

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
OFFICE OF THE COMMISSIONER: FOOD SUPPLIES & CONSUMER AFFAIRS
K- BLOCK, VIKAS BHAWAN, I.P. ESTATE, NEW DELHI-110002
(DISTRIBUTION BRANCH)**

F.No.15(44)/CFS/Dist/2020/ 1498-1514

Dated:- 13.05.2020

Subject: Non PDS Phase-II (Round 2) Guidelines

In continuation of the Guidelines issued vide No F.No.15(44)/CFS/Dist/2020/937 dated 05/04/2020, and in view of the Cabinet Decision No 2831, dated 4/5/2020, the following guidelines are issued for compliance by the HOSs of all Non-PDS Distribution Centers and Zonal Assistant Commissioners of F&S Department as part of "Mukhya Mantri Corona Sahayta Yojana" to address the food needs of people during imposition of lockdown in view of Covid-19 management for the month of May 2020.

(A) Process and Timeline for Closure of Distribution of Food Grains to Non-PDS Beneficiaries Phase-I:

1. Phase-I of the distribution of food grains to Non PDS beneficiaries shall be completed on **13th May, 2020.**
2. **The stock taking of Non-PDS food grains and record consolidation shall be undertaken on 14th May, 2020 by all In-charges of Distribution Centers/HOSs.**
3. Phase-II of the distribution of food grains to Non-PDS Beneficiaries shall commence w.e.f. **15th May, 2020.**
4. The In-charge of Distribution Centre/HOS shall complete the Distribution Register and Daily Report sheet of Phase-I and handover the same, duly signed to the concerned FSO/FSI.
5. The In-charge (Distribution Centre)/HOS shall also provide the list of deficiency of food grains (Day wise) and Closing Stock of Wheat and Rice to the concerned FSO/FSI.
6. The Closing Stock of food grains i.e. Wheat and Rice will be carried forward to the Phase-II of Non-PDS distribution (for example if 20 Kg of Wheat and 5 Kg of Rice were closing stock of a particular designated distribution center in Phase-I, the same shall be entered as Opening Stock of Phase-II of Distribution Register) and countersigned by the FSO/FSI.
7. The In-charge Distribution Centre/HOS shall complete all the digital entries of the Phase-I by **14th May, 2020.**
8. The Zonal Asst Commissioner's concerned shall monitor and supervise the completion of record of Phase-I.
9. The concerned FSO shall safely keep the record of each Distribution Center separately for Phase-I and after necessary verification submit it to the Non-PDS Cell at the Headquarter while retaining one copy in the District Office.



Process For Distribution Of Food Grains And Essential Kits For Non-PDS Beneficiaries in Phase-II:

1. Eligibility:

- 1.1 People/households who have already applied under the relief initiative need not apply again. They will be eligible to obtain food grains and Essential Items Kit as detailed in point-2 below during Phase-II for the month of May, 2020.
- 1.2 A separate e-coupon with distinct color code shall be issued for Phase-II.

2. Entitlement:

- 2.1 Each beneficiary will be provided with 4 Kg of wheat and 1 Kg of rice.
- 2.2 Each household will also be provided with one Essential Items Kit comprising of the following 8 items:
1 Litre of Refined Oil, 1 kg Chhole Chana, 1 kg Sugar, 1 kg Salt, 200 gm Chilli Powder, 200 gm Haldi Powder, 200 gm Dhaniya Powder and 2 Soap Bars (60-75 gm).
- 2.3 The food grains and Essential Items Kit will be provided 'free of cost' subject to the overall quantities approved by the Cabinet.
- 2.4 For Emergency Food Relief Coupons issued in Phase-I by Hon'ble MPs and Hon'ble MLAs (Red coloured) only food grains as mentioned at para 2.1 will be provided.
- 2.5 **Emergency Food Relief Coupons of Phase-II will have a separate colour code which will be informed subsequently. Against these both food grains and Essential Items Kit will be issued after receipt of communication from the Department in this regard.**

3. Delivery of Food Grains and Essential Items Kit at the Designated Distribution Centers/Schools:

- 3.1 List of schools/Designated Distribution Centers from where the food grains and Essential Item Kits will be distributed will be decided from time to time in this regard as per the ground requirements.
- 3.2 The assessment of quantity of food grains and Essential Items Kits required to be distributed at the Designated Distribution Centers will be made on the basis of applications and e-coupon received.
- 3.3 The transporter shall unload and properly stack the food grain stocks at the Designated Distribution Centre under the guidance of the Center In charge. The Center In Charge shall, after necessary verification give the receipt of food grains and essential kits to the Transporter/carrier of DSCSC Ltd./ DTTDC as per prescribed format and also forward a copy to the department at the e-mail id: round2nonpds@gmail.com

4. Distribution of Food Grains to the Beneficiaries at the Distribution Centers:

- 4.1 Ration will be distributed at the Distribution Centers from 9 AM to 6 PM.
- 4.2 Departments/Corporations/Autonomous Institutions whose facilities are designated as Distribution Centers will deploy sufficient number of officials/teachers/staff to undertake

the distribution process. Sufficient staff will be deployed by area District Magistrates also to assist the staff at Distribution Centers in ensuring smooth distribution of ration, crowd management and trouble shooting on local issues. Divisional commissioner officer vide order no 1(25)/LC/DC/Rev (HQ)/2020/1602-1612 dated 09.05.2020 also directed the District Magistrates of all district to supervise and monitor the system.

- 4.3 Before distributing ration to an individual, the authorized staff at the Distribution Center shall necessarily scan the e-coupon of each beneficiary who comes to the Distribution Center for availing ration/Essential Item Kit through the App provided by Janta Samvad Team without fail. Further, at the end of each day of distribution, the HOS shall take the printout of the list of beneficiaries who availed the ration during the day for record. Copy of user manual for easy operation of features of the above App is enclosed. The Video clip (http://fs.delhigovt.nic.in/wps/wcm/connect/doit_food/Food/Home/COVID19/COVID+19+VIDEOS/VIDEO+CLIPS+NON+PDS) and copy of the manual is also uploaded on the Food & Supply Dept of GNCTD. (<http://fs.delhigovt.nic.in/wps/wcm/connect/4d9eb9804e434f0fa3afe3d194e333e1/Portal+features+%281%29.pdf?MOD=AJPERES&lmod=-2117972981>)
- 4.4 There will be a separate Distribution Register for distribution of items to Non-PDS beneficiary in Phase-II (Round 2).
- 4.5 The authorized staff at the Designated Distribution Center shall keep a record of the food grains/essential kit received and distributed as per proforma provided and submit Daily Reports (format at para 4.8) to the Food and Supply Department at the email id: round2nonpds@gmail.com
- 4.6 The Designated Distribution Centers shall also digitalize their Daily Distribution Register by entering (1). Name of the Head of the family,(2) e-coupon number,(3) total family members attached with the coupons.
- 4.7 Every day, the HOS shall file the report in the "Google form" as per the existing link, already being used in Phase-I. In this round all HOS shall ensure to fill the fields relating to essential kits also. Due care and caution should be exercised in filling the google forms on line every day. As per the directions of high court this data will be uploaded every day on the dept website and hence due care and caution is to be exercised by the staff.
- 4.8 Further, all the HOSs of Distribution centre shall mandatorily continue to maintain the record in hard copy as per the reporting format (Annexure III of the round 1 format) with the additional column of number of kits distributed every day. The modified format is reproduced as under for reference:

"Modified Annexure-III (Phase II (Round 2) with effect From 15TH May 2020)

Food and Supply Department

Govt. of NCT of Delhi

Dated:

DAILY REPORT OF RECEIPT AND DISTRIBUTION OF FOOD GRAINS

(To be recorded and sent every day on mail-id: round2nonpds@gmail.com)

Name of the School:

Original Srl. Number of the School as mentioned in the List:

S. No.	Subject	Remarks
1.	Total quantity (quantity/ Bags) of food grains received (Wheat) from DSCSC	
2	Total quantity (quantity/ Bags) of food grains received (Rice)	

	from DSCSC	
3	Total quantity of essential Kit Received from DTTDC	
4	Number of beneficiaries to whom Essential Kit was distributed .	
5	Total Quantity of Essential Kits distributed	
6	Number of beneficiaries to whom food grains was distributed	
7	Quantity of Wheat distributed in kg	
8	Quantity of Rice distributed in kg	
9	Total quantity of food grains distributed	

(Please note the new Email ID carefully)

Signature & Stamp of HOS"

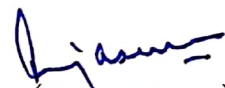
Mobile No of HOS:

5. Social Distancing Measures and Preventive Measures:

- 5.1 Necessary arrangements for smooth distribution of ration and for ensuring social distancing of at least ONE METER at the Designated Distribution Centers will be made by the In-charge of the Distribution Centre with the help of Sub Divisional Magistrate/FSO/FSI / Local Police well before the start of distribution of ration.
- 5.2 Adequate provision for face masks and sanitizers will be made by the School/Food & Supply Department.

6. Monitoring and Supervision:

- 6.1 The Assistant Commissioners, F&S at the District and area Food Supply Officers and Food Supply Inspectors will supervise, guide and monitor the distribution of ration in the Designated Distribution Center within their jurisdiction.
- 6.2 The Representatives of Area MLAs, officials/staff of District Magistrates will also oversee the implementation of the above relief initiative.
7. The ration to be distributed under this relief initiative is only a one time relief measure granted in exceptional and extraordinary circumstances that have arisen due to the imposition of lockdown. The initiative is aimed at ensuring food security for all persons during imposition of lockdown. Applying for and receiving ration under the relief initiative shall not entitle the non PDS beneficiaries to claim for provision of ration under Public Distribution System at a subsequent date.


(Y.V.V.J. Rajasekhar)

Special Commissioner

Copy for compliance to:

1. All In-charges of Designated Distribution Centres/HOSs through their Nodal Officers of DOE, NDMC, North MCD, South MCD and East MCD.
2. All Zonal Assistant Commissioners, F&S
3. All FSOs and FSIs through Zonal Assistant Commissioners, F&S.

Copy for necessary action to:

1. All District Magistrates, GNCTD, with the request to direct the concerned Incident Commanders to ensure necessary arrangements and coordination for smooth distribution of specified Food Articles through Designated Distribution Centres, (through e-mail i.e. dccentral@nic.in, dceast@nic.in, dcnd@nic.in, dcnorth@nic.in, dene@nic.in, denw@nic.in, dcshahdara@nic.in, dcsouth@nic.in, dcsw@nic.in, dcse.rev.delhi@nic.in, westadm@nic.in).
2. All DCPs, Delhi Police, with the request to issue necessary directions to the Police staff deployed in containment zones to coordinate the work with Circle FSOs for smooth distribution of Specified Food Articles. (through e-mail i.e. dcp-newdelhi-dl@nic.in, dcp-east-dl@nic.in, dcp-northeast-dl@nic.in, dcp-central-dl@nic.in, dcp-north-dl@nic.in, dcp-northwest-dl@nic.in, dcp-south-dl@nic.in, dcp-southwest-dl@nic.in, dcp-west-dl@nic.in, dcp-outer-dl@nic.in, dcpsed@gmail.com).

Copy for information to:

1. Secretary to Hon'ble Dy. Chief Minister (msisodia.delhi@gov.in).
2. Secretary to Hon'ble Minister, F&S, Delhi Secretariat. (officeofminfs@gmail.com).
3. OSD to Chief Secretary, GNCTD. (csdelhi@nic.in).
4. PS to Divisional Commissioner and Pr Secretary (Revenue), GNCTD. (divcom@nic.in)
5. PS to CFS/ Spl. Commissioner/ Addl. Commissioners, F&S Department (ps2cfs@gmail.com)
6. Dy Controller of Accounts, F&S Department for release of Advance and necessary settlement of claims.
7. Sr. System Analyst to upload the Order on the F&S website.
8. Guard File

Copy for coordination to:

1. Chairperson, New Delhi Municipal Council (chairperson@ndmc.gov.in)
2. Commissioner, South MCD (sdmc@mcd.gov.in)
3. Commissioner, North MCD (ndmc@mcd.gov.in)
4. Commissioner, East MCD (edmc@mcd.gov.in)
5. Director, Directorate of Education, GNCTD (dired@nic.in)