

**Government of Jammu and Kashmir,  
Department of Food, Civil Supplies and Consumer Affairs  
Civil Secretariat, J&K, Jammu**


**Subject: Nominee Policy for Aadhaar enabled Public Distribution System(AePDS)**

Ref No. Administrative Council Decision No. 64/11/2021 dated 24-07-2021.

**GOVERNMENT ORDER NO: 61 - JK(FCS&CA) of 2021  
DATED: 04 -08 -2021**

Sanction is hereby accorded to the issuance of Nominee Policy for Aadhaar enabled Public Distribution System(AePDS), forming annexure to this Government Order.

**By order of the Government of Jammu & Kashmir.**

  
**(Jugal Kishore Anand) JKAS,**  
Addl. Secretary to the Government

No: FCS&CA/FOOD/40/4/621/2021  
Copy to the:-

Dated: 04 .08.2021

1. Secretary, Department of Food & Public Distribution, GoI.
2. Joint Secretary (Jammu & Kashmir), Ministry of Home Affairs, GoI.
3. Divisional Commissioner, Kashmir/Jammu.
4. All Deputy Commissioners.
5. Director, Food Civil Supplies & Consumer Affairs, Kashmir/Jammu.
6. SIO, NIC, J&K.
7. All Assistant Directors of Food Civil Supplies & Consumer Affairs, Kashmir/Jammu.
8. Private Secretary to Advisor (F) to HLG for the information of Hon'ble Advisor.
9. Private Secretary to the Chief Secretary.
10. Private Secretary to Commissioner Secretary, General Administration Department
11. Private Secretary to Commissioner Secretary to Govt. Department of Food, Civil Supplies and Consumer Affairs.
12. In-charge website FCS&CA Department.
13. Monday Returns File.
14. Government Order file (w.3. s.c).

## ANNEXURE

1. In Compliance to the provisions of NFSA Act, 2013 and subsequent guidelines of the Department of Food and Public Distribution, Government of India, the Department of Food Civil Supplies & Consumer Affairs, Govt of Jammu & Kashmir has introduced Aadhaar authenticated on-line sales of PDS commodities at Govt. Sale Depots(**GSD**)/Fair Price Shops(**FPS**) level. Under the system, consumers are required to undergo biometric authentication through the e-PoS machines installed at every GSD/FPS and sale process initiates once the biometrics of the concerned consumer match with the aadhaar details.

2. As per reports/feedback received from different districts, it has been observed that some of the consumers are facing difficulties in lifting of rations through aadhaar authentication, due to following issues:

a. Failure of authentication in case of old-aged persons/hardworking workers, due to worn down fingerprints.

b. Old aged/differently abled persons/minors/bedridden persons with no physically able person in the family to draw rations.

c. Other exceptions, which are brought to consideration of Director, FCS&CA through district administration.

3. In above cases, the foodgrains were/are being distributed through dealer authentication for a temporary period.



4. While the Department desires all the beneficiaries to get aadhaar seeded and get their biometrics updated, but on extreme compassionate grounds and in order to ameliorate the above said constraints, the Department introduces exception handling mechanism by providing ration card nominee facility, which shall allow such beneficiaries to draw rations, who are not able to lift their entitled commodities physically, by nominating one person who may lift the commodity on behalf of the such consumers (nominating beneficiaries).
5. The guidelines to designate a nominee shall be as follows:
- a) Nominee may be designated for single member ration cards where the beneficiary is a senior citizen (above 65 years) / minor (below 15 years) / bedridden / differently abled.
  - b) Nominee may be designated for ration cards only having not more than 2 members or where the head of the family & all other members are senior citizens (above 65 years) or all other members are minors, bedridden or differently abled.
  - c) In the cases of failure in biometric authentication for head of the family & all other members also, which shall be established in presence of concerned TSO or AD, nominee shall be added.
  - d) Nominee shall not be allowed for ration cards where aadhaar number is not seeded in the ration card database.
  - e) Nominee should not be a person from GSD or FPS dealer or their family members.
  - f) Any nominee shall not be tagged for more than two ration cards (Including his/her own RC).
  - g) The nominee must be a beneficiary tagged to the same FPS/GSD
  - h) The nominee in all above cases shall be accepted and approved by the concerned Assistant Director after verification and on the recommendations of concerned Sarpanch, Councilor or Corporator, as the case may be.
  - i) In case where no nominee is available, Tehsil Supply Officers of the concerned jurisdiction shall be considered

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as a nominee, whose details shall be provided/captured in "AD login" of AePDS portal. In this case, nominee can be added for more than two ration cards, if so required. This shall be done with the approval of concerned Assistant Director and in accordance with the clause 'h' above.

- j) Foodgrains shall be provided to the nominee only after proper authentication/ identification as in case of any other NFSA beneficiary.
- k) Portability shall not be provided to be used by the nominee.
- l) In order to designate a person as nominee, the beneficiary shall have to fill a nomination form wherein he/she will have to specify the following details:-
  - i. Ration card number.
  - ii. Adhaar number of beneficiary.
  - iii. GSD/FPS ID and name.
  - iv. Name of nominee
  - v. Mobile number of nominee.
  - vi. Adhaar number of the nominee.
  - vii. Ration card number of nominee

6. Beneficiary can submit nomination form as per clause "h" above, either to Tehsil Supply officer(**TSO**) or dealer or to Assistant Director (**AD**) and input screen will be provided in AD login to enter nominee details. After the nominee details are submitted by the AD, the nominated person will get added to the beneficiary family as a nominee with zero entitlement. To avail ration, nominee will have to visit the respective dealer then carry out KYC and biometric authentication. In case, the Tehsil Supply officer(**TSO**) is the nominee, TSO will have to fix up a schedule and communicate to the beneficiary family so that ration can be taken by the beneficiary family.

7. Any change of nomination under a specific request of the beneficiary and on the justification of the concerned Assistant Director, Food, Civil Supplies & Consumer Affairs shall be considered by the respective Director, Food, and Civil Supplies & Consumer Affairs.
8. Both the Directors shall put an arrangement in place, to carry out physical verification of 5% of the persons falling within the ambit of Nominee Policy and reports shall be submitted to the Administrative Department after every quarter
9. Application form for the nomination shall be as per the format given below.

<b>Nominee Application Form</b>		
<b>A) Beneficiary Family Details</b>		
Ration Card ID		
Aadhaar Number of Beneficiary		
GSD/FPS ID & Name		
Address of Beneficiary family		
Aadhar Enrolment slip number.		
<b>B) Nominee Details</b>		
Name of nominee		
Aadhaar No. of nominee		
Mobile No. of nominee		
Address of Nominee family		
Nominee, Ration Card Number		
<b>C) Witness Details (May be a Sarpanch, Councillor or Corporator as the case may be)</b>		
Name of Witness		
Aadhaar No. of Witness		
Mobile No. of Witness		
I, ....., nominate the above person as per the details given and authorize her/him to take ration on my behalf.		
Signature of beneficiary	Signature of Nominee	Signature of Witness
Date: -		
<b>Copy attached:</b>		
1. Ration Card of beneficiary		
2. Aadhaar card of nominee		
3. Ration card of nominee		

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