

[Authoritative English text of this Department Order No. FDS-A (3)-9/2016 dated the 5<sup>th</sup> March, 2019 as required under clause (3) of Article 348 of the Constitution of India].

Government of Himachal Pradesh  
Food, Civil Supplies & Consumer Affairs Department

No. FDS-A(3)-9/2016

Dated-Shimla-2, the

5<sup>th</sup> March, 2019

## **ORDER**

WHEREAS the Governor of Himachal Pradesh is of the opinion that it is necessary so to do for maintenance of supplies and securing equitable distribution and availability of some of the essential commodities at fair prices;

NOW, THEREFORE, in exercise of the powers conferred by section 3 of the Essential Commodities Act, 1955 (10 of 1955) read with the Government of India formerly Ministry of Agriculture and Irrigation (Department of food) Order GSR-800, dated 9<sup>th</sup> June, 1978 and Ministry of Industries and Civil Supplies (Department of Civil Supplies and Co-operation) Order S.O. 681(E), and 682(E) dated 30<sup>th</sup> November, 1974 and in pursuance of directions given in clause 9 of the Targeted Public Distribution (Control) Order, 2015 issued by the Government of India, Ministry of Consumer Affairs, Food and Public Distribution (Department of Food and Public Distribution), New Delhi vide G.S.R. 213 (E) dated 20<sup>th</sup> March, 2015, the Governor of Himachal Pradesh, is pleased to make the following Order, namely:-

### **PART-I**

#### **PRELIMINARY**

**1. Short title, extent and commencement.** - (1) This order may be called the Himachal Pradesh Specified Essential Commodities (Regulation of Distribution) Order, 2019.

(2) It extends to the whole of the State of Himachal Pradesh.

(3) It shall come into force from the date of its publication in the Rajpatra, Himachal Pradesh.

**2. Definitions.** - (1) In this order, unless the context otherwise requires.-

(a) "Act" means the Essential Commodities Act, 1955 (10 of 1955);

(b) “Authorized document” means a permit or an authorization issued under this order for purchase or sale or storage for sale or distribution of any specified essential commodity;

(c) “Authorized wholesaler” means the institutions (Registered with the Department), authorized to deal in the wholesale business of procurement, conversion and distribution of specified essential commodities allotted by the Government/ Department, meant to be distributed through Targeted Public Distribution System and also includes “sub-wholesaler” and Kerosene oil wholesalers;

(d) “Consumer” means a person drawing any specified essential commodity through fair price shops against Ration Card issued by the specified authority declared for the area concerned in which the consumer permanently or temporarily resides;

(e) “Controller” means, the District Controller, Food, Civil Supplies & Consumer Affairs of the District concerned or any other officer/ official authorized by the Director to exercise all or any of the powers of the Controller under this Order;

(f) “Department” means the Department of Food, Civil Supplies & Consumer Affairs, Himachal Pradesh;

(g) “Deputy Commissioner” means the Deputy Commissioner of the District concerned;

(h) “Director” means the Director of Food, Civil Supplies & Consumer Affairs, Himachal Pradesh and shall also include the Additional/ Joint/Deputy Director of Food, Civil Supplies & Consumer Affairs of Himachal Pradesh;

(i) “Fair Price Shop” means a shop authorized under the provisions of clause 3 of this order for sale/distribution of specified essential commodities to the Ration Card Holders under the Targeted Public Distribution System or otherwise like State subsidized scheme, Mid Day Meal and Wheat Based Nutritional Programme etc;

(j) “Fair Price Shop Holder” means a retailer authorized under the provisions of clause 3 of this order in respect of any specified essential commodity;

(k) “Family” means a joint family of all persons descended from common ancestor, who live, worship and mess together permanently as shown in the Pariwar Register of the Panchayat but persons residing elsewhere due to their profession / business shall not be included in the family for the purpose of issue of Ration card;

(l) “Form” means a Form appended to this Order;

(m) “Government” means the Government of Himachal Pradesh;

(n) “Household” means a family unit living together in one building or in a portion of the building having a common residence and maintaining a common Kitchen;

(o) “Institution” means a Hospital, a convalescent home, a sanatorium, an asylum, a school, a hostel providing meals and includes all other institutions of a like nature as may be specified by the Government;

(p) “Order” means the Himachal Pradesh Specified Essential Commodities (Regulation of Distribution) Order, 2019;

(q) “Public Distribution Committee” means a committee constituted by the Director, by notification, for the purpose of appointing or recommending to the Government, the names of any persons or body of persons or institutions to be a wholesaler or Fair Price Shop holder in respect of specified essential commodity;

(r) “Public Distribution System” means the system of distribution of Specified Essential Commodities to the Ration Card Holders on the rates and scales as specified by the Government from time to time through the network of fair price shops;

(s) “Quantum” means quantity of any specified essential commodity as fixed by the Director for sale/distribution against the ration card per month from time to time.

(t) “Ration Card” means a household ration card or other document issued or made monthly under or in pursuance of the provisions of this order for obtaining supplies of the specified essential commodities;

(u) “Ration Card Holder” means a person to whom a ration card has been issued;

(v) “Rural area” means any area or areas falling within the territorial jurisdiction of a Panchayat, but doesn’t include the areas falling within the any urban area;

(w) “Specified authority” means an authority which issues ration card to the consumers for obtaining supplies of specified essential commodities from the fair price shop;

**Explanation-1** “In urban and cantonment areas, the Ration Card shall be issued by the Food & Supply Officer / Inspector, Food Civil Supplies and Consumer Affairs in their respective jurisdiction.

**Explanation-2** In rural areas, the Ration Card shall be issued by the Secretary or Panchayat Sahayak of the concerned Gram Panchayat.

(x) “Specified Essential Commodity” means an essential commodity which the Director may, by notification published in the official Gazette, declare to be specified essential commodity for the purpose of this Order; and

(y) “Urban area” means an area administered by a Municipal Corporation or a Municipal Council or Municipal Committee or a Nagar Panchayat and Cantonment Boards in the State.

(2) The words and expressions used but not defined in this order shall have the same meaning as are assigned to them in the Essential Commodities Act, 1955, National Food Security Act, 2013 and Targeted Public distribution System (Control) Order, 2015.

**3. Issue of authorization to wholesalers and fair price shop holders.**— (1) With a view to regulate the distribution of any specified essential commodity, the Controller, with the approval of the Public Distribution Committee, may authorize any person or body of persons to be a wholesaler or a fair price shop holder as per the guidelines issued by the State Government/Director from time to time in this behalf for the purpose of this Order and, such wholesaler or fair price shop-holder, as the case may be, shall obtain and supply specified essential commodities in accordance with the provisions of this order or any other directions issued there under:

Provided that the authorization issued to the authorized wholesaler and fair price shop holder under the provisions of the Himachal Pradesh Specified Articles (Regulation of Distribution) Order, 2003 shall remain in force and shall be deemed to have been issued under this clause.

(2) Fair Price Shops shall not be allotted to following people:

- (a) Fair Price Shops shall not be allotted to more than one member of a joint family. Mother, Father, Son, Daughter, Wife and Brother with his family living jointly, shall be considered under the definition of joint family for the purpose of allotment of fair price shops.
- (b) Elected Pradhan/Up Pradhan/ Ward Member Gram Panchyat, Ward members of Block Panchyat Samiti / Zila Parishad/ Ward members of Nagar Panchyats, Councilors of Municipal Committee/Municipal Corporation, MLAs, MPs, and their family members till their tenure.
- (c) Flour Mill owner
- (d) Minor, Lunatic or unsound mind and un-discharged insolvent.
- (e) Applicant shall not be given Authorization if he/she is finally convicted under the Essential Commodities Act, 1955 (Act No. 10 of 1955).
- (f) If applicant holds the post of profit in the Government.

(3) Every application for an authorization shall be made to the Controller in Form ‘A’ giving therein the correct information as asked for therein alongwith such other information or documents as required.

(4) Every authorization issued under sub clause (1) shall be in Form “B” in case of wholesaler and in Form ‘C’ in case of a fair price shop holder. A duplicate copy shall be retained by the Controller in his office and any alteration made in such authorization shall be duly recorded in it. The Controller shall record every authorization issued by him in a register prescribed by him.

(5) Subject to any general or specific direction issued by the Director in this behalf, every application for the issue of an authorization shall be considered giving due regard to,-

- (i) The need for authorized wholesaler or the fair price shop holder in the area or locality in which the business premises of the applicant are situated;
- (ii) The suitability and size of the premises for proper and safe storage and sale of specified Essential Commodities;
- (iii) The suitability of the applicant in view of his past record of dealing in essential commodities and other business, if any, being carried on by him or his near relations in the same premises or in the same area or locality or elsewhere in the State of Himachal Pradesh;
- (iv) The financial position and capacity of the applicant in performing the functions of a wholesaler or a fair price shop holder, as the case may be; and
- (v) Any other factor considered relevant for the grant of an authorization under this Order.

(6) Every person applying for an authorization shall, before such authorization is issued to him, deposit authorization fee specified below in the Government treasury under the appropriate head of account and also deposit the amount of security, as specified below, in shape of FDR duly pledged in favour of the Controller by designation, in the manner as may be specified by him:-

	<u>Security</u>	<u>Authorization fee per annum</u>
(i) Wholesaler	20,000.00	2500.00
(ii) fair price shop-holder	4,000.00	700.00

(7) Authorization shall be issued for a calendar year and would be valid upto 31<sup>st</sup> December of the year for which it has been issued.

(8) A separate authorization shall be necessary for each place of business. This would also be applicable in case of a branch/extension counter of a fair price shop.

(9) If any authorization is defaced, lost or otherwise destroyed, the Controller, may on application of the wholesaler or fair price shop holder, as the case may be, issue ,on receipt of a fee of Rs. 1500/- for wholesaler and Rs. 500/- for fair price shop holder duly deposited with Government treasury, a duplicate authorization.

(10) The Controller may, after making such inquiry as may be deemed necessary, whether at the request of the wholesaler or fair price shop holder or suo-motu, add, amend, alter or delete the

entries of the authorization relating to godown, place of business, area of operation and the name of parties etc.

(11) An application for renewal of authorization shall be submitted to the Controller before the expiry of the authorization alongwith the authorization renewal fee as specified in sub-clause (6):

Provided that the Controller may entertain an application upto 31<sup>st</sup> March, upon the payment of late fee as prescribed below:-

	<u>Wholesaler</u>	<u>Retailer /Fair Price Shop Holder</u>
	<u>Sub-wholesaler</u>	
(i) For the first fortnight	100/-	50/-
(ii) For the second fortnight	150/-	75/-
(iii) For each subsequent fortnight	200/-	100/-

Provided further that if the authorization is not got renewed within 3 months after the expiry of the validity period i.e. upto 31<sup>st</sup> March of the year, the same shall stand cancelled and the security shall also stand forfeited to the Government. The cancellation of authorization and forfeiture of security in lieu of non-renewal of the authorization will not affect the right of wholesaler/fair price shop holder for revival of authorization after deposit of the usual authorization fee. However, authorization issued to a fair price shop holder /wholesaler shall stand cancelled, if the Fair Price Shop holder/ wholesaler fails to renew the authorization for more than two occasions:

Provided further that if the authorized wholesaler/ fair price shop holder discontinues his business during the validity of the authorization, he shall have to surrender his authorization to the Controller to claim the refund of the security deposits.

(12) The authorization may be renewed at a time up to 3 years on deposit of authorization fee specified in sub-clause (6).

## Part-II

### DISTRIBUTION AND SUPPLY OF SPECIFIED ESSENTIAL COMMODITIES

**4. Supply by the Authorized wholesaler.**- It will be obligatory on part of the authorized wholesaler to supply the specified essential commodities only to the fair price shop holder against his/her signature, duly attested by the Sub-Divisional Magistrate or Tehsildar/ Naib Tehsildar or Inspector (Food Civil Supplies & Consumer Affairs) within his jurisdiction or against a valid authorized document and in such quantity and at such prices as may be specified from time to time, by the Government or Director or Controller in this behalf under and in accordance with the provisions of this Order.

**5. Instructions to Authorized wholesale.**- (1) The authorized wholesaler shall maintain such forms and registers and submit such periodic returns and statements as may be required/asked for by the Director/Controller and comply with such general or special directions as may be issued by the Government or the Director or the Controller from time to time.

(2) The Authorized Wholesaler shall follow all the instructions mentioned in the Authorization issued to him/her.

(3) The authorized wholesaler shall not indulge in any kind of diversion and substitution of specified essential commodities.

**6. Supply by Fair Price Shop holder.**- No fair price shop holder shall sell or agree to sell or supply or agree to supply or cause to sell or supply specified essential commodities to any person except against the ration cards registered with him or against the authorized document issued by the competent authority concerned and except at such quantum and prices as may be specified from time to time by the Government or Director or Controller in this behalf in accordance with the provisions of this Order.

**7. Instructions to the Fair Price Shop holder.**- (1) A fair Price shop holder shall register ration cards issued by the concerned specified authority in whose jurisdiction the shop is located. He may, however, register cards of other areas, if specifically permitted to do so through an order by the Controller. However, he shall not register ration cards if the total number of units registered with him exceeds the maximum units if such ceiling is specified by the Controller in this behalf:

Provided that the Controller may by an order exempt any fair price shop from the restriction imposed under this clause.

(2) A fair price shop holder shall supply specified essential commodities only against the ration cards registered with him or against any authorized document issued by any authority under and in accordance with the provisions of this Order.

(3) The fair price shop holder shall supply, subject to its availability, specified essential commodities to a ration card holder as per scale and rates fixed by the Government from time to time. The fair price shop holder shall make correct and true entries at the appropriate space provided in the ration card to this effect.

(4) The fair price shop holder shall maintain a daily stock register in Form 'D' and shall also issue "Cash-Memo" prescribed by the Government or the Director or concerned Controller to the consumer in token of having issued the Specified essential commodities and obtain his signatures on the Cash-Memo. The counterfoil/ carbon copy/duplicate copy of such cash memo duly signed by the ration card holder shall invariably be retained by the fair price shop holder.

(5) The allocations made by the Central Government or by the State Government for distribution under the Targeted Public Distribution System shall not be diverted for any other purpose.

(6) The Director or the Controller shall prescribe the format of sale register, stock register and ration card register and proper system of monitoring of Fair Price Shops.

(7) The ration card holder shall be entitled to draw specified essential commodities from a Fair Price Shop as per his/her entitlement. It is not necessary for him/her to lift the entire quantity of specified essential commodity that he/she is entitled to in one go. However, if the Card holder fails to draw quota of specified essential commodities during the month for which entitlement is made, the same shall stand lapsed.

(8) On the basis of the ration cards registered with him, the fair price shop holder shall submit indent for supply of specified essential commodities in the manner specified by the Director/Controller from time to time.

(9) A fair price shop holder shall be entitled to obtain supplies of specified essential commodities from the authorized wholesaler on the basis of authorized documents issued to him by the Controller or any other official not below the rank of Inspector, Food, Civil Supplies & Consumer Affairs.

(10) A fair price shop shall maintain a Ration card registration register as per Form- 'E'. He shall maintain the registration of the ration cards on his register. He shall obtain the complete postal address, mobile phone, if available or fixed line number of ration card holder or his family members and shall also obtain his/her signature or thumb impression or signature or thumb impression of family members' in the space provided for this purpose. He may also obtain Aadhaar numbers and bank account numbers of the ration card holder and his family members. He shall put the serial number of registration on the ration card.

(11) The fair price shop holder shall maintain proper record of receipt, sale, opening and closing balances of specified essential commodities and registration of ration cards and other authorized documents separately for Above Poverty Level, Below Poverty Level, Antodaya Households and Priority Households as may be specified by the Controller from time to time.

(12) The fair price shop holder shall send a monthly statement of category wise and unit wise details of registered ration cards every month to the Controller.

(13) Every fair price shop holder shall keep such records relating to the authorized documents in such manner as may be prescribed by the Government or Director or the Controller from time to time.

(14) The fair price shop holder shall comply with all general or special directions given in writing from time to time by the Government or the Director or the Controller regarding purchase, sale, safe storage of specified essential commodities, and maintenance of accounts and submission of reports thereof.

(15) The fair price shop holder shall not keep any ration card in his possession irrespective of the fact whether such ration cards are registered with him or not.

(16) On the receipt of specified essential commodities, the Fair Price Shop holder shall provide the details regarding commodities so received and sold during the month to the Vigilance Committee.

(17) Fair Price Shop Holder shall sell specified essential commodities only to the card holder or any other members having their names in the ration card; but specified essential commodities entitled to him/her can be given to the person authorized by him/her, in case ration card holder and members are more than 60 years of age or a destitute.

(18) Fair Price Shop Holder shall display the samples of foodgrains being supplied under Targeted Public Distribution System at a conspicuous place;

**8. Suspension/ cancellation of authorization and forfeiture of Security.**- (1) The Controller within his jurisdiction, may, at any time whether:-

- i. on the request of the person to whom an authorization under this order has been issued;
- ii. on contravention or attempt to contravene any of the provisions of this order or directions issued thereunder from time to time in this behalf or any term or condition of the authorization or any directions issued thereunder, without prejudice to any other action, that may be taken against him;

may amend, suspend or cancel the authorization issued under clause-3 of this order, after making such enquiry, as may be necessary.

(2) Without prejudice to any action that may be taken under sub-clause (ii) in respect of contravention of any of the provisions of this order, the controller, within his jurisdiction, may forfeit the whole or part of the security deposited under sub-clause (6) of clause 3 of this order or, recover double the amount of differential cost between the market price and the Controlled price of diverted Specified essential commodities, if any, and thereupon the authorized wholesaler or the fair price shop holder, shall forthwith deposit, within the time frame, as specified by the Controller.

(3) The Controller shall recover cost of specified essential commodity equal to the issue price of such specified essential commodity, in case, it has been found in excess against the balances shown in the stock register during the course of inspection and such quantity, so found excess, shall also be taken into account in the stock register and also allotment of fair price shop the subsequent month shall be made accordingly.

(4) The Controller shall also recover the excess amount, if any, in lieu of the overcharging done by Fair Price Shop holder or Authorized Wholesaler in respect of any Specified essential commodity:

Provided that before passing any Order under sub-clause (1) or sub-clause (2), the Controller shall give a reasonable opportunity of being heard to the party concerned:

Provided further that where an enquiry is pending against authorized wholesaler or fair price shop holder, and it is considered necessary to suspend the authorization, the authority concerned, on satisfaction, shall suspend the authorization for the period not exceeding six months:

Provided further the suspension of authorization may exceed six months if the matter is pending in a court of Law.

(5) Where an authorized wholesaler or a fair price shop holder has been convicted by a court of law for the contravention of this Order or any other order issued under section 3 of the Act, the Controller shall, by order, in writing, cancel his authorization:

Provided that where such conviction is set aside in appeal or revision, the Controller, on an application by the person whose authorization has been cancelled, may re-issue the authorization to such person.

**9. Termination of authorization:** - (1) Notwithstanding anything contained in this Order, the Controller may, with the approval of the Public Distribution committee, at any time, terminate the authorization by giving one month's notice in writing to the person(s) to whom an authorization has been issued under this order and then the authorization shall cease to be effective upon expiry of the period of such notice.

(2) It shall be open to the person holding an authorization issued under this order to relinquish his authorization by giving one month's notice, in writing, to the Controller and then the authorization shall cease to be effective upon receipt of intimation, by such person from the Controller, of the termination of his authorization:

Provided that the liability of the person holding the authorization shall not cease until the stock of specified essential commodities and records of authorized documents have been taken from him by the person specified by the Controller.

### **PART-III**

#### **AUTHORIZED DOCUMENTS**

**10. Procedure for obtaining ration cards.**- (1) The Ration card shall be issued in the name of eldest woman of the family above the age of 18 years and in case there is no woman above 18 years of age, ration card may be issued in the name of head of family till she attains age of 18 years in that family.

(2) Any Indian citizen or a person granted status of a refugee permanently residing or intending to reside permanently may apply to the concerned specified authority in Form 'F' for issue of a ration card. The Form 'F' shall be supplied by the specified authority to the person willing to obtain Ration card, free of cost.

(3) The specified authority shall make or cause to be made such enquiry, as it may deem fit, for verification of the information furnished by the applicant in form 'F' before issuing a ration card in Form "G":

Provided that no ration card may be issued unless the information furnished in Form 'F' by the applicant has been verified by the Secretary/Panchayat Sahayak of the Panchayat

concerned on the basis of entries recorded in Pariwar Register in rural areas and; by the concerned Councilor/ward Member or Executive Officer or Secretary of the local body within their respective jurisdiction or by any officer/official authorized by the concerned Controller from time to time:

Provided further that if any person migrates from one place to another place and wishes to apply for Ration Card at new place of residence, in that case he/she has to produce a surrender/deletion certificate issued by the competent/specified authority of the area from where he/she has migrated. If the name of the members of the card holders is to be deleted in the same place or otherwise, the consent of such member in writing shall be mandatory:

Provided further that the ration card shall be issued by the specified authority to the applicant within 30 days positively from the date of submission of application, failing which the applicant may file an application to the concerned Sub-Divisional Officer (Civil) in rural areas and to the Distt. Controller, FCS&CA in urban areas for non-issuance of ration card and the concerned Sub-Divisional Officer (Civil) / Distt. Controller, FCS&CA, as the case may be, after verifying the facts within 15 days from the receipt of application, may direct the concerned specified authority to issue ration card as per the provisions of the order.

(4) Every person applying for ration card, shall deposit a fee of rupees twenty-five with the specified authority before such card is issued to him. The specified authority shall deposit the fee collected under this clause into the Government Treasury under the appropriate head of account:

Provided that the Antodaya Households and Priority Households selected under the Nation Food Security Act, 2013, shall be exempted from such Ration card fee.

(5) If an application for issuing a ration card is received by the specified authority from a person having no fixed or identifiable place of dwelling, a temporary ration card in form-G/1 may be issued in his favour after proper verification as per clause 3, on receipt of fee as specified in sub-clause (4). Such card shall be stamped with the word 'Temporary' and shall be valid only for the drawl of kerosene oil from the fair price shop near to the place where such person temporarily resides. Such ration cards may be issued for a period not exceeding six months at a time. Temporary ration cards may be issued to the migratory for a period not exceeding three months at a time in the similar manner.

(6) If a ration card has been lost, defaced or damaged, the holder thereof may apply to the specified authority for duplicate ration card and such application shall be accompanied by double of the fee as specified in sub-clause (4). The specified authority may, after making such enquiry as it deem fit, issue a duplicate ration card.

(7) In the case of death of any member of the family entered in the ration card, the holder of the ration card or any other member of his family shall inform in writing to the specified authority in which he is residing and shall present the ration card before it along-with death certificate for deletion of the name of such person from the ration card. No ration card holder shall draw or obtain or cause to be drawn or obtained any specified article in respect of such a person irrespective of the fact whether or not the name of such person has been deleted from his ration card:

Provided that in case of the death of the ration card holder, the specified authority shall issue a fresh card after charging the fee as specified in sub-clause (4).

(8) Except as otherwise provided in this order, the ration card shall be valid for a maximum period of five years.

(9) In the case of change in address, an application for amendment shall be made to the specified authority, which, after its satisfaction, shall make such amendment in the ration card.

(10) The specified authority shall maintain a register in Form 'H' showing the name and address of ration card holder and his/her family members. It shall also maintain proper account of the fee or other payments received in compliance of the provisions of this Order.

(11) No person shall obtain or attempt to obtain a ration card, by furnishing information which he knows or has reason to believe to be false or, if he is already in possession of such card or if some other person is in possession of ration card on his behalf or if name of any member of his family is included in another ration card.

(12) No ration card holder shall keep or allow keeping his ration card with the fair price shop holder.

(13) No ration card holder or any other person on his behalf shall contravene any of the provisions of this order or conditions of the ration card. Otherwise, without prejudice to any other action that may be taken against him/her, ration card issued to him/her shall be suspended or cancelled by an order in writing by the concerned Controller:

Provided that no such order shall be made unless the Card holder has been given an opportunity of being heard.

(14) No person, other than those, who have obtained specified essential commodities from the fair price shop against any of the authorized documents in accordance with the provisions of this Order, shall possess or store or hold any specified article.

(15) No person, firm, association or printing press etc., shall make or cause to be made or cause to be printed prescribed Form of ration card without an order, in writing from the Director, and every Form of the ration card, so printed, shall be numbered consecutively in accordance with his directions.

(16) The specified authority in relation to rural area or urban area shall obtain printed application Forms and ration cards from the Controller on payment of the cost of such forms and ration cards as specified in this clause. Out of the fee cost of the Ration card so realized, 50% shall be reimbursed to Panchayat as service charges for preparation of the ration cards.

**11. Procedure for obtaining supplies against Ration cards.**- The ration card holder may register himself/ herself with any of the fair price shop functioning in the concerned locality for obtaining supplies of specified essential commodities against such card:

Provided that the Controller, where deemed necessary, for proper functioning of the Targeted Public Distribution System, may, by an order, direct any ration card holder to register himself/ herself with any particular fair price shop within his area.

**12. Power to issue authorized documents.-** (1) With a view to regulate the distribution of any specified essential commodity(ies), the Controller, may issue or cause to be issued authorized document to any person(s) or institution or to the public in general:

Provided that no such document shall be issued to a person unless such person or any adult member of his family, signs or affixes his mark or thumb impression in token of receipt of such document as required by the officer delivering such documents.

(2) The Controller may at any time whether on the request of the Person to whom an authorized document has been issued or suo-motu add, amend, change/ alter, suspend or cancel such authorized document after making such enquiry, as may be deemed necessary. Where any such document is suspended or cancelled, the person in possession of such document shall, forthwith, deliver the same to the Controller or an officer authorized by him in this behalf.

(3) Subject to any directions issued in this behalf by the Government or the Director or the Controller or any other officer authorized by the Director, may issue special permits for issue of any of the specified essential commodity(ies) under this Order to any person(s) who do not reside or intend to reside permanently in the area concerned for obtaining supply of any such commodity(ies) for such period and for such quantity and from such source as may be specified therein.

**13. Validity of authorized documents.-** (1) No person shall transfer any authorized document issued to him/ her under the provisions of this order or any specified essential commodity(ies) obtained against any such authorized document without prior written permission of the Director or the Controller or any other Officer authorized by the Government .

(2) Every authorized document issued under this order shall be the property of the Government and the person to whom it is issued shall be responsible for its safe custody.

(3) When any person is in possession of an authorized document in contravention of this order, he shall forthwith deliver the same to the specified authority concerned.

(4) No person without lawful authority shall alter any entry in the authorized document. If the holder of authorized document finds that some other person without lawful authority has made an alteration in the authorized document affecting its validity or the quantity or the kind of specified essential commodity obtainable on it, the holder of such document, shall forthwith report the fact to the specified authority concerned in writing.

(5) Where any authorized document is required to be cancelled under or for the purpose of this order, it shall be cancelled forthwith by the specified authority and it shall cease to operate forthwith.

## **PART-IV**

### **MISCELLANEOUS**

**14. Power to call for information and records.-** Every authorized wholesaler or fair price shop holder, as the case may be, when so required by general or special directions by the Controller in this behalf shall:-

- (a) deliver to him all the authorized documents and other records surrendered or given to him under or for the purpose of this order; and
- (b) furnish such particulars, accounts and information relating to his dealings in and stocks of specified essential commodities as may be required.

**Explanations.-** For the purpose of this clause an authorized wholesaler or fair price shop holder includes a dealer whose authorization has been suspended or cancelled.

**15. Power to authorized supply and distribution of specified essential commodities other than by means of authorized documents.-**

(1) Notwithstanding any other provisions of this order, the Government may authorize the supply or disposal of any specified article otherwise than on the authorized documents.

(2) The Director shall have all the powers of the Controller in addition to the power specified in this order.

**16. Exemption.-** The Government may, by General or Special order and subject to such conditions or restrictions as may be specified in such order, exempt any person(s) or any institution from the operation of all or any of the provisions of this order and may, at any time, suspend or rescind any such exemption.

**17. Appeal. -** (1) any person aggrieved by an order, made by the Controller or specified authority may appeal within thirty days from the receipt of the orders to:-

- (i) The Director, where the order has been passed by the Controller or specified authority;
- (ii) The Secretary (Food, Civil Supplies & Consumer Affairs) to the Government of Himachal Pradesh where the order has been passed by the Director:

Provided that the appellate authority, for reasons to be recorded in writing may entertain an appeal after expiry of thirty days, if it is satisfied that the appellant was prevented from filing the same within the stipulated period of thirty days for the reasons explained in the application which were beyond the control of the appellant.

(2) Every appeal shall be filed in duplicate and shall be supported by an attested copy of the order appealed against.

(3) No appeal shall be disposed of unless the aggrieved person has been given a reasonable opportunity of being heard.

(4) Pending disposal of an appeal, the Appellate Authority may direct that the order made under appeal shall not take effect for such period as the authority may consider necessary for giving a reasonable opportunity to the other party under sub-clause (3) or until appeal is disposed of, whichever is earlier.

**18. Revision.-** (1) The Director may suo-motu or on an application, call for the record relating to case decided by the Controller or specified authority under the provisions of this order and if he is satisfied that the Controller or specified authority:-

- (i) has exercised the jurisdiction not vested in him or it; or
- (ii) has exercised the jurisdiction vested in him or it, with material irregularity; or
- (iii) has failed to exercise the jurisdiction vested in him; or it; may pass such order as he thinks fit.

(2) No order shall be passed under this clause which adversely affects any person unless such person has been given a reasonable opportunity of being heard.

**19. Power to enter and inspect premises, require information, check accounts and seize articles etc.-** (1) The Director or Deputy Commissioner or the Controller or any Magistrate or any Officer of the Food, Civil Supplies & Consumer Affairs Department not below the rank of Inspector or any other Officer, if specifically authorized by the Director in this behalf, within his jurisdiction, may, in order to secure the compliance of this order or to satisfy himself that this order has been complied with and with such assistance as deems fit, may,-

- (a) inspect stocks of specified essential commodities, books, accounts or other documents pertaining to specified essential commodities and for the purpose of such inspection, enter and, if necessary, break- open or seal any premises used or believed to be used for the sale or distribution or storage of any specified essential commodity;
- (b) direct any person(s) to make any statement or furnish any information or produce any document or commodity in his possession or under his control relating to the purchase, sale, distribution or storage of any specified essential commodity any person so required shall comply with such directions;
- (c) direct any person to render any account or to produce books, account or other documents relating to or believed to be relating to the purchase, sale, distribution or storage of any specified essential commodities/article and any person so required shall comply with such directions;
- (d) seize any books of accounts and documents, which in his opinion, may be useful for or relevant to, any proceedings under this order and the person from whose custody such books of accounts or documents are seized shall be entitled to make copies thereof or to take extracts there-from in the presence of any officer having the custody of such books of accounts or documents;
- (e) test or cause to be tested the correctness of any weights and Measures used or believed to be used in any transaction relating to the sale or distribution of any specified essential commodities;
- (f) take or cause to be taken the Weight of all or any of the specified essential commodity found in any such premises;

- (g) take or cause to be taken samples of specified essential commodities kept for sale for comparing with the approved samples of such specified essential commodities authorized for sale or for analysis;
- (h) require the owner, occupier or the person in charge of any place, premises, vehicle or vessel or animal in which he has a reason to believe that any contravention of the provisions of this order has been or is being or is about to be made, to produce any books of accounts or documents showing transactions relating to such contravention; and
- (i) search, seize and remove stocks of specified essential commodities along with the package, covering or receptacles in which such stock is found, if he has reasons to believe that any provisions of this order has been or is being or is about to be contravened in respect of such stock any part thereof and may also search, seize and remove the animals, vehicles vessels or other conveyance used in carrying the said specified article in contravention of the provisions of this order;

(2) The provisions of section 100 of the Code of Criminal Procedure, 1973 (2 of 1974) shall so far as may be apply to search and seizure under this clause.

(3) The powers exercisable under this clause shall not be exercised except for the purpose of securing compliance of the provisions of this order.

**20. *Repeal.***- The Himachal Pradesh Specified Articles (Regulation of Distribution) Order, 2003 is hereby repealed.

**‘FORM-A’**  
**[See Clause-3(3)]**

**THE HIMACHAL PRADESH SPECIFIED ESSENTIAL COMMODITIES  
(REGULATION OF DISTRIBUTION) ORDER, 2019**

To

The District Controller, Food, Civil Supplies & Consumer Affairs,

.....

Sir,

I / We, hereby apply for the grant of authorization for being appointed as a Wholesaler/Fair Price Shop- holder under the aforesaid Order. The requisite particulars are given hereunder:-

1. Full name of the applicant :
2. Father / Husband's name :
3. Date of Birth:
4. Educational Qualifications (Attach Certificates):
5. Category SC/ST/OBC/IRDP (Attach Certificates):
6. Complete residential address of the applicant  
Including Ward and Panchayat:
7. Capacity in which applying (Attach Certificate):
  - Ekal nari
  - Widow raising children on her own
  - Mahila Mandal
  - Co-operative of women or other collective of women
  - Physically handicapped person
  - Ex-serviceman/ Unemployed educated youth with no family member in regular employment
  - Gram Panchayat
  - Co-operative Society
8. Complete address of the business premises including size (enclose site plan):-  
(State whether owned or hired (Attach proof)).
9. Complete address of the godown (s) with storage capacity. (enclose site plan):-  
(State whether owned or hired (attach proof)).
10. In case of co-operative society / company / firm, state the names and address of all the Office Bearers/ Directors / Partners:
  - 1.
  - 2.
  - 3.
  - 4.
11. Whether the firm or the applicant or any one

of the partners have any share in any flour mill/chakki or any Fair Price Shop or wholesale functioning in the State of Himachal Pradesh. If so, give full particulars of such chakki, Fair Price Shop or Wholesaler.

12. Whether the applicant of the firm or any of the partners are running any business in essential commodities in the locality for which authorization is applied for, if so, give complete name and address of the store along with commodities being dealt therein.

13. Whether the applicant or the firm or any of its partners has previously been running a fair price shop or working as a wholesaler ? If so, give full details thereof and reason of its closure.

14. Whether the applicant or the firm or any of its partners is holding any license issued under the Essential Commodities Act, 1955 or Orders issued thereunder. If so, give full details thereof.

15. Whether the applicant or the firm or any of its partners have ever been convicted of any offence under Essential Commodities Act, 1955, if so, give full details.

16. Whether any case or legal proceedings or Prosecution under the Essential Commodities Act, 1955 and order issued thereunder is pending in the Food, Civil Supplies & Consumer Affairs, Department or in the court against the applicant or the firm. If so, No. and date of F.I.R. and police station where registered alongwith brief particulars of the charges and present stage of the proceedings be given.

17. Whether the applicant or the firm has ever been declared as insolvent by the competent court or as defaulter by any bank and whether he/or it is financially capable of running the business for which authorization is applied for without the aid and assistance of any third party. Brief description of liabilities and assets including Bank Accounts/ Deposits etc. be mentioned.

18. **Declaration:**

- (a) I, the above named applicant, do hereby declare that I am competent/ authorized to apply for grant of authorization in my individual capacity or authorized representative of the firm/ co-operative society;
- (b) I, hereby, further declare that the particulars against item No. 1 to 19 are correct and true to the best of my knowledge and belief and nothing has been concealed therein and that in the event of mis-statement of facts proved subsequently, I undertake to abide by the orders/ directions passed by the competent authority under the order aforesaid;
- (c) I have carefully read the provisions of the Himachal Pradesh Specified essential commodities (Regulation of Distribution) Order, 2017 and I agree to abide by them if granted the authorization applied for;
- (d) I, further, undertake that I shall not deal in such essential commodities of the open market if authorized to deal in the aforesaid specified essential commodities.

Dated .....

Signature of the applicant.

Place.....

**THE HIMACHAL PRADESH SPECIFIED ESSENTIAL COMMODITIES  
(REGULATION OF DISTRIBUTION) ORDER, 2019**

**‘FORM-B’**

**AUTHORIZATION FOR WHOLESALER**

**[See clause-3(4)]**

AUTHORIZATION No..... (Non Transferable).

1. Subject to the provisions of the Himachal Pradesh Specified Essential Commodities (Regulation of Distribution) Order, 2019 and to the terms and conditions of this authorization, (Name and full address of applicant) ..... is / are, hereby, appointed as an authorized wholesaler in pursuance of the provisions of clause 3 of the aforesaid Order.

2. (a) The wholesaler shall carry on the business at the following place:-

.....

.....

(b) Particulars of godowns:

.....

.....

(c) Name of the specified essential commodities in which the wholesaler is authorized to deal in;

----- ----- -----

----- ----- -----

3. The wholesaler shall not supply or offer or attempt to supply or cause to be supplied any specified essential commodity to any person other than a person who is a fair price shop holder or against a permit issued and except at such prices and in such quantum as may, from time to time, be specified by the Government or the Director or the Controller in this behalf and except under and in accordance with the provisions made by or under this order.

4. (i) The wholesaler shall maintain a daily stock register in 'Annexure-I' showing therein the true and correct account of the purchases and sales of each of the specified essential commodities and shall also maintain a daily sale register in 'Annexure-II.

(ii) The wholesaler shall issue weight check memo to the fair price shop holder for each transaction.

(iii) The wholesaler shall complete his accounts for each day on the day to which they relate unless prevented by sufficient cause, to the satisfaction of the authority inspecting the accounts.

- (iv) The wholesaler shall take or arrange to take or cause to be taken the deliveries of the specified essential commodities from the sources as indicated by the Government or the Director or the Controller within the specified period.
- (v) The Roller Flour Mills / Wheat Atta Chhakies shall be liable to return 100% Public Distribution System Wheat Atta to the HP State Civil Supplies Corporation against the allotted Targeted Public Distribution System wheat by the 20<sup>th</sup> of the allocation month.

**5.** The wholesaler shall submit monthly return in ‘Annexure-III’ to the Controller or any other person authorized by him so as to reach him by the 7<sup>th</sup> of each month containing the information relating to the preceding month.

**6.** The wholesaler shall not contravene the provisions of this order or any other law relating to the specified essential commodities for the time being in force.

**7.** The wholesaler shall display the wholesale prices and stocks position of the specified essential commodities in bold letters at a conspicuous place of his business premises and shall not charge price more than that fixed under any law for the time being in force.

**8.** Every wholesaler shall maintain proper record of purchase, receipt and distribution / sale of specified essential commodities and shall retain the same upto ten years in normal course or in case if any dispute is pending in the court / Department, then till the final verdict / decision of the court / department.

**9.** The wholesaler shall comply with the instructions which may be given to him by the Government or Director or the Controller with regard to the language to be used in maintaining the accounts or record and the authorization of the registers maintained by him.

**10.** The wholesaler shall issue to every fair price shop holder correct receipt or invoice giving his own name and address, the name and address of the fair price shop holder date of transaction, quantity sold, rate and the total amount charged; and shall keep a duplicate copy thereof to be made available for inspection on demand of the inspecting officer authorized in this behalf.

**11.** The wholesaler shall be responsible for the safety of the specified essential commodities and for the safe custody of account books and record relating thereto. He shall take adequate measures to ensure that specified essential commodities stored by him are kept in countable forms and these do not get spoiled or damaged due to ground moisture, rains, insects, rodents and birds etc. He shall also ensure that fertilizers, insecticides and poisonous chemicals likely to contaminate such specified essential commodities are not to be stored along with these specified essential commodities in the same godown or in immediate juxtaposition to the stocks of the specified essential commodities.

**12.** The wholesaler shall extend all facilities at all the reasonable time to the inspecting officer/official for the inspection of his stocks and accounts at his place of business and godown used by him for sale or storage for sale or any specified essential commodities.

**13.** The authorization shall be displayed at a conspicuous place/ office by the authorized wholesaler and shall be produced for inspection, when required.

**14.** The wholesaler shall be responsible for carrying out the purchase, storage and the sale of specified essential commodities efficiently and promptly in a business like manner and in accordance with the directions issued in this behalf from time to time.

**15.** The wholesaler shall not store any specified essential commodities outside the authorized premises without prior permission in writing from the Controller.

**16.** The wholesaler shall promptly (but within twenty four hours of the event) inform in writing to the Controller in case any specified article stored by him or in transit is damaged or destroyed by accident (in transit or otherwise) fire, flood and other natural calamities or lost in theft.

**17.** The wholesaler shall not sell any specified essential commodity, not conforming to the standards prescribed under the Food Safety and Standard Act, 2006 or any other law for the time being in force.

**18.** It will be the responsibility of Authorized Wholesaler to renew the authorization well within time.

**19.** Any sum due from the wholesaler shall be recoverable as arrear of land revenue.

Place .....

*Signature and Stamp of the Controller.*

Dated.....

**‘FORM-C’**

**AUTHORIZATION FOR FAIR PRICE SHOP HOLDER**

**[See clause-3(4)]**

**THE HIMACHAL PRADESH SPECIFIED ESSENTIAL COMMODITIES  
(REGULATION OF DISTRIBUTION) ORDER, 2019**

AUTHORIZATION No..... (Non Transferable).

**1.** Subject to the provisions of the Himachal Pradesh Specified essential commodities (Regulation of Distribution) Order, 2019 and to the terms and conditions of this authorization, (Name and full address of applicant) .....  
.....  
is / are hereby appointed as an authorized fair price shop holder in pursuance of the provisions of clause 3 of the aforesaid Order.

**2.** (a) Place of Business.....  
.....

(b) Area to be covered .....

.....  
.....

(c) Particulars of godowns.....  
.....

(d) Name of the specified essential commodities in which the fair price shop holder is authorized to deal in:.....

**3.** The fair price shop holder shall not sell or agree to sell or supply or agree to supply or cause to be sold or supplied specified essential commodities to any person except against the ration card registered with him or against any other authorized document and except at such prices and in such quantum as may be specified in this behalf from time to time and except under provisions made by or under this order.

**4.** The fair price shop holder shall register the ration cards issued by the specified authority in the jurisdiction in which the shop is located in Form 'E' appended to this Order.

**5.** The fair price shop holder shall register ration cards of other areas if required to do so by the Controller.

**6.** The fair price shop holder shall maintain a daily stock register for each of the specified essential commodities in 'Form- 'D'.

7. The fair price shop holder shall complete his accounts for each day on the day to which they relate unless prevented by sufficient cause to the satisfaction of the inspecting staff.

8. The fair price shop holder shall submit a monthly return in Annexure-III to the Controller or any other Officer authorized by him so as to reach him by the 7<sup>th</sup> of each month containing the information relating to the preceding month.

9. The fair price shop holder shall comply with any instruction which may be given to him by the Government or the Director or the Controller, in regard to the language to be used in maintaining the accounts or record and the authentication of the registers maintained by him.

10. The fair price shop holder shall display the prices and stocks position of the specified essential commodities in bold letters at a conspicuous place of his business premises and shall not charge price higher than the price fixed under any law for the time being in force.

11. Every fair price shop holder shall maintain proper record of purchase, receipt and distribution/ sale of specified essential commodities and shall retain such record upto ten years in normal course or in case if any dispute is pending in the court / Department then, till the final verdict / decision of the court / department.

12. The fair price shop holder shall extend all facilities, at all reasonable time, for the inspection of his stocks and accounts at his place of business and godown.

13. The fair price shop holder shall take or arrange to take or cause to be taken the delivery of the specified essential commodities from the wholesaler within the period as specified by the Controller.

14. The fair price shop holder shall not contravene the provisions of any other law relating to the essential commodities for the time being in force.

15. The fair price shop holder shall be responsible for the safety of the specified essential commodities and for the safe custody of account books and record relating thereto. He shall take adequate measures to ensure that specified essential commodities stored by him are kept in countable form and are not spoiled or damaged due to ground moisture, rains, insects, rodents and birds etc. He shall also ensure that fertilizers, insecticides and poisonous chemicals likely to contaminate such specified essential commodities are not stored along with these specified essential commodities in the same godown or in immediate juxtaposition to the stocks of the specified essential commodities.

16. The fair price shop holder shall maintain an inspection book which is to be made available to the inspecting staff when required and also a complaint book for inviting objections / suggestions from the ration card holders.

17. The authorization shall be displayed at a conspicuous place in the business premises by the fair price shop holder and shall be produced for inspection when required.

18. The fair price shop holder shall be responsible for carrying out the purchase, storage and the sale of specified essential commodities efficiently and promptly in a business like manner and in accordance with the directions and instructions issued in this behalf from time to time.

**19.** The fair price shop holder shall not store any specified essential commodities outside the authorized premises without prior permission in writing from the Controller.

**20.** The fair price shop holder shall promptly inform in writing to the Controller in case any specified article stored by him is damaged or destroyed by accident, fire, flood and other natural calamities or by theft.

**21.** The fair price shop holder shall observe the prescribed working hours and the shop shall not be kept close during working hours without the prior permission in writing from the Controller or any other Officer authorized by him.

**22.** The fair price shop holder shall not deal in any article of the open market which is declared to be a specified essential commodities under the Himachal Pradesh Specified essential commodities (Regulation of Distribution) Order, 2019.

**23.** The fair price shop holder shall supply specified essential commodities only against valid and authorized document issued under the said Order.

**24.** It will be the responsibility of Fair Price Shop Holder to renew the authorization well within time.

**25.** Any sum due from fair price shop holder shall be recoverable as arrear of land revenue.

Place .....  
Dated.....

*Signature and Stamp of the Controller.*

**‘FORM-D’**

**[See clause-7(4)]**

**DAILY SALE STOCK REGISTER TO BE MAINTAINED BY THE FAIR PRICE SHOP HOLDER**

**THE HIMACHAL PRADESH SPECIFIED ESSENTIAL COMMODITIES  
(REGULATION OF DISTRIBUTION) ORDER, 2019**

Date	Name of Specified articles	Opening Balance	Quantity Recived	Total	Quanitity Sold	Closing Balance	Remarks if any
1	2	3	4	5	6	7	8

**‘FORM-‘E’**

[See clause-7(10)]

**RATION CARD REGISTRATION REGISTER TO BE MAINTAINED BY THE FAIR  
PRICE SHOP HOLDERS**

**THE HIMACHAL PRADESH SPECIFIED ESSENTIAL COMMODITIES  
(REGULATION OF DISTRIBUTION) ORDER, 2019**

Date of Registration	Registration No. allotted by fair price shop	Name of Consumer card holder	Complete address	No. of Consumer Card allotted by the specified authority
1	2	3	4	5
No. of Units	Signature of the Ration card holder	Status of LPG	Remarks, if any	
Adult	Children	Total	DBC/SBC/NO LPG (Please tick)	11
6	7	8	9	10

Sl. No.....

**DEPARTMENT OF FOOD, CIVIL SUPPLIES & CONSUMER AFFAIRS**

**GOVERNMENT OF HIMACHAL PRADESH**

**'FORM-'F'**

**[See clause-10(2)]**

**Application for Ration Card**

## 1. Particulars/ Nature of Ration Card:

- i) New ii) Duplicate iii) Replacement iv) Surrender v) Addition vi) Deletion of Member
- vii) Change of Address viii) New A/c. of member with address verification.

i) Panchayat / Town	Ward No. (in case of Town)	Block	District
---------------------	----------------------------	-------	----------

ii) a) Name of Head of Family (in Block letters)  
\_\_\_\_\_

b) Father/ Husband Name \_\_\_\_\_

2. Date & reason of arrival in the distribution area \_\_\_\_\_

3. Total Monthly income of family from all sources \_\_\_\_\_

(including allowances for employees of the Govt. / Semi-Govt. department/Corporation/Boards etc.

4. Nationality

- a) Indian
- b) Tibetan

5. a) Complete Address on which Ration card is required

i) \_\_\_\_\_

Pin Code

ii) Address in case of change of address)  
\_\_\_\_\_

b) Office address & designation (in case of employee)  
\_\_\_\_\_

6. Status of Residence

a) Own (attach copy of electricity bill) b) Government Area/Rented (attach copy of electricity bill/ allotment letter)

7. LPG connection: Yes/ No

(if available) Consumer No \_\_\_\_\_ DBC/SBC: (Please tick)

Company: IOCL/HPCL/BPCL \_\_\_\_\_

8. Bank detail of Head of family (or any other family members)

i) Bank Name \_\_\_\_\_ ii) Branch Name \_\_\_\_\_

iii) Saving A/c. No. \_\_\_\_\_ iv) IFSC Code \_\_\_\_\_

9. Particulars of family members to be added for which Ration card is required:-

Sr. No.	Name of family members	Relations -hip with Head of family	Occupation	Date of Birth	Place & Date from where came with date of arrival	Aadhar No.	Mobile No.
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

10. I do hereby solemnly affirm and declare as per the provisions of Section 199 & 201 of IPC that:-

- a) The information given in this form is true.
- b) None of above persons are entered in any other Ration card in India.
- c) None of the persons mentioned above are in receipt of the ration from Army/ para military forces.
- d) None of above are residing abroad.
- e) None of my above mentioned sisters/daughters are married nor residing with me after marriage
- f) None of the persons mentioned are in receipt of regular diet from any Hostel/ Boarding House and their names are also not entered in the Ration cards issued for the Boarding/ Hostel.
- g) In case of any death / birth in the family, the names will be intimated within one month.

**Signature / Thumb impression  
of the applicant with date.**

11. The applicant is the head of the family and I know him/her personally. I hereby certify that the information given above is correct.

**Signature of the Certifying /  
attesting Officer alongwith designation and seal**

**INSTRUCTIONS FOR FILLING IN THE APPLICATION**

- i) The application should be filled in neatly while applying for a Ration card.
- ii) The persons coming from other state/ city / town/ village should attach cancellation / surrender / deletion / migration certificate issued by the previous card issuing authority.

- iii) If the applicant is a Government servant, he should get the application certified by the Head of the Office. If the person is not a Government servant, he should get his application Attested by a Councilor / Ward Member or Executive Officer or Secretary of local body of the area or a Gazetted Officer in the Town or any other class of Persons specially or generally authorized by the Government.\
- iv) In case of Tibetan, form should be verified by Tibetan Welfare Society or Tibetan Settlement Officer.

**FOR OFFICE USE ONLY**

Enquiry report of the officer/ official:-

Enquiry was conducted on the address given by the applicant in **para-7** today and the facts mentioned in the application form have been found to be correct.

<b>Adults</b>	<b>Children</b>	<b>Infants</b>	<b>Total members</b>

Signature of the Enquiry Officer with seal  
 (Inspector, Food, Civil Supplies & Consumer Affairs/Secretary, Gram Panchayat)

Code No. of the Ration Card \_\_\_\_\_ Serial No. \_\_\_\_\_

Dated \_\_\_\_\_

Signature of Ration Card preparing Officer/ Official

**THE HIMACHAL PRADESH SPECIFIED ESSENTIAL COMMODITIES  
(REGULATION OF DISTRIBUTION) ORDER, 2019**

**‘FORM-‘G’**

**[See clause-10(3)]**

**GOVERNMENT OF HIMACHAL PRADESH  
FOOD, CIVIL SUPPLIES & CONSUMER AFFAIRS DEPARTMENT**

**RATION CARD**

**INSTRUCTIONS**

1. If Ration Card holder fails to draw quota of specified essential commodities during the month for which entitlement is made, the same shall stand lapsed.
2. The quantum of specified essential commodities can be changed by the Government from time to time.
3. The Ration card holder shall not keep or allow keeping his ration card with the fair price shop holder as, by doing so the same can be misused.
4. The Ration card holder shall ensure the entry of the specified essential commodities in the ration card at the time of issue of the same.
5. The Ration card shall be issued in the name of eldest woman of the family above the age of 18 years and in case there is no woman above 18 years of age, the ration card may be issued in the name of head of family till a woman attains age of 18 years in that family.

6. It may be ensured that only those members of family are mentioned in the application form who are living permanently with the head of family.

7. When a card holder leaves the distribution area he/ she shall deposit the card in the office of the concerned specified authority and obtain necessary surrender certificate to facilitate issuance of card at the new place.

8. It is necessary to intimate about the increase or decrease in the number of family members at once to the specified authority who has issued the Ration card.

9. The only person whose name is entered in the ration card is entitled to draw the specified essential commodities unless permitted otherwise and the card is valid only for the persons mentioned therein.

10. Ration card shall not be used as a document of identity and proof of residence.

**Note.-** Non-compliance of the above instructions may render the fair price shop holder/card holder liable for action under the Essential Commodities Act and Departmental Orders/ Rules.

**GOVERNMENT OF HIMACHAL PRADESH  
FOOD, CIVIL SUPPLIES & CONSUMER AFFAIRS DEPARTMENT**

Card No.....

**Ration card**

**Category : APL/ AHH/ PHH (BPL, ABPL).....**

City/ Town/Panchayat .....

1. Name of the Village & Ward .....

2. Code No..... Serial No. ....

3. Name of the Head of the family .....

4. Father / Husband .....

5. Full address .....

.....

Sr. No .	Number of family Member	Adults	Children	Infants	Total Member
-----	-----	-----	-----	-----	-----

7. Gas Consumer No..... Single / Double Cylinder.....

8. Date from which the card is valid for drawing specified essential commodities

*Signature or Thumb  
Impression of  
Ration cardholder.*

*Signature of the Specified Authority with seal.  
Dated .....*

Name of the Fair Price Shop .....  
Code No. of the Fair Price Shop.....  
Registration No. of Card .....

*Signature with seal of the  
Fair Price Shop holder.*

9. **Particulars of Family members:-**

Sl. No.	Name	Age	Relationship with the Head of family	Aadhar No.
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10,				

---

Total family members:-

---

*Signature with seal of specified Authority*

Dated.....



THE HIMACHAL PRADESH SPECIFIED ESSENTIAL COMMODITIES  
(REGULATION OF DISTRIBUTION) ORDER, 2019

‘FORM-‘G/1’

[See clause-10(5)]  
Temporary Home Less

GOVERNMENT OF HIMACHAL PRADESH  
FOOD, CIVIL SUPPLIES & CONSUMER AFFAIRS DEPARTMENT

(Ration Card only for Kerosene Oil)

Town City/Panchayat .....

1. Ward / Name of the village.....

2. Code No..... Serial No.....

3. Name of the Head of family .....

Father / Husband .....

4. Full address .....

.....

.....

5. Number of family      Adults      Children      Infants      Total Member  
members

----- ----- ----- ----- ----- -----

6. Status of LPG (Please tick whichever is applicable)..... SBC/ DBC/No LPG.

7. This card is valid from (date)..... to (date)..... only for kerosene oil.

*Signature or thumb Impression of  
Recipient of Ration card holder.*

*Signature with seal of the  
Distribution Officer.*

Dated.....

**Only for Kerosene Oil**

Name of the Depot / Fair Price Shop .....

Code No. of the Depot .....Registration No. of Card .....

*Signature with seal of the  
Fair Price Shop holder.*

Month	Date	Quantity	Price	Signature of Fair Price Shop Holder
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January

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February

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March

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April

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May

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June

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July

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August

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September

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October

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November

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December

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**The HIMACHAL PRADESH SPECIFIED ESSENTIAL COMMODITIES  
(REGULATION OF DISTRIBUTION) ORDER, 2019**

**'FORM-'H'**

**[See clause10 (10)]**

**Ration card register to be maintained by the specified Authority**

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Sr. No. of Ration Card	Name of Card Holder	Address	Number of Units		Total	Code No. any	Date of issue of Ration Card	Signature of specifi- ed authori- ty	Remarks if any.	Aadhar No.	Contact No.
			Adult	Children							
1	2	3	4		6	7	8	9	10	11	12

**ANNEXURE-I****The Himachal Pradesh Specified Essential Commodities (Regulation of Distribution) Order, 2019****Daily sale Register to be maintained by wholesaler**

Date	Name of Specified Essential Commodity	Opening Balance		Quantity Received			Total		Quantity Sold		Closing Balance		Remarks if any
		Bags.	Weight	Bill. No. & Date	Bags.	Weight	Bags.	Weight	Bags	Weight	Bags.	Weight	
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.

**ANNEXURE-II**

**THE HIMACHAL PRADESH SPECIFIED ESSENTIAL COMMODITIES  
(REGULATION OF DISTRIBUTION) ORDER, 2019**

[See condition No. 4 (i) of Form-B]

**Daily sale Register to be maintained by wholesaler**

(Figures in Quintals, Kilograms & Grams).

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Date	Name of the Wholesaler	Authority which issued permit letter			Quantity Authorized	Quantity Issued/ Sold	Rate	Amount Charged	Signature of the person concerned	Remarks if any
		Designation	Permits/ letter No. & Date	Name of the Specified Essential Commodity.						
1	2	3	4	5	6	7	8	9	10	11

### **ANNEXURE-III**

#### **THE HIMACHAL PRADESH SPECIFIED ESSENTIAL COMMODITIES (REGULATION OF DISTRIBUTION) ORDER, 2019**

[See condition 5 of form-B & condition 8 of form-C]

**Monthly statement showing the receipt and sale of specified essential commodities for the month ending.....**

(Figures in Quintals, Kilograms & Grams).

Sr. No.	Name of the Specified Essential Commodities	Opening Balance	Quantity received during the month	Total	Quantity sold during the month	Closing balance	Remarks if any
1	2	3	4	5	6	7	8

*Signature of the Wholesaler/Fair Price Shop Holders.*

**ANNEXURE-IV**

**THE HIMACHAL PRADESH SPECIFIED ESSENTIAL COMMODITIES  
(REGULATION OF DISTRIBUTION) ORDER, 2019**

[See clause 7 (4) form-D]

Daily Sale / Stock Register to be maintained by Fair Price Shop Holder.

(Figures in Quintals, Kilograms & Grams/ Liters).

Sr. No.	Date	Name of Specified Essential Commodities	Opening Balance	Quantity received	Total (4+5)	Quantity Sold	Closing Balance	Remarks, if any
1	2	3	4	5	6	7	8	9

*Signature of the Wholesaler/Fair  
Price Shop Holders.*

**By order,**

**Onkar Chand Sharma**

**Principal Secretary( FCS&CA) to  
the GoHP**