

Government of Jammu and Kashmir
Consumer Affairs & Public Distribution Department
Civil Secretariat, Srinagar.

No: CAPD/Estt/104/2011
Date: 03.12.2011

The Director,
CAPD Department,
Kashmir.

The Director,
CAPD Department,
Jammu.

Subject: Check list for the services provided by Consumer Affairs & Public Distribution Department under RTG Act 2011.

Sir,

During the meeting taken by the Hon'ble Chief Minister on 07.10.2011, the Administrative Department was desired to circulate the check lists for notified services under the J&K Public Services Guarantee Act, 2011. The suggestions of both the Directors of CAPD Department were sought. Based on the inputs received from them, the check lists enclosed herewith are approved by the Administrative Department, reflecting the documents which are required to be attached with the applications for seeking notified services under the RTG Act, 2011. You are accordingly requested to circulate it among all the designated officers in CAPD Department for strict compliance.

Yours faithfully,

(Ishtiyak Ahmad Ashai),
Nodal Officer,

Special Secretary to Government,
CA & PD Department.

Copy to the:-

1. Commr/Secretary to Govt. General Administration, Department for information
2. All Deputy Commissioners _____ for information.
3. Special Assistant to the Hon'ble Minister for CAPD & Transport for kind information of Hon'ble Minister.
4. PS to Commr/Secretary to Govt. CA&PD & Transport Department.
5. PA to Special Secretary to Govt, CA&PD & Transport Department

Checklist of Documents for the following services provided by the Consumer Affairs & Public Distribution Department.

S.No	Service Provided	Documents to be attached with the application.
01.	Issuance of Fresh Ration Card	<ul style="list-style-type: none"> a. Surrender Certificate or production of old Ration Card along with dealer slip. b. Declaration Form (Form-D) duly filled. c. Proof of residence at the address shown in Form-D. d. Four Passport size photographs of the Head of the family.
02.	Issuance of Surrender Certificate.	<ul style="list-style-type: none"> a. Application to be submitted by head of the family addressed to concerned Assistant Director/TSO. b. Production of original Ration Card along with dealer slip. c. Declaration form (Form-D) duly filled in.
03.	Issuance of Duplicate Ration Card	<ul style="list-style-type: none"> a. Application to be submitted by head of the family including the details of previous Ration Card. b. An Affidavit in support of the application duly notarized. c. Copy of the notice of loss of Ration Card published in Newspaper. d. Copy of the report from concerned Storekeeper/TSO/Inspector. e. The Treasury voucher under which fee of Rs.50 deposited in Govt. Treasury under A/c Head - 4408. f. Two passport size

04.	Inclusion of a new born child in the Ration Card	<p>photographs.</p> <p>a. Application to be submitted by head of the Family.</p> <p>b. Birth Certificate from Registrar Deaths & Births/ concerned Tehsildar/ SHO.</p> <p>c. Form-D dully filled in.</p>
05.	Transfer/Shifting from one Fair Price Shop to another FPS.	<p>a. Application from the Head of the Family.</p> <p>b. Production of original Ration Card.</p> <p>c. Report from concerned Storekeeper/TSO.</p> <p>d. One passport size photograph of the Head of the family.</p>