

**DEPTT. OF FOOD, SUPPLIES & CONSUMER AFFAIRS
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
'K' BLOCK, VIKAS BHAWAN, I.P. ESTATE, NEW DELHI-110002.
(Policy Branch)**

No. F. 9(11)/2013/F&S/Admn./NFSA/ 178 - 190

Date : 12/02/26

All Zonal Assistant Commissioners
Deptt. of Food, Supplies and Consumer affairs,
Govt. of NCT of Delhi.

Subject : Standard Operating Procedure (SOP) for Processing of Application for new Ration Cards in accordance with the Delhi Food Security Rules, 2026.

Madam / Sir,

It is to inform that **Delhi Food Security Rules, 2026** has been notified vide Delhi Gazette Notification dated 02/02/2026 (Published on 04/02/2026). The Standard Operating Procedure (SOP) for Processing of Application for new Ration Cards in accordance with the Delhi Food Security Rules, 2026 is attached herewith.

You are therefore, requested to coordinate with your concerned District Magistrate to implement the process of preparation of Ration Cards as per e SOP and Delhi Food Security Rules, 2026.

This issues with the prior approval of the Competent Authority.

Encls. : As above.

Yours faithfully,

(SANJEEV KUMAR)

Asstt. Commissioner (Policy)

No. F. 9(11)/2013/F&S/Admn./NFSA/ 178 - 190

Date : 12/02/26

Copy to:-

1. The Secretary to the Hon'ble Minister (F&S), GNCT of Delhi, Delhi Secretariat, New Delhi.
2. PS to the Addl. Chief Secretary-cum-Commissioner, F&S Deptt. GNCT of Delhi.
3. PS to the Addl. Commissioner, F&S Deptt. GNCT of Delhi.
4. Dy. Director (IT), F&S the with request to update the portal accordingly.

(SANJEEV KUMAR)

Asstt. Commissioner (Policy)

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STANDARD OPERATING PROCEDURE (SOP) FOR PROCESSING OF APPLICATION FOR NEW RATION CARDS IN ACCORDANCE WITH THE DELHI FOOD SECURITY RULES, 2026.

MODE OF APPLICATION:

1. Only online applications for new Ration cards will be accepted through e-District portal <https://edistrict.delhigovt.nic.in>
2. The Application should be submitted in the prescribed format by Head of Household enclosing the following documents:
 - a. Copy of Aadhaar Card of all the family members.
 - b. Proof of residence in Delhi, if applicant residence is not the same as mentioned in his / her Aadhaar card.
 - c. Family Income Certificate issued by the Revenue Department, Govt. of NCT of Delhi.
 - d. An undertaking in the prescribed format (Undertaking) that the applicant and his / her family members don't fall under any of the exclusion categories.
 - e. Copy of electricity bill of any family member of applicant or house owner in case of rented accommodation.
3. While submitting application, the existing eldest female of the family may be indicated as Head of Household (HoH). If the age of the existing female of the family is below 18 years, the eldest male member of the family may be indicated as Head of Household, till any of the female members attains the age of 18 years. In case of death of declared female HoH, the eldest female (above 18 years) in the Ration Card of the family may apply for getting declared as new HoH.

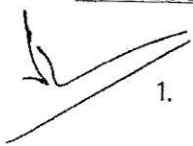
ELIGIBILITY CRITERIA

1. The households having annual family income upto Rs.1.20 lakh will be considered as eligible households for issuance of new Ration card.
2. For assessing Income of household, Family Income Certificate issued by the Revenue Department, GNCTD will be necessary. No other documents shall be accepted as proof of Family Income other than this certificate.

EXCLUSION CRITERIA

1. Notwithstanding fulfilling the eligibility criteria, the following households will not be eligible for Ration Card:
 - (i) If any member of the household owns a building/land in any of the A to E category colonies of Delhi.
 - (ii) If any member of the household is income tax payee.
 - (iii) If any member of a household owns a light (Four-Wheeler) or heavy vehicle (except one commercial vehicle in households for earning livelihood).
 - (iv) If the household is receiving ration/food subsidy under any other schemes of the Govt. of India or the State Govt.
 - (v) If any member of the household is an employee of Central/State Government, local bodies, corporation/autonomous bodies of Central / State / Local Government, Banks / Financial Institutes.
 - (vi) If the household has electricity connection above 2 KW.

PROCEDURE FOR APPROVAL

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1. Applications received online, will be scrutinized at Food Supply Officer (FSO) level. FSO may obtain necessary assistance from Food Supply Inspector (FSI) concerned also in this regard.

2. If need arises, FSO may conduct field verification of the applicant with the help of FSI concerned or may raise queries regarding the details of the applicant.
3. After proper scrutiny and ascertaining the eligibility of the applicant upto his/her satisfaction, FSO shall forward the application to Assistant Commissioner (AC) concerned.
4. AC shall place the application before District Level Committee, mentioned in the Delhi Food Security Rules, 2026, for final consideration.
5. The Committee shall scrutinize and evaluate eligibility of applications in accordance with the Delhi Food Security Rules, 2026 and shall accordingly approve/disapprove the applications.
6. After approving the applications, the Committee shall also prioritize/serialize all the approved applications.
7. The Committee shall use the Rule (3) of the Delhi Food Security Rules, 2026 as guiding reference for approval but not be bound by it while prioritizing the approved applications.
8. Over and above the number of vacancies of new ration cards for the District, the Committee shall also maintain a waiting list of 20% of total vacancy, to be served on FIFO (first in first out) basis as and when vacancies arise.
9. AC shall update the decision of the Committee regarding approval and prioritization on the Portal and new card will be issued to the applicant accordingly.
10. The Govt. may issue necessary directions to the Committee from time to time for timely disposal of applications.

VACANCY IN THE DISTRICT

1. The total number of beneficiaries, allowed for NCT of Delhi, shall be divided and grouped District-wise in proportion of the total number of voters of the District. The voter-basis would be switched to Census basis as and when ongoing Census operations results are released for formal usage.

APPEAL AGAINST THE ISSUANCE AND CANCELLATION OF RATION CARDS

1. All the Additional District Magistrates (ADMs) in the concerned districts shall act as District Grievance Redressal Officers (DGRO) under section 15 of the NFS Act, 2013 for effective Redressal of grievances of the aggrieved persons in matters relating to PDS beneficiaries. In case of absence of the ADM for any reason, the District Magistrate concerned may authorize one of the Sub Divisional Magistrate to handle this responsibility.
2. DGRO may hear complaint relating to issuance and cancellation of ration cards.
3. If applicant shall be dissatisfied with the order of the District Grievance Redressal Officer (DGRO), appeal against such order may be filed before the State Food Commission, within thirty days from the date of the issuance of the order by the District Grievance Redressal Officer (DGRO).
4. The Public Grievance Commission has been notified to act as the State Food Commission under the Delhi Food Security Rules, 2026.

