

# WORK FLOW PROCESS FOR DUPLICATE RATION CARD

7 days

## \* Necessary Document

1. Form D-1
2. 2 Group Photo
3. Report from Depot Holder
4. Two Challan form with fine of ₹ 5

Applicant submits the application form containing all the necessary documents at block / Tehsil level e- Disha Centre

Preliminary Scrutiny of Documents

Facilitation desk will help to remove the discrepancy

If File is OK

No

Applicant will be informed about the discrepancy.

Yes

A fixed Service Fee ( ₹ 5 ) will be collected from Applicant at E-Disha's Counter.

A computer generated receipt with a unique ID will be given to the applicant with a target date

### **For Verification of Record...**

Documents conveyed to AFSSO / Inspector by **DLEDC / TLEDC** on the next day

1 days

IF RECORD VERIFIED

No

Application Rejected and information sent to applicant through SMS / Speed post

4 days

Yes

Ration card will be prepared by AFSSO / Inspector and will be submitted at the Receipt Counter of Tehsil / Block Level

2 days

Back End Process

Applicant will receive the Ration Card from the Receipt Counter OR though Courier or Speed Post

