

PROCEDURE FOR DEALING WITH APPLICATION RECEIVED ON LINE FOR FOOD SECURITY

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI DEPARTMENT OF FOOD, SUPPLIES & CONSUMER AFFAIRS K-BLOCK, VIKAS BHAWAN, I.P. ESTATE, NEW DELHI-110002. CA/ ASFS/ NFSA/2013/7 S- Dated: 7 Jo 2 (2e/S OFFICE ORDER Subject: Procedure for dealing with applications received on line for Food Security I ile tacili1Y' for on line application for Food Security has been provided in the Food Security oi the Department www.nfs.delhi.gov.in so that people can apply for food security 24X7 without the need to go to the circle office to deposit the application form. The following procedure shall be adopted to deal with such applications.. i. 'Che applications received on line will be visible in the account of the concerned Circle Officer. If the address of the applicant doze not pertain-to the circle , the FSO will transfer tl'e application to FT'. Applicant will be informed of such transfer by SMS on his mobile number. ill As soon as FSO marks the application to the FSI, il will start showing in the list of pending in thc account of the FSI to whom the application has been marked by the FSf.7. NIC will provide a separate link in the account of FSO & FSI to enable them to see the applications received online. FSI will select application he wants to process, take a print out of the application using the facility provided in the Portal and conduct the physical verification of the applicant. vi. At the time of physical verification FSI will get the signature of the applicant (Head of tÅ2 household) Oli the out and will also collect photo copy of electricity bill, UID/EID number. He also prepare his field verification report and ascertain the eligibility of the applicant to receive Foo Security and will accordingly make his fiéld Verification report.. vii. On return to office, the tFSI will feed the verification report in the computer system and furth processing of the applications will be similar to the processing of the applications received manually. This issues with the prior approval of Secy-cum-Commissioner, F&S. No. PA/ ASFS/NFSA/2013/7s-- Copy for information & necessary action to:- 1. 3. 4

5. PS to CFS Special Commissioner/ Additional Commissioner/ Joint All Assistant Commissioners/Circle FSO, All Branch in charge at HQs. Guard File. Special Commissioner (F)
Dated: t 7/62/2eJS ioner, F&S. O (P.c. JAIN) Special Commissioner (F&S)