

Guidelines for Selection of Regular LPG Distributors

HPGAS

(Applicable to all locations advertised / Re-advertised
between

April 2014

to

February 28, 2015

ONLY)

BROCHURE

ON

GUIDELINES FOR SELECTION

OF

REGULAR LPG DISTRIBUTORS



April 2014

**Guidelines on Selection of Regular LPG Distributorship
(Applicable to all locations Advertised / Re-advertised from
April'14 onwards)**

1. IDENTIFICATION OF LOCATIONS

Locations for setting up of LPG Distributorship are identified based on available refill sale potential, which can sustain economically viable operation of an LPG distributorship. The refill sale potential is based on several factors including population, population growth rate, economic prosperity of the location and the distance from the existing nearest distributor.

The setting up of LPG distributorships at the identified locations is a business proposition that have business risk and does not guarantee any assured returns or profits.

2. RESERVATION

The percentage reservation for various categories in all the States except Arunachal Pradesh, Meghalaya, Nagaland and Mizoram are as under: -

A	Open Category (O)	50.5%
B	Schedule Castes / Scheduled Tribes (SC/ST)	22.5%
C	Other Backward Classes (OBC)	27.0%

In each of the above categories, there will be sub-categories as under:-

Sub-Category	Reservation Categories (in %)			
	SC/ST	OBC	Open	Total
Government Personnel category (GP) consisting of Defence, Central/State Govt and Central/State PSU employees	2	2	4	8
Combined Category (CC) consisting of Physically Handicapped Personnel (PH), Outstanding Sports Persons (OSP), Freedom Fighter (FF)	1	1	2	4
Any person from the respective category	19.5	24	44.5	88
Total	22.5	27	50.5	100

The reservation under respective categories is SC/ST (GP)-2%, SC/ST (CC)-1%, SC/ST-19.5%, OBC (GP)-2%, OBC (CC)-1%, OBC-24%, Open (GP) - 4%, Open (CC)-2%, Open-44.5%.

State-wise '200-point' roster is maintained on Industry basis (i.e jointly by IOCL, BPCL and HPCL) to ensure the percentage reservations as mentioned above is achieved. The Distribution between SC and ST is as per the population ratio in the respective State.

Reservations in tribal areas in North Eastern States for Arunachal Pradesh, Meghalaya, Nagaland and Mizoram are as under:

State	Percentage of Regular LPG Distributors to be awarded to ST category	Balance % to be awarded to open category
Arunachal Pradesh	70	30
Meghalaya	80	20
Nagaland	80	20
Mizoram	90	10

3. Rostering of Locations as per 200-point roster

Locations identified for setting up of regular LPG Distributorships are to be placed under different categories of reservation as per '200 point' roster for each State on Industry basis (IOCL, BPCL and HPCL together) so as to ensure the percentage reservation as envisaged by MOP&NG for each category is achieved.

In '200-point Roster' allocation of a reservation category against a serial number is done such that when 200 numbers of Distributors are planned, the percentage of each category is achieved. Continuity is maintained in '200 point roster'. Once 200 roster serial numbers are completed, it is started from roster serial number 1 again.

The Distribution between SC and ST shall be as per the population ratio in the respective State.

4. DE-CATEGORISATION

For LPG distributorships planned under the present guidelines, following norms for de-categorisation will be applicable:

- a) For reserved sub-category locations "GP" (Def+ Govt./PSU) and "CC (PH+OSP+FF)", in case of 'Nil' response to the advertisement or no eligible candidate is found or no candidate qualifies or no selected candidate is able to commission the LPG Distributorship, then that location would be re-advertised in the respective category without sub-category i.e. locations will be advertised as SC/ST, OBC or Open category as applicable.
- b) For the location advertised /re-advertised under 'SC/ST' or 'OBC' category, if there is 'Nil' response or no eligible candidate is found or no candidate qualifies or no selected candidate is able to commission the LPG Distributorship, then that location would be re-advertised under 'Open' category.
- c) However, it is to be ensured that the reservation is maintained on overall basis by respective OMCs while de-categorisation of the locations from earlier roster by converting corresponding number of LPG Distributorship locations under 'Open' category from the new roster to 'SC/ST' and 'OBC' category. In other words, shortfall in SC/ST and OBC category has to be made good in the future marketing plans.

- d) With regard to reserved categories 'GP' & 'CC', reservation percentages will be maintained only at the time of initial categorisation. In other words, once the category of such locations is changed after the first advertisement as no candidate has applied or no eligible candidate is found or no candidate qualifies or no selected candidate is able to commission the LPG Distributorship, no adjustment in the roster would be made under the future marketing plans.

5. MODE OF SELECTION

Selection is done by inviting applications through advertisements published in two newspapers - One English daily having widest circulation in the State and one vernacular daily - having widest circulation in the district where the location is situated.

Selection of LPG distributor for an advertised location is done by draw from all the eligible applicants for that location.

6. ELIGIBILITY CRITERIA FOR INDIVIDUAL APPLICANTS

All applicants fulfilling the eligibility criteria will become eligible for the draw for selection of the LPG distributorship. The eligibility Criteria is as under: -

6.1. Common Eligibility Criteria for all Categories applying as Individual

The applicant should

- i. Be an Indian citizen and be a resident of India.
- ii. Have minimum any one of the following educational qualification awarded by any of the Universities incorporated by an Act of the Central or State Legislature in India or any other educational institutions established by an Act of Parliament or declared to be deemed as a University under the UGC Act, 1956, or possess an equivalent qualification recognized by the Ministry of HRD, Government of India as on the date of application:
 - a) Graduation in any field
 - b) Chartered Accountant
 - c) Company Secretary
 - d) Cost Accountant
 - e) Diploma in Engineering

For applicants applying under the category of 'SKO dealers of OMCs', educational qualification shall be as under :

Should have passed minimum Xth standard examination or equivalent from a recognized Board.

The criteria of Educational Qualification will not be applicable for applicants belonging to Freedom Fighter (FF) category.

- iii. Be not less than 21 years and not more than 45 years in age as on the date of application for all categories except GP & FF category & applicants belonging to the category of 'SKO dealers of OMCs'.

For applicants applying for location reserved under GP category, age should not be less than 21 years and not more than 60 years as on date of application.

For applicants belonging to the category of "SKO dealers of OMCs", maximum upper age limit shall be 60 years as on date of application. There is no age restriction for applicants applying for locations reserved under FF category.

- iv. Not be a family member of an employee of Oil Marketing Companies as on date of application.

In relation to an OMC employee, definition of family is :-

- a. The wife or husband as the case may be of the employee, whether residing with him or not, but does not include a wife or husband as the case may be separated from the employee by a decree or order of a competent Court.
- b. Sons or daughters or step-sons or step-daughters of the employee and wholly dependent on him, but does not include a child or step-child who is no longer in any way dependent on the employee or of whose custody the employee has been deprived by or under any law.
- c. Any other person related whether by blood or marriage to the employee or to such employee's wife or husband and wholly dependent on such employee.

- v. Fulfil Multiple dealership/distributorship norm as under: -

Multiple Dealership/Distributorship norms means that the applicant or any other member of 'family unit' should not hold a dealership/distributorship/RGGLV or Letter of Intent (LOI) for a dealership/distributorship/RGGLV of a PSU Oil Company i.e. only one Retail Outlet / SKO-LDO dealership / LPG distributorship/RGGLV of PSU Oil Company will be allowed to a 'Family Unit'. However, existing SKO dealers of OMCs operating below an average allocation of 75 KL of SKO per month during the immediate preceding 12 months prior to the month of advertisement will be eligible to apply under the category of individual applicant only and if selected will have to surrender their Kerosene dealership prior to issuance of letter of appointment for LPG Distributorship. The SKO dealer applying for Regular LPG Distributorship will have to submit documentary proof of Kerosene allocation issued by the allocating authority of the State Govt./Divisional/Territory/Regional Office of the Oil Marketing Company, as the case may be.

The aforementioned Multiple Dealership/Distributorship norms shall not be applicable to retailers/distributors appointed by PSU Oil Marketing Companies for exclusive marketing of NDNE (Non Domestic Non Essential) LPG cylinders.

However, in case of selection of any applicant who holds NDNE retailership(s)/distributorship(s) or Letter of Intent (LOI) of NDNE retailership(s)/distributorship(s) of any OMC in his/her name or any member of the 'Family Unit' will have to surrender their NDNE retailership(s)/distributorship(s) or LOI prior to issuance of the Letter of Appointment for Regular LPG distributorship.

'Family Unit' in case of married person/ applicant, shall consist of individual concerned, his/her Spouse and their unmarried son(s)/daughter(s). In case of unmarried person/ applicant, 'Family Unit' shall consist of individual concerned, his/her parents and his/her unmarried brother(s) and unmarried sister(s). In case of divorcee, 'Family Unit' shall consist of individual concerned, unmarried son(s)/unmarried daughter(s) whose custody is given to him/her. In case of widow/widower, 'Family Unit' shall consist of individual concerned, unmarried son(s)/unmarried daughter(s).

- vi. Have minimum total amount of ₹ 15 lakhs for Urban Markets and ₹ 10 lakhs for Urban-Rural & Rural Markets respectively **as the closing balance on the last date for submission of application as specified in the advertisement or corrigendum (if any)**. This amount is to be arrived at by adding amount in Savings Bank accounts in Scheduled Bank/ Post Office, free and un-encumbered Fixed Deposits in Scheduled Banks, Post Office, Listed Companies / Government Organisation / Public Sector Undertaking of State and Central Government, Kisan Vikas Patra, NSC, Bonds, Shares of Listed Companies, Listed Mutual Funds, ULIP, PPF, Surrender Value of Life Insurance policies in the name of Applicant or family members of the 'Family Unit' of the Applicant as defined above. In case of locations reserved under 'SC/ST' category, minimum total amount of ₹ 5 lakhs for Urban Markets and ₹ 2.5 lakhs for Urban-Rural & Rural Markets respectively should be available as the closing balance on the last date for submission of application as specified in the advertisement or corrigendum (if any).
- vii **Should own as on the last date for submission of application as specified in the advertisement or corrigendum (if any) :**

a plot of land of minimum dimensions 25 Metre x 30 Metre (within 15 km from municipal/town/village limits of the location offered in the same State) for construction of LPG Godown for storage of 8000 Kg of LPG in cylinders. The plot of land for construction of godown not meeting the minimum dimensions of 25 Metre x 30 Metre will not be considered.

Or

a ready LPG cylinder storage godown (within 15 km from municipal/town/village limits of the location offered in the same State) of 8000 Kg capacity.

In case there are any state specific requirements/norms applicable for construction of the LPG Godown, then the same will be applicable for the respective Regular Distributorship locations including revised minimum dimensions of plot of land will be required as specified in the Advertisement of that respective State.

The plot of land or ready LPG cylinder storage godown should be freely accessible through all weather motorable approach road (public road or private road connecting to the public road). In case of private road connecting to the public road, the same should belong to the applicant/member of Family Unit (as per the multiple dealership/distributorship norm of eligibility criteria) as per the ownership criteria defined below. In case of ownership/co-ownership by family member(s) in respect of such private road, consent letter from respective family member(s) will be required.

The land should also be plain, in one contiguous plot, free from live overhead power transmission or telephone lines. Canals/Drainage/Nallahs should not be passing through the plot. The land for construction of LPG godown should also meet the norms of various statutory bodies such as PWD/Highway authorities/ Town and Country Planning Department etc.

In case an applicant has more than one suitable plot for construction of godown for storage of minimum 8000 Kg of LPG in cylinders or ready LPG cylinder storage godown **as on the last date for submission of application as specified in the advertisement or corrigendum (if any)**, the details of the same can also be provided in the application.

- (viii) Own a suitable shop of minimum size 3 metre by 4.5 metre in dimension or a plot of land for construction of showroom of minimum size 3 metre by 4.5 metre **as on the last date for submission of application as specified in the advertisement or corrigendum (if any)** at the advertised location i.e. within the municipal/town/village limits of the place which is mentioned under the column of 'location' in the advertisement. In case locality is also specified under the column of 'location' in the advertisement, the candidate should own a suitable shop of minimum size 3 metre by 4.5 metre in dimension or a plot of land for construction of showroom of minimum size 3 metre by 4.5 metre **as on the last date for submission of application as specified in the advertisement or corrigendum (if any)** as per the standard layout in the said 'locality'. It should be easily accessible to general public through a suitable approach road.

In case an applicant has more than one shop of minimum size 3 metre by 4.5 metre in dimension or a plot of land for construction of showroom of minimum size 3 metre by 4.5 metre **as on the last date for submission of application as specified in the advertisement or corrigendum (if any)** at the advertised

location or locality as specified under the column of 'location' in the advertisement, the details of the same can also be provided in the application.

Reference vii & viii above:

'Own' means having ownership title of the property or registered lease deed having minimum 15 yrs of valid lease period from the date of advertisement in the name of applicant / member of "Family Unit" (as defined in multiple dealership/distributorship norm of eligibility criteria). The applicant should have clear ownership as defined under the term 'Own' above as on last date for submission of application as specified in the advertisement or corrigendum (if any). *In case of ownership/co-ownership by family member(s) as given above, consent in the form of a Notarized Affidavit from the family member(s) will be required.*

In case the land is jointly owned by the applicant / member of 'Family Unit' (as defined in multiple dealership / distributorship norm) with any other person(s) and the share of the land in the name of applicant / member of the 'Family Unit' meets the requirement of land including the dimensions required, then that land for godown/showroom will also qualify for eligibility as own land subject to submission of 'No Objection Certificate' in the form of an Notarized Affidavit from other owner(s).

In case if the offered land for godown/godown and offered land for showroom/showroom by the selected candidate which is shown in the application is not found to be suitable at the time of Field Verification of Credentials (FVC), then the selected candidate can offer an alternate land which is owned by the applicant / member of the 'Family Unit' as on the last date for submission of application as specified in the advertisement or corrigendum if any. Such alternate land will be considered subject to its suitability for providing LPG godown and showroom facility as mentioned hereinabove.

The selected candidate will be required to provide the LPG Godown facilities at the plot of land/godown as offered in the application or the alternate plot of land/godown offered as above at the time of Field Verification of Credentials (FVC) & found to be suitable for providing LPG Godown facilities. Similarly, the selected candidate will be required to provide the LPG Showroom facilities at the plot of land/shop as offered in the application or the alternate plot of land/shop offered at the time of Field Verification of Credentials (FVC) as above & found to be suitable for providing LPG Showroom facilities.

In case the selected candidate fails to provide the LPG storage godown and LPG showroom at the same site as mentioned in the application or at the alternate site offered at the time of FVC, the allotment of LPG Distributorship made to the applicant will stand cancelled.

The selected candidate will not alter the status of ownership (as defined above) of the LPG godown/land offered for construction of LPG Godown and shop/Land offered for providing LPG showroom in the application or of the alternate site offered at the time of FVC. In case there is any change in the status of ownership, the selection/allotment of LPG Distributorship made to the applicant will stand cancelled.

If the land offered for LPG Godown/showroom is subsequently notified (i.e. after the date of application or issuance of LOI) for acquisition or statutory restrictions are imposed, then the candidate can be allowed to arrange for an alternate plot of land. In such cases, the Oil Company will inform the selected candidate in writing to arrange alternate suitable plot of land within a period of two months from the date of issuance of the communication in this regard.

- ix. Be physically and mentally sound to be able to run the business.
- x. Neither have been convicted nor charges been framed by any Court of Law for any criminal offence involving moral turpitude/ economic offences.
- xi. Not be a signatory to distributorship/dealerships agreement, terminated on account of proven cases of malpractice/adulteration of any Oil Company or not having resigned from Sole proprietorship of any dealership/distributorship of any oil company in order to transfer the dealership/distributorship in favour of any of his/her family member(s) as defined in the Dealer/Distributor Selection Guidelines.

6.2. Specific Eligibility Criteria For Different Categories applying as Individual

6.2.1 Specific Eligibility Criteria For Main Reservation Categories

a) Open Category (O)

Candidate fulfilling common eligibility criteria can apply under 'Open' category.

b) Scheduled Caste/ Scheduled Tribe Category (SC/ST):

The candidates belonging to castes/tribes recognised as Scheduled Castes/ Scheduled Tribes (SC/ST) under the Constitution of India will be eligible.

The candidates will be required to submit along with application a certificate issued by the competent authority notified by the Government of India certifying that the candidate belongs to Scheduled Caste /Scheduled Tribe.

The selected candidate belonging to SC/ST category would also be required to submit within 90 days from the date of declaration of draw result, the original Caste Validity Certificate granted by the competent authority of the respective state, wherever applicable.

c) Other Backward Classes:

The candidates belonging to Other Backward Classes recognised as OBC by Government of India (Central Government) under the Constitution of India will be eligible.

The candidates will be required to submit along with application a certificate issued by the competent authority notified by the Government of India certifying that the candidate belongs to Other Backward Classes recognized as OBC by a Resolution/Gazette Notification issued by GOI (Central Government). Along with the OBC certificate, the candidate also has to submit an undertaking that he/she belongs to the OBC category and fulfils the non-creamy layer status. The last date for submission of application mentioned in the notice of advertisement or corrigendum (if any) will be treated as the date of reckoning for OBC status of the candidate and also for determining that the candidate does not fall in the creamy layer.

6.2.2 Specific Eligibility Criteria for different Sub-categories :

a) Govt. (Central & State) and Public Sector Units (Central & State) – (GP)

Applicants eligible under 'SC/ST', 'OBC' and 'Open' category as specified in para 6.2.1 above can apply for Regular LPG distributorship under respective "GP" sub-category on fulfilling the following conditions:

I. Defence Personnel

Defence Personnel means personnel of armed forces (viz. Army, Navy, Air Force) and will cover widows /dependents of those who died in war, war disabled/ disabled on duty, widows / dependent of those members of Armed Forces who died in harness due to attributable causes and disabled in peace due to attributable causes.

Candidate applying under this Category should attach in original the Eligibility Certificate issued from Directorate General of Resettlement (DGR), Ministry of Defence, and Government of India sponsoring the candidate for the Regular LPG Distributorship for which he/she has applied. Certificate of eligibility issued for one LPG Distributorship location is not valid for another LPG Distributorship location and therefore a candidate can be considered to be eligible only if he/she has been sponsored for the particular location with reference to current advertisement.

Note: *The applicants under this category have the option to submit the original eligibility certificate from DGR on the day of draw of lots also. However, only on submission of such certificate they will be considered for draw of lots.*

II. Government and Public Sector Personnel

The personnel serving in different Departments of Central/State Governments and Public Sector undertakings of Central/State Government who are incapacitated or disabled while performing their duties will be eligible under this category. In case of death, while performing duties, their widows/ dependants will be eligible to apply under this category.

Applicants under this category should attach a copy of relevant certificate from the concerned Organisation/Govt Department signed by the Head of the Office or an Officer not below the rank of Under Secretary to the Government.

b) Combined Category (CC)

Applicants eligible under 'SC/ST', 'OBC' and 'Open' category as specified in para 6.2.1 above can apply for Regular LPG Distributorship under respective 'CC' sub-category on fulfilling the following conditions:

I. Physically Handicapped Category (PH) :

Candidates would be considered eligible under this category in case the candidates are orthopaedically handicapped to the extent of minimum of 40% permanent (partial) disability of either upper or lower limbs; or 50% permanent (partial) disability of both upper and lower limbs together. For this purpose, the standards contained in the 'Manual for Orthopaedic Surgeon in evaluating Permanent Physically Impairment' brought out by the American Academy of Orthopaedic Surgeons, USA and published on its behalf by the Artificial Limbs Manufacturing Corporation of India, G.T. Road, Kanpur, shall apply.

Deaf, Dumb and Blind persons with minimum degree of 40% disability will also be eligible to apply for LPG Distributorship under this category. However, totally blind persons will not be eligible.

Candidate applying under this category should produce a certificate (*as per the standard format given in the application format*) issued by a Medical Board duly constituted by the Central / State Government as per the Gazette of India Extraordinary New Delhi, No 154 dated June 13, 2001 on Guidelines for evaluation of various disabilities and procedure for certification.

II. Outstanding Sports Persons Category (OSP):

The following persons will be eligible:

- a. Arjuna / Khel Ratna Awardees.
- b. Winners of Medals at Olympics/ Asian /Commonwealth Games and Recognised World Champions/ World Championships.
- c. National Champions - first position holders in Senior Category (both Men & Women) under the Recognised National Championships.
- d. National Adventure Awardees.

Candidate applying under this category should produce a certificate from the Recognised National Federation Organising National Championships (as recognised by Department of Youth Affairs and Sports, Govt of India) or from the Dept of Youth Affairs and Sports, Govt of India.

III. Freedom Fighters (FF):

Freedom Fighter means the person who is a holder of Tamrapatra and receiving pension sanctioned by the Ministry of Home Affairs, Government of India.

Persons applying for distributorships under this category should attach a certificate or Tamrapatra or an attested copy of the Pension Order issued by the Accountant General in pursuance of the sanction letter from the Ministry of Home Affairs, Govt of India of their having been Freedom Fighters.

The criteria of Educational Qualification and age as mentioned under common eligibility criteria will not be applicable for FF category.

6.2.3 Specific Eligibility Criteria for existing SKO Dealers of OMCs:

Existing SKO dealers of OMCs who are eligible under categories as specified in para 6.2.1 & 6.2.2 above can apply for Regular LPG Distributorship on fulfilling the following conditions:

- a. Existing SKO dealers of OMCs operating as a sole proprietor having an average allocation of less than 75 KL of SKO per month during the immediate preceding 12 months prior to the month of advertisement will be eligible to apply for LPG Distributorship. The applicants have to submit along with the application the proof of such allocation from allocating authority of the State Govt./Divisional/Territory/Regional Office of the Oil Company, as the case may be. Multiple Dealership/Distributorship norm shall not be applicable for such applicants.
- b. SKO Dealers operating as a Partnership Firm or Society or Company are not eligible to apply.
- c. In case of allotment, the SKO dealer will have to surrender their SKO dealership prior to issuance of letter of appointment for LPG Distributorship.
- d. Age & Educational Qualification :

Age: Maximum upper age limit – 60 years

Educational qualification: Should have passed minimum Xth Standard examination or equivalent from a recognized Board.
- e. To be eligible to apply for Regular LPG Distributorship, the SKO dealer should not have been penalized for violation of Marketing Discipline Guidelines within last 5 years preceding the date of advertisement or there should not be any proceedings pending against the dealership under Marketing Discipline Guidelines/Dealership Agreement, Kerosene Control Order or ESMA.
- f. Common eligibility criteria as specified under para no. 6.1 above shall also be applicable to SKO dealers.

7. ELIGIBILITY CRITERIA FOR NON-INDIVIDUAL APPLICANTS

Non-individual applicant means Government Bodies/Agencies, Societies registered under Societies Registration Act 1860, Charitable Trusts registered with Charity Commissioner of respective State Government and Companies formed under the Companies Act, 1956.

7.1. Registered Co-Op Societies / Consumer Societies Applying for Categories Other than 'Open category (without sub category)'

Registered Co-Op Societies will be eligible to apply under reserved categories subject to following conditions: -

- i) They will apply as non-individual. The Society will have to operate the distributorship through their own employees and not on contract basis.
- ii) All members of the Society should belong to the same category for which LPG distributorship has been advertised. A copy of certificate to this effect from Registrar of Society and a list giving names of all the members of the Society will be required.
- iii) The Society has to furnish appropriate resolution to show that person making the application is empowered to make the same. In addition, the Society should furnish an undertaking that it will observe the relevant guidelines, etc.
- iv) Societies should have made a net profit for previous three consecutive financial years duly certified by a Chartered Accountant.
- v) None of the members of the Society or their family members (family as defined in the case of multiple dealership norms for individuals) should hold dealership/distributorship of any Oil company for MS/HSD/SKO-LDO/LPG/RGGLV in India or has/have been issued a letter of intent or appointment letter.
- vi) None of the members should have either been convicted or charges have been framed against them by court of law for criminal offences involving moral turpitude and / or economic offences (other than freedom struggle) punishable under Law.
- vii) None of the members of the Society should have been signatory to dealership/distributorship agreement of any Oil Company, which was terminated for malpractices and / or for violations of provisions of the Marketing Discipline Guidelines.
- viii) The Registered Society should not have any criminal records nor have any criminal charges framed against it by court of law involving moral turpitude and/or economic offences (other than freedom struggle) punishable under Law.
- ix) Should have a minimum total amount of ₹ 15 lakhs for Urban Markets and ₹ 10 lakhs for Urban-Rural & Rural Markets respectively **as the closing balance on the last date for submission of application as specified in the advertisement or corrigendum (if any)**. This amount is to be arrived at by adding amount in Bank accounts in Scheduled Bank/ Post Office, free and un-encumbered Fixed Deposits in Scheduled Banks, Post Office, Listed

Companies / Government Organisation / Public Sector Undertaking of State and Central Government, Kisan Vikas Patra, NSC, Bonds, Shares of Listed Companies, Listed Mutual Funds in the name of the Organisation. In case of locations reserved under 'SC/ST' category, minimum total amount of ₹ 5 lakhs for Urban Markets and ₹ 2.5 lakhs for Urban-Rural & Rural Markets respectively **should be available as the closing balance on the last date for submission of application as specified in the advertisement or corrigendum (if any).**

- x) Should own **as on the last date for submission of application as specified in the advertisement or corrigendum (if any) :**

a plot of land of minimum dimensions 25 Metre x 30 Metre (within 15 km from municipal/town/village limits of the location offered in the same State) for construction of LPG Godown for storage of 8000 Kg of LPG in cylinders. The plot of land for construction of godown not meeting the minimum dimensions of 25 Metre x 30 Metre will not be considered.

Or

a ready LPG cylinder storage godown (within 15 km from municipal/town/village limits of the location offered in the same State) of 8000 Kg capacity.

In case there are any state specific requirements/norms applicable for construction of the LPG Godown, then the same will be applicable for the respective Regular Distributorship locations including revised minimum dimensions of plot of land will be required as specified in the Advertisement of that respective State.

The plot of land or ready LPG cylinder storage godown should be freely accessible through all weather motorable approach road (public road or private road connecting to the public road). In case of private road connecting to the public road, the same should belong to the applicant as per the ownership criteria defined below.

The land should also be plain, in one contiguous plot, free from live overhead power transmission or telephone lines. Canals/Drainage/Nallahs should not be passing through the plot. The land for construction of LPG godown should also meet the norms of various statutory bodies such as PWD/Highway authorities/ Town and Country Planning Department etc.

In case an applicant has more than one suitable plot for construction of godown for storage of minimum 8000 Kg of LPG in cylinders or ready LPG cylinder storage godown **as on the last date for submission of application as specified in the advertisement or corrigendum (if any)**, the details of the same can also be provided in the application.

- xi) Own a suitable shop of minimum size 3 metre by 4.5 metre in dimension or a plot of land for construction of showroom of minimum size 3 metre by 4.5 metre **as on the last date for submission of application as specified in the advertisement or corrigendum (if any)** at the advertised location i.e. within the municipal/town/village limits of the place which is mentioned under the column of 'location' in the advertisement. In case locality is also specified under the column of 'location' in the advertisement, the candidate should own a suitable shop of minimum size 3 metre by 4.5 metre in dimension or a plot of land for construction of showroom of minimum size 3 metre by 4.5 metre **as on the last date for submission of application as specified in the advertisement or corrigendum (if any)** as per the standard layout in the said 'locality'. It should be easily accessible to general public through a suitable approach road.

In case an applicant has more than one shop of minimum size 3 metre by 4.5 metre in dimension or a plot of land for construction of showroom of minimum size 3 metre by 4.5 metre **as on the last date for submission of application as specified in the advertisement or corrigendum (if any)** at the advertised location or locality as specified under the column of 'location' in the advertisement, the details of the same can also be provided in the application.

Reference x & xi above:

'Own' means having ownership title of the property or registered lease deed having minimum 15 yrs of valid lease period from the date of advertisement in the name of the non-individual institution. The applicant should have clear ownership as defined under the term 'Own' above as on last date for submission of application as specified in the advertisement or corrigendum (if any).

In case if the offered land for godown/godown and offered land for showroom/showroom by the selected applicant which is shown in the application is not found to be suitable at the time of Field Verification of Credentials (FVC), then the selected candidate can offer an alternate land which is owned by the applicant as on the last date for submission of application as specified in the advertisement or corrigendum if any. Such alternate land will be considered subject to its suitability for providing LPG godown and showroom facility as mentioned hereinabove.

The selected candidate will be required to provide the LPG Godown facilities at the plot of land/godown as offered in the application or the alternate plot of land/godown offered as above at the time of Field Verification of Credentials (FVC) & found to be suitable for providing LPG Godown facilities. Similarly, the selected candidate will be required to provide the LPG Showroom facilities at the plot of land/shop as offered in the application or the alternate plot of land/shop offered at

the time of Field Verification of Credentials (FVC).as above & found to be suitable for providing LPG Showroom facilities.

In case the selected candidate fails to provide the LPG storage godown and LPG showroom at the same site as mentioned in the application or at the alternate site offered at the time of FVC, the allotment of LPG Distributorship made to the applicant will stand cancelled.

The selected candidate will not alter the status of ownership (as defined above) of the LPG godown/land offered for construction of LPG Godown and shop/Land offered for providing LPG showroom in the application or of the alternate site offered at the time of FVC. In case there is any change in the status of ownership, the selection/allotment of LPG Distributorship made to the applicant will stand cancelled.

If the land offered for LPG Godown/showroom is subsequently notified (i.e. after the date of application or issuance of LOI) for acquisition or statutory restrictions are imposed, then the candidate can be allowed to arrange for an alternate plot of land. In such cases, the Oil Company will inform the selected candidate in writing to arrange alternate suitable plot of land within a period of two months from the date of issuance of the communication in this regard.

7.2. Non- Individual Applicants Applying Under 'Open' Category

Non-individuals applicants (Government bodies/agencies, societies registered under Societies Registration Act 1860, Charitable Trusts registered with Charity Commissioner of respective State Government, Companies formed under the Companies Act, 1956) are eligible to apply under '**Open**' category (without sub-category) subject to the following: -

I. Applicability of multiple dealership norms to various non-individuals which will be as follows:

A) For Companies Registered under Companies Act 1956:

i) The applicant company will not be eligible for RO dealership/LPG distributorship/ RGGLV if any of the RO dealership/LPG distributorship/ RGGLV is held by the following:-

- a) Any of the Director or his family members (family as defined in the case of multiple dealership norms for individuals).
- b) Holding company or Subsidiary Company.
- c) Any other company or Firm where share holders (put together) of the applicant company have controlling stake i.e. 51% or more.

- ii) If any individual, partnership firm, company, organized body, trust or society already holding RO dealership/LPG distributorship/ RGGLV acquire controlling stake in a company having RO dealership/LPG distributorship then the RO dealership /LPG distributorship /RGGLV of the acquirer would be liable to be terminated
- iii) Government owned Companies defined as major shareholding with the Government, Public Sector & Joint Sector Units or Government administered Organization are exempted from the above Multiple Dealership Norms.

B) For the charitable trusts registered with the charity commissioner of the respective State Government and Societies Registered under Societies Registration Act 1860:

Such entities will not be eligible for RO dealership/LPG distributorship if any of the RO dealership/LPG distributorship is held by any of the Member of the Governing Body/Managing Body/Any such other Body or his family members (family as defined in the case of multiple dealership norms for individuals)

- II. Government bodies/agencies, Registered Societies, Company incorporated under Companies Act 1956 should have made a net profit for previous three consecutive financial years duly certified by a Chartered Accountant.
- III. Government bodies/agencies, Registered Societies, Company incorporated under Companies Act 1956 will have to furnish appropriate resolution to show that person making the application on its behalf is empowered to make the same. It will also have to furnish an undertaking that it will observe the relevant guidelines.
- IV. The Government bodies/agencies, Registered Societies, Company incorporated under Companies Act 1956 will have to operate the distributorship through their own employees and not on contract basis.
- V. None of the members the Governing / Managing Committee of the Registered Societies / Company incorporated under Companies Act 1956 should have either been convicted or charges have been framed against them by court of law for criminal offences involving moral turpitude and / or economic offences (other than freedom struggle) punishable under Law.
- VI. None of the members of the Governing / Managing Committee of the Registered Societies / Company incorporated under Companies Act 1956 should have been signatory to dealership/distributorship agreement of any Oil Company, which was terminated for malpractices and / or for violations of provisions of the Marketing Discipline Guidelines.
- VII. The Registered Societies / Company incorporated under Companies Act 1956 should not have any criminal records nor have any criminal charges framed

against it by court of law involving moral turpitude and/or economic offences (other than freedom struggle) punishable under Law.

Note: Conditions mentioned in Para V, VI & VII above are not applicable to Government owned Companies defined as major shareholding with the Government, Public Sector & Joint Sector Units or Government administered Organization.

VIII. Non-individuals applicants should have minimum total amount of ₹ 15 lakhs for Urban Markets and ₹ 10 lakhs for Urban-Rural & Rural Markets respectively **as the closing balance on the last date for submission of application as specified in the advertisement or corrigendum (if any)**. This amount is to be arrived at by adding amount in Bank accounts in Scheduled Bank/ Post Office, free and un-encumbered Fixed Deposits in Scheduled Banks, Post Office, Listed Companies / Government Organisation / Public Sector Undertaking of State and Central Government, Kisan Vikas Patra, NSC, Bonds, Shares of Listed Companies, Listed Mutual Funds in the name of the Organisation.

IX. Non individual applicants should own **as on the last date for submission of application as specified in the advertisement or corrigendum (if any) :**

a plot of land of minimum dimensions 25 Metre x 30 Metre (within 15 km from municipal/town/village limits of the location offered in the same State) for construction of LPG Godown for storage of 8000 Kg of LPG in cylinders. The plot of land for construction of godown not meeting the minimum dimensions of 25 Metre x 30 Metre will not be considered.

Or

a ready LPG cylinder storage godown (within 15 km from municipal/town/village limits of the location offered in the same State) of 8000 Kg capacity.

In case there are any state specific requirements/norms applicable for construction of the LPG Godown, then the same will be applicable for the respective Regular Distributorship locations including revised minimum dimensions of plot of land will be required as specified in the Advertisement of that respective State.

The plot of land or ready LPG cylinder storage godown should be freely accessible through all weather motorable approach road (public road or private road connecting to the public road). In case of private road connecting to the public road, the same should belong to the applicant as per the ownership criteria defined below.

The land should also be plain, in one contiguous plot, free from live overhead power transmission or telephone lines. Canals/Drainage/Nallahs should not be passing through the plot. The land for construction of LPG godown should also

meet the norms of various statutory bodies such as PWD/Highway authorities/ Town and Country Planning Department etc.

In case an applicant has more than one suitable plot for construction of godown for storage of minimum 8000 Kg of LPG in cylinders or ready LPG cylinder storage godown **as on the last date for submission of application as specified in the advertisement or corrigendum (if any)**, the details of the same can also be provided in the application.

- X.** Non-individuals applicants should own a suitable shop of minimum size 3 metre by 4.5 metre in dimension or a plot of land for construction of showroom of minimum size 3 metre by 4.5 metre **as on the last date for submission of application as specified in the advertisement or corrigendum (if any)** at the advertised location i.e. within the municipal/town/village limits of the place which is mentioned under the column of 'location' in the advertisement. In case locality is also specified under the column of 'location' in the advertisement, the candidate should own a suitable shop of minimum size 3 metre by 4.5 metre in dimension or a plot of land for construction of showroom of minimum size 3 metre by 4.5 metre **as on the last date for submission of application as specified in the advertisement or corrigendum (if any)** as per the standard layout in the said 'locality'. It should be easily accessible to general public through a suitable approach road.

In case an applicant has more than one shop of minimum size 3 metre by 4.5 metre in dimension or a plot of land for construction of showroom of minimum size 3 metre by 4.5 metre **as on the last date for submission of application as specified in the advertisement or corrigendum (if any)** at the advertised location or locality as specified under the column of 'location' in the advertisement, the details of the same can also be provided in the application.

Reference IX & X:

'Own' means having ownership title of the property or registered lease deed having minimum 15 yrs of valid lease period from the date of advertisement in the name of the non-individual institution. The applicant should have clear ownership as defined under the term 'Own' above as on last date for submission of application as specified in the advertisement or corrigendum (if any).

In case if the offered land for godown/godown and offered land for showroom/showroom by the selected applicant which is shown in the application is not found to be suitable at the time of Field Verification of Credentials (FVC), then the selected candidate can offer an alternate land which is owned by the applicant as on the last date for submission of application as specified in the advertisement or corrigendum if any. Such alternate land will be considered subject to its

suitability for providing LPG godown and showroom facility as mentioned hereinabove.

The selected candidate will be required to provide the LPG Godown facilities at the plot of land/godown as offered in the application or the alternate plot of land/godown offered as above at the time of Field Verification of Credentials (FVC) & found to be suitable for providing LPG Godown facilities. Similarly, the selected candidate will be required to provide the LPG Showroom facilities at the plot of land/shop as offered in the application or the alternate plot of land/shop offered at the time of Field Verification of Credentials (FVC) as above & found to be suitable for providing LPG Showroom facilities.

In case the selected candidate fails to provide the LPG storage godown and LPG showroom at the same site as mentioned in the application or at the alternate site offered at the time of FVC, the allotment of LPG Distributorship made to the applicant will stand cancelled.

The selected candidate will not alter the status of ownership (as defined above) of the LPG godown/land offered for construction of LPG Godown and shop/Land offered for providing LPG showroom in the application or of the alternate site offered at the time of FVC. In case there is any change in the status of ownership, the selection/allotment of LPG Distributorship made to the applicant will stand cancelled.

If the land offered for LPG Godown/showroom is subsequently notified (i.e. after the date of application or issuance of LOI) for acquisition or statutory restrictions are imposed, then the candidate can be allowed to arrange for an alternate plot of land. In such cases, the Oil Company will inform the selected candidate in writing to arrange alternate suitable plot of land within a period of two months from the date of issuance of the communication in this regard.

8. APPLICATION:

The Individuals and Non-individuals, who fulfill the eligibility criteria, can submit application for LPG Distributorship. Application format is given in Appendix-I. The application format can also be downloaded free of cost from websites www.iocl.com, www.ebharatgas.com, www.bharatpetroleum.in and www.hindustanpetroleum.com. Application should be typed or neatly hand written as per the prescribed format.

8.1. Non Refundable Application Fee:

Applicant should submit the application along with a non-refundable application fee of ₹ 1000/- (Rupees One thousand only). In case of SC/ST applicants, non-refundable application fee of ₹ 500/- (Rupees five hundred) is payable provided a copy of SC/ST certificate is attached.

8.2. Cut-off date for receipt of Applications:

Applications received after the specified closing date and time including postal delay will not be entertained.

8.3. One Application per Applicant for a Location

Applicants should submit only one application for one location. In case more than one application is received from an individual, all the applications would be clubbed together and treated as one application. In such cases, application fees received against all other applications would be forfeited.

8.4. Person Applying for Multiple Locations

A candidate can apply for more than one location. However, in such cases, he/she will have to submit separate application for each location. Each application should be accompanied with the requisite application fee.

8.5. Procedure For Receipt of Application

Application would be received in sealed envelope only. After application is received, serial number would be put on the envelope and also recorded in a 'Register'. Acknowledgement for applications received will be sent to the applicants.

In case deficiencies are found in the application, a letter would be sent to the applicant to rectify the deficiencies within a specified period of time.

9. PROCEDURE FOR DRAW

- 9.1. The scrutiny of the application will be carried out based on the information given in the application by the Committee appointed by the concerned Oil Company.
- 9.2. Selection will be done by draw of lot out of all eligible applicants. All applicants satisfying the eligibility criteria will be eligible for the draw.
- 9.3. All the applicants will be individually informed about the status of their application. The list of ineligible applicants & applicants eligible for draw of lot will be made available on the notice board of the concerned office of the Oil Company as well as on the website of the concerned Oil Company.
- 9.4. In case, complaints are received about any applicant with regard to their eligibility before the draw, the complaint would be dealt as mentioned below in Para 13 'Grievance /Complaint Redressal System'.

- 9.5. In case for a location there is only one eligible applicant, no draw is required. The lone eligible applicant would be declared as selected. The result would be displayed and hosted on the website. Field Verification of Credentials (FVC) would be conducted in line with procedure.
- 9.6. In case of two or more eligible applicants, draw for selection of LPG Distributor would be conducted. All the eligible applicants would be sent a written communication by Registered Post AD / Speed Post to report for a draw for selection of LPG Distributor at a specified place on specified date and time. The notice with regard to the draw would be published before the date of draw in the same newspapers in which the advertisement for appointment of LPG Distributor was initially published.
- 9.7. Attendance of all the applicants who have reported for draw would be taken and Applicants should sign the attendance sheet.
- 9.8. Serial Number of the application along with name of applicant would be printed on a "paper token" and officers nominated for the draw would sign on each "paper token" with date of draw.
- 9.9. Two officials of the company will conduct the draw in the presence of the candidates and the invited guest. However, the Quorum will comprise of at least 50% of the eligible applicants for the 1st draw (whose names are there in the draw). If Quorum is not fulfilled during the 1st draw, then draw would not be held on that day. Subsequent date for the draw shall be fixed and announced as per the laid down procedure.
- 9.10. In case draw is required to be conducted for the second and subsequent times including with reasons of Quorum not being available in the 1st draw, then the draw will be held in the presence of two company officials, the invited guest and the number of applicants who choose to remain present during the draw.
- 9.11. The entire proceedings of the draw will be video graphed.
- 9.12. Folded paper tokens of all eligible applicants will be put in an empty box. The invited guest would be requested to draw out one 'paper token', unfold and show it to the video camera for it to capture the serial number and name of the applicant mentioned in the 'paper token'. The application serial number and name of the candidate would be announced and declared as selected candidate for LPG distributorship for that location.
- 9.13. The result of the draw would be displayed on the notice board of the venue immediately and at Company office. It would also be hosted on the website of the Company within 7 days from the date of draw.
- 9.14. Candidate Selected in the draw will have to submit a Demand Draft of Rs. 50000/- (Fifty Thousand) i.e. 10% of the security deposit of Rs. 5 lakhs for LPG distributorship in Urban market or submit a Demand Draft of Rs. 25000/- (Twenty five thousand) i.e. 10% of the security deposit of Rs. 2.5 lakhs for LPG distributorship in Urban-Rural/Rural market within 3 working days from the date of receipt of letter issued by the concerned office of the OMC in this regard.
- 9.15. Field Verification of Credentials (FVC) of selected candidate will be undertaken only after DD of Rs. 50000/- or Rs. 25000/- as applicable is deposited with the

concerned office of OMC. The candidature of the selected candidate will be cancelled in case he/she fails to deposit the said amount.

10. FIELD VERIFICATION OF CREDENTIALS (FVC)

- a. Verification of the information given in the application by the applicant with the original documents and with the issuing authorities wherever required is called Field Verification of Credentials (FVC).
- b. Field verification will be carried out for the selected candidate as per laid down procedure. If in the FVC, the information given in the application by the applicant is found to be correct. Letter of Intent (LOI) will be issued with the approval of competent authority.
- c. If in the FVC it is found that information given in the application is at variance with the original documents and that information affects the eligibility of the candidate, then a letter would be sent by Registered Post AD / Speed Post pointing out the discrepancy. Candidature of selected candidate in such a case will be cancelled and 10% of applicable security deposit remitted by the selected candidate before FVC will be forfeited if false/incorrect/misrepresented information has been given in the application.

11. LETTER OF INTENT:

The distributor select, after receipt of LOI should fulfill the conditions specified in the LOI within a period of four months from the date of LOI, failing which the LOI is liable to be withdrawn along with forfeiture of the amount remitted by the selected candidate before FVC.

2. CONDITION FOR RE - DRAW

Draw for selection would be held again from the remaining eligible applicants in the following cases:

- a) Rejection of selected candidate due to findings in the Field Verification
- b) LOI is withdrawn from the selected candidate
- c) The distributor is terminated within one year of commissioning.

Re-draw would be carried out by following the procedure for Draw outlined in Para 9 above.

3. GRIEVANCE /COMPLAINT REDRESSAL SYSTEM

Any complaints received against an applicant will be disposed off as under:-

- 13.1 Complainants will have to deposit Rs.1000/- as complaint fees through a demand draft in favour of concerned OMC along with the complaint. Complaints which are not accompanied with the deposit of Rs. 1000/- will not be investigated.
- 13.2 Anonymous complaints will normally not be investigated.
- 13.3 Complaints received against the applicant will be investigated only if the applicant is selected in the draw.
- 13.4 Complaints will be entertained only if it is received by the office of the OMC within 30 days from the date of declaration of draw result.
- 13.5 On receipt of the complaint, a letter will be sent to the complainant asking him to submit details of allegation within a period of 15 days with a view to prima facie substantiate the allegations along with supporting documents, if any.
- 13.6 In case the complaint is received against the selected candidate but within 30 days from the date of declaration of result, the same will be examined and action taken as appropriate.
- 13.7 Complaints not substantiated:
The complaint will be filed and the complainant would be sent a reply accordingly.
- 13.8 Established complaint
In case of established complaint, suitable action would be taken as per the decision and the complainant would be sent a reply accordingly. Complaint fees of Rs. 1000/- remitted by the complainant shall be refunded only in case if such particular complaint leads to cancellation of candidature of the selected candidate.

4. BASIC FACILITIES REQUIRED FOR OPERATION OF LPG DISTRIBUTORSHIP

a. Godown for Storage of LPG in Cylinders

LPG Distributor would require a Storage Godown duly approved and licensed by Chief Controller of Explosives of Petroleum and Explosives Safety Organisation (PESO) for storage of 8000 kg LPG in cylinders.

The applicant should own (as per ownership criteria defined in clause No. 6.1 (vii) & (viii), 7.1 (x) & (xi) & 7.2 (IX) & (X) as applicable) :

a plot of land of minimum dimensions 25 Metre x 30 Metre (within 15 km from municipal/town/village limits of the location offered in the same State) for construction of LPG Godown for storage of 8000 Kg of LPG in cylinders. The plot

of land for construction of godown not meeting the minimum dimensions of 25 Metre x 30 Metre will not be considered.

Or

a ready LPG cylinder storage godown (within 15 km from municipal/town/village limits of the location offered in the same State) of 8000 Kg capacity.

In case there are any state specific requirements/norms applicable for construction of the LPG Godown, then the same will be applicable for the respective Regular Distributorship locations including revised minimum dimensions of the plot of land will be required as specified in the advertisement of that respective state:

The plot of land or ready LPG cylinder storage godown should be freely accessible through all weather motorable approach road (public road or private road connecting to the public road). It should also be plain, in one contiguous plot, free from live overhead power transmission or telephone lines. Canals/Drainage/Nallahs should not be passing through the plot. The land for construction of LPG godown should also meet the norms of various statutory bodies such as PWD/Highway authorities/ Town and Country Planning Department etc.

b. Showroom

A Showroom of minimum dimensions 3 metre by 4.5 metre as per the standard layout is to be made in a shop / land located in the advertised location i.e. within the municipal/town/village limits of the place which is mentioned under the column of 'location' in the advertisement. In case locality is also specified under the column of 'location' in the advertisement for LPG distributorship, a showroom of minimum dimensions 3 metre by 4.5 metre as per the standard layout has to be made in a shop/land located in the said 'locality'.

The showroom should be easily accessible to general public through a suitable approach road.

c. Infrastructure For Home Delivery Of LPG Cylinders

In addition to the Godown for storage of LPG cylinders and Showroom, Delivery Vehicles will be required for effecting home delivery of LPG cylinders in the authorized area of operation. Based on the assessment of the market, the Corporation will advise the LOI holder the requirement of the delivery system to be put in place before commissioning of the distributorship and subsequently any additional requirement with the growth in business from time to time.

5. SPOUSE AS CO-OWNER

In each case where an individual gets selected, his/her spouse (i.e wife/husband) would be made co-owner. In case, the applicant is unmarried/ divorcee/ widow/ widower, an undertaking will be required to be given that after marriage/re-marriage, spouse will be made co-owner. Co-owner means spouse will be 50% partner irrespective of age, qualification and employment. Individual applicants are not permitted to enter into partnership with anyone other than their spouse. The selected candidate is required to submit a registered partnership deed towards his/her making spouse as 50% partner prior to the issuance of Letter of appointment/signing of Distributorship agreement.

If the spouse is employed and is not permitted by his/her employer for entering into partnership in the distributorship, the spouse in such a case is not required to be inducted as a partner. However, if the spouse ceases to be in employment, he/she has to be inducted as 50% partner.

The requirement of inducting the spouse as 50% partner would be exempted in cases where the spouse has been convicted or charges has been framed by any Court of Law for any criminal offence involving moral turpitude/economic offences and where the divorce proceedings are pending in the Court of Law. However, the spouse should be inducted as a 50% partner once the spouse is cleared of the charges or in case the selected candidate re-marries after the divorce case is settled. An undertaking in the form of an affidavit is also required to be given by the selected candidate to this effect before issuance of Appointment letter.

6. PERSONAL SUPERVISION

A person selected for the distributorship will have to personally manage the operation of the LPG Distributorship. He/she will not be eligible for taking up any other employment. If the selected person is already employed he/she will have to resign from the employment and produce the letter of acceptance of resignation by the employer before the issuance of Letter of Appointment (LOA) by the Oil Company. Before issuance of LOA by the OMC, the selected candidate would also be required to submit a Notarized Affidavit certifying that they are not employed in private sector or are not drawing any salary/perks/emoluments (other than pension) from the State/Central Government.

A Non - Individual applicant selected for the distributorship will have to manage the operation of the LPG distributorship through its own employees and not on contract basis.

7. SCHEME OF FINANCIAL ASSISTANCE TO SC/ST CATEGORY DISTRIBUTORSHIPS

The Selected Candidate for the location reserved under **SC/ST category** has the option to avail the following Financial Assistance Scheme :

OMCs shall facilitate the selected candidate in obtaining the loan from scheduled commercial bank for providing the LPG Godown, Showroom and LPG cylinder delivery infrastructure. In this regard, if the banks require any margin money to be invested by the candidate in providing the above mentioned facilities, OMCs shall extend Financial assistance by way of a secured loan towards such margin money. The margin money shall however be limited to ₹ 1 Lakh for Urban market Distributorships and ₹ 0.60 lakh for Urban-Rural & Rural market Distributorship or 20% of the total project cost against which the loan has been sanctioned by Bank, whichever is lower.

The secured loan towards the margin money will be provided to Distributorships reserved for SC/ST categories at (SBI PLR + 1 %) interest per annum. This loan as well as interest will be recovered at the rate of 20% of distributor's commission.

Adequate working capital loan at (SBI PLR + 1 %) interest per annum, for a full operation cycle of the operation of the distributorship will also be provided. Both the working capital as well as interest thereon will be recovered in 100 equal monthly installments from the 13th month of commissioning of the Distributorship.

8. SECURITY DEPOSIT

The selected candidate before being issued the appointment letter will have to deposit interest free refundable security deposit to the respective OMC of ₹ 5 lakhs for distributorship in Urban (U) area or ₹ 2.5 lakhs in Urban-Rural (UR) and Rural (R) area as applicable and stated in the advertisement. The amount deposited before FVC will be adjusted against the applicable security deposit.

OMCs will reserve the right to adjust any dues to it from the Security Deposit amount at the time of resignation/ termination. However, in case of termination of the distributorship is on account of proven malpractice, the said security deposit shall be forfeited.

9. COMMISSIONING OF THE DISTRIBUTORSHIP

A candidate who has been given the 'Letter of Intent' (LOI) would be required to fulfil the terms and conditions as contained therein, so as to commission the distributorship within the stipulated time period.

The selected candidate would be given training and has to clear pre-commissioning quiz/test by scoring qualifying marks that is 80%.

In case selected candidate secures less than 80% marks, re-training would be given and re-test conducted.

Before commissioning, Letter of Appointment would be issued to the selected candidate and an agreement shall be executed as per the standard LPG Distributorship agreement.

10. TENURE OF DISTRIBUTORSHIP

The tenure of the HP Gas & Bharatgas distributorship shall be for an initial period of 10 years and renewable for every 5 years thereafter, subject to the examination of the performance of the distributorship by the respective OMC and decision thereon.

The tenure of the INDANE distributorship shall remain in force for an initial period of 5 years from the date of execution of Distributorship Agreement and continue thereafter until determined as per rights mentioned in the Distributorship agreement.

11. FURNISHING OF FALSE INFORMATION

If any statement made in the application or in the documents enclosed therewith or subsequently submitted in pursuance of the application by the candidate at any stage is found to have been suppressed / misrepresented / incorrect or false affecting eligibility, then the application/candidature is liable to be rejected without assigning any reason.

In case the selection of the candidate is rejected after the FVC or after issuance of LOI but before issue of Letter of Appointment, then the 10% of the security deposit deposited by the selected candidate before FVC will be forfeited.

In case the selected candidate has been appointed as a distributor and the allotment is liable to be cancelled, then the distributorship will be terminated along with forfeiture of security deposit remitted by the candidate.

In such cases, the selected candidate / distributor will have no claim whatsoever against the respective Oil Company.

12. General Notice

22.1 In case of any discrepancy found in Advertisement/Brochure published in English vis-a-vis vernacular language, the directions/information indicated in English version of Advertisement/Brochure would prevail.

APPLICATION FORMAT FOR INDIVIDUAL APPLICANTS																														
For Office use Not to be filled by applicant										D D - M M - Y Y				<u>Passport Size</u> <u>Photograph</u> <u>with specimen</u> <u>signature partially</u> <u>across the photograph</u>																
Office Code				Serial No				Date of receipt of application																						
APPLICATION FOR LPG DISTRIBUTORSHIP OF																														
Please write name of Oil Company of the location (BPC or IOC or HPC)																														
Particular of application fee										R s																				
Demand Draft Number										Date		D D - M M - Y Y																		
Drawn on (name of the bank)										Payable At																				
In favour of (Full name of the oil company)																														
(Enclose Application processing fee of Rs 1000/ (one thousand only) for all applicants except SC/ST candidate. Application processing fee for SC/ST candidates is Rs 500/- (Five hundred) on enclosing SC/ST certificate.)																														
1		Name of the Location																												
2		District																												
3		State																												
4		Category																												
Please attach copy of eligibility Certificate(s) as proof for the respective categories {SC/ST, SC/ST(GP), SC/ST(CC), OBC, OBC(GP), OBC(CC), OPEN(GP), OPEN(CC)} from the competent authorities, as mentioned in the eligibility criteria. Not Applicable for locations under 'Open' category.																														
5		Advertised on				D D - M M - Y Y Y Y				in				(Please write Name of Newspaper)																
6		Status of applicant :				Individual				YES		/		NO		if 'No', please use the format for non-individual applicant														
7 Applicant should enclose Affidavit as per the format given in Appendix - 1																														
7.1		Name																												
		First name							Middle name							Surname														
7.2		Father's / Husband's Name		S		H		R		I		First name							Middle name				Surname							
7.3		Address																												
		Pin code :																												
		Mobile No.																												
		Telephone No																												
		-																												
		email:																												
7.4		Indian Citizen				Yes				No				Resident of																
		if 'No' applicant is not eligible																												
7.5		Gender				Male / Female				Revenue District																				
						State																								
7.6		Date of Birth				D D - M M - Y Y Y Y				Age				Years				Months				Days								
		Age as on the date of application																												
7.7		Marital Status				Single				Married				Widow				Widower				Divorcee				Strike off what is not applicable.				
7.8		Name of Spouse, if married																												
8 Educational Qualification																														
		Qualification				University / Institution							Degree				Year of Passing													
i)		Graduation in any field																												
ii)		Chartered Accountant																												
iii)		Cost Accountant																												
iv)		Company Secretary																												
v)		Diploma in Engineering																												
For SKO Dealers of OMCs:																														
		Qualification				Board/University							Year of Passing																	
		Matriculation, i.e. Xth Standard examination or equivalent from recognized Board																												

Please read Item No. 9 & 10 of General Instruction before providing information on 9 & 10 below.							
9	Provide the following details of land for construction of LPG godown or constructed LPG godown (within 15 km from municipal/town/village limits of the advertised location in the same State) owned or leased for minimum 15 years in the name of applicant / member(s) of 'Family Unit'. In case land belongs to member(s) of 'Family Unit', attach notarised affidavit as per Appendix - 2 . In case land is jointly owned by the applicant/member(s) of the family unit with any other person(s) or jointly leased in the names of the applicant/member(s) of the family unit & any other person(s) and the share of such land in the name of the applicant/member(s) of the Family Unit meets the requirement of land for godown then an NOC from the joint owner(s)/ joint lessee in the form of a Notarised affidavit is to be provided as per Appendix-4 .						
Name(s) of the owner of Land / Lease holder(s)	Relationship with applicant	Date of registration of sale deed /gift deed/ lease deed / date of mutation.	Address of the location of the land for LPG Godown	Khasra No/Survey No	Dimensions of land *		Distance of the land for LPG Godown / Godown from location in km
					Length in metre	Breadth in metre	
* Give the dimensions of the plot that will be used for proposed godown out of the total land owned. Note : Date of documents of land for Godown/Godown should be on or before the last date for submission of application as specified in the advertisement or corrigendum (if any) and the same will be verified during Field Verification.							
10	Provide the following details of land for Showroom or showroom at the advertised location or locality as specified in the advertisement (owned or leased for minimum 15 years). In case land belongs to member(s) of 'Family Unit', attach notarised affidavit as per Appendix - 2 . In case land is jointly owned by the applicant/member(s) of the family unit with any other person(s) or Jointly Leased in the names of the applicant/member(s) of the family unit & any other person(s) and the share of such land in the name of the applicant/member(s) of the Family Unit meets the requirement of land for showroom then an NOC from the joint owner(s)/joint lessee in the form of a Notarised affidavit is to be provided as per Appendix-4 .						
Name(s) of the owner of Land /show room or leaseholders	Relationship with applicant	Date of registration of sale deed /gift deed/ lease deed / date of mutation.	Address of the location of the land for show room/show room	Khasra No / Survey No	Dimensions #		
					Length in metre	Breadth in metre	
# Give the dimensions of the plot that will be used for proposed showroom out of the total land owned. Note : Date of documents of land for Showroom/Showroom should be on or before the last date for submission of application as specified in the advertisement or corrigendum (if any) and the same will be verified during Field Verification.							
Please read Item No. 11 & 12 of General Instruction before providing information on 11 & 12 below.							
11	AMOUNT IN SAVINGS BANK ACCOUNT in Scheduled Bank/Post Office in the name of applicant and member(s) of 'Family Unit'**. Notarised affidavit as per format given in Appendix - 2 from member(s) of 'Family Unit'** has to be submitted.						
S.N	Name of Bank	S. B. A/C No.	Name of Account holder (s)	Relation with applicant	Amount		
1					Rs		
2					Rs		
3					Rs		
4					Rs		
	TOTAL				Rs		
	Total amount in words.						
Note: The amount declared above in each case must be available as closing balance on the last date for submission of application as specified in the advertisement or corrigendum (if any) and the same will be verified during Field Verification.							

12	FIXED DEPOSIT/NSC/SHARES/MF ETC in the name of applicant and member(s) of 'family unit'. Attach affidavit as per format given in Appendix - 2 from member(s) of 'family unit'.												
	S.N	Type of Investment FD/NSC/Shares/MF etc	Reference Number with date	Name(s) of the holder	Relation with applicant	Initial investment Amount	Value (Amount) as on the date of application						
	1						Rs						
	2						Rs						
	3						Rs						
	4						Rs						
	Total						Rs						
Total amount in words.													
Note :													
(1) The above declared investments should be available on the last date for submission of application as specified in the advertisement or corrigendum (if any) and the same will be verified during Field Verification.													
(2) The value (Amount) shown above should be as on Date of Application.													
13	Have you ever been convicted or charges have been framed by Court of Law for any criminal offence involving moral turpitude and / or economic offence (other than freedom struggle)? (If yes you are not eligible to apply.)										Yes /	No	
											Please strike off what is not applicable		
14	Additional Information to be furnished by existing SKO (Kerosene) Dealers of OMCs												
i	Name of SKO Dealership												
ii	Location of SKO Dealership												
iii	District												
iv	State												
v	Category of Dealership												
vi	Name of Oil Company of the SKO Dealership				IOC	BPC	HPC	Strike out whichever is not applicable					
vii	Constitution of Dealership		Proprietorship	Partnershi	Society	Company	Strike out w hichever is not applicable						
	(SKO dealership with Sole Proprietor only is eligible to apply)												
viii	Average monthly SKO allocation during the preceding 12 months prior to month of advertisement for this LPG Distributorship.										Average KL/month		
	(SKO dealership with average SKO monthly allocation of 75 KL or more are not eligible to apply)												
Please attach copy of month-wise allocation for preceding 12 months from the month of advertisement for this LPG Distributorship, issued by the allocating authority of the State Government / Divisional / Territory / Regional Office of the concerned Oil Marketing Company.													
15	DECLARATION BY THE APPLICANT.												
I am aware that eligibility for LPG distributorship will be decided based on the information given in the application above. On verification by the Oil Company if it is found that the information given by me is incorrect/ false/ misrepresented then my candidature will stand cancelled and I will be declared ineligible for LPG Distributorship.													
I also confirm that, if selected, I will present all the supporting documents in original in respect of the information given by me in this application and failure to present these documents in original will result in cancellation of selection.													
I am fully aware that if I am unable to provide duly approved LPG Godown by the Office of Chief Controller of Explosives (PESO) and / or Showroom as per the Oil Company's standard layout, then the allotment of distributorship made to me will be cancelled.													
I am fully aware that I will not be appointed as LPG distributor if I am employed. I shall have to resign from the service and produce proof of acceptance of my resignation from my employer before issuance of Letter of Appointment. Failure to do so shall lead to cancellation of my selection.													
I am also aware that I cannot draw any salary / perks / emoluments (other than the pension received) from the State/Central Government and I have to forgo these benefits at the time of appointment as LPG Distributor. Failure to comply to this condition will lead to cancellation of my selection.													

I am fully aware that I have to personally manage the operation of LPG Distributorship.

I am aware that if married, my spouse will be co-owner i.e. 50% partner of LPG distributorship with me and I am not permitted to enter into partnership with anyone other than my spouse.

I am aware that if selected I have to deposit 10% of the applicable security deposit before the FVC is carried out failing which my candidature will be cancelled. In case if it is found that the information given by me is incorrect/ false/ misrepresented then my candidature will liable to be cancelled along with forfeiture of the amount deposited before FVC.

That, if selected, I undertake that I will be depositing an interest free Security deposit as per the policy of the Corporation.

I have read the terms and conditions applicable for the LPG Distributorship mentioned in the advertisement/Brochure and confirm that I fulfill the eligibility criteria for the LPG Distributorship I have applied for in this application.

The check list at Point No. 16 which is a part of this application has been verified by me before the submission of this application form and the same is true and correct.

Undertaking

I, _____ daughter of /son of/ wife of Shri _____ hereby confirm that the information given above is true and correct. Any wrong information /misrepresentation/ suppression of facts will make me ineligible for this LPG distributorship.

Place :	_____	Signature of applicant	_____										
Date :	<table border="1"> <tr> <td>d</td><td>d</td><td>-</td><td>m</td><td>m</td><td>-</td><td>y</td><td>y</td><td>y</td><td>y</td> </tr> </table>	d	d	-	m	m	-	y	y	y	y	Name of applicant	_____
d	d	-	m	m	-	y	y	y	y				
(Name in block letters)													

16. Check list for Applicants

(Note : Check Box against all the items in the checklist has to be compulsorily filled)		
S.No	Document / Activity to be checked	Check box # (✓ / X)
1	I have enclosed DD No. _____ dated _____ attached - verify amount, drawn in favour of concerned company and payable at	
2	I have pasted my recent photograph and signed across the photograph	
3	I have enclosed Copy(ies) of eligibility certificate(s) for the category as applicable	
4	I have enclosed Notorised Affidavit in original as per format given in Appendix 1	
5	I have enclosed Notorised Affidavit in original as per Appendix 2 as applicable	
6	I have enclosed Notorised Affidavit in original for Joint Owners/Joint Lessee of Land as per Appendix 4 as applicable	
7	I have enclosed Notorised Affidavit in original - Declaration/Undertaking as applicable for OBC applicants as per Appendix - 3c.	
8	I confirm my Age as on date of application is as per the eligibility criteria	
9	I confirm that I am having minimum education qualification as per the eligibility criteria	
10	I confirm that I am having own or leased land for Godown/Godown in my name/member of the Family Unit** and the same meets the eligibility conditions including the ownership criteria as per clause No. 3a of the advertisement and clause No. 6.1 (vii) & 6.1 (viii) of the Brochure (Please also refer to item No. 9 of "General Instructions to the Candidates applying for LPG Distributorship")	
11	Having own or leased Land for Showroom/Showroom in my name/member of the Family Unit** and the same meets the eligibility conditions including the ownership criteria as per clause No. 3b of the advertisement and clause No. 6.1 (vii) & 6.1 (viii) of the Brochure (Please also refer to item No. 10 of "General Instructions to the Candidates applying for LPG Distributorship")	

12	I confirm that I am having the required minimum funds of Rs. 15.0 lakhs for Urban & Rs. 10.0 Lakhs for Urban-Rural & Rural (Rs. 5.0 Lakhs for Urban & Rs. 2.5 lakhs for Urban-Rural & Rural in case of SC/ST category) as per the eligibility criteria given at Clause No. 6.1 (vi) of the Brochure. (Please also refer to item No. 11 & 12 of "General Instructions to the Candidates applying for LPG Distributorship") I also confirm that amount maintained in the joint account with members outside the "Family Unit" are not mentioned in my application			
13	I confirm that I have signed the Undertaking at the end of application (Point No. 15) with name, date and place.			
14	I confirm that I have numbered and signed all pages of application.			
15	Total Number of pages of the application including attachments _____ Nos			
16	I confirm that the Application is complete in all respect and the requisite documents have been enclosed.			
	Date	Place	Name of Applicant	Signature
# Wherever any of the items in the check list are not applicable, the applicant should mention in the check box as 'Not Applicable'				
'Family Unit' of a married applicant, shall consist of self, applicant's spouse and unmarried son(s)/daughter(s) and 'Family Unit' of a unmarried applicant, shall consist of self, applicant's parents and applicant's unmarried brother(s) / sister(s) for the purpose of this entire application.				

(NOTORISED AFFIDAVIT)		Appendix - 1										
(TO BE TYPED ON APPROPRIATE NON-JUDICIAL STAMP PAPER OF REQUIRED VALUE)												
I, _____ son/daughter/wife of _____ Age _____ years residing at _____ do hereby solemnly affirm and say as under :												
1	That I am an Indian Citizen and residing in India.											
2	That my date of birth is <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>d</td><td>d</td><td>/</td><td>m</td><td>m</td><td>/</td><td>y</td><td>y</td><td>y</td><td>y</td></tr></table> (in words _____)		d	d	/	m	m	/	y	y	y	y
d	d	/	m	m	/	y	y	y	y			
3	That I passed Graduation examination from recognised University / Institution in the year* <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>y</td><td>y</td><td>y</td><td>y</td></tr></table>		y	y	y	y						
y	y	y	y									
	and / or											
	That I have passed & completed the course of Chartered Accountant in the year* <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>y</td><td>y</td><td>y</td><td>y</td></tr></table>		y	y	y	y						
y	y	y	y									
	and / or											
	That I have passed & completed the course of Company Seceretary in the year* <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>y</td><td>y</td><td>y</td><td>y</td></tr></table>		y	y	y	y						
y	y	y	y									
	and / or											
	That I have passed & completed Cost Accountant examination in the year * <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>y</td><td>y</td><td>y</td><td>y</td></tr></table>		y	y	y	y						
y	y	y	y									
	and / or											
	That I have passed & completed Engineering Diploma examination in the year * <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>y</td><td>y</td><td>y</td><td>y</td></tr></table>		y	y	y	y						
y	y	y	y									
4	That I am unmarried. That neither I, nor my Father, Mother, unmarried brother(s), unmarried sister(s) have dealership/distributorship or hold Letter of Intent for Retail Outlet or SKO-LDO dealership or LPG distributorship or RGGLV of any Oil Company.											
	OR											
	That I am married and name of my spouse is _____. That neither I nor my spouse, unmarried son(s)/unmarried daughter(s) have dealership/ distributorship or hold letter of Intent for Retail Outlet or SKO-LDO dealership or LPG distributorship or RGGLV of any Oil Company:											
	OR											
	That I am widow/widower . That neither I nor my unmarried son(s)/unmarried daughter(s) have dealership/ distributorship or hold letter of Intent for Retail Outlet or SKO-LDO dealership or LPG distributorship or RGGLV of any Oil Company:											
	OR											
	That I am divorcee . That neither I, nor unmarried son(s)/unmarried daughter(s) (whose custody is given to me) have dealership/ distributorship or hold letter of Intent for Retail Outlet or SKO-LDO dealership or LPG distributorship or RGGLV of any Oil Company:											
5	That I hereby confirm that none of my family members (as defined in clause 6.1 (iv) of the Brochure) are employees of Oil Marketing Companies											
6	That I am of sound physical and mental health.											
7	That I have never been convicted nor charges have ever been framed against me by any Court of Law for any criminal offences involving moral turpitude and/or economic offences (other than freedom struggle).											
8	That I hereby confirm that I was never a signatory to dealership/distributorship agreement of any Oil Company, which was terminated for proven malpractices and / or for violations of provisions of the Marketing Discipline Guidelines. I also confirm that I have not resigned from Sole proprietorship of any dealership/distributorship of any oil company in order to transfer the dealership/distributorship in favour of my family member/s (as defined in the Dealer/Distributor Selection Guidelines).											
9	For Applicants applying under the category of SKO dealers *:											
	(a) That I am the sole proprietor of SKO dealership of _____ (OMC name) in the Name & Style of _____ at _____ (location) operating below an average allocation of 75 KL of SKO per month during the immediate preceding 12 months prior to the month of advertisement for the LPG Distributorship.											
	(b) That I have not been penalized for violation of Marketing Discipline Guidelines within last 5 years preceding the date of advertisement and/or there are no proceedings pending against my Dealership under Marketing Discipline Guidelines, Dealership Agreement, Kerosene Control Order or ESMA.											
	(c) I am aware that if I am selected for the LPG distributorship, I will have to surrender my SKO Dealership before being appointed as LPG Distributor by IOC/BPC/HPC .											
9a	For Applicants who are having NDNE retailership/distributorship or holding LOI of NDNE retailer/distributorship *:											
	(a) That I or a member of my Family Unit am/is having NDNE retailership/distributorship or holding Letter of Intent of NDNE retailership/distributorship of _____ (OMC name) at _____ location(s).											

	(b) I am aware that if I am selected for the LPG distributorship, I / my Family Unit member will have to surrender the NDNE retailership/distributorship or LOI held in my name /Family Unit member before being appointed as LPG Distributor by IOC/BPC/HPC
10	That if any information/declaration given by me in my application or in any document submitted by me in support of application for the award of the LPG Distributorship or in this affidavit shall be found to be untrue or incorrect or false, the Indian Oil Corporation*/ Bharat Petroleum Corporation* /Hindustan Petroleum Corporation* would be within its rights to withdraw the letter of intent / terminate the distributorship (if already appointed) and that I would have no claim, whatsoever, against the Corporation for such withdrawal / termination.
	* Strike off whatever is not applicable.
	I hereby verify that what has been stated above is true and correct to the best of my knowledge and nothing material has been concealed therefrom.
	Solemnly affirmed and declared before me
	This _____ day of _____
	Signature and Seal of Magistrate/Judge/Notary public
	Signature of person making affidavit (Name in block letters)

(NOTORISED AFFIDAVIT)

Appendix - 2

(TO BE TYPED ON APPROPRIATE NON-JUDICIAL STAMP PAPER OF REQUIRED VALUE)

(To be given by the family member as defined in eligibility criteria other than applicant)

I _____ Son/wife of _____

Age _____ years resident of _____ do hereby solemnly affirm and say as under:-

1 That I am unmarried and my father*/mother*/unmarried brother* / unmarried sister* (Mr/Ms) _____ (name) has applied for LPG distributorship of IOC*/BPC*/HPC* at _____ (location) under '_____' category against the advertisement made in _____ news paper dated _____ .

OR

That I am married and my unmarried son*/ unmarried daughter*/wife*/husband* (Mr/Ms) _____ (name) has applied for LPG distributorship of IOC*/BPC*/HPC* at _____ (location) under '_____' category against the advertisement made in _____ news paper dated _____ .

* Strike off whichever is not applicable.

2 That in case he/she is selected for LPG distributorship I will provide financial assistance to the extent of amount which is mentioned at Item no.11 & 12 under my name in the application submitted by (Mr/Ms) _____ for LPG distributorship of IOC*/BPC*/HPC* at _____ .

* Strike off whichever is not applicable.

3 That in case he/she is selected for LPG distributorship I have no objection for construction of godown / showroom on the land specified in item no 9 & 10 in my name.

I hereby verify that what has been stated above is true and correct to the best of my knowledge, and nothing has been concealed therefrom

Solemnly affirmed and declared before me

This _____ day of _____

Signature and Seal of Magistrate/Judge/Notary public	Signature
	Name of Deponent
	Relationship with applicant.

STANDARD FORMAT FOR SC/ST CATEGORY CERTIFICATE

Note: A candidate who claims to belong to one of the Scheduled Castes / Scheduled Tribes should submit in support of his / her claim, a certificate in original, with a copy thereof in the form given below, issued at any time by a competent authority # notified by the Government of India, of the district in which his parents (or surviving parents) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the District in which the candidate himself ordinarily resides otherwise than for the purpose of his own education. In case of any doubt about the genuineness of the certificate, the same may be got verified through the concerned District Magistrate / Deputy Commissioner.

The form of the certificate to be produced by Scheduled Castes / Scheduled Tribes candidates.

This is to certify that Shri / Smt. / Kum* _____ son / daughter* of _____ of village / town * _____ in District / Division* _____ of the State / Union / Territory* of _____ belongs to the _____ Caste / Tribes and his / her religion is _____ which is recognised as a Scheduled Castes / Scheduled Tribes under the Scheduled Castes / Scheduled Tribes lists (modification) order 1956* read with the Bombay Re-organisation Act, 1960 and the Punjab Reorganisation Act 1956*.

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956*

The Constitution (Andaman & Nicobar Islands) Scheduled Tribes Order, 1956*

The Constitution (Dadra & Nagar Haveli) Scheduled Castes Order, 1962*

The Constitution (Pondicherry) Scheduled Castes Order, 1964*

The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967*

The Constitution (Nagaland) Scheduled Tribes Order, 1970*

Place : _____

Signature : _____

Date : _____

Designation : _____
(with seal of office)

State / Union Territory*

* Please delete the words which are not applicable.

Note : The terms "Ordinarily reside(s)" used here will have the same meaning as in Section-20 of the Representation of the People Act, 1950.

Officers competent to issue Caste / Tribe certificates.

i. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector, 1st Class Stipendiary Magistrate / City Magistrate *** Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.

*** (Not below the rank of 1st Class Stipendiary Magistrate)

ii. Chief Presidency Magistrate / Additional Chief Presidency Magistrate, Presidency Magistrate.

iii. Revenue Officers not below the rank of Tehsildar.

iv. Sub-divisional officer of the area where the candidate and / or his family normally resides.

v. Administrative / Secretary to Administrator / Development Officer (Lakshadweep).

STANDARD FORMAT FOR OBC CATEGORY CERTIFICATE

Note: A candidate who claims to belong to one of the Other Backward Classes should submit in support of his / her claim, a certificate in original, with a copy thereof in the form given below, issued by a competent authority notified by the Government of India.

The form of the certificate to be produced by "Other Backward Classes" candidates.

This is to certify that Shri / Smt. / Kum.* _____ son/daughter* of _____ of Village/Town* _____ District/Division* _____ of the State/Union Territory* _____ of _____ belongs to the _____ Community which is recognized as a backward class by Government of India (**Central Government**) under:

Sl.No.	Resolution No. Issued by Government of India (Central Govt.)	Dt. of Gazette Notification issued by GOI (Central Govt.)	Concerned State / UT

Shri / Smt. / Kum.* _____ and / or his/her family ordinarily reside(s) in village/town* _____ of _____ District / Division* of the State/Union Territory* of _____.

This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt.(SCT) dated 08/09/93 which is modified vide Government of India, Department of Personnel & Training OM No. 36033/3/2004-Estt(Res) dated 14.10.2008 and No. 36033/1/2013-Estt.(Res.) dated 27.05.2013 and any other subsequent amendments promulgated in this regard.

Place : _____

Date : _____

State / Union Territory* _____

Signature :

Designation :

(with seal of office)

* Please delete the words, which are not applicable

NOTE:

(a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

(b) The authorities competent to issue Caste Certificates for Other Backward Classes are given below:

(i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner/Deputy Collector / Ist Class Stipendiary Magistrate /Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of Ist Class Stipendiary Magistrate).

(ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.

(iii) Revenue Officer not below the rank of Tehsildar and

(iv) Sub-Divisional Officer of the area where the candidate and / or his/her family resides.

(c) The last date for submission of application mentioned in the notice of advertisement or corrigendum (if any) will be treated as the date of reckoning for OBC status of the candidate and also for determining that the candidate does not fall in the creamy layer. The candidate should furnish the relevant OBC Certificate in the format prescribed above issued by the competent authority.

Declaration/undertaking as a Notarized affidavit - for OBC Candidates
(TO BE TYPED ON APPROPRIATE NON-JUDICIAL STAMP PAPER OF REQUIRED VALUE)

I, _____ son/daughter of Shri _____ resident of village/town/city _____ in the District _____ of State / Union Territory of _____ hereby declare that I belong to the _____ community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No.36012/22/93- Estt.(SCT), dated 8/9/1993. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the above referred Office Memorandum, dated 8/9/1993, which is modified vide Department of Personnel and Training Office Memorandum No. OM No. 36033/3/2004-Estt(Res) dated 14.10.2008 & No. 36033/1/2013-Estt.(Res.) dated 27.05.2013 and any other subsequent amendments issued in this regard.

(Signature of the Candidate)

Place : _____

Date : _____

Declaration/undertaking not signed by Candidate will be rejected.

False declaration will render the applicant liable for rejection of application/candidature at any time.

STANDARD FORMAT FOR PH CATEGORY CERTIFICATE

NAME & ADDRESS OF THE INSTITUTE / HOSPITAL ISSUING THE CERTIFICATE

Certificate No.

Date

CERTIFICATE FOR THE PERSONS WITH DISABILITIES

This is to certify that Shri/Smt./Kum.-----wife/daughter/son of Shri _____
 _____ Age _____ old male/female, Registration No. _____ is a
 case of physically disabled/visual disabled/speech & hearing disabled and has _____ %
 (_____) permanent (physical impairment/visual impairment/speech & hearing impairment) in
 relation to his/her _____.

Note: -

1. This condition is progressive/non-progressive/likely to improve/not likely to improve. *
2. Re-assessment is not recommended/is recommended after a period of _____ months/
years.

*Strike out which is not applicable.

Sd/-
(DOCTOR)
Seal

Sd/-
(DOCTOR)
Seal

Sd/-
(DOCTOR)
Seal

Signature/Thumb impression of the patient

**Countersigned by the
 Medical Superintendent/CMO/Head of
 Hospital (with seal)**

Recent Attested Photograph
 Showing the disability affixed here.

STANDARD FORMAT FOR PARAMILITARY/POLICE/GOVERNMENT/PSU PERSONNEL CATEGORY

Certificate is to be given by Head of the Office or an Officer not below the rank of Under Secretary to the Government on Official Letter-Head of the Organization / Government Office issuing the Certificate.

Reference No.

Date

Eligibility Certificate for Paramilitary/Police/Government/PSU Personnel Category

I # This is to certify that Mr/Ms _____ who was working in this office as _____ had passed away on (date) _____ at (Place)_____. Mr/Ms _____ has been awarded (name of gallantry award)_____ in recognition of the supreme scarifice made while_____,

Mr/Ms (name of applicant) _____ (relationship _____) was dependent on Mr/Ms _____ as per our records.

OR

II # This is to certify that Mr /Mrs _____ who was working in this office as _____ had passed away on (date) _____ while in action at (Place)_____

Mr/Ms (name of applicant) _____ (relationship _____) was dependent on Mr/Ms _____ as per our records.

OR

III # This is to certify that Mr/Ms (name of applicant)_____ was working in our organization _____ and has been disabled on (date) -----while performing duties at (place)_____.

OR

IV # This is to certify that Mr /Mrs _____ who was working in this office as _____ had passed away on (date) _____ while on duty at (Place)_____

Mr/Ms (name of applicant) _____ (relationship _____) was dependent on Mr/Ms _____ as per our records.

OR

V # This is to certify that Mr/Ms _____ was working in our organization _____ and has been disabled in peace on (date) _____ due to attributable causes.

Delete if not applicable.

Attested Signatures of applicant

Place : _____

Signature :

Name :

Date : _____

Designation :

Office Seal :

Notarized Affidavit for offer of land from applicant/member of the family unit and third party – All the joint owners/Joint Lessee of the land (except the applicant) have to submit this affidavit individually including the member of the family unit.

(TO BE TYPED ON APPROPRIATE NON-JUDICIAL STAMP PAPER OF REQUIRED VALUE)

I _____ Son/Daughter/wife of _____
age _____ years resident of _____ do hereby solemnly affirm and say as under:-

- 1 That I, Shri/Smt _____, own a piece of land jointly or Jointly Leased, bearing Gatta/Khasra/Survey No. _____ at _____ (village/town), Taluka/Tehsil _____, Dist _____ and measuring area of _____ sq. mts. (Dimensions _____metres X _____metres) in the State of _____ as per the following details :

*** Land for Godown :**

Names of the Joint owner(s)/Joint Lessee	Relationship of the member of Family Unit with Applicant (Not Applicable for Third Party)	Date of registration of Sale Deed / Gift Deed / Lease Deed / Date of Mutation	Khasra no./ Gatta No./Survey No.	Dimension of Land offered as per Demarcated Plan (____metres X ____metres)

*** Land for Showroom :**

Names of the Joint owner(s)/Joint Lessee	Relationship of the member of Family Unit with Applicant (Not Applicable for Third Party)	Date of registration of Sale Deed / Gift Deed / Lease Deed / Date of Mutation	Khasra no./ Gatta No./Survey No.	Dimension of Land offered as per Demarcated Plan (____metres X ____metres)

*** Strike out whichever is not applicable**

- 2 That Shri/Smt _____ has applied for LPG Distributorship of IOC*/BPC*/HPC* at _____(location) under '_____' category against the advertisement appeared in _____ news paper dated _____ .

- 3 That in case he/she is selected for LPG Distributorship, I confirm that I do not have any objection for the construction of the **LPG godown and/or showroom** (as required by OMC) at the above mentioned location, as per the demarcation on the site plan enclosed.

I hereby verify that what has been stated above is true and correct to the best of my knowledge, and nothing has been concealed there from.

I also confirm that I have not offered this piece of land to any other person for the above purpose.

Solemnly affirmed and declared before me

This _____ day of _____ (month) _____ (year)

**Signature and Seal of
Magistrate/Judge/Notary Public**

**Signature
Name of Deponent**

General Instructions to the candidates applying for LPG Distributorship.

Item No	Instructions	Supporting Documents to be provided by applicant at the time of verification.
1	Write the name of the location for which application is made as per advertisement.	
2	Write the name of the district of the location for which application is made as per advertisement.	
3	Write the name of the State of the location for which application is made as per advertisement.	
4	Write the name of the category of the location as per the advertisement	Eligibility certificates issued by the competent authorities as applicable. Caste validity certificate as applicable. For example, if the category of location is SC (CC), the applicant has to provide eligibility certificate for both SC & CC categories. Similarly, in case of OBC, the applicant has to provide eligibility certificate of OBC along with Declaration/Undertaking (Notarized affidavit) for belonging to both the OBC & non-creamy layer status.
5	Write the date and name of the news paper in which advertisement has appeared for the location mentioned in item 1.	
6	Tick the status of Applicant: whether applicant is individual Yes or No. If No, use the application format of Non-Individual Applicant	
7	Personal Details are to be filled and Notorised Affidavit as per format given in Appendix -1 to be submitted	Proof of Date of Birth like School Leaving Certificate/Birth Certificate/Passport / PAN Card.
8	Education : - Information in chronological order	Original certificate for each qualification
9	<p>Details of the plot of Land for godown or ready made godown which meets the following requirement:-</p> <p>The applicant should own (as per ownership criteria defined in clause No. 6.1 (vii) & (viii), 7.1 (x) & (xi) & 7.2 (IX) & (X) of the Brochure as applicable) :</p> <p>a plot of land of minimum dimensions 25 M x 30 M (within 15 km from municipal/town/village limits of the location offered in the same State) for construction of LPG Godown for storage of 8000 Kg of LPG in cylinders. The plot of land for construction of godown not meeting the minimum dimensions of 25 M x 30 M will not be considered.</p> <p style="text-align: center;">Or</p> <p>a ready LPG cylinder storage godown (within 15 km from municipal/town/village limits of the location offered in the same State) of 8000 Kg capacity.</p> <p>(Note : In case there are any state specific requirements/norms applicable for construction of the LPG Godown, then the same will be applicable for the respective Regular Distributorship locations including revised minimum dimensions of the plot of land will be required as specified in the advertisement of that respective State).</p> <p>The plot of land or ready LPG cylinder storage godown should be freely accessible through all weather motorable approach road (public road or private road connecting to the public road). It should also be plain, in one contiguous plot, free from live overhead power transmission or telephone lines. Canals/Drainage/Nallahs should not be passing through the plot. The land for construction of LPG godown should also meet the norms of various statutory bodies such as PWD/Highway authorities/ Town and Country Planning Department etc.</p> <p>Regular Distributor would require a storage Godown approved and licensed by Chief Controller of Explosives of Petroleum and Explosives Safety Organisation (PESO) for storage of 8000 Kg LPG in cylinders</p>	<p>Documents pertaining to land / Godown in the name of applicant or member of 'family unit' Registered Sale Deed/ Gift Deed / Lease Deed (15yrs minimum)/Mutation and government record etc.</p> <p>The Date of the documents have to be on or before the last date for submission of application as mentioned in the advertisement or corrigendum, if any.</p> <p>In case land is in the name of member of 'family unit', consent from the family member in form of Notorized Affidavit (Appendix 2) is required to be attached with the application.</p> <p>In case land is jointly owned by the applicant/member of the Family Unit with any other person(s) or jointly leased in the name of the applicant/member of the Family Unit & any other person(s) and the share of such land in the name of the applicant/member of the Family Unit meets the requirement of land for godown then an NOC in the form of an affidavit from the joint owner(s)/joint lessee is to be provided as per Appendix-4</p> <p>'Family Unit' is defined below in Important Note.</p>

10	<p>Details of the Land for Showroom / Showroom which meets the following requirements:-</p> <p>Own a suitable shop of minimum size 3 meters by 4.5 meter in dimension or a plot of land for construction of shop of minimum size 3 meters by 4.5 meter at the advertised location or locality as specified in the advertisement. It should be easily accessible to general public through a suitable approach road.</p>	<p>Documents pertaining to land / showroom in the name of applicant or member of 'family unit'. Same as mentioned in the item 9 above.</p>
11.0	<p>Amount in the Saving Account in Scheduled bank / Post Office in the name of self & the member(s) of the "Family Unit" should be available as closing balance as on the last date for submission of application as mentioned in the advertisement or corrigendum (if any) and only such closing balance will be considered.</p> <p>Amount maintained in the joint account with member(s) outside the "Family Unit" should not be mentioned and will not be considered.</p> <p>Attach Notorized Affidavit as per format given in Appendix - 2</p>	<p>Savings Bank Accounts Statement/ Pass Book from which the amount mentioned in the application to be available as closing balance on the last date for submission of application as mentioned in the advertisement or corrigendum (if any) can be verified.</p>
12.0	<p>Investment in Bonds/NSC in the name of self and member of the "Family unit" - value (amount) as on date of application.</p> <p>Fixed Deposit/Term Deposit/PPF in Scheduled Bank/Post Office/listed Companies/Government organisation/PSU in the name of self and member of the Family Unit - value (amount) as on date of application.</p> <p>The investments as declared in the application must be available as on last date of submission of application as specified in the advertisement or corrigendum (if any), for verification.</p> <p>Attach Notarized Affidavit as per format given in Appendix - 2, if applicable.</p> <p>Amount maintained in the joint account with member(s) outside the "Family Unit" should not be mentioned and will not be considered.</p>	<p>All supporting documents based on which the amount has been declared as on the date of application in Point No. 12 needs to be made available.</p> <p>Declared Value (amount) as on the date of application for the investment instruments as certified by the Bank/Post Office or the concerned financial institution/issuing organisation.</p> <p>In case fixed deposit(s)/PPF/Term Deposit/Bonds/NSCs etc have matured between the date of application and the last date for submission of application as mentioned in the advertisement or corrigendum (if any), then the applicant should present any other instrument as mentioned in Item 11 & 12 of the application as a proof of having re-invested the declared amount. Date of such investment should be on or before the last date for submission of application as given in the advertisement or corrigendum (if any).</p>
	<p>Investments in listed Mutual Funds/listed company shares/ULIP based on the NAV on the date of application.</p>	<p>Value on the date of application as certified by the Government Approved Valuer or the concerned financial institution/ certified by Chartered Accountant.</p>
	<p>Amount of money which applicant can get on surrender of Insurance policy.</p>	<p>Certificate from the Insurance Company</p>
13	<p>Conviction or charges have been framed by Court of Law for any criminal offence involving moral turpitude and / or economic offence (other than freedom struggle).</p>	<p>Notorised Affidavit as per format given in Appendix - 1 to be submitted</p>

14	Additional Information to be furnished by SKO (Kerosene) dealers for item No.i to viii.	<p>Notarised Affidavit as per format given in Appendix - 1 to be submitted.</p> <p>Month-wise Allocation letter(s) for preceding 12 months from the month of advertisement for this LPG Distributorship, issued by the allocating authority of the State Government or Divisional/Territory/Regional office of the concerned OMC to be submitted.</p> <p>Copy of the SKO Dealership Agreement with the concerned OMC.</p>
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Important Notes :

1. 'Family Unit'*** of a married applicant, shall consist of self, applicant's spouse and unmarried son(s)/daughter(s) and 'Family Unit' of a unmarried applicant, shall consist of self, applicant's parents and applicant's unmarried brother(s) / sister(s) for the purpose of this entire application.
2. Applicant must provide all information sought against various items mentioned in the Application form. If selected, at the time of verification, the applicant will have to provide documents in original in support of the information furnished in the application. Failure to present these documents in original at the time of verification will result in cancellation of selection along with forfeiture of the amount deposited by the selected candidate before the FVC.
3. In case, applicant requires extra space for providing details on any point, the details can be provided by adding extra rows or by adding extra sheets. However, details should be given in the same format as mentioned in that particular point.