

Procedure & Checklist Document

1	Name of Service	New Ration Card
2	Name of Department	Food & Civil Supply department
3	Applicability Criteria	1. Anyone can apply who is resident of Uttar Pradesh 2. Minimum age 18 years 3. Family Income - less than 2 Lacs (for rural) & less than 3 lacs (for urban)
4	SLA/ Number of Days	30 days
5	Documents Required	1. Id Proof 2. Address Proof 3. Family Income certificate
6	Form Submission	https://edistrict.up.gov.in/edistrictup/
7	Procedure for apply & getting certificate	<p>Step- 1: a) The applicant shall open the Online e-District Portal using the address https://edistrict.up.gov.in/edistrictup/ and click on Citizen login (e-Sathi). b) Register in online portal using their personal details and contact details. c) A password is generated and sent through SMS/Email. d) Using the User id and Password applicant shall log into the online portal.</p> <p>Step - 2: After logging into the web portal, the Applicant shall select “E-SATHI INTEGRATED SERVICES” radio button.</p> <p>Step-3: Applicant shall select “New Ration Card” service under Food & Civil Supply Department.</p> <p>Step-4: Applicant shall create profile (Select district & enter DOB, Mobile no.)</p> <p>Step-5: Applicant shall pay the user charges i.e., Rs 15/- through online payment gateway.</p> <p>Step-6: Applicant shall fill details, attach documents in application form for “New Ration Card” & submit it.</p> <p>Step-7: Block Development Officer (B.D.O.) shall verify the application & forward to Supply Inspector (S.I.)</p> <p>Step-8: Supply Inspector (S.I.) shall approve the verification done by B.D.O. & forward the application to D.S.O. for approval</p> <p>Step-9: District Supply Officer (D.S.O.) shall approve the application.</p>

		Step-10: After approval of D.S.O. system generate the soft copy of ration card. Step-11: Applicant shall download the soft copy of ration card from online portal/Digi-Locker.
8	Fee	1. User charges - Rs 15/- (Fixed) 2. Service Fee - Not Required
9	Mode of payment	Online