards in this scenario are mentioned below:

|  |  |
| --- | --- |
| **SI. No** | **Relation** |
| 1 | Son |
| 2 | Grand Son |
| 3 | Daughter |
| 4 | Grand Daughter |

1. **Splitting Unmarried and above 50 years of age (for Male & Female):**

The allowed relations to split unmarried Male & Female from the existing rice cards in this scenario are mentioned below:

|  |  |
| --- | --- |
| **SI. No** | **Relation** |
| 1 | Son |
| 2 | Grand Son |
| 3 | Daughter |
| 4 | Grand Daughter |

* At present the government is allowing the split from cards having more than two members.
* VRO eKYC is must to issue the single member split cards.

**2(c). Revalidation of ineligible navasakam Cards:**

During the NAVASAKAM programme some ration cards found ineligible under Six Step validation / Field verifications, with respect to these ineligible cards, several representations have been received from public claiming that they are eligible for Rice Card. Hence, the Government examined the proposals and decided to revalidate those ineligible cards upon application by the any one of the card members.

**Steps to Apply:**

1. To issue rice card to ineligible cards, family member of ineligible rice card has to approach the nearest GS/WS.
2. Applicant has to submit the family members Aadhaar cards and to apply for Rice Card.
3. Upon entry of ineligible member Aadhaar card number all the family member’s data will be shown.
4. In this screen the family previous and present Six Step Validation status will be shown.
5. If the family found eligible in the present Six Step Validation status application will be processed for issue of new Rice Card without adding any new member.
6. If the family still shown any details of ineligibility in Six Step Validation, in the screen there is an option for splitting of existing card into two families, if the card is having two existing families in the card, the applicant can select the members for which family (Family 1 & Family 2) they have to be mapped. The application will be taken with the eligible family and card will be issued if found eligible in the filed verification.
7. If the family still shown any details of ineligibility in Six Step Validation, in the screen there is an option for splitting of existing card into two families, if the card is not having two existing families in the card, the applicant can add another member to complete the family. The application will be taken with the eligible family and card will be issued if found eligible in the filed verification.

**3. Member Addition to Rice Card:**

Member addition to Rice card is considered only in two cases:

1. Addition due to birth of child with below 15 years of age who has not included in rice card database.

2. Addition due to marriage, migrating from existing Rice card or a new member to the rice card database.

1. **Member Deletion from Rice Card:**

Member deletion from Rice card is considered only in death cases.

1. **Surrender of Rice Card:**

Surrender of Rice card is considered from the families who voluntarily surrender their rice cards.

**Options enabled in AEPDS app for volunteers:**

The Government has developed an android based application AEPDS app to bring governance to the doorstep of the beneficiary options to the field functionaries. The logins have been provided to the volunteers in the app to deliver the services at the doorstep of the beneficiary. The following options has been enabled in the AEPDS app:

1. e-KYC
2. Issue Card
3. Child Declaration
4. Death Declaration
5. Migration Declaration
6. **e-KYC:**

This option is enabled to get the e-KYC of the beneficiaries, either applied for a new rice card or for the existing members in the card. The details of usage are given in the annexure.

1. **Issue Card:**

The issue card option is enabled to get the acknowledgement of the beneficiary, while issuing a new rice card. The details of usage are given in the annexure. e-ACK of newly issued card is possible in this option, but not in e-KYC option.

1. **Child Declaration**

Child declaration is enabled to declare the members with below 5 years of age in the rice card by taking eKYC of the adult member in the card. The details of usage are given in the annexure. This option was enabled for updation of e-KYC of children below 5 years as all members e-KYC is mandatory for enabling data entry in DA/WES login and to get rice card mutation services for the existing cards.

1. **Death Declaration**

Death declaration is enabled to declare the dead members in the rice card by taking eKYC of the adult member in the card. The details of usage are given in the annexure. This option was enabled due to all members e-KYC is mandatory for allowing application entry in DA/WES logins to get rice card mutation services for the existing cards.

1. **Migrant Declaration**

Migrant declaration is enabled to declare the eligible members migrated to other State/ Country for livelihood in the rice card by taking eKYC of the adult member in the card. The details of usage are given in the annexure. This option was enabled due to all members e-KYC is mandatory for allowing application entry in DA/WES logins to get rice card mutation services for the existing cards.

**Correction of Wrong Aadhar Seeding:**

1. Single member card not allowed for this service.
2. Only eKYC not done members are allowed to apply for correction. DA should enter the rice card number in which aadhaar has to be seeded correctly.
3. If any member in the rice card is selected through checkbox, we are allowing to enter any aadhaar either existing or not existing in Rice card database.
4. If check box not selected, not allowing the aadhaar which are not existing in Rice card database.
5. In this service we are allowing only one member to correct at one time.

**Note:** Any member of the family should do eKYC along with member seeding into rice card through aadhaar correction.

**Delegation of Powers to VROs:**

After establishment of Village/Ward Secretariats, the V.R.Os are looking after the functions of Civil Supplies Department along with Revenue matters except in Vijayawada, Visakhapatnam, Kurnool and Tirupathi urban.

**Role of VROs in GS/WS Rice Card services:**

1. To process the applications for new rice card / member addition or deletion / deletion of rice card etc. and their enquiry to found eligibility.
2. To take e-KYC from the Public Distribution System beneficiaries
3. Printing of Rice cards and their distribution and also collecting acknowledgment.
4. To monitor the receipt of scheduled commodities at all F.P. Shops and Village/ward secretariat under PDS and ICDS from MLS Points of APSCSCL.
5. To coordinate with the FPS dealer, Village / Ward Volunteer for distribution of rice and other commodities through Mobile Dispensing Units or other mode as ordered by Govt. from time to time.
6. To deliver the ECs with his/her biometric authentication to the Cardholders whose biometric failed
7. To participate in Fair Price Shop level Vigilance Committee meetings.
8. To report the errors noticed in allotment and irregularities found in distribution of commodities under P.D.S. to the Tahsildar / Assistant Supply Officers in circle areas concerned for redressal.
9. To escalate the grievances regarding non providing entitlements under P.D.S. to the beneficiaries and to assist for their redressal.
10. To receive the complaints on Civil Supplies matters from the rice card holders or from others and to escalate the complaints to Tahsildar/A.S.O. concerned and to assist them in enquiry.
11. To submit monthly reports on functioning of P.D.S. in their jurisdiction, to the Tahsildar / A.S.O. concerned.
12. To assist in identification of paddy procurement centers (P.P.C.) to District Manager, A.P.S.C.S.C.L.
13. Registration of the farmers at Rythu Bharosa Kendras (R.B.K) or at designated PPCs.
14. Preparation of action plan in coordination with farmers and in charges of R.B.K./P.P.Cs for getting the samples analyzed with moisture tests etc.
15. Guidance to the farmers in getting paddy to R.B.Ks/PPCs as per norms.
16. To monitor the smooth movement of paddy to Rythu Bharosa Kendras (R.B.K.) or PPCs by the farmers.
17. To assist the inspecting officials during Rice Mill inspections
18. To assist Custodian Officers for Government paddy handed over to the Rice Mills for Custom Milling and delivery of resultant rice
19. To assist in all Paddy Procurement operations at village level
20. To create awareness among the consumers to purchase commodities at the MRP indicated on the products
21. To create awareness among the consumers to purchase commodities at the MRP indicated on the products
22. To guide the consumers to check the quality and quantity of the product, expiry date on the packet.
23. To attend the consumer activities at village level to create awareness.
24. To guide the consumers to approach Consumer Fora to seek redressal of their grievances if any.
25. To report the sale of commodities with more than the price printed on the packet to the Deputy Control (Legal Metrology) for necessary action.
26. To report the complaints to the Deputy Control (Legal Metrology) on fraudulent business activities in establishments such as less weighment etc. and to assist them in enquiry.
27. To assist in conducting of inspections on petroleum products outlets
28. To assist in identification of beneficiaries and distribution of LPG connections under Deepam scheme
29. To attend all Civil Supplies department related issues at village level / Ward level

**Role of Tahsildars / ASOs in GS/WS Rice Card services:**

1. To process the Digital Signature for the applications of new rice card / member addition or deletion / deletion of rice card etc. and complete the process within the SLA / Sub SLA period.
2. Conducting of Random checks of the applications, to identify the discrepancies.
3. Monitor the SLA / Sub SLA of VROs under their jurisdiction and conducting of meetings to dispose the applications within the SLA period.