



*Guidelines for  
Identification of Eligible  
Households to receive  
Food Grains at Subsidized  
prices as per Section 10 of  
the National Food Security  
Act (NFSA), 2013*

## I. What is National Food Security Act (NFSA)

An Act to provide for food and nutritional security in human life cycle approach, by ensuring access to adequate quantity of quality food at affordable prices to people to live a life with dignity and for matters connected therewith or incidental thereto.

As per the Chapter 4 of NFSA, 2013 under section 10 as below requires guidelines to be formulated by the State Government. This following document puts in place the guidelines for identification of priority households for the State.

Under Chapter 4 Identification of Eligible Households of NFSA, 2013 section 10 states that:

“The State Government shall, within the number of persons determined under section 9 for the rural and urban areas, identify-

- (a) The households to be covered under the Antyodaya Anna Yojana to the extent specified under sub-section (I) of section 3, in accordance with the guidelines applicable to the scheme.
- (b) The remaining households as priority households to be covered under the Targeted Public Distribution System, in accordance with such guidelines as the State Government may specify”.

## II. Identification of Priority Household(PHH)

The households fulfilling the following eligibility criteria will be considered as eligible households for inclusion in the NFSA.

**Table 1**

Sr No	SECTION I Criteria	SECTION II Description	SECTION III Documents to meet the Criteria*
1	Antyodaya Scheme (AAY)	All Household having a Ration card belonging to AAY scheme issued by Department of Civil Supplies And Consumer Affairs.	AAY Ration card issued by Department of Civil Supplies And Consumer Affairs.
2	Below Poverty line (BPL) Scheme	All Household having a Ration card belonging to BPL scheme issued by Department of Civil Supplies And Consumer Affairs.	BPL Ration card issued by Department of Civil Supplies And Consumer Affairs or BPL cards issued by Department of Rural Development.
3	Household income below Rs. 50,000	All household whose total household income is below 50,000 per annum recognised by Department of Rural Development	Income Certificate issued by Revenue Department/any Gazetted officer/ copy of Socio Economic and Caste .Census (SECC) report showing household income below Rs. 50000 per annum.
4	Schedule Tribe (ST)	A household declared as belonging to ST community by Department of tribal welfare having total household income below Rs. 50,000.	ST certificate issued by competent authority and Income certificate from Revenue Department/ any Gazetted officer.

5	Schedule Caste (SC)	A household declared as belonging to SC community by Department of Tribal welfare having total household income below Rs. 50,000.	SC certificate issued by competent authority and Income certificate from Revenue Department/ any Gazetted officer.
6	Temporary Shelters	All homeless or staying in a temporary shelter	Extract of Socio Economic and Caste Census(SECC) showing household identified as temporary shelter.
7	Slums	All household in slums notified by Department of Town and Country Planning as slums	Extract of Socio Economic and Caste Census(SECC) showing household identified as slum.
8	Kaccha house/huts	All household residing in a Kaccha house or a hut	Extract of Socio Economic and Caste Census(SECC) showing household identified as Kaccha house/ Huts.
9	Resettlement & Rehabilitation	Any household which is in the area notified by Goa Rehabilitation Board (GRB) or Water Resource Department (WRD) as resettlement and rehabilitation zone.	Copy of Allotment letter from Goa Rehabilitation Board (GRB) or Water Resource Department (WRD).
10	Dayanand Social Security Scheme (DSSS)	All household where any member of the household is a beneficiary of DSSS given by Directorate of Social Welfare	A sanction letter/card from Directorate of Social Welfare.
11	Griha Aadhar (GA)	All household where any member of the household is a beneficiary of GA scheme given by Department of Women and Child Development having income less than Rs. 50000 per annum.	A sanction letter from Department of Women and Child Development and income certificate from Revenue Department/ any Gazetted officer.
12	Transgender/ HIV/AIDS Patient	Any household where any member in the household if declared as a transgender /HIV / AIDS Patient	Intimation given by Goa State Aids Control Society(GSACS)#
13	Physically /Mentally Challenged	Any household where any member is declared as disabled as physically or mentally challenged.	Disability certificate from competent authority
14	Single women with dependents	Any household consisting of single unmarried women or a widow or a divorcee who is a head of family and or has dependents in the household and having income below Rs 1.2 Lakh per annum.	Income certificate from Revenue Department/ any Gazetted officer and declaration stating households consisting single women without or with dependant.

15	Orphans and minors	An orphan or minor headed household without a care giver.	Certificate from Gazetted officer declaring orphan or minor headed household.
16	Occupationally vulnerable group	Any household whose family members are employed as unskilled labour including fisheries and scrap yards etc.	Self-declaration.
17	Destitute	Institutes/organisations housing indigent persons.	Institutes/Organisations registered with Government or established by Trust /Associations etc. Example Apna Ghar, Old Age Homes.

\*All documents self-certified by the Applicants are admissible.

#This Group will be included in the Priority households suo moto by the Department based on the report by Goa State Aids Control Society (GSACS). The Beneficiary need not submit any application in this group.

Applicants belonging to categories in Table-1 will not be required to submit income certificate (except Sr. No. 3, 4, 5 & 14). Self-certification regarding their income , occupation and that they are not covered by exclusion criteria will be enough and field verification if required will be carried out on random basis and on case to case basis in case of any specific complaints only . Similarly self-certification as shelter less, being single women, children without protection or occupationally vulnerable group will be admissible. Applicants in category in Table 1, Sr. No. 3, 4, 5 & 14 shall submit the proof of income.

### **III. Exclusion Criteria**

Households meeting any of the below criteria will be excluded from Priority households.

- (i) Household having annual income of above Rs. 50,000/- (applicable only for Sr. No. 3, 4, 5 & 14)
- (ii) If any member of a household owns a light Motor Vehicle (Four Wheeler).
- (iii) If any member of the household is an employee of Central/State Government, local bodies, Corporation/autonomous bodies of Central / State / Local Government or government aided institutions excepting daily wagers or casual/contract employees
- (iv) If the household has electricity connection above 4KW (not applicable in case of organizations/institutions).
- (v) None of these exclusion criteria will be applicable in case of beneficiaries covered under Table 1, Sr. No. 17.

### **IV. Documents to be submitted as proof of eligibility:**

- (i) Any category specific certificate prescribed in table 1.
- (ii) Copy of EPIC of all members of the family (major in age). (for other than institutions)
- (iii) Copy of Aadhar Card of all the family members (wherever available).
- (iv) Applicant is required to furnish the bank account details as may be prescribed.

- (v) Residence proof of the applicant, if her residence is not the same as mentioned in her Aadhar card. (Not applicable in case of existing ration card holders and Institutions/organizations/homes).
- (vi) Existing Ration card photo copy if any.
- (vii) A declaration in the prescribed format that the applicant doesn't fall under any of the exclusion criteria.
- (viii) The applicant will be required to furnish the biometrics of all the adult members of the household within a time-frame that may be prescribed by government by order. Non submission of biometrics within the time prescribed will render the applicant ineligible to be Priority or AAY household till the time the biometrics are submitted.

## **V. How to apply**

A public notice will be issued inviting people to apply for inclusion of their household in the list of eligible households for getting subsidized food grains under the provisions of The National Food Security Act, 2013.

The eldest female will be treated as the Head of household (HoF)(other than for institutions where Officer incharge of the Institution will be designated as Head of Household). The application should be submitted in the prescribed format specified by the Government.

## **VI. Place of Submission**

The application will be received in the office of concerned Taluka Office of Civil Supplies Department and/or at any of the local bodies at the village level. Efforts will be made to provide facility for filing application online.

## **VII. Procedure for approval and finalization of eligible priority household.**

- (i) Applications received will be scrutinized. Photograph and demographic details of applicant and/or other members of the household from Aadhar Database or any other data base available with the government for any other scheme may be used to avoid need for capture of fresh photograph and data of applicants and other members of households. This will also help prevent duplication and bogus cards.
- (ii) Field verification may be conducted wherever necessary.
- (iii) Before declaring any household as eligible, the Taluka Officer will issue a public notice that he intends to include such household(s) in the category of eligible households and will publish it on notice board of his office and on the department website for a minimum period of 7 days.
- (iv) Any objection for inclusion of any household in the category of eligible household can be filed with the Taluka officer within 07 days of publication of the list. The Taluka Officer will consider the objection. Opportunity of being heard will be given to the applicant before rejecting her application in response to any such objection.
- (v) After disposing of the objections received, the Taluka Officer will include the applicant household in the list of eligible Household category.

- (vi) After this the Taluka Officer of civil supplies will arrange to send the list (pertaining to particular local body) so finalised by him to the concerned local body for their comments and objections if any. The local body shall place the list in the public domain for atleast seven days to invite objections to the same. & then place the same before executive body of the local body for its say on the objections if any and recommendation to the Taluka officer. The Local body shall return the list along with its objections, suggestions, and recommendations if any within 30 days of its receipt from the Taluka officer. The failure on the part of local body to return back the list as aforesaid, shall have the presumption that the local body had no objections or suggestions to be made and that the list prepared by the Taluka officer shall be deemed to have been recommended by the local body.
- (vii) The Taluka officer shall then after receipt of the list from the local body if received with any objections shall hear the parties concerned and decide and publish the final list within 15 days thereafter.

### **VIII. Procedure for implementing NFSA**

- (i) The eligible households will be given the entitled quantity of food grains at the notified rates from the date to be notified by the Government. Allocation of foodgrains to the shops will be made accordingly and shop owners will be informed appropriately.
- (ii) The ration cards of eligible households, so determined will be printed or Smart Card will be issued afresh in a phased manner. Till the fresh card is issued the existing card will be stamped and endorsed as eligible card under NFSA 2013 for the appropriate category i.e. AAY or other priority household and these cardholders will keep getting the entitled food grains on existing ration card.
- (iii) Eldest female member in the household will be made Head of household as prescribed in the NFSA, 2013 and the new card will be titled as "Goa Food Security Card".
- (iv) Photograph & other data of Head of Household & other members of the household will be taken and/or imported from UID or EPIC data base. Copies of Aadhar card of all the family members wherever available will also be obtained and fed into the database. An undertaking will also be taken from the head of the household at the time of issue of new ration card that the household doesn't fall in any of the exclusion criteria.
- (v) The new ration card data base will contain Aadhar numbers (wherever available) and EPIC (Electoral Photo Identity Card) Numbers (Mandatory) of all the major family members and this will be used as a tool to avoid duplication. Non submission of copy of EPIC within the time prescribed by the department or knowingly submitting of wrong information in the form or undertaking shall lead to removal of the family from the list of AAY/Priority Category till such time requirement is fulfilled.

## **IX. Help Desks**

Help desks will be established in the office of each Taluka Office to guide the applicants and help them in filling up the application forms. The help desk will also do the preliminary scrutiny of the application forms and attached documents to facilitate submission of complete application along with the prescribed documents. This will expedite the sanction process and avoid inconvenience to the applicants.

## **X. Publicity and Awareness.**

People may also be contacted through NGOs and Public representatives and through various other communication means.

Vulnerable households in existing survey data like socio economic and caste census, survey of homeless people in the state will also be contacted and encouraged to avail benefit. Wide publicity will be given to these guidelines.