

**GOVERNMENT OF MIZORAM**  
**FOOD, CIVIL SUPPLIES & CONSUMER AFFAIRS DEPARTMENT**  
**TREASURY SQUARE : AIZAWL**

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**NOTIFICATION**

**No.B.13015/14/201/-FCS&CA/52:** In pursuance of the Government of India, Ministry of Consumer Affairs, Food & Public Distribution letter Nos. 9-5/2014-B.P.II dated 1.9.2017 and even no dated 5.9.2017 and in order to streamline the distribution of foodgrain/foodstuff allocation under Welfare Institution and Hostel Scheme and to ensure genuineness of all the beneficiaries under the Scheme, the Governor of Mizoram is pleased to make Guidelines for eligibility/selection and identification of beneficiaries under Government of India's Scheme "*Allocation of Foodgrains under Welfare Institution and Hostel Scheme*" as follows with immediate effect:-

**1. For Welfare Institution :**

- 1.1 The institution must be a recognized and established Welfare Institution working for the welfare and development of the deprived/ mentally or physically challenged/ underprivileged/ disadvantaged/ weaker section of the society.
- 1.2 The institution must possess *registration* or *permission* or *certification* from concerned Department of State Govt. (viz. Social Welfare Department, etc.) for running the Welfare Institution as seen at Annexure-II.
- 1.3 Assistance or subsidy of any similar nature with regards to supply of foodgrain/foodstuff must not be availed by the institution.
- 1.4 The nos. of inmates/population should be reviewed yearly or after every two years by the DCSO concerned as deemed necessary by him.
- 1.5 All eligible institutions will be registered under Food, Civil Supplies & Consumer Affairs Department, Govt. of Mizoram as beneficiaries under the Scheme by the concerned DCSO, who shall maintain a separate register in this regard. The eligible institutions will be issued a special Welfare Institution Beneficiary Ration Card by the DCSO concerned, a prescribed format of which is given at *Annexure - IV*. The Beneficiary Ration Card may be simultaneously utilized as Registration Card for all purposes under the Scheme. Numbering of the card may be done as follows –

**District Code\*/Year of Issue/Serial Number/Name of Scheme i.e. 'WI' for Welfare Institution.** (E.g. CHP/2017/3/WI or KLS/2018/7/WI)

*District Codes	-	Aizawl 'East'	-	AZLE
		Aizawl 'West'	-	AZLW
		Lunglei	-	LLI
		Siaha	-	SH
		Champhai	-	CHP
		Kolasib	-	KLS
		Serchhip	-	SCHP
		Lawngtlai	-	LTI
		Mamit	-	MMT

## 1.6 Selection process of Beneficiaries under the Scheme -

- 1.6.1 All *applicant institutions* must apply for inclusion under the Scheme by the Application Format prescribed by FCS&CA Department.
- 1.6.2 The application must be supported by documents as seen in the Application Format and must be filled up fully. Incomplete application be summarily rejected.
- 1.6.3 The application will be received by the DCSO concerned of the District.
- 1.6.4 Verification of the *applicant institution* and authenticity of the application must be conducted by officer of FCS&CA Department not below the rank of IFCS jointly with a representative of the local authority (Village/Local Council) of the locality where the *applicant institution* is located.
- 1.6.5 The verification report in writing will be received by the DCSO concerned and inclusion/selection of the applicant will be based upon the said verification report.
- 1.6.6 In case of any complaints regarding selection of applicants, the matter will be settled by the DCSO concerned. If the case is not possible to be settled at the level of DCSO, it may be referred to Director, FCS&CA for final decision.
- 1.6.7 Information regarding the Welfare Institution thus selected must be conveyed to the applicant in writing by the DCSO concerned. Copy of the same may be given to the Administrative Department of FCS&CA, Directorate of FCS&CA, concerned Department (i.e. Social Welfare Department, etc. *as the case may be*) and DC of the District.

- 1.6.8 Selected List of Welfare Institutions with their full address and nos. of inmates will be posted in the Department's website [www.fcsca.mizoram.gov.in](http://www.fcsca.mizoram.gov.in) and at the Notice Board of the concerned DCSO's office.
- 1.7 The institution must be certified by the local authority that the same is smoothly run in the past two years with public interest in view.
- 1.8 In the event of the institution engaged in any unlawful/anti-social activities, if the concerned DCSO is satisfied with the report of State Police and local authorities that the institution is engaged in unlawful/anti-social activities, then, by issuing an order in this regard the DCSO shall make known that the institution shall immediately *cease* to be a registered (*ref. para. 1.5 above*) Welfare Institution under FCS&CA Department and that all benefits from the Scheme to the Institution shall stop forthwith.
- 2. For Hostel :**
- 2.1 The institution must be a recognized and established Hostel where 2/3 (two-third) of the inmates/students must belong to ST/SC or OBC category.
- 2.2 The institution must possess *registration* or *permission* or *certification* from concerned Department of State Govt. (viz. School Education Department, etc.) for running the hostel/institution as seen at Annexure-III.
- 2.3 Assistance or subsidy of any similar nature with regards to supply of foodgrain/foodstuff must not be availed by the hostel/institution.
- 2.4 The nos. of inmates/students should be reviewed yearly or after every two years by the DCSO concerned as deemed necessary by him.
- 2.5 All eligible institutions will be registered under Food, Civil Supplies & Consumer Affairs Department, Govt. of Mizoram as beneficiaries under the Scheme by the concerned DCSO, who shall maintain a separate register in this regard. The eligible institutions will be issued a special Hostel Beneficiary Ration Card by the DCSO concerned, a prescribed format of which is given at *Annexure - V*. The Beneficiary Ration Card may be simultaneously utilized as Registration Card for all purposes under the Scheme. Numbering of the card may be done as follows –

**District Code\*/Year of Issue/Serial Number/Name of Scheme i.e. 'H' for Hostel (E.g. AZLW/2017/12/H or SCHP/2018/5/H)**

*District Codes	-	Aizawl 'East'	-	AZLE
		Aizawl 'West'	-	AZLW
		Lunglei	-	LLI
		Siaha	-	SH
		Champhai	-	CHP
		Kolasib	-	KLS
		Serchhip	-	SCHP
		Lawngtlai	-	LTI
		Mamit	-	MMT

**2.6 Selection process of Beneficiaries under the Scheme -**

- 2.6.1 All *applicant institution/hostel* must apply for inclusion under the Scheme by the Application Format prescribed by FCS&CA Department.
- 2.6.2 The application must be supported by documents as seen in the Application Format and must be filled up fully. Incomplete application will summarily rejected.
- 2.6.3 The application will be received by the DCSO concerned of the District.
- 2.6.4 Verification of the *applicant hostel/institution* and authenticity of the application must be conducted by officer of FCS&CA Department not below the rank of IFCS jointly with a representative of the local authority (Village/Local Council) of the locality where the *applicant institution* is located.
- 2.6.5 The verification report in writing will be received by the DCSO concerned and inclusion/selection of the applicant will be based upon the said verification report.
- 2.6.6 In case of any complaints regarding selection of applicants, the matter will be settled by the DCSO concerned. If the case is not possible to be settled at the level of DCSO, it may be referred to Director, FCS&CA for final decision.
- 2.6.7 Information regarding the Hostel/Institution thus selected must be conveyed to the applicant in writing by the DCSO concerned. Copy of the same may be given to the Administrative Department of FCS&CA, Directorate of FCS&CA, concerned Department (i.e. School Education Department, etc. *as the case may be*) and DC of the District.

- 2.6.8 Selected List of Hostels with their full address and nos. of inmates/students will be posted in the Department's website *www.fcsca.mizoram.gov.in* and at the Notice Board of the concerned DCSO's office.
- 2.7 The Hostel/Institution must be certified by the local authority that the same is smoothly run in the past two years with public interest in view.
- 2.8 In the event of the Hostel/institution engaged in any unlawful/anti-social activities, if the concerned DCSO is satisfied with the report of State Police and local authorities that the institution is engaged in unlawful/anti-social activities, then, by issuing an order in this regard the DCSO shall make known that the institution shall immediately *cease* to be a registered (*ref. para. 2.5 above*) Hostel under FCS&CA Department and that all benefits from the Scheme to the institution/Hostel shall stop forthwith.

**Sd/- H.L. ROCHUNGNUNGA**


Secretary to the Govt. of Mizoram,

Food, Civil Supplies & Consumer Affairs Department.

Memo No.B.13015/14/201/-FCS&CA/52 : Dated Aizawl, the 25<sup>th</sup> October, 2017  
Copy to :-

1. Secretary to Governor of Mizoram
2. P.S. to Hon'ble Chief Minister, Government of Mizoram.
3. P.S. to all Minister, Government of Mizoram.
4. Sr. P.P.S. to Chief Secretary, Government of Mizoram.
5. All Administrative Head, Government of Mizoram.
6. All Head of Department, Government of Mizoram.
7. Director, FCS&CA Department, Government of Mizoram.
8. Controller, Printing & Stationary with spare 6 copies and 1(one) soft copy for publication in the Mizoram Gazette.
9. All DCSO within Mizoram.
10. Web Manager for uploading in the Department's Website.
11. Guard File

  
(VANRAMMAWII)

 Under Secretary to the Govt. of Mizoram,  
Food, Civil Supplies & Consumer Affairs Department.

GOVERNMENT OF MIZORAM  
FOOD, CIVIL SUPPLIES & CONSUMER AFFAIRS DEPARTMENT

**APPLICATION FORMAT FOR  
WELFARE INSTITUTION AND HOSTEL SCHEME**

1. Name of Welfare Institution/ Hostel : \_\_\_\_\_
2. Name of District : \_\_\_\_\_
3. Location (Detailed address) : \_\_\_\_\_
4. Contact Nos. (Telephone/Mobile phone) : \_\_\_\_\_
5. *e-mail address/ website* (if any) : \_\_\_\_\_
6. Whether Public/Private/NGO/Govt. : \_\_\_\_\_
5. Date/Month/Year of Establishment : \_\_\_\_\_
6. Whether the Institution/Hostel/  
is opened as Protective/Remand Home/  
Educational Institution : \_\_\_\_\_
7. Whether the Institution/Hostel is  
having *registration/ permission/  
certification* from concerned  
Department of Govt. : \_\_\_\_\_
8. Number of inmates (*at the time of  
submitting the application*) : \_\_\_\_\_
9. Whether the Institution/Hostel is currently  
availing benefit from this Scheme : \_\_\_\_\_
10. Percentage of SC/ST/OBC amongst  
the inmates : \_\_\_\_\_
11. Source for management of the  
Institution/Hostel : \_\_\_\_\_

12. Amount of fee paid by hosteller/Inmates

- i) Registration/Admission Fee : \_\_\_\_\_  
ii) Yearly or Monthly Fee : \_\_\_\_\_  
(which ever is applicable) : \_\_\_\_\_

Date : \_\_\_\_\_

( \_\_\_\_\_ )  
Signature & Seal (if any) of Applicant

Place : \_\_\_\_\_

### **UNDERTAKING - I**

Certified that the information given above by me is correct to the best of my knowledge, if wrong information is detected, the benefit under the said Scheme shall not be availed by this Welfare Institution/ Hostel for the next three years and the present application shall be cancelled accordingly.

\_\_\_\_\_  
**Principal/Warden/Head of Institution**  
with seal

### **UNDERTAKING - II**

Certified that the Welfare Institution/ Hostel applying for the said Scheme *has not availed/is not receiving* any similar kind of assistance or subsidy (*i.e. supply of foodstuff/ foodgrain*) from other sources.

\_\_\_\_\_  
**Principal/Warden/Head of institution**  
with seal

## DOCUMENTS TO BE ATTACHED :

### For Welfare Institution

- (i) Attested copy of Registration Certificate *or* Permission from Govt. *or* Certificate from officer of concerned Department i.e. Social Welfare Department, etc. (*District level or otherwise*).  
*Note : Format of Certification (from officer of concerned Department ) is enclosed as Annexure - I.*
- (ii) List of inmates as on the date of application (*duly signed/authenticated by Head of Institution/ Hostel*).
- (iii) Certificate/ **Hriatpuina Lehkha** of Local Authority (Village/Local Council) regarding the genuineness of the Welfare Institution.
- (iv) Attested copy of EPIC & Aadhaar Card of Head of Institution.

### For Hostel

- (i) Attested copy of Registration Certificate *or* Permission from Govt. *or* Certificate from officer of concerned Department i.e. School Education Department, etc. (*District level or otherwise*).  
*Note : Format of Certification (from officer of concerned Department ) is enclosed as Annexure - III.*
- (ii) List of inmates as on the date of application (*duly signed/authenticated by Head of Institution/Hostel*).
- (iii) Certificate/ **Hriatpuina Lehkha** of Local Authority (Village/Local Council) regarding the genuineness of the Hostel.
- (iv) Attested copy of EPIC & Aadhaar Card of Head of Institution/Hostel.

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**Format of Certification**

*[from Officer of concerned Department viz. Social Welfare Department, etc.  
(as the case may be) of the District]*

Certified that (name of the applicant institution), located at (full address of the applicant institution), is a recognized and established Welfare Institution working for the welfare and development of the deprived/ mentally or physically challenged/ underprivileged/ disadvantaged/ weaker section of the society and that the Institution is running smoothly for the last two years without any adverse information or remark in its functioning.

Round/Office Seal  
of the District Office

Signature of the Officer  
( Full Name of the Officer )  
Designation Seal

Date & Place \_\_\_\_\_

**Format of Certification**

*[from Officer of concerned Department viz. School Education Department,  
etc. (as the case may be) of the District]*

Certified that (name of the applicant hostel/institution), located at (full address of the applicant hostel/institution ), is a recognized and established Hostel institution working for the welfare and development of students of the society and 2/3 (two-third) of its inmates are from the ST/SC/OBC category and that the Hostel is running smoothly for the last two years without any adverse information or remark in its functioning.

Round/Office Seal  
of the District Office

Signature of the Officer  
( Full Name of the Officer )

Designation Seal

Date & Place \_\_\_\_\_

**ANNEXURE - IV**

**GOVERNMENT OF MIZORAM  
FOOD, CIVIL SUPPLIES & CONSUMER AFFAIRS DEPARTMENT  
Beneficiary Ration Card under Welfare Institution & Hostel Scheme  
(For Welfare Institution only)**

District/DCSO \_\_\_\_\_

Card/Registration No. \_\_\_\_\_

1. Name of Welfare Institution \_\_\_\_\_

2. Full Address \_\_\_\_\_

3. Head of Institution/Warden \_\_\_\_\_

4. No. of inmates as on \_\_\_\_\_

5. Details of Rice issued under the Scheme :

<b>Month/Year</b>	<b>Nos. of Inmates</b>	<b>Scale of Issue</b>	<b>Total (col.2xcol.3)</b>	<b>Signature &amp; Seal of Issuing Authority</b>
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>

**Note :** Card should be renewed every year before 15<sup>th</sup> January. Present Card is valid for 1(one) year only.

**GOVERNMENT OF MIZORAM**  
**FOOD, CIVIL SUPPLIES & CONSUMER AFFAIRS DEPARTMENT**  
**Beneficiary Ration Card under Welfare Institution & Hostel Scheme**  
***(For Hostel only)***

District/DCSO \_\_\_\_\_

Card/Registration No. \_\_\_\_\_

1. Name of Welfare Institution \_\_\_\_\_

2. Full Address \_\_\_\_\_

3. Head of Institution/Warden \_\_\_\_\_

4. No. of inmates/Student \_\_\_\_\_

as on \_\_\_\_\_

5. Details of Rice issued under the Scheme :

<b>Month/Year</b>	<b>Nos. of Inmates</b>	<b>Scale of Issue</b>	<b>Total (col.2xcol.3)</b>	<b>Signature &amp; Seal of Issuing Authority</b>
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>

**Note :** Card should be renewed every year before 15<sup>th</sup> January. Present Card is valid for 1(one) year only.