

BROCHURE
ON
UNIFIED GUIDELINES FOR SELECTION OF LPG
DISTRIBUTORS

Sheheri Vitrak, Rurban Vitrak, Gramin Vitrak
And
Durgam Kshetriya Vitrak



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Index

Sl. No.	Description	Page No.
1	DEFINITIONS	3
2	BASIC FACILITIES REQUIRED FOR OPERATION OF LPG DISTRIBUTORSHIP	6
3	IDENTIFICATION OF LOCATIONS	7
4	RESERVATION	7
5	ROSTERING OF LOCATIONS	8
6	DECATEGORIZATION	8
7	MODE OF SELECTION	9
8	ELIGIBILITY CRITERIA FOR APPLICANTS	9
9	APPLICATION	16
10	NON REFUNDABLE APPLICATION FEE	17
11	CUT OFF DATE AND TIME FOR SUBMISSION OF APPLICATIONS	17
12	ONE APPLICATION PER APPLICANT FOR A LOCATION	17
13	CANDIDATE APPLYING FOR MULTIPLE LOCATION	17
14	PROCEDURE FOR RECEIPT OF APPLICATION	18
15	DRAW OF LOTS	18
16	PROCEDURE FOR DRAW OF LOTS	19
17	DOCUMENTS AND AMOUNT TO BE SUBMITTED BY THE SELECTED CANDIDATE BEFORE FVC	20
18	FIELD VERIFICATION OF CREDENTIALS (FVC)	25
19	LETTER OF INTENT (LOI)	25
20	CONDITION OF RE-DRAW	25
21	SCHEME OF FINANCIAL ASSISTANCE TO SC/ST LOI HOLDERS	26
22	SECURITY DEPOSIT	26
23	PERSONAL SUPERVISION	27
24	COMMISSIONING OF THE DISTRIBUTORSHIP	27
25	TENURE OF DISTRIBUTORSHIP	27
26	FURNISHING OF FALSE INFORMATION	28
27	GRIEVANCE / COMPLAINT REDRESSAL SYSTEM	28
28	VARIATION IN CONTENT OF ADVERTISEMENT AS APPEARING IN NEWSPAPERS AND AS APPEARING IN THE PORTAL WWW.LPGVITARAKCHAYAN.IN	29
29	APPENDIX 1	30
30	APPENDIX 2	32
31	APPENDIX 3a	33
32	APPENDIX 3b	34
33	APPENDIX 3c	35
34	APPENDIX 3d	36
35	APPENDIX 3e	42
36	APPENDIX 4	43
37	APPENDIX 5	44

Unified Guidelines for Selection of LPG Distributors

(Applicable to all locations advertised / re-advertised from June 2017 onwards)

Guidelines in this Brochure for Selection of Distributors (hereinafter referred to as 'LPG Distributors' and 'LPG Distributorships' as the case may be) of Liquefied Petroleum Gas (LPG), will be applicable to all locations advertised for appointment of LPG Distributorship effective from June 2017.

1. DEFINITIONS

In the Brochure, the following definitions shall be applicable:

- a. District: In this document, the word 'District' will have the definition as per revenue Department of the State Government.
- b. Sub-division: In this document, the word 'Sub-Division' will have the definition as per the Revenue Department of the State Government.
- c. Type of Distributorship Area:
 - i. Sheheri Vitrak: In this document, the word 'Urban Area' will have the definition of 'Urban' as per Census 2011. LPG Distributorship located in 'Urban Area (U)' will service the LPG Customers located within the Municipal Limits of the Metro city/City/Town and will be called Sheheri Vitrak.
 - i. Rurban Vitrak: In this document, the word Rural Urban means LPG Distributor located in 'Urban Area' and also providing service to the LPG Customers in specified 'Rural Area, generally covering all villages falling within 15 Kms. from the municipal limits of the LPG distributorship location and or the area specified by the respective OMCs. LPG distributors servicing this area will be called Rurban Vitrak.
 - i. Gramin Vitrak: In this document, the word 'Rural Area' will have the definition of 'Rural' as per census 2011. LPG distributorship located in 'Rural Area' will be called as Gramin Vitrak and will service the LPG Customers of the specified rural area. Generally it will cover all villages falling within 15 KMs from the boundary limits of the LPG distributorship location and or the area specified by the respective OMCs.
 - ii. Durgam Kshetriya Vitrak (DKV): LPG distributorships in Difficult and Special Areas (like Hilly regions, Forests area, Tribal inhabited area, sparsely populated, disturbed area, islands, Left Wing Extremism (LWE) affected areas) will be set up where setting up of Gramin and Rurban Vitrak are not feasible. In this document, such LPG Distributors will be called as Durgam Kshetriya Vitrak (DKV). They will service the LPG customers situated in such DKV areas as specified by the respective OMCs.
- d. 'Unified Selection Guidelines (USG)': In this document Unified Selection Guidelines (USG) means selection guidelines with uniform selection procedures for the following categories of Distributors: "Sheheri Vitrak, Rurban Vitrak, Gramin Vitrak and Durgam Kshetriya Vitrak".
- e. Metro city: In this document Metro City means a city classified as "X" on the basis of Office Memorandum issued vide F.No. 2/5/2014-E.II (B) dated 21.7.2015 by Ministry of Finance for the purpose of grant of HRA i.e Delhi (UA), Greater Mumbai (UA), Chennai (UA), Kolkata (UA), Hyderabad (UA), Ahmedabad (UA), Bengaluru (UA) and Pune (UA).
- f. City: In this document City means, a city classified as "Y" on the basis of Office Memorandum issued vide F.No. 2/5/2014-E.II (B) dated 21.7.2015 by Ministry of Finance for the purpose of grant of HRA.

- g. Towns: In this document Town means the remaining towns not covered under 'Metro city' and 'City' as defined above.
- h. Village: In this document, Village means the basic unit for rural areas which is the revenue village which has definite surveyed boundaries. The revenue village may comprise several hamlets.
- i. 'LPG Suvidha Kendra' is a place in village set up on temporary basis and managed by an authorized person of concerned Durgam Kshetriya Vitrak. From the 'LPG Suvidha Kendra' LPG customers will get products and services related to LPG like new LPG connections, supply of LPG cylinders refill, attending to LPG Leakage complaints, servicing of LPG gas Stoves/hotplate, building awareness on use of LPG, etc. The facility can be withdrawn at any time at the instance of the OMCs.
- j. Market: In this document Market means a metro city, city, town or a locality or a village in which LPG Distributorship is located.
- k. Virgin Market: In this document Virgin Market means a town or a village where no LPG Distributorships is located and not serviced by any LPG Distributor of OMC. Cluster of villages includes villages considered for working out refill sale potential for considering the feasibility for setting up of Gramin Vitrak or Durgam Kshetriya Vitrak.
- l. The 200 -point Roster means a set of serial numbers from 1 to 200, against each serial number reservation category is allocated such that when 200 numbers of Distributors are planned in the Roster, the percentage reservation of each category is achieved. The principle will not apply for such locations which are considered beyond marketing plan or locations under Durgam Kshetriya Vitrak where distributorships are to be granted based on nomination basis to Government run Co-operative Societies/ Organizations.
- m. Area of Operation: In this document Area of Operation of LPG distributorship means an area consisting of towns/ villages in which the respective LPG distributor will market LPG cylinders as determined by the concerned OMC.
- n. Ceiling Limit means maximum limit of refill sale of domestic LPG cylinders in terms of 14.2 Kg. capacity per month of the Distributorship for the market.
- o. District Level Committee (DLC) means a committee consisting of 3 Field Officers, one each from BPC, HPC and IOC responsible for LPG marketing in that District.
- p. State Level Committee (SLC) means a committee consisting of 3 Officers, one officer each from BPC, HPC and IOC responsible for LPG Marketing in the concerned State.
- q. HQ Level Committee (HLC): A committee consisting of 3 officers, one officer each from BPC, HPC and IOC responsible for LPG Marketing at Head office of the Oil Marketing Company.
- r. Field Verification of Credentials (FVC) : In this document Field Verification Of Credentials means verification of details by a committee of OMC officials for verification of the details provided by the applicant and to check suitability of the land offered by the candidate for Godown and showroom (as applicable).
- s. Approach Road: In this document Approach Road means all weather motorable road (public or private road connecting to the public road) of minimum 2.5 meter width for movement LPG Cylinder Truck up to the LPG Godown.
- t. Multiple Dealership / Distributorship norms means the applicant or any other member of 'family unit' should not hold a dealership/LPG distributorship/ or Letter of Intent (LOI) for a dealership/LPG distributorship of any type of a PSU Oil Company i.e., only one Retail Outlet / SKO-LDO dealership / LPG distributorship of a 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 and if selected will have to surrender their Kerosene dealership prior to issuance of letter of appointment for Sheheri Vitrak, Rurban Vitrak, Gramin Vitrak and Durgam Kshetriya Vitrak. The SKO dealer applying for Sheheri, Rurban, Gramin and Durgam Kshetriya 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.

u. Family Unit for multiple dealership / distributorship norm means the following:

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

v. Family member of an employee of Oil Marketing Companies means:

The wife or husband as the case may be of the employee, whether residing with him / her 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. 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.

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.

w. 'Ownership' or "Own" for godown / showroom for Sheheri Vitrak, Rurban Vitrak, Gramin Vitrak and Durgam Kshetriya Vitrak Type of Distributorship means having:

a. Ownership title of the property

Or

b. Registered lease deed having minimum 15 yrs of valid lease period commencing on any day from the date of advertisement up to the last date of submission of application as specified either in the advertisement or corrigendum (if any).

Additionally, applicants having registered lease deed commencing on any date prior to the date of advertisement will also be considered provided the lease is valid for a minimum period of 15 years from the date of advertisement. The applicant should have ownership as defined under the term 'Own' above in the name of applicant / member of "Family Unit" (as defined in multiple dealership / distributorship norm of eligibility criteria)/parents (includes Step Father/Step Mother), grandparents (both maternal and paternal), Brother/Sister (including Step Brother & Step Sister), Son/Daughter (including Step Son/Step Daughter), Son-in-law/Daughter in-law; of the applicant or the spouse (in case of married applicant) as on last date for submission of application as specified either 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 declaration from the family member(s) will be required.

In case the share of land in the jointly owned property by the applicant / member of 'Family Unit' as defined in multiple dealership / distributorship norm)/parents & grandparents (both maternal and paternal) of the applicant or the spouse with any other person(s) meets the requirement of

land including the dimensions required, then that land for godown/showroom should qualify for eligibility as 'own' land subject to submission of 'No Objection Certificate' in the form of declaration from other owner(s).

- x. 'Dependent'- For the purpose of determining eligible 'Dependent', persons who are considered as 'dependent family members' under Central Government Health Scheme (CGHS) will only be considered.
- y. Location – In this document, word location means the area identified for setting up of new LPG Distributor. It can be a locality/ village/cluster of villages/town or city which is mentioned in the Notice for Appointment of LPG Distributors.

2. BASIC FACILITIES REQUIRED FOR OPERATION OF LPG DISTRIBUTORSHIP

- a. The selected candidate will construct or provide a readily constructed LPG godown to store LPG of stipulated capacity and obtain necessary approvals from statutory bodies including Petroleum & Safety Organization (PESO) within the time period mentioned in the LOI.
- b. If the land offered by the candidate in the application or alternate land offered by the candidate at the time of Field Verification (FVC) meets all specifications as laid down in the advertisement on the basis of which LOI has been issued, then the LOI holder can offer an alternate / new land for construction of godown of specified dimensions, in the advertised location, which will be considered on the grounds of enhanced security / safety, better title (owned instead of leased), convenient location, lower operating cost etc. The selected candidate has to ensure that an all weather motor able approach road (public or private road connecting to the public road) of minimum 2.5 metre width is made available to provide access of LPG Cylinder Truck to the offered land for LPG Godown. In case of private road connecting to the Public Road, the same should be either owned/registered lease or having a right of way from the owner(s) of the land. Wherever the State Government stipulates an approach road of wider dimensions the same should be made available by the applicant.
- c. An undertaking has to be provided by the selected candidate at the time of acceptance of LOI that the Approach Road as specified will be provided within the time frame mentioned in the LOI. The Approach Road will be verified for its suitability before the issuance of Letter of Appointment. It would be responsibility of the selected candidate to ensure that the LPG cylinder truck is allowed unhindered access at all times through this approach road to the LPG Godown upon commissioning of the LPG distributorship. In the event of failure of selected candidate to make available the approach road, the LOI is liable to be cancelled along with forfeiture of the 10% security deposit. OMCs will not be held responsible for any investment made by candidate in the construction of the godown without having a proper approach road.
- d. For Sheheri Vitrak, Rurban Vitrak and Gramin Vitrak the selected candidate will construct or provide a readily constructed LPG Showroom as per the Standard layout and colour scheme within the time period mentioned in the LOI. The showroom should be easily accessible to general public through a suitable approach road.
- e. If the land offered by the candidate in the application or alternate land offered by the candidate at the time of Field Verification (FVC) meets all specifications as laid down in the advertisement on the basis of which LOI has been issued, then subsequently, the LOI holder can offer an alternate / new land for construction of showroom of specified dimensions, in the advertised location, which will be considered on the grounds of enhanced security / safety, better title (owned instead of leased), convenient location, lower operating cost etc.

- f. Construction of LPG godown and /or showroom should be commenced only after permission in writing is obtained from Area Manager/territory manager/ regional Manager of the concerned Oil Marketing Company (OMC).
- g. For Sheheri Vitrak, Rurban Vitrak and Gramin Vitrak the selected candidate has to develop adequate delivery infrastructure for Home Delivery of LPG Cylinders to the customers as specified by the OMCs in the LOI. Further, the selected candidate has to procure adequate number of electronic portable weighing scales of required specification for demonstration of correct cylinder weight to the customers as per statutory regulations.

3. 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. Oil Marketing Companies (OMCs) aim at covering all the areas of Country so that every household in the country has access to LPG. The setting up of LPG distributorships at the identified locations is a business proposition that has risk and does not guarantee any assured returns or profits. Feasibility study for setting up of new LPG distributorships will be based on refill sale potential. Refill sale potential for setting up of LPG distributorship is based on the number of households, per capita consumption, LPG coverage and the existing/ proposed PNG connections if any.

4. RESERVATION

The percentage reservation for various categories in all the States except Arunachal Pradesh, Meghalaya, Nagaland and Mizoram will be 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 / Ex-servicemen / Special forces	2	2	4	8
Physically Handicapped Personnel (PH)/ Divyang	1	1	1	3
Combined Category (CC) consisting of Outstanding sports person (OSP) and freedom fighters (FF)	0	0	1	1
Women	7	9	17	3
Unreserved - Any person from the respective category	12.5	15	27.5	5
Total	22.5	27	50.5	100

The reservation under respective categories will be SC/ST (GP)-2%, SC/ST (PH)-1%, SC/ST (W)-7%, SC/ST-12.5%, OBC(GP)-2%, OBC(PH)-1%, OBC(W)-9%, OBC- 15%, Open (GP) - 4%, Open (PH)-1% Open (CC)-1%, Open (W)-17%, Open-27.5%.

The percentage reservation for various categories in North Eastern States of Arunachal Pradesh, Meghalaya, Nagaland and Mizoram shall be as given below:

State	Percentage of reservation for all types of LPG Distributors				Total
	ST	ST(W)	Open	Open(W)	
Arunachal Pradesh	49	21	21	9	100
Meghalaya	56	24	14	6	100
Nagaland	56	24	14	6	100
Mizoram	63	27	7	3	100

5. ROSTERING OF LOCATIONS

- a. In order to ensure that the percentage reservations as above are maintained, locations identified for setting up LPG Distributorships under various categories (in all the States except Arunachal Pradesh, Meghalaya, Nagaland and Mizoram) will be placed under different categories of reservation as per '200 point Roster' for each State for various categories on Industry basis (IOCL, BPCL and HPCL together) so as to ensure the percentage reservation as envisaged for each category is achieved.
- b. In the '200-point Roster', allocation of a reservation category against a serial number will be done such that when 200 numbers of LPG Distributors are planned, the percentage of each category (of reservation) is achieved. Continuity will be maintained in the '200 point roster' and once the 200 roster serial numbers are completed, a new roster will be started from roster serial number 1.
- c. The "200 point roster" will be followed on rolling basis. Within a State, the distribution of locations reserved for SC or ST will be based on the ratio of population of SC & ST of the State.
- d. There will be separate '200' point rosters maintained on All India basis at Head Office of IOCL- one combined roster for "Sheheri Vitrak and Rurban Vitrak", one for Gramin Vitrak and one for Durgam Kshetriya Vitrak.
- e. For the States of Arunachal Pradesh, Meghalaya, Nagaland and Mizoram, 100 point roster shall be prepared and same will be maintained at Indian Oil Corporation AOD State Office, Guwahati. The roster serial number under Unified Guidelines for Selection of Distributors will start from serial number 1.

6. DE-CATEGORISATION

In case, for a location under reserved category, there is no applicant found eligible, de-categorization of the location will be done following the norms as under:

- a. For reserved sub -category locations "GP" (Defense Personnel / Paramilitary Forces / Ex-servicemen / Special Forces / Employees of Central / State Governments / Central / State Government PSU), "PH" and "CC (OSP/FF)" and Women, 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 only 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 will be ensured that the reservation is maintained on overall basis by

respective Oil Marketing Companies while de-categorization 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 percentage SC/ST and OBC category will be made good in the future Marketing Plans so as to ensure the percentage for SC/ST of 22.5%, OBC of 27% and Open of 50.5% are maintained.

- d. With regard to reserved sub categories viz., "GP", "PH", "ÇC" or 'Women' the reservation percentage will be maintained only at the time of initial categorization. In other words, once the category of such locations is changed after the first advertisement if no candidate applies 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.

7. **MODE OF SELECTION**

- a. Selection for LPG Distributorship will be made by inviting applications through Advertisement/ Notification under appropriate category in newspapers. The details of the locations advertised will also be available at the websites of the Oil Companies i.e. www.iocl.in, www.ebharatgas.com, www.hindustanpetroleum.com, www.bharatpetroleum.in, and also at the portal www.lpgvitarakchayan.in.
- b. All applicants for the locations falling under 'Sheheri Vitrak' or 'Rurban Vitrak' or 'Gramin Vitrak' or Durgam Kshetriya Vitrak shall submit their applications by registering on the web based portal www.lpgvitarakchayan.in and submitting their application form online, along with requisite non transferable non refundable application fee (submitted through online transfer of money). The selection for these types of LPG Distributorships will be done by conducting draw of lots from amongst all the eligible applicants for the location.

8. **ELIGIBILITY CRITERIA FOR APPLICANTS**

All applicants fulfilling the eligibility criteria will become eligible for the draw for selection of the LPG distributorship. The eligibility Criteria for candidates to apply for Sheheri Vitrak, Rurban Vitrak, Gramin Vitrak and Durgam Kshetriya Vitrak are as under:

A. Common Eligibility Criteria

- a. Applicant should be an Indian citizen and be a resident of India.
- b. Applicant should have passed minimum Xth standard examination or equivalent from a recognized Board. However, the criterion of educational qualification is not applicable for applicants belonging to Freedom Fighter (FF) category.
- c. Applicant should be not less than 21 years and not more than 60 years in age as on the date of publication of the advertisement/Notification. There is no age restriction for applicants applying for locations reserved under Freedom Fighter (FF) category.
- d. Applicant should not be a 'family member of an employee of Oil Marketing Companies' as on date of application.
- e. Fulfil Multiple Dealership/Distributorship norms, which means the applicant or any other member of 'family unit' should not hold a Dealership/LPG Distributorship or Letter of Intent (LOI) for a Dealership/LPG distributorship of any PSU Oil Marketing Company.
- f. The Multiple Dealership/Distributorship norms will not be applicable to applicants who are existing SKO dealers of OMCs and operating below average allocation of 75 KL of SKO per month during the immediate preceding 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.
- g. Similarly, the Multiple Dealership/Distributorship norm is not be applicable to NDNE (Non Domestic Non-Essential) Retailers/LPG Distributors appointed by PSU Oil Marketing Companies for exclusive marketing of NDNE Non Domestic Non-Essential) LPG cylinders.
- h. The existing Kerosene (SKO) dealers of any PSU Oil Marketing Company (OMC), if

selected, will surrender their Kerosene (SKO) Dealership prior to issuance of Letter of Appointment.

- i. Similarly, the NDNE retailer ship(s)/Distributorship(s), if selected will have to surrender their NDNE retailer ship(s)/distributorship(s) of any OMC in their name or any member of the 'Family Unit' prior to issuance of Letter of Appointment of LPG Distributorship.
- j. Applicant should be physically and mentally sound to be able to run the business. That is, the applicant should not be totally paralyzed or mentally unsound or who suffers from insanity and is deprived of cognitive faculties.
- k. Applicant should neither have been convicted nor charges been framed by any Court of Law for any criminal offence involving moral turpitude/ economic offences.
- l. Applicant should not be a signatory to distributorship/dealerships agreement, terminated on account of proven cases of malpractice/adulteration of any Oil Marketing Company or not having resigned from Sole proprietorship of any dealership/ distributorship of any PSU Oil Marketing Company in order to transfer the dealership/distributorship in favour of any of his/her family member(s) as defined in the Dealer/LPG Distributor Selection Guidelines.
- m. Godown: Applicant should 'Own' a plot of land of capacity, minimum dimensions and located as specified below for construction of LPG Godown Or 'Own' a ready LPG cylinder storage godown as on the last date for submission of application as specified either in the advertisement or corrigendum (if any).

The storage capacity of LPG Godown, minimum dimensions and location of the plot should be as follows:

Capacity of Godown to store LPG: The minimum capacity of the LPG Godown (approved and licensed by Chief Controller of Explosives of Petroleum and Explosives Safety Organization (PESO)) required for storage of LPG in cylinders is given below :

- a) Sheheri Vitrak and Rurban Vitrak will require a storage Godown of minimum capacity of 8000 Kg LPG.
- b) Gramin Vitrak will require a storage godown of minimum capacity of 5000 Kg LPG.
- c) Durgam Kshetriya Vitrak will require a storage godown of minimum capacity of 3000 Kg.

Minimum Dimension of Land for Godown the required minimum Dimensions of land and the location of Godown land is given below:

For locations in States/UTs except Kerala State

- i. For Gramin Vitrak the candidate should 'Own' a plot of land of minimum dimensions 21Metre x 26 Metre within 15 km from the advertised location.
- ii. For Durgam Kshetriya Vitrak (DKV) the candidate should 'Own' a plot of land of minimum dimensions 15 Metre X 16 Metre in and within the village or cluster of villages limit as per the advertised location.
- iii. For Sheheri Vitrak and Rurban Vitrak, the candidate should 'Own' a plot of land of minimum dimensions 25 Metre x 30 Metre in the city or within 15 Km. of the location offered in the same state.
- iv. Selected candidate for Sheheri Vitrak & Rurban Vitrak locations falling under 'X' and 'Y' Category Metro Cities/Cities/State will be allowed to construct the godown in and within 15 KMs outside the Municipal limit of the town/City of the advertised location. Any financial implication incurred by the LPG Distributor for moving LPG cylinders in and out of the City/town will be borne by the Distributor who sets up his godown outside the Municipal Limit, if any of the movement is on Inter-state basis.

For locations in Kerala State

- i. For Gramin Vitrak in Kerala State the candidate should 'Own' a plot of land of minimum dimensions 24 Metre x 29 Metre within 15 km from the advertised location.
- ii. For Durgam Kshetriya Vitrak (DKV) in Kerala State the candidate should 'Own' a plot of land of minimum dimensions 22 Metre X 23 Metre in and within the village or cluster of villages limit as per the advertised location.
- iii. For Sheheri Vitrak and Rurban Vitrak in Kerala State, the candidate should 'Own' a plot

of land of minimum dimensions 26 Metre x 31 Metre in the city or within 15 Km. of the location offered in the same state.

- iv. Selected candidate for Sheheri Vitrak & Rurban Vitrak locations in Kerala State falling under 'X' and 'Y' Category Metro Cities/Cities/State will be allowed to construct the godown in and within 15 KMs outside the Municipal limit of the town/City of the advertised location. Any financial implication incurred by the LPG Distributor for moving LPG cylinders in and out of the City/town will be borne by the Distributor who sets up his godown outside the Municipal Limit, if any of the movement is on Inter-state basis.

The land for construction of godown should 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.

It will be the responsibility of the selected candidate to observe and perform the provisions of all rules and regulations, Government or municipal or local or Acts, Laws, Regulations, Bye-Laws as may be enforced from time to time with respect to land for construction of LPG Godown.

In case there is any reference relating to violation of any of the statutory provisions, it will be referred to the concerned authority for examination and for appropriate action.

In case there is any dispute/ambiguity regarding location of land vis'-a-vis' advertised specifications, the matter will be referred to District Revenue authorities whose decision will be final.

The same piece of land for godown cannot be offered by more than one applicant for a particular location against the advertisement. In case it is found at any stage that the same piece of land for godown has been offered by more than one applicant for the same location of the advertisement, then all such applications would be rejected or if selection has been done, then the same would be cancelled.

Approach Road requirement for locations in India except locations in Kerala State :

The candidate should ensure that an all-weather motorable Approach Road (public road or private road connecting to the public road) of minimum 2.5 metre width is made available at the Godown within the stipulated time period specified in the Letter Of Intent (LOI) to provide access of LPG Cylinder Truck to the offered land for godown/LPG Godown. In case of private road connecting to the public road, the same should be either owned/registered lease or having a right of way from the owner (s) of the land. In case there are any state specific requirements/norms applicable for the LPG Godown/ approach road, then the same will be applicable for the respective Distributorship locations including revised minimum dimensions of plot of land/width of the approach road as specified in the Advertisement of that respective State. In states where conversion from agriculture land to non agriculture (NA) land takes long time and such cases are pending, because of which commissioning in some States is getting affected, indemnity will be taken from the selected candidate that he/she will be getting the NA conversion done and Distributorship will be commissioned.

Approach Road requirement for locations in Kerala State:

The candidate should ensure that an all-weather motorable Approach Road (public road or private road connecting to the public road) of minimum 7 metre width is made available at the Godown within the stipulated time period specified in the Letter Of Intent (LOI) to provide access of LPG Cylinder Truck to the offered land for godown/LPG Godown. In case of private road connecting to the public road, the same should be either owned/registered lease or having a right of way from the owner (s) of the land. In case there are any state specific requirements/norms applicable for the LPG Godown/ approach road, then the same will be applicable for the respective Distributorship

locations including revised minimum dimensions of plot of land/width of the approach road as specified in the Advertisement of that respective State. In states where conversion from agriculture land to non agriculture (NA) land takes long time and such cases are pending, because of which commissioning in some States is getting affected, indemnity will be taken from the selected candidate that he/she will be getting the NA conversion done and Distributorship will be commissioned.

An undertaking will be required to be provided by the selected candidate at the time of acceptance of Letter of Intent (LOI) that the Approach Road as specified will be provided within the timeframe as mentioned in LOI. The Approach Road will be verified for its suitability before the issuance of Letter of Appointment (LOA). It would be responsibility of the selected candidate to ensure that the LPG cylinder truck is allowed unhindered access at all times through this approach road to the LPG Godown upon commissioning of the LPG distributorship. In the event of failure of selected candidate to make available the approach road, the LOI is liable to be cancelled along with forfeiture of the amount deposited (10% of the applicable security deposit) before the Field Verification of Credentials (FVC).

OMCs will not be held responsible for any investment made by candidate in the construction of the godown without having a proper approach road.

n. Showroom:

(Applicable only for Sheheri Vitrak, Rurban Vitrak, and Gramin Vitrak locations and not for Durgam Kshetriya Vitrak)

The applicant should 'Own' a suitable shop for Showroom of minimum size 3 metre by 4.5 metre in outer 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 either 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 outer 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 either 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 outer dimension or a plot of land for construction of showroom of minimum size 3 metre x 4.5 metre as on the last date for submission of application as specified either 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.

The applicant should have ownership as defined under the term 'Own' above in the name of applicant / member of "Family Unit" (as defined in multiple dealership / distributorship norm of eligibility criteria)/ parents (includes Step Father/Step Mother), grandparents (both maternal and paternal), Brother/Sister (including Step Brother & Step Sister), Son/Daughter (including Step Son/Step Daughter), Son-in-law/Daughter-in-law; of the applicant or the spouse (in case either 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 declaration from the family member(s) will be required.

Applicants having registered lease deed commencing on any date prior to the date of advertisement will also be considered provided the lease is valid for a minimum period

of 15 years from the date of advertisement.

The same piece of land for showroom cannot be offered by more than one applicant for a particular location against the advertisement. In case it is found at any stage that the same piece of land for showroom has been offered by more than one applicant for the same location of the advertisement, then all such applications would be rejected or if selection has been done, then the same would be cancelled.

Opportunity to offer land for Godown and / or showroom

In case if the offered land for Godown and/or offered land for showroom by the selected candidate which is shown in the application is found not meeting the eligibility conditions / requirements as stipulated in the advertisement/brochure/ application at the verification (FVC) stage, then the selected candidate can offer an alternate land which is owned by the applicant/member of the 'Family Unit'/ parents (includes Step Father/Step Mother), grandparents (both maternal and paternal), Brother/Sister (including Step Brother & Step Sister), Son/Daughter (including Step Son/Step Daughter), Son-in-law/Daughter in-law of the applicant or the spouse (in the case of married applicant) as on the last date for submission of application as specified either in the advertisement or corrigendum if any.

Selected candidate, who has been issued an Letter Of Intent (LOI) can offer an alternate land which is owned by the applicant/member of the 'Family Unit'/ parents (includes Step Father/Step Mother), grandparents (both maternal and paternal), Brother/Sister (including Step Brother & Step Sister), Son/Daughter (including Step Son/Step Daughter), Son-in-law/Daughter in-law of the applicant or the spouse (in the case of married applicant) for construction of Godown/Showroom, in the advertised location provided the land originally offered in the application was meeting all the specifications as laid down in the advertisement and on the basis of which LOI is issued.

B. Specific Eligibility Criteria for Different Reservation Categories

Specific eligibility criteria for Main Reservation Categories:

a. Open Category (Open)

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

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

The applicants belonging to the Castes/Tribes recognized as Scheduled Castes/ Scheduled Tribes (SC/ST) under the Constitution of India holding valid certificates, are eligible to apply. These applicants will be required to select 'Scheduled Caste or Scheduled Tribe Category' as the case maybe, under the drop down menu provided in the window named as "Applicant's category" in the online application form.

After the Draw of Lots, the selected candidate, within seven days from the date of intimation, will have to submit the Caste Certificate and the Caste Validity Certificate in the prescribed format issued by the competent authority notified by the Government of India certifying that he belongs to Scheduled Caste /Scheduled Tribe. Original Caste Validity Certificate would start from the date when the candidate is intimated of his/her selection.

c. Other Backward Classes (OBC)

Applicants belonging to 'Other Backward Classes' recognized as 'OBC' by Government of India (Central Government) under the Constitution of India will be eligible to apply under this category. These applicants will be required to declare in the online application form that he / she belongs to

'Other Backward Classes' recognized as OBC by Government of India (Central Government) under the Constitution of India.

If selected, the candidate will be required to submit a copy of the certificate issued by the competent authority, notified by the Government of India (GOI) 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 has to submit a certificate in the prescribed format that he/she belongs to the OBC category and fulfils the non-creamy layer status. Both the above certificates should be submitted within 7 days from the date of intimation of his/her selection. 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.

In case of single eligible candidate, the time period of 7 days for submission of both the above certificates, would start from the date of intimation of his/her selection.

C. Specific Eligibility Criteria for different Sub-categories:

a. Government Personnel (GP)

Applicants eligible under 'SC/ST', 'OBC' and 'Open' category as specified above can apply for 'Sheheri Vitrak, Rurban Vitrak, and Gramin Vitrak under respective "GP' Sub-category on fulfilling the following conditions:

i. Defence Personnel

'Defence Personnel' means personnel of armed forces (viz. Army, Navy and Air Force) and covers widows / dependents of those who died in war, war disabled, disabled during performance of official 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 and ex-servicemen.

In case of widows / dependents of those who died in war, only one member (either widow or dependent) of the deceased Defence Personnel can claim reservation.

Candidates applying under the category belonging to Defence (Army, Navy and Air Force) should submit the DGR certificate in original, at the concerned office / before the commencement of draw of lots, the Eligibility Certificate issued from the Directorate General of Resettlement (DGR), Ministry of Defence and Govt. of India sponsoring the candidate for the LPG Distributorship for which he/she has applied. Certificate of eligibility issued by DGR 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 the current advertisement.

ii. Central Para Military Forces (CPF) / Special Forces (SF)

Central Para Military Forces / Special Forces includes personnel disabled while performing official duty; widows / dependents of Central Para Military Forces/Special Forces personnel who died while on official duty (only one of either widow(s)/dependent(s) of the eligible deceased Central Para Military Forces/Special Forces personnel can claim reservation, as applicable).

Applicants under this category belonging to Central Para military / Special Forces should submit to the concerned office, within seven days of date of intimation of his/her selection, a certificate in original from the Head of 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 as per the format. Subsequently a LOI would be issued.

iii. Government Personnel & Central / State Government Public Sector Undertakings (PSU)

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 of the employee while performing duties, their widows/ dependants will be eligible to apply under this category (only one of either widow(s)/dependent(s) of the eligible deceased employee can claim reservation, as applicable).

Applicants under this category should submit to the concerned office, within seven days of date of intimation of his/her selection, a copy of relevant certificate from the concerned Organization/Govt. Department signed by the Head of the Office or an Officer not below the rank of Under Secretary to the Government.

b. Divyang/Physically Handicapped (PH) Category

Applicants eligible under 'SC/ST', 'OBC' and 'Open' category as specified above can apply for Sheheri Vitrak, Rurban Vitrak, Gramin Vitrak and DKV type of LPG distributorship under respective 'PH' sub-category on fulfilling the following conditions:

- i. Candidate fulfils criteria covered under the target group as defined under Section 2(t) of The Persons with Disabilities (Equal Opportunities, Protection of Right and Full Participation) Act 1995 (also referred to as PwD Act, 1995) and obtains a disability certificate from competent authority as prescribed in the Notification dated 30.12.2009 issued by Ministry of Social Justice and Empowerment.
- ii. Deaf, Dumb and Blind persons with minimum degree of 40% disability. Applicants under this category should submit to the concerned office, within seven days of date of intimation of his/her selection, a certificate (as per the standard format given in the application) 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.

c. Combined Category (CC)

Applicants eligible under 'SC/ST', 'OBC' and 'Open' main categories as specified above can apply for Sheheri Vitrak, Rurban Vitrak, Gramin and 'Durgam Kshetriya Vitrak' type of LPG distributorship under respective 'CC' sub-category on fulfilling the following conditions:

- i. Outstanding Sports Persons Category (OSP)

The following persons will be eligible to apply in this category:

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

Applicants under this category should submit to the concerned office, within seven days of date of intimation of his/her selection, a certificate from the Recognized National Federation Organizing National Championships (as recognized by Department of Youth Affairs and Sports, Govt. of India) or from the Dept. of Youth Affairs and Sports, Govt. of India.

- ii. Freedom Fighters (FF)

Freedom Fighter (FF) means the person who is a holder of Tamrapatra and receiving pension sanctioned by the Ministry of Home Affairs, Government of India. Applicants for Distributorships reserved under this category should submit to the concerned office, within seven days of date of intimation of his/her selection, a copy of the 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, Government 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.

D. Specific Eligibility Criteria for existing SKO Dealers of OMCs:

Existing SKO dealers of OMCs who are eligible under categories as specified above can apply for all types of LPG Distributorship on fulfilling the following conditions:

- i. 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 PSU Oil Marketing Company, as the case may be. Multiple Dealership/Distributorship norms will not be applicable for such applicants.
- ii. SKO Dealers operating as a Partnership Firm or Society or Company are not eligible to apply. In case of allotment, the SKO dealer will have to surrender their SKO Dealership prior to issuance of letter of appointment for LPG Distributorship. To be eligible to apply for any type of 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.
- iii. Common eligibility criteria as specified above will also be applicable to SKO Dealers.

E. Specific Eligibility Criteria for existing NDNE Retailers of OMCs:

Existing NDNE Retailers of OMCs who are eligible under categories as specified above can apply for all types of LPG Distributorship on fulfilling the following conditions:

- i. Existing NDNE Retailers of OMCs operating as a sole proprietor should be eligible to apply for LPG Distributorship. The applicants have to submit along with the application the proof of such appointment as NDNE Retailer from the OMC authority. Multiple Dealership/Distributorship norms should not be applicable for such applicants.
- ii. NDNE Retailers operating as a Partnership Firm or Society or Company are not eligible to apply. In case of selection of any applicant who holds NDNE Retailership (s) /LPG 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' should have to surrender their NDNE retailership (s) / Distributorship (s) or LOI prior to issuance of the Letter of Appointment for LPG distributorship.
- iii. Common eligibility criteria as specified above should also be applicable to NDNE Retailers.

9. APPLICATION

All applicants desirous to apply for the locations falling under 'Sheheri Vitrak', 'Rurban Vitrak', 'Gramin Vitrak' and Durgam Kshetriya Vitrak (DKV) type of LPG Distributorship shall submit their applications by visiting web based portal www.lpgvitarakchayan.in, registering on the same and submitting their application form online, along with requisite application fee (submitted through internet banking, credit card or debit card through the payment Gateway provided by SBlePay). The selection for these types of LPG Distributorships will be done by conducting draw of lots from amongst all the eligible applicants for the location.

The status of the application would be communicated through E-mail /SMS to the email id / mobile number provided by the applicant while registering on the portal www.lpgvitarakchayan.in. The following information / status will be communicated to the eligible applicants by the portal www.lpgvitarakchayan.in :

- i) SMS alert to the prospective applicant that the details while registering themselves on the portal www.lpgvitarakchayan.in should be filled up diligently / carefully as these details will be picked up automatically in the relevant field on the application form and that there will be no further scope for editing after the registration process is completed.
- ii) Acknowledgement of successful registration on the website www.lpgvitarakchayan.in
- iii) Acknowledgement of receipt of the application form submitted and acknowledgement of the non-refundable application fee.
- iv) Confirmation about the eligibility of the candidate for selection of the LPG Distributor at the location applied.
- v) Intimation of the draw date, venue and time.
- vi) Intimation to the selected candidate for submitting required documents and the applicable 10% of security deposit (for conducting the Field Verification of Credentials) within 7 working days from the date of intimation.

10. NON REFUNDABLE APPLICATION FEE

- i) For Sheheri Vitrak and Rurban Vitrak, applicants shall submit non-refundable application fee of Rs.10000/- (Rupees Ten thousand only) for Open category, Rs.5000/- (Rupees five thousand only) for OBC Category and Rs.3000/- (Rupees Three Thousand) for SC/ST Category through online payment.
- ii) For Gramin Vitrak and Durgam Kshetriya Vitrak applicants shall submit non-refundable application fee of Rs.8000/- (Rupees Eight thousand only) for Open category, Rs. 4000/- (Rupees four thousand only) for OBC Category and Rs. 2500/- (Rupees Two thousand five hundred only) for SC/ST Category through online payment.
- iii) If an SC/ST candidate applies for location under any category, the candidate can pay the application fee applicable for SC/ST candidate. They have to furnish the Application number and Certificate number of relevant SC/ST certificate which will be verified. If it is found later that the details are not matching with data available on Government of India records online, the application is liable to be rejected.

11. CUT OFF DATE AND TIME FOR RECEIPT OF APPLICATION

Applications cannot be submitted after the specified closing date and time as communicated by the Oil Company. Further, no extension of time will be entertained.

12. ONE APPLICATION PER APPLICANT FOR A LOCATION

Applicants should submit only one application for one location.

13. CANDIDATE 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 with the requisite application fee.

14. PROCEDURE FOR RECEIPT OF APPLICATION

All applicants for the locations should submit their applications by registering on the web based portal www.lpgvitarakchayan.in and submitting their application form online, along with requisite application fee (submitted through online transfer of money).

15. DRAW OF LOTS

- a. All applicants registered on the website www.lpgvitarakchayan.in can see the status of their application on the portal www.lpgvitarakchayan.in. The list of eligible applicants & applicants eligible for draw of lots will be made available on the notice board of the concerned office of the PSU Oil Marketing Company and on the website of the concerned PSU Oil Marketing Company as well as on the website www.lpgvitarakchayan.in.
- b. 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 'Grievance /Complaint Redressal System'.
- a. In case for a location there is only one eligible applicant, no draw is required. The lone eligible applicant would be declared as selected.
- b. In case of more than one eligible applicant, selection of LPG Distributor for an advertised location will be done through draw of lots from the eligible applicants for that location.

Inter se' priority in draw of lots for Durgam Kshetriya Vitrak

- c. Inter se' priority is given in the draw of lots to the eligible applicants for the Durgam Kshetriya Vitrak locations only as per the following order:
 - i. Eligible applicants, residing in the concerned Gram Panchayat of the advertised location.
 - ii. Eligible applicants, residing in the concerned Revenue sub division of the advertised location.
 - iii. Eligible applicants, not residing in the concerned Gram Panchayat or in the concerned Revenue sub division of the advertised location.

For Sheheri Vitrak, Rurban Vitrak, Gramin Vitrak the inter se' priority based on residence of candidate in the concerned Gram Panchayat or concerned Revenue sub division will not be applicable.

Inter se' priority in draw of lots for locations under Government Personnel (GP) categories viz., "GP-SC, GP-ST, GP-OBC and GP-Gen"

Inter se priority are given in the draw of lots to the applicants in case of Sheheri Vitrak, Rurban Vitrak, Gramin Vitrak and Durgam Kshetriya Vitrak locations reserved under Government Personnel (GP) categories viz., "GP-SC, GP-ST, GP-OBC and GP-Gen" as per the following order :

- i. List 1: Widows / Dependents of Armed Forces (viz., Army, Navy, Air force) or Central Para Military Forces / Central or State Special Forces, those in died while performing their duties.

- ii. List 2: Disabled personnel of Armed Forces (viz., Army, Navy, Air force) or Central Para Military Forces / Central or State Special Forces while performing their duties. iii.
 - iii. List 3: Ex-service man who has served for the Armed Forces.
 - iv. List 4: Widows/Dependents of personnel of Central/State Governments and Public Sector undertakings who died while performing their duties and such disabled personnel of Central/State Governments and Public Sector undertakings causes attributable to performing of duties.
- e. In case there is only one eligible candidate in the Inter se priority list of the higher order as listed above, then that candidate will be considered as single eligible candidate for conducting the FVC. In such cases no Draw among the remaining candidates of the other lists would be required.
- f. In case there are two or more eligible candidates in List 1 Draw of Lots will be conducted first from amongst the eligible candidates of advertised location in List 1, if any.
- g. If there is no eligible candidate in List 1, then draw of lots will be conducted from eligible candidates who fall under List 2, and so on till all four Lists are exhausted for the advertised location.

16. PROCEDURE FOR DRAW OF LOTS:

- i. Information will be sent to the eligible candidates through email / SMS to report for draw of lots for selection of LPG Distributor at a specified venue, date and time.
- ii. 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.
- iii. Attendance of all the applicants who have reported for draw, shall be recorded, after verifying their identity through a POI (Proof Of Identity - any one of the documents Passport, Driving License, Voters' Identity Card, PAN Card, Aadhaar Card issued by UIDAI or NREGA Job Card). Applicants should sign the attendance sheet. Draw of lots will be conducted in the presence of only available eligible candidates. However, there is no minimum quorum specified for conducting the draw of lots.
- iv. Two officials of the concerned OMC will coordinate the computerized draw. NIC / MSTC Ltd. Officials will conduct the computerized draw, available candidates and the invited guest.
- v. The invited guest will be requested to initiate the process of computerized draw of lots for a particular location.
- vi. List of eligible applicants of the location selected for the draw, from whom the draw of lots shall be conducted will be displayed on the screen along with the serial number and the name of applicant.
- vii. Successful candidate will be selected from amongst the eligible candidates on random basis.
- viii. The application serial number and name of the successful candidate would be declared for the LPG distributorship for the location.
- ix. The entire proceedings of the draw will be video graphed and the following information will be captured:
 - 1. List of eligible candidates with application numbers
 - 2. The details of the successful candidate displayed on the screen and captured by the video camera with the serial number and name of the applicant.
- x. The result of the draw will be available on the website www.lpgvitarakchayan.in after the draw of lots. It would also be hosted on the website of the respective Company.

17. DOCUMENTS AND AMOUNT TO BE SUBMITTED BY THE SELECTED CANDIDATE BEFORE FVC

Successful candidate in the Draw of Lots, will be required to submit an amount equivalent to 10% of the security deposit, as applicable (Refer table given below) alongwith the relevant documents (Please see point no. 8 above) to the concerned office within 7 working days, from the date of intimation. The mode of submission of the amount to the concerned Oil Marketing Company will be mentioned in the Communication to the successful candidate.

	Amount to be submitted by candidate before conduct of FVC (10% of the security deposit)		
	Open	OBC	SC / ST
Sheheri Vitrak/ Rurban Vitrak	Rs.50,000	Rs.40,000	Rs.30,000
Gramin Vitrak / Durgam Kshetriya	Rs.40,000	Rs.30,000	Rs.20,000

Upon intimation of selection, the candidate shall submit the payment of 10% of the security deposit as per the Table given above and also the required documents within seven working days of intimation. And subsequently a Letter Of Intent (LOI) will be issued to the candidate. The candidature of the selected candidate will be cancelled in case he/she fails to deposit the above amount at the concerned office within 7 working days from the date of intimation to the candidate.

On fulfilling the above, Field Verification of Credential (FVC) shall be conducted. The candidate is required to be present while the FVC is conducted by the assigned officer.

The candidate selected in the draw for each location will also have to submit following documents within seven working days of the intimation of the selection. The list of documents depending on the category of location is given below.

List of documents to be submitted by the selected candidate within 7 working days or as specified from the date of receipt of intimation of selection:

SR. NO	Reservation Category of the location for which candidate has applied	LIST OF DOCUMENTS TO BE SUBMITTED WITHIN SEVEN WORKING DAYS OR AS SPECIFIED BELOW FROM THE INTIMATION OF SELECTION
1	Open	<ol style="list-style-type: none"> 1. Notarized Affidavit by the applicant as per format given in Appendix-1. 2. Proof of educational qualification i.e. - Self Attested copy of Certificate of passing X Std. or equivalent. 3. Proof of date of birth i.e. - Self Attested copy of School Leaving Certificate / Birth Certificate / Passport / PAN Card. 4. Appendix -2 - Notarized Affidavit 5. Appendix – 4 - Notarized Affidavit, if applicable. 6. Land documents for Godown: Self attested copy of documents pertaining to “Ownership” of land for godown in the name of applicant or member of ‘family unit’ Registered Sale Deed/Gift Deed/Lease Deed (15yrs minimum)/ Mutation and Government record. 7. Land documents for Showroom: Self attested copy of documents pertaining to “Ownership” of land for showroom (Not required if the distributorship type is DKV) in the name of applicant or member of ‘family unit’ Registered Sale Deed/Gift Deed/Lease Deed (15 yrs minimum)/ Mutation and Government record. 8. Residency certificate (Only for DKV locations) in the prescribed format Appendix – 5 for candidates availing inter se priority of the Gram Panchayat or the Sub Division, as the case maybe.

2	SC/ST	<ol style="list-style-type: none"> 1. Notarized Affidavit by the applicant as per format given in Appendix-1. 2. Proof of educational qualification i.e. - Self Attested copy of Certificate of passing X Std. or equivalent. 3. Proof of date of birth i.e. - Self Attested copy of School Leaving Certificate / Birth Certificate / Passport / PAN Card. 4. Appendix -2 - Notarized Affidavit 5. Appendix – 4 - Notarized Affidavit, if applicable. 6. Land documents for Godown: Self attested copy of documents pertaining to “Ownership” of land for godown in the name of applicant or member of ‘family unit’ Registered Sale Deed/Gift Deed/Lease Deed (15yrs minimum)/ Mutation and Government record. 7. Land documents for Showroom: Self attested copy of documents pertaining to “Ownership” of land for showroom (Not required if the distributorship type is DKV) in the name of applicant or member of ‘family unit’ Registered Sale Deed/Gift Deed/Lease Deed (15 yrs minimum)/ Mutation and Government record. 8. Appendix- 3A - Eligibility certificate from competent authority 9. Caste validity certificate (in the states wherever applicable) to be submitted before issuance of LOA. 10. Residency certificate (Only for DKV locations) in the prescribed format Appendix – 5 for candidates availing inter se priority of the Gram Panchayat or the Sub Division, as the case maybe.
3	OBC	<ol style="list-style-type: none"> 1. Notarized Affidavit by the applicant as per format given in Appendix-1. 2. Proof of educational qualification i.e. - Self Attested copy of Certificate of passing X Std. or equivalent. 3. Proof of date of birth i.e. - Self Attested copy of School Leaving Certificate / Birth Certificate / Passport / PAN Card. 4. Appendix -2 - Notarized Affidavit 5. Appendix – 4 - Notarized Affidavit, if applicable. 6. Land documents for Godown: Self attested copy of documents pertaining to “Ownership” of land for godown in the name of applicant or member of ‘family unit’ Registered Sale Deed/Gift Deed/Lease Deed (15yrs minimum)/ Mutation and Government record. 7. Land documents for Showroom: Self attested copy of documents pertaining to “Ownership” of land for showroom (Not required if the distributorship type is DKV) in the name of applicant or member of ‘family unit’ Registered Sale Deed/Gift Deed/Lease Deed (15 yrs minimum)/ Mutation and Government record. 8. Appendix – 3B - Eligibility certificate from competent authority 9. Appendix- 3C - Notarized Affidavit as per for confirmation of Non-Creamy Layer. 10. Residency certificate (Only for DKV locations) in the prescribed format Appendix – 5 for candidates availing inter se priority of the Gram Panchayat or the Sub Division, as the case maybe.
4	SC (GP) /ST (GP)	<ol style="list-style-type: none"> 1. Notarized Affidavit by the applicant as per format given in Appendix-1. 2. Proof of educational qualification i.e. - Self Attested copy of Certificate of passing X Std. or equivalent. 3. Proof of date of birth i.e. - Self Attested copy of School Leaving Certificate / Birth Certificate / Passport / PAN Card. 4. Appendix -2 - Notarized Affidavit 5. Appendix – 4 - Notarized Affidavit, if applicable. 6. Land documents for Godown: Self attested copy of documents pertaining to “Ownership” of land for godown in the name of applicant or member of ‘family unit’ Registered Sale Deed/Gift Deed/Lease Deed (15yrs minimum)/ Mutation and Government record. 7. Land documents for Showroom: Self attested copy of documents pertaining to “Ownership” of land for showroom (Not required if the distributorship type is DKV) in the name of applicant or member of ‘family unit’ Registered Sale Deed/Gift Deed/Lease Deed (15yrs minimum)/ Mutation and Government record. 8. Appendix- 3A - Eligibility certificate from competent authority 9. Caste validity certificate (in the states wherever applicable) to be submitted before issuance of LOA. 10. DGR Certificate - If applying under Defence Personnel, to submit the certificate of Eligibility issued from the Directorate General of Resettlement (DGR), Ministry of Defence, sponsoring the candidate for the LPG Distributorship location for which he/she has applied to be submitted within 90 days 11. Appendix -3E - If applying under Central Para Military Forces/Special Forces Or Government Personnel & Central/State Government Public Sector Notarized Affidavits, submit Eligibility Certificate to be submitted within 30 days 12. Residency certificate (Only for DKV locations) in the prescribed format Appendix – 5 for candidates availing inter se priority of the Gram Panchayat or the Sub Division, as the case maybe.

5	OBC (GP)	<ol style="list-style-type: none"> 1. Notarized Affidavit by the applicant as per format given in Appendix-1 2. Proof of date of birth i.e. - Self Attested copy of School Leaving Certificate / Birth Certificate / Passport / PAN Card. 3. Proof of educational qualification i.e. - Self Attested copy of Certificate of passing X Std. or equivalent. 4. Appendix -2 - Notarized Affidavit 5. Appendix – 4 - Notarized Affidavit, if applicable. 6. Land documents for Godown: Self attested copy of documents pertaining to “Ownership” of land for godown in the name of applicant or member of ‘family unit’ Registered Sale Deed/Gift Deed/Lease Deed (15yrs minimum)/ Mutation and Government record. 7. Land documents for Showroom: Self attested copy of documents pertaining to “Ownership” of land for showroom (Not required if the distributorship type is DKV) in the name of applicant or member of ‘family unit’ Registered Sale Deed/Gift Deed/Lease Deed (15 yrs minimum)/ Mutation and Government record. 8. Appendix – 3B - Eligibility certificate from competent authority 9. Appendix- 3C - Notarized Affidavit as per for confirmation of Non-Creamy Layer 10. DGR Certificate - If applying under Defence Personnel, to submit Self Attested Copy of the Eligibility Certificate issued from the Directorate General of Resettlement (DGR), Ministry of Defence, sponsoring the candidate for the LPG Distributorship location for which he/she has applied to be submitted within 90 days 11. Appendix -3E - If applying under Central Para Military Forces/Special Forces Or Government Personnel & Central/State Government Public Sector Notarized Affidavits, submit Eligibility Certificate as per Appendix -3e to be submitted within 30 days 12. Residency certificate (Only for DKV locations) in the prescribed format Appendix – 5 for candidates availing inter se priority of the Gram Panchayat or the Sub Division, as the case maybe.
6	Open (GP)	<ol style="list-style-type: none"> 1. Notarized Affidavit by the applicant as per format given in Appendix-1 2. Proof of date of birth i.e. - Self Attested copy of School Leaving Certificate / Birth Certificate / Passport / PAN Card. 3. Proof of educational qualification i.e. - Self Attested copy of Certificate of passing X Std. or equivalent. 4. Appendix -2 - Notarized Affidavit 5. Appendix – 4 - Notarized Affidavit, if applicable. 6. Land documents for Godown: Self attested copy of documents pertaining to “Ownership” of land for godown in the name of applicant or member of ‘family unit’ Registered Sale Deed/Gift Deed/Lease Deed (15yrs minimum)/ Mutation and Government record. 7. Land documents for Showroom: Self attested copy of documents pertaining to “Ownership” of land for showroom (Not required if the distributorship type is DKV) in the name of applicant or member of ‘family unit’ Registered Sale Deed/Gift Deed/Lease Deed (15 yrs minimum)/ Mutation and Government record. 8. DGR Certificate - If applying under Defence Personnel, to submit Self Attested Copy of the Eligibility Certificate issued from the Directorate General of Resettlement (DGR), Ministry of Defence, sponsoring the candidate for the LPG Distributorship location for which he/she has applied to be submitted within 90 days 9. Appendix -3E - If applying under Central Para Military Forces/Special Forces Or Government Personnel & Central/State Government Public Sector Notarized Affidavits, submit Eligibility Certificate as per Appendix -3e to be submitted within 30 days 10. Residency certificate (Only for DKV locations) in the prescribed format Appendix – 5 for candidates availing inter se priority of the Gram Panchayat or the Sub Division, as the case maybe.
7	SC (PH) / ST (PH)	<ol style="list-style-type: none"> 1. Notarized Affidavit by the applicant as per format given in Appendix-1 2. Proof of date of birth i.e. - Self Attested copy of School Leaving Certificate / Birth Certificate / Passport / PAN Card. 3. Proof of educational qualification i.e. - Self Attested copy of Certificate of passing X Std. or equivalent. 4. Appendix -2 - Notarized Affidavit 5. Appendix – 4 - Notarized Affidavit, if applicable. 6. Land documents for Godown: Self attested copy of documents pertaining to “Ownership” of land for godown in the name of applicant or member of ‘family unit’ Registered Sale Deed/Gift Deed/Lease Deed (15yrs minimum)/ Mutation and Government record. 7. Land documents for Showroom: Self attested copy of documents pertaining to “Ownership” of land for showroom (Not required if the distributorship type is DKV) in the name of applicant or member of ‘family unit’ Registered Sale Deed/Gift Deed/Lease Deed (15 yrs minimum)/ Mutation and Government record. 8. Appendix- 3A - Eligibility certificate from competent authority 9. Caste validity certificate (in the states wherever applicable) to be submitted before issuance of LOA. 10. Appendix-3D - Disability Certificate (Form II, III, IV as applicable).

		11. Residency certificate (Only for DKV locations) in the prescribed format Appendix – 5 for candidates availing inter se priority of the Gram Panchayat or the Sub Division, as the case maybe.
8	OBC (PH)	<ol style="list-style-type: none"> 1. Notarized Affidavit by the applicant as per format given in Appendix-1 2. Proof of date of birth i.e. - Self Attested copy of School Leaving Certificate / Birth Certificate / Passport / PAN Card. 3. Proof of educational qualification i.e. - Self Attested copy of Certificate of passing X Std. or equivalent. 4. Appendix -2 - Notarized Affidavit 5. Appendix – 4 - Notarized Affidavit, if applicable. 6. Land documents for Godown: Self attested copy of documents pertaining to “Ownership” of land for godown in the name of applicant or member of ‘family unit’ Registered Sale Deed/Gift Deed/Lease Deed (15yrs minimum)/ Mutation and Government record. 7. Land documents for Showroom: Self attested copy of documents pertaining to “Ownership” of land for showroom (Not required if the distributorship type is DKV) in the name of applicant or member of ‘family unit’ Registered Sale Deed/Gift Deed/Lease Deed (15 yrs minimum)/ Mutation and Government record. 8. Appendix – 3B - Eligibility certificate from competent authority 9. Appendix- 3C - Notarized Affidavit as per for confirmation of Non-Creamy Layer. 10. Appendix-3D - Disability Certificate (Form II, III, IV as applicable). 11. Residency certificate (Only for DKV locations) in the prescribed format Appendix – 5 for candidates availing inter se priority of the Gram Panchayat or the Sub Division, as the case maybe.
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10	Open (CC)	<ol style="list-style-type: none"> 1. Notarized Affidavit by the applicant as per format given in Appendix-1 2. Proof of date of birth i.e. - Self Attested copy of School Leaving Certificate / Birth Certificate / Passport / PAN Card. 3. Proof of educational qualification i.e. - Self Attested copy of Certificate of passing X Std. or equivalent. 4. Appendix -2 - Notarized Affidavit 5. Appendix – 4 - Notarized Affidavit, if applicable. 6. Land documents for Godown: Self attested copy of documents pertaining to “Ownership” of land for godown in the name of applicant or member of ‘family unit’ Registered Sale Deed/Gift Deed/Lease Deed (15yrs minimum)/ Mutation and Government record. 7. Land documents for Showroom: Self attested copy of documents pertaining to “Ownership” of land for showroom (Not required if the distributorship type is DKV) in the name of applicant or member of ‘family unit’ Registered Sale Deed/Gift Deed/Lease Deed (15 yrs minimum)/ Mutation and Government record. 8. Outstanding Sports Person Certificate- If applying as OSP (Outstanding Sports Person), to produce a certificate from the Recognized National Federation Organizing National Championships (as recognized by Department of Youth Affairs and Sports, Govt. of India) or from the Dept of Youth Affairs and Sports, Govt. of India. 9. Freedom Fighter Certificate/Tamrapatra - If applying under FF (Freedom Fighter) category should attach a certificate or Tamrapatra or an attested Self 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. 10. Residency certificate (Only for DKV locations) in the prescribed format Appendix – 5 for candidates availing inter se priority of the Gram Panchayat or the Sub Division, as the case maybe.

11	SC (W) / ST (W)	<ol style="list-style-type: none"> 1. Notarized Affidavit by the applicant as per format given in Appendix-1 2. Proof of date of birth i.e. - Self Attested copy of School Leaving Certificate / Birth Certificate / Passport / PAN Card. 3. Proof of educational qualification i.e. - Self Attested copy of Certificate of passing X Std. or equivalent. 4. Appendix -2 - Notarized Affidavit 5. Appendix – 4 - Notarized Affidavit, if applicable. 6. Land documents for Godown: Self attested copy of documents pertaining to “Ownership” of land for godown in the name of applicant or member of ‘family unit’ Registered Sale Deed/Gift Deed/Lease Deed (15yrs minimum)/ Mutation and Government record. 7. Land documents for Showroom: Self attested copy of documents pertaining to “Ownership” of land for showroom (Not required if the distributorship type is DKV) in the name of applicant or member of ‘family unit’ Registered Sale Deed/Gift Deed/Lease Deed (15 yrs minimum)/ Mutation and Government record. 8. Appendix- 3A - Eligibility certificate from competent authority 9. Caste validity certificate (in the states wherever applicable) to be submitted before issuance of LOA.. 10. Residency certificate (Only for DKV locations) in the prescribed format Appendix – 5 for candidates availing inter se priority of the Gram Panchayat or the Sub Division, as the case maybe.
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In addition to the above, Residency certificate in the prescribed format **Appendix – 5** should also be obtained for all the DKV locations for candidates availing inter se priority of the Gram Panchayat or the Sub Division as the case maybe.

18. 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). Also the land offered for Godown and showroom (wherever applicable) will be verified for suitability with respect to eligibility conditions and suitability with respect to construction of Godown and showroom (wherever applicable). Field verification (FVC) will be carried out for the selected candidate.
- b. During the FVC process, in case land mentioned by the applicant for godown/showroom in his application is found not meeting the eligibility conditions/requirements as stipulated in the advertisement/brochure/application form and if the applicant is having any alternate land in his name / member (s) of the family unit as per the definition of family unit for land of the applicant with date of registration of sale / lease on or before the last date for submission of application as specified either in the advertisement or corrigendum (if any), the same can be considered at the time of FVC. However, the same if considered has to be duly verified for its suitability during the FVC. In case at the time of FVC, it is found that the all weather motorable road providing access to the Godown land is not available and if the candidate expresses his/her inability to ever provide the same, the candidate can offer an alternate land meeting the eligibility criteria. Such alternate land if considered has to be duly verified during the FVC for its suitability for providing LPG godown and showroom facility as mentioned herein above.
- c. In case more than one application is made by a single candidate with different lands or if the applicant has offered more than one plot of land in a single application, then option may be given to the candidate to offer the most suitable plot of land for which FVC will be carried out. The offered plot of land, if found suitable during verification, would be recommended for construction of LPG godown/showroom.

19. LETTER OF INTENT (LOI)

If in the FVC, the information given in the application by the applicant is found to be correct and the Land offered for Godown and Showroom are found to be suitable, final Letter of Intent (LOI) will be issued with the approval of competent authority.

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

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 the LOI holder would be intimated through email, pointing out the discrepancy /discrepancies through Email. If it is established that false/incorrect/misrepresented information has been given in the application, candidature of selected candidate will be cancelled, the status of the LOI would become null and void and the amount remitted by the selected candidate before FVC will be forfeited.

20. CONDITION FOR RE-DRAW

- a. Re-Draw for selection would be held from the remaining eligible applicants in the following cases:
 - i. Rejection of selected candidate due to findings in the field verification (FVC).
 - ii. Failure of selected candidate to deposit 10% of the security deposit and/or do

cuments within the stipulated time.

- iii. LOI is withdrawn from the selected candidate
 - iv. The distributor is terminated within one year of commissioning.
- b. Re-draw will be carried out by following the procedure for Draw outlined in Para 15 & 16 above.

21. SCHEME OF FINANCIAL ASSISTANCE TO SC/ST CATEGORY LOI HOLDERS

The Selected Candidate for the location reserved under SC/ST category has the option to avail the Financial Assistance Scheme as given below.

Sheheri Vitrak, Rurban Vitrak and Gramin Vitrak locations

- a. Oil Marketing Companies (OMCs) shall facilitate the selected candidate belonging to SC/ST category 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 Rs. 1 Lakh for Sheheri Vitrak and Rs. 0.60 lakh for Rurban Vitrak & Gramin Vitrak Distributorship or 20% of the total project cost against which the loan has been sanctioned by the Bank, whichever is lower.
- b. 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.
- c. 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 instalments from the 13th month of commissioning of the Distributorship.

Durgam Kshetriya Vitrak locations

- a. Candidate Selected for Durgam Kshetriya Vitrak (DKV) locations reserved under SC/ST category will be provided a secured interest free loan of Rs.One Lakh for construction of Godown/ other facilities. This amount will be recovered on per refill basis at the rate of 20% of distributor's commission for 14.2 kg cylinders as per policy.
- b. For DKV locations reserved under SC/ST category, the concerned Oil Company will provide adequate working capital loan for operation of the DKV at an interest rate of 11% per annum on reducing balance. Both the working capital loan as well as interest will be recovered in 100 equal monthly instalments from 13th month of commissioning of the DKV.

22. SECURITY DEPOSIT

- a. The selected candidate before being issued the appointment letter will have to deposit interest free refundable security deposit to the respective OMC as specified below:

Type of Distributorship	Security deposit		
	Open	OBC category	SC / ST category
Sheheri Vitrak	Rs.5 Lakhs	Rs.4 Lakhs	Rs.3 Lakhs
Rurban Vitrak	Rs.5 Lakhs	Rs.4 Lakhs	Rs.3 Lakhs

Gramin Vitrak	Rs.4 Lakhs	Rs.3 Lakhs	Rs.2 Lakhs
Durgam Kshetriya Vitrak (DKV)	Rs.4 Lakhs	Rs.3 Lakhs	Rs.2 Lakhs

- b. The security deposit of 10% applicable for the respective type/category of LPG Distributorship collected from the selected candidate prior to issuance of LOI, will be adjusted against the above security deposit as applicable.
- c. Oil Marketing Companies (OMCs) will reserve the right to adjust any dues to it from the Security Deposit amount at the time of resignation/termination of the Distributorship. However, in case if termination of the distributorship is on account of proven malpractice, the said security deposit mentioned above will be forfeited.

23. PERSONAL SUPERVISION

- a. An applicant appointed for the LPG distributorship will have to personally manage the operation of the LPG Distributorship.
- b. Before issuance of Letter Of Appointment by the OMC, the selected candidate would also be required to submit a Notarized Affidavit certifying that he/she is not employed in private sector or are not drawing any salary/perks/emoluments (other than pension) from the State/Central Government/PSU.

d. If the selected person is already employed he/she will have to resign the present job. d.

He/she will not be eligible for taking up any other employment.

24. COMMISSIONING OF THE DISTRIBUTORSHIP

- a. 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 (four months from the date of issuance).
- b. The selected candidate (LOI holder) would be given training and has to clear pre-commissioning quiz/test by scoring qualifying marks that is 80%. In case LOI holder secures less than 80% marks in the quiz, re-training would be given and re-test conducted.
- c. Before commissioning, Letter of Appointment would be issued to the selected candidate and an agreement will be executed as per the standard LPG Distributorship agreement.

25. TENURE OF DISTRIBUTORSHIP

- a. The tenure of the HPGas (HPC)& Bharatgas (BPC) 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.
- b. The tenure of the Indane (IOCL) LPG Distributorship shall remain in force for an initial period of 10 years from the date of execution of Distributorship Agreement and continue thereafter until determined as per rights mentioned in the Distributorship agreement.

26. FURNISHING OF FALSE INFORMATION

- a. If any statement made by the applicant in the application or in the documents enclosed therewith or subsequently submitted in pursuance of the application 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.
- b. 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 amount deposited by the selected candidate before the FVC is conducted i.e., 10% of the applicable security deposit will be forfeited.
- c. 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.
- d. In all the above cases, the selected candidate / distributor will have no claim whatsoever against the respective PSU Oil Marketing Company.

27. GRIEVANCE /COMPLAINT REDRESSAL SYSTEM

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

- a. Complainants will have to deposit Rs.5,000/- (Rupees Five thousand only) 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. 5000/-will not be investigated. b.

Anonymous complaints will normally not be investigated.

- c. Complaints received against the applicant will be investigated only if the applicant is selected in the draw.
- d. In case any complaint is received prior to draw alleging that the same land for godown/showroom has been offered by more than one applicant for a particular location, such complaint will be investigated and till its disposal, further action for conducting the draw will be kept in abeyance.
- e. Complaints will be entertained only if it is received by the concerned office of the OMC within 30 days from the date of declaration of draw result.
- f. 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.
- g. 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.
- h. In case of complaints not substantiated, the complaint will be filed and the complainant would be sent a reply accordingly.

- i. Established complaint: In case of established complaint, suitable action will be taken as per the decision and the complainant would be sent a reply accordingly. Complaint fees of Rs.5,000/- (Rupees five thousand only) remitted by the complainant shall be refunded only in case if such particular complaint leads to cancellation of candidature of the selected candidate.

28. **VARIATION IN CONTENT OF ADVERTISEEMNT AS APPEARING IN NEWSPAPER AND PORTAL www.lpgvitarakchayan.in**

In case of any discrepancy in the variation of content published in the advertisement (Notice for selection of LPG Distributorship) and the content available on the portal www.lpgvitarakchayan.in, the content published in the advertisement (Notice for selection of LPG Distributorship) will prevail unless a corrigendum is published in the newspapers.



Notarized Affidavit by the applicant

(To be typed on stamp paper of value as per the State Government requirement to be notarized.)

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

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in words _____
- 3. That I have passed Xth standard in the year _____ (not applicable for applicant under FF category)
- 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 PSU 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 PSU 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 PSU Oil Company.

Or

That I am divorce, 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 PSU Oil Company.

- 5. That I confirm none of my family members as defined below are employees of the Oil Marketing Companies.

Family member of an employee means – ‘Wife or husband, as the case may be, of the employee, whether residing with him / her 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. 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. 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’.

- 6. That I am physically and mentally sound to be able to run the business. That is, I am not totally paralyzed or mentally unsound or suffer from insanity and deprived of cognitive faculties.
- 7. That I have never been convicted nor have charges ever been framed against me by any Court of Law for any criminal offence involving more 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 PSU 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 PSU Oil Company in order to transfer the dealership/distributorship in favor of my family member/s (as defined in the dealer / distributor Selection Guidelines).
9. That I am aware that in case it is detected at any stage that the same place of land for LPG Godown/Showroom offered by me in my application for provision of LPG Godown / Showroom facility was also offered by any other applicant for the same location then my candidature for LPG Distributorship will be rejected / the letter of Intent will be withdrawn / Distributorship, if already appointed, shall be terminated.
10. **Only for applicants applying under the category of SKO dealers* (*Strike off whatever is not applicable)**
 - a. That I am the sole proprietor of SKO dealership of _____ (OMC Name) in the Name and style of _____ at _____(Location) operating below an average allocation of 75KL of SKO per month during the immediate preceding 12 month 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 proceeding pending against my dealership under marketing Discipline Guidelines, Dealership Agreement, Kerosene Control Order or ESMA.
 - c. That 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.
11. **Only for applicants who are having NDNE retailer / distributorship or holding LOI of NDNE retailer/Distributorship* (*Strike off whatever is not applicable)**
 - a. That I or a member of any Family Unit and/is having NDNE retailer/distributorship or holding Letter of Indent of NDNE retailer/distributorship of _____ (OMC Name) at _____ location(s).
 - b. I am aware that if I am selected for LPG distributorship, my family unit have to surrender the NDNE retailer/distributorship or LOI held in my name / Family Unit member before being appointed as LPG Distributor by IOC/BPC/HPC.
12. 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 self declaration is found to be untrue or incorrect or false, then Indian Oil Corporation Ltd.*/ Bharat Petroleum Corporation Ltd.*/ Hindustan Petroleum Corporation Ltd.* (**Strike off whatever is not applicable*) would be within its right to withdraw the letter of Intent termination the distributorship (if already appointed) and that I would have no claim, whatsoever against the corporation for such withdrawal / Termination.

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 there from.

This _____ day of _____ 20____

Signature of applicant making Self Declaration

(Name in Block Letters)

Notarized Affidavit by the member of Family Unit

(To be typed on stamp paper of value as per the State Government requirement to be notarized.)

I, _____ son/ wife of _____ age _____ Years residing at _____ do hereby solemnly affirm and say as under:

1. That I am unmarried and my father*/Mother*/unmarried brother*/unmarried sister* (Mr. /Mrs.) _____ (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(s)*/ unmarried daughter*/wife*/husband*/grandson*/granddaughter*/ (Mr. /Ms) _____ (name) has applied for LPG distributorship of IOC/BPC/HPC* (**Strike off whatever is not applicable*) at _____ (Location) under ' _____ ' Category against the advertisement made in _____ news paper dated _____.

2. That I own a piece of land singly/jointly in my name as specified in Item no. 5 & 6 of the application form.

The detail of land offered along with the demarcation plan (if any) is given below:

Godown/ Showroom	Names of the owner(s)/ Lessee (s)	Date of registration of Sale deed/registered lease deed/date of mutation	Khasra No. / Survey No.	Total Dimension of the plot of land		Dimension of peace of land as per demarcated plan	
				Length in Metre	Breadth in Metre	Length in Metre	Breadth in Metre
(a)	(b)	(c)	(d)	(e)		(f)	
		D D M M Y Y					

Note: Particulars of (f) to be provided in case a piece (portion) out of the plot mentioned in (e) is offered to the above applicant.

3. (a) That I confirm that I do not have any objection for the construction of LPG Godown / Showroom (*as required by OMC*) at the above plot as per the particulars given at (e) (in case the entire plot is offered)

Or

That I confirm that I do not have any objection for the construction of LPG Godown / Showroom (*as required by OMC*) at the mentioned land, plot as per the particulars given at (f) as per the demarcation on the site plan enclosed duly signed by all co-owners. (Applicable in case a piece (portion) out of the plot mentioned in (e) is offered to the above applicant particulars of which is mentioned in (f))

- (b) I hereby confirmed that the said plot of land / piece of land mentioned above has not been offered by me to any other applicant for this LPG Distributorship location for the same purpose.

3. 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 there from.

This _____ day of _____ 20____

Signature:
Name:
Relationship with the 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. In 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/Tribe and his/her religion is _____ which is recognized as a
Scheduled Caste/Scheduled Tribe under the Scheduled Caste/Scheduled Tribe lists (modification) order 1956* read with
the Bombay Re-organisation Act. 1960 and the Punjab Re- organisation 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: _____

State/Union Territory*

* Please delete the words which are not applicable.

Representation of the People Act, 1950.

Officers competent to issue Caste/Tribe certificates.

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

Chief Presidency Magistrate/Additional Chief Presidency Magistrate, Presidency Magistrate. Revenue Officers not below the rank of
Tehsildar.

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

Administrative/Secretary to Administrator/Development Officer (Lakshdweep)

Name of Location: _____

Signature of applicant)

(Name in block letters)

STANDARD FORMAT FOR OBC CATEGORY CERTIFICATE

Note: A candidate who claims to belong to one of the other backward classes should submit in his/ her claim, a certificate in original, 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*
_____ in the State/Union Territory of _____ recognized as a Backward Class under Government of
India, Ministry of Social Justice and Empowerment's Resolution No. _____ dated
**.

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 as amended from time to time.

Place: _____

Signature: _____

Date: _____

Designation: _____

(with seal of office)

State/Union Territory*: _____

*Please delete the words which are not applicable

** The authority issuing the certificate will have to mention details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

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 Certificate for Other Backward Classes are given below:
 - (i) District Magistrate/ Additional Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ 1st Class Stipendiary 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 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.

Name of the Location:

(Signature of the Applicant)

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 recognised as a Backward Class for the purpose of reservation in services under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. _____ dated _____. * It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel and Training O.M. No. 36012/22/93-Estt.(SCT) dated 8/9/1993 as amended from time to time.

(Signature of the Candidate)

Place : _____

Date : _____

*The details of Resolution of Government of India will have to be furnished, in which the caste of the candidate is mentioned as OBC.

Note :

- a. Declaration/undertaking not signed by Candidate will be rejected.
- b. False declaration will render the applicant liable for rejection of application/candidature at any time.

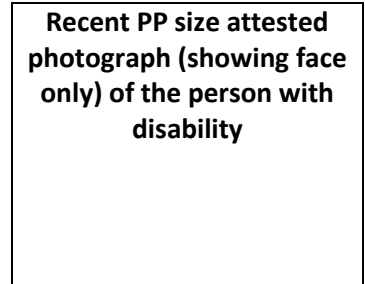
Solemnly affirmed and declared before me

This _____ day of _____

Form II

Disability certificate
(In cases of amputation or complete permanent paralysis of limbs and in cases of blindness)
(see rule 4)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)



Certificate No. _____

Date: _____

This is to certify that I have carefully examined Shri/Smt/Kum. _____
son/wife/daughter of Shri. _____

Date of Birth **DD/MM/YY** Age _____ years, Male/Female _____

Registration No. _____ permanent resident of House No. _____

Ward/Village/Street _____ Post Office _____

District _____ State _____

whose photograph is affixed above, and am satisfied that:

(A) He/she is a case of

- Locomotor disability
- Blindness

(Please tick as applicable)

(B) The diagnosis in his/her case is

(A) He/She has _____% (in figure)percent (in words) permanent physical impairment/blindness in relation to his/her (part of body) as per guidelines (to be specified).

2. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and Seal of Authorised Signatory of notified Medical Authority)

Signature/Thumb impression of the person in whose favor disability certificate is issued
--

Form- III

Disability Certificate

(In case of multiple disabilities)

(NAME AND ADDRESS OF MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

(See rule 4)

Recent PP size attested
photograph (Showing
face only) of the person
with disability

Certificate No. _____

Date: _____

This is to certify that I have carefully examined Shri/Smt/Kum. _____
son/wife/daughter of Shri. _____

Date of Birth _____ Age _____ years, Male/Female _____
DD / MM / YY

Registration No. _____ permanent resident of House No. _____

Ward/Village/Street _____ Post Office _____

District _____ State _____

Whose photograph is affixed above, and am satisfied that:

(A) He/she is a Case of **Multiple Disability**. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below:

Sr.No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Bilindness	Both Eyes		
4	Hearing impairment	\$		
5	Mental retardation	X		
6	Mental-illness	X		

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (to be specified), is as follows:-

In figures:- _____%

In words:- _____ percent

2. This condition is progressive/non-progressive/likely to improve/ not likely to improve.

3. Reassessment of disability is :

(i) not necessary,

OR

(ii) is recommended after _____ years _____ months, and therefore this

certificate shall be valid till _____

(DD) (MM) (YY)

@ e.g.Left/Right/both arms/legs

e.g.Single eye/both eyes

\$ e.g.Left/Right/both ear

4. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority.

--	--	--

Name and seal of Member
Chairperson

Name and seal of Member

Name and seal of Member

Signature/Thumb
Impression of the
person in whose
favour disability
certificate is
issued.

FORM-IV

**Disability Certificate
(In cases other than those mentioned in Forms II and III)**

**(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE
CERTIFICATE)
(See rule 4)**

Recent PP size
Attested
Photograph
(Showing face
Only) of the
person with
disability

Certificate No. _____

Date : _____

This is to certify that I have carefully examined

Shri/Smt./Kum. _____ son/wife/daughter of

Shri _____

Date of Birth _____ Age _____ years, male/female _____

(DD)(MM)(YY)

Registration No. _____ permanent resident of House No. _____

Ward/Village/Street _____ Post Office _____

District _____ State _____, whose photograph is affixed above, and am satisfied

that he/she is a case of _____ disability. His/her extent of percentage physical

impairment/disability has been evaluated as per guidelines (to be specified) and is shown against the

relevant disability in the table below:-

S. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical Impairment/mental Disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	E		
5	Mental retardation	X		
6	Mental-illness	X		

(Please strike out the disabilities which are not applicable.)

2. The above condition is progressive/ non-progressive/ likely to improve/ not likely to improve.

3. Reassessment of disability is:

(I) not necessary,

Or

(II) is recommended/ after _____years _____months, and therefore this certificate shall be valid till _____

(DD) (MM) (YY)

@ e.g. Left/Right/both arms/legs

e.g. Single eye/both eyes

E e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing Certificate

(Authorised Signatory of notified Medical Authority)
(Name and Seal)

Countersigned
{Countersignature and seal of the CMO/Medical Superintendent/Head of Government Hospital, in case the certificate is issued by a medical authority who is not a Government servant (with seal)}

Signature/Thumb Impression of the Person. In whose favour disability certificate is issued.

Note: In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District.

Note: The principal rules were published in the Gazette of India vide notification number S.O.908(E), dated the 31st December, 1996.

Signature and Seal of
Magistrate/Judge/Notary public

Signature of person making affidavit
(Name in block letters)

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 _____ has passed away on (date) _____ at (Place) _____.
Mr/Ms. _____ has been awarded (name of gallantry award) _____ in recognition of the supreme sacrifice made while _____.

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

OR

III. #This is to certify that Mr/Ms.(name of the applicant) _____ was working in our organization and has been disabled on (date) _____ while on duty at (Place) _____.
Mr/Ms.(name of the applicant) _____ (relationship _____) was dependent on Mr/Ms. _____ as per our records.

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

OR

V. #This is to certify that Mr/Ms.(name of the applicant) _____ 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:

Undertaking for offer of land from member of the family unit/parents/grandparents (both paternal & maternal) of the applicant and third party – all the joint owners of the land (except the applicant) need to submit this affidavit individually including the member of the family unit/parents & grandparents (both paternal & Maternal)of the applicant.

(To be typed on stamp paper of value as per the State Government requirement to be notarized.)

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 _____ District _____, in the State of _____ as per the following details:

*Land for Godown:

Name of the Joint Owner(s) / Joint Lessee	Date of registration of Sale Deed/Gift Deed / Lease Deed / Date of Mutation	Khasra No./ Gatta No./Survey No./ Total Dimension of the plot of land (----metres x -----metres)	Total Dimension of the plot of land (----metres x -----metres)	Dimension of land offered as per Demarcated Plan (----metres x -----metres)

*Land for Showroom:

Name of the Joint Owner(s) / Joint Lessee	Date of registration of Sale Deed/Gift Deed / Lease Deed / Date of Mutation	Khasra No./ Gatta No./Survey No./ Total Dimension of the plot of land (----metres x -----metres)	Total Dimension of the plot of land (----metres x -----metres)	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 _____.
That I confirm that I do not have any objection for the construction of the LPG godown and showroom (as required by OMC) at the above mentioned location, as per the demarcation on the site plan enclosed, duly signed by all the co-owners.
3. 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.

This _____ day of _____ month of year.

Name (S)

Signature

STANDARD RESIDENCE CERTIFICATE

(To be submitted by the applicant along with the application)

This is to certify that Shri/Smt/kum. _____

Son/daughter/wife of _____ is resident of (Name of Village) _____

Gram _____ Panchayat* _____ Taluka/Tehsil* _____

Block* _____ Sub-Division* _____ District _____ State _____

Since _____ (dd/mm/yy).

Date _____

(_____)

Signature

Dy. Tehsildar / Tehasildar
