

# PSU OIL MARKETING COMPANY'S MANUAL

FOR

SELECTION

OF

REGULAR LPG DISTRIBUTORS



**MAY 2013**

## FOREWORD

Network expansion has been an important business activity of PSU Oil Marketing Companies for increasing the reach of petroleum products including LPG across the country.

Regular LPG Distributorships are setup in the towns / villages having population of 5000 and potential of 2500 LPG cylinders (refill sales) per month including the population within 15 km from the town.

The earlier approved guidelines for Regular distributorship selection were implemented w.e.f. December 2012. However, MOP&NG have recently suggested that a checklist be included as part of the application form to bring further clarity to the applicants. This is expected to enable them to fill in the application form without errors.

Further, PESO has advised changes in norms for setting up of LPG storage godowns due to which revised dimensions of plot size need to be considered.

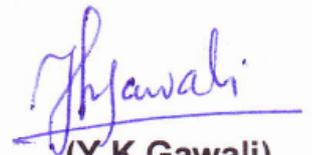
Accordingly, Selection Guidelines for Regular LPG Distributors has been amended to incorporate the above changes and is approved as a comprehensive document in the form of a manual for reference with regard to implementation of the same w.e.f. May 2013.



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## **Guidelines on Selection of Regular LPG Distributorship Applicable to All Locations Advertised / Re-advertised from May 2013 onwards**

### **INTRODUCTION**

MOP&NG vide letter no. P-19011/3/2002-IOC dated 19.08.2003 (**Annexure-1**) conveyed concurrence of the draft guidelines submitted by OMCs for selection of Retail Outlet dealers that was also to be made applicable for selection of SKO/LDO dealers and LPG Distributors. Accordingly, Industry revised the LPG distributor selection guidelines. As per these selection guidelines, evaluation of 89 marks is based on the information given in the application (document based criteria) and remaining 11 marks are based on the response during the interview. Applicants have to secure minimum 40% marks in total to be eligible for award of LPG distributorship. A merit panel of 3 applicants in the order of marks obtained by them is declared. Further refinement with regard to the selection guidelines was carried out in 2007, when the Industry changed from document based evaluation system to information based evaluation system under which marks out of 89 are allocated on the various parameters based on the information provided by the applicant and evaluation on 11 marks is done by a committee based on the performance of the applicant in the interview. A committee of officers verify the information given in the application of the selected candidate.

Meanwhile, the concept of appointment of Rajiv Gandhi Gramin LPG Vitrak (RGGLV) under Rajiv Gandhi Gramin LPG Vitaran Yojana (RGGLVY) was introduced in Nov'2009 in which the subjectivity in award of marks during the interview process also was removed. The selection of candidate is carried out through a transparent system of draw whereby all eligible and qualified applicants are considered for the draw. This scheme of selection of candidate through draw has been appreciated. It was suggested that the similar procedure for selection should be extended for selection of Regular LPG Distributors.

In line with the above, Industry had sent a proposal for revision of guidelines for Selection of Regular LPG distributorship to MoP&NG vide SL/1702 dated February 15, 2010 (**Annexure-2**). MoP&NG vide letter F. No. P-17011/7/2010/Mkt. dated 25<sup>th</sup> June 2010 (**Annexure-3**) had approved the proposal subject to certain conditions.

MOP&NG vide letter no. P-20018/58/2012-Mkt dated 24.07.2012 (**Annexure-4**) & P-17011/7/2010-MKT dated 24.07.2012 (**Annexure-5**) has further approved certain amendments in the guidelines for selection of Regular LPG distributorships concerning reservation criteria, procedure for draw, complaint/grievance redressal etc.

MOP&NG vide letter No. P-21017/06/2009-Dist (Pt.II) dated 24.08.2012 (**Annexure- 6**) has also approved the guidelines formulated by the Industry enabling SKO dealers to apply for Regular LPG distributorship/RGGLV in normal channel, subject to meeting certain specific conditions. In case of allotment, such dealers will have to mandatorily surrender their SKO dealership.

MOP&NG further advised amendments vide letter No. P-20018/58/2012-Mkt dated 03.10.2012 **(Annexure-7)**.

Subsequently, MOP&NG has advised bringing more clarity in the application form through introduction of a check list so as to facilitate the applicants to correctly fill up the application form. Further, PESO has brought in changes with regard to land for putting up LPG Godown of different storage capacities.

**The guidelines given in this Manual will be applicable to all locations advertised / re-advertised effective May'2013.**

The highlights of the selection guidelines are:

- a) The eligibility criteria have been so defined that it meets the minimum requirements on educational qualification, finance and infrastructure for operating an LPG distributorship.
- b) There is no marks-based evaluation system or interview for final selection. The selection is carried out by a transparent system of draw. All applicants meeting the eligibility criteria qualify for the draw.

## **1. IDENTIFICATION OF LOCATIONS**

Locations for setting up of LPG Distributorship would be identified based on available refill sale potential that can sustain economically viable operation of an LPG distributorship. The refill sale potential is based on several factors including population, population growth rate, economic prosperity of the location and the distance from the existing nearest distributor. The format for feasibility study is given in **Appendix- A**. The Industry LPG Team at State level should finalize the locations jointly and send it to respective Head Offices as per **Appendix- B**.

On receipt of the list of feasible locations, the Industry Team at Head Office level will carry out the share-out of locations based on factors like availability of existing / planned bottling facility of OMC, market representation etc. The overall share-out in the ratio of 50:25:25 with respect to IOC: BPC: HPC is maintained on All India basis.

After carrying out the share-out, the locations are categorized as per the 200 point roster as detailed in para 3 below.

## 2. RESERVATION

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

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

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

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

The reservation under respective categories is SC/ST (GP)-2%, SC/ST (CC)-1%, SC/ST-19.5%, OBC (GP)-2%, OBC (CC)-1%, OBC-24%, and Open (GP) – 4%, Open (CC)-2%, Open-44.5%. Since the numbers are in fractions in the percentage reservation, a '200-point' roster is to be maintained state wise on Industry basis (i.e jointly by IOCL, BPCL and HPCL) to ensure the percentage reservations as mentioned above is achieved. The Distribution between SC and ST is as per the population ratio in the respective State.

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

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

## 3. ROSTERING OF LOCATIONS AS PER 200-POINT ROSTER

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

In '200-point Roster' allocation of a reservation category against a serial number is done such that when 200 numbers of Distributors are planned, the percentage of each category is achieved. Continuity is maintained in '200 point roster'. If in previous plan the last roster number allocated is say 19 then the rostering will start from roster serial number 20. Once 200 roster serial numbers are completed, it is started from roster serial number 1 again.

The '200-point Roster' is followed on rolling basis. The '200-point Roster' is given in **Appendix – C**. The Distribution between SC and ST shall be as per the population ratio in the respective State as given in **Appendix – D**.

#### **4. DE-CATEGORISATION**

##### **4.1. For LPG Distributorships planned under the guidelines of December'12 and the current guidelines i.e. of April'13 , de-categorization policy is as under :**

- (a) For reserved sub-category locations "GP" (Def+ Govt./PSU) and "CC (PH+OSP+FF)", in case of 'Nil' response to the advertisement or no eligible candidate is found or no candidate qualifies or no selected candidate is able to commission the LPG Distributorship, then that location would be re-advertised in the respective category without sub-category i.e. locations will be advertised as SC/ST, OBC or Open category as applicable with the approval of LPG Head of the State/Regional/Zonal Office .
- (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 with the approval of LPG Head of the State/Regional/Zonal Office .
- (c) However, it is to be ensured that the reservation is maintained on overall basis by respective OMCs while de-categorisation of the locations from earlier roster by converting corresponding number of LPG Distributorship locations under 'Open' category from the new roster to 'SC/ST' and 'OBC' category. In other words, shortfall in SC/ST and OBC category has to be made good in the future marketing plans so as to ensure the percentage reservation of SC/ST: 22.5%, OBC: 27% and open: 50.5% are maintained. This has to be ensured by the respective LPG head of State/Regional/Zonal Office.
- (d) With regard to reserved categories 'GP' & 'CC', reservation percentages will be maintained only at the time of initial categorisation. In other words, once the category of such locations is changed after the first advertisement as no candidate has applied or no eligible candidate is found or no candidate qualifies or no selected candidate is able to commission the LPG Distributorship, no adjustment in the roster would be made under the future marketing plans.

##### **4.2. For LPG Distributorships planned under the previous guidelines effective Oct'10 till the implementation of the new guidelines (effective December'12), following will be applicable: -**

- a) In case after the first advertisement, no candidate has applied or no eligible candidate is found or no candidate qualifies or no selected candidate is able to commission the LPG Distributorship for any of the reserved category locations, then the location is to be re-advertised under 'Open' category in the next round of advertisement with the approval of LPG Head of the State/Region/Zonal office.

- b) However, it is to be ensured that in case of SC/ST category, the reservation is maintained on overall basis by respective OMCs while de-reserving the locations from earlier roster by converting corresponding number of LPG distributorship locations under 'Open' category (without sub-category) from the new roster to 'SC/ST' (without sub-category). In other words, shortfall in SC/ST category has to be made good in the future Marketing Plans. This has to be ensured by the respective LPG Head of the State / Region/ Zonal office. While converting the 'Open' category locations to 'SC/ST' category, it should also be ensured that the location has the population of the particular category.
- c) With regard to other reserved categories i.e. GP & CC, reservation percentages will be maintained only at the time of initial categorisation. In other words, once the category of such locations is changed to 'Open' after the first advertisement as no candidate has applied or no eligible candidate is found or no candidate qualifies or no selected candidate is able to commission the LPG Distributorship, no adjustment in the roster would be made under future marketing plans.

#### **4.3. For LPG Distributorships planned under Marketing Plans upto 2008-10**

- a. MOP&NG vide letter no. P-20015/5/2009-Mkt.(Part) dated 03.12.2010 had advised that all the locations, including the reserved locations from the earlier Marketing Plans where OMCs were unable to find suitable candidate may be advertised afresh in line with the new guidelines issued on 25.06.2010 for selection of regular LPG distributorships to the categories as per the new roster of the Industry Marketing Plan with the condition that the overall percentage of reservation be maintained while issuing advertisements in the next Roster / Industry Marketing Plan of the OMCs. All the locations be put in the regular Roster as per the new guidelines and advertised accordingly.
- b. In order to implement this decision of MOP&NG and considering the amendments issued by MOP&NG in July'2012 with regard to reservation criteria, the following action needs to be taken: -
  - i. LPG distributorship locations from earlier Marketing Plans upto 2008-10 rostered under 'Defence' category and 'PMP' category' should be advertised as 'Govt. Personnel' (GP) category belonging to Open category i.e. O(GP) category under the new selection guidelines.
  - ii. LPG distributorship locations from earlier Marketing Plans upto 2008-10 rostered under 'Physically Handicapped' (PH) and 'Outstanding Sports Persons' (OSP) category should be advertised as Combined Category belonging to Open category i.e. O(CC) category under the new selection guidelines.
  - iii. LPG distributorship locations from earlier Marketing Plans upto 2008-10 rostered under 'Freedom Fighter' (FF) category should be advertised under Combined Category belonging to Open category i.e. O(CC) category under the new selection guidelines.
  - iv. LPG distributorship locations from earlier Marketing Plans upto 2008-10 rostered under 'Open' category, 'SC' category and 'ST' category should be advertised in the same category under the new selection guidelines.

- v. LPG distributorship locations under 'UG' and 'UEG' category from earlier Marketing Plans on resignation / termination should be advertised under 'Open' category under new selection guidelines.
  - vi. In case of resignation / termination of LPG distributorship allotted to 'Ministry Nominee', the same should be advertised under 'Open' category under new selection guidelines.
  - vii. In case of resignation / termination of LPG distributorship allotted under 'OVSS', 'IPKF' and 'Mumbai Martyrs' schemes, the same should be advertised under 'Govt. Personnel' (GP) category belonging to Open category i.e. O(GP) category under the new selection guidelines.
- c. Accordingly, the guidelines as stated in para 4.3 (a & b ) above should be made applicable to all those cases which have not been advertised under the October 2010 guidelines such as : -
- i. LPG distributorship locations to be advertised against resignation / termination of distributorship.
  - ii. LPG distributorship locations advertised earlier but for which no application had been received or no suitable candidate had been found.
  - iii. LPG distributorship locations not advertised earlier from Marketing Plans upto 2008-10 but proposed to be advertised.
- d. In case the LPG distributorship locations from earlier Marketing Plans upto 2008-10 and those allotted under various schemes of MoP&NG have already been advertised under the Selection Guidelines effective October 10, subsequent de-categorization, if required, should be carried out as mentioned in para 4.2 above.
- e. In case, there are locations from earlier Marketing Plans upto 2008-10 and those allotted under various schemes of MoP&NG for which no action has been taken under October 2010 guidelines, then such locations should be advertised under the new guidelines after applying the process as defined in para 4.3 b above.
- f. Thereafter if 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 de-categorisation should be carried out as mentioned in para 4.1 above.

## **5. BASIC FACILITIES REQUIRED FOR OPERATION OF LPG DISTRIBUTORSHIP**

### **5.1. Godown for Storage of LPG in Cylinders**

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

The applicant should own (as per ownership criteria defined below in clause No. 9.1 (vii) & (viii), 10.1 (x) & (xi) & 10.2 (IX & X) as applicable) :

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

Or

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

(Note : In case there are any state specific requirements/norms applicable for construction of the LPG Godown, then the same should be clearly incorporated in the Advertisement/Application form giving the applicable revised minimum dimensions of the plot of land.)

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

## **5.2. Showroom**

A Showroom of minimum dimensions 3 metre by 4.5 metre as per the standard layout is to be made in a shop / land located in the advertised location or locality as specified in the advertisement for LPG distributorship and it should be easily accessible to general public through a suitable approach road.

## **5.3. Infrastructure For Home Delivery Of LPG Cylinders**

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

## 6. SPOUSE AS CO-OWNER

In each case where an individual gets selected, his/her spouse (i.e wife/husband) should be made co-owner. In case, the applicant is unmarried/ divorcee/ widow/ widower, an undertaking should be taken that after marriage/re-marriage, the spouse will be made co-owner. Co-owner means spouse will be 50% partner irrespective of age, qualification and employment. Individual applicants are not permitted to enter into partnership with anyone other than their spouse.

## 7. PERSONAL SUPERVISION

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

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

## 8. SCHEME OF FINANCIAL ASSISTANCE TO SC/ST CATEGORY DISTRIBUTORSHIPS

MOP&NG vide their letter No. P-25011/4/2011-MKT dated 24.12.2012 (**Annexure - 8**) has advised that the Corpus fund scheme stands replaced by a bank mediated financial assistance scheme to SC/ST LOI holders. Under this scheme, the selected candidate for the location reserved under **SC/ST category** has the option to avail the following Financial Assistance Scheme :

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

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

Adequate working capital loan at (SBI PLR + 1 %) interest per annum, for a full operation cycle of the operation of the distributorship will also be provided. Both the working capital as well as

interest thereon will be recovered in 100 equal monthly installments from the 13th month of commissioning of the Distributorship.

## **9. ELIGIBILITY CRITERIA FOR INDIVIDUAL APPLICANTS**

All applicants fulfilling the eligibility criteria will become eligible for the draw for selection of the LPG distributorship. There is **no marks based evaluation of applicants**. The eligibility Criteria is as under: -

### **9.1. Common Eligibility Criteria for all Categories applying as Individual**

#### **The applicant should**

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

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

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

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

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

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

For applicants belonging to the category of "SKO dealers of OMCs", maximum upper age limit shall be 60 years as on date of application.

There is no age restriction for applicants applying for locations reserved under FF category.

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

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

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

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

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

The aforementioned Multiple Dealership/Distributorship norms are also applicable to retailers/distributors appointed by PSU Oil Marketing Companies for exclusive marketing of NDNE (Non Domestic Non Essential) LPG cylinders.

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

- vi. Have minimum total amount of ` 15 lakhs for Urban Markets and ` 10 lakhs for Urban-Rural & Rural Markets respectively **as the closing balance on the last date for**

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

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

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

Or

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

(Note : In case there are any state specific requirements/norms applicable for construction of the LPG Godown, then the same should be clearly incorporated in the Advertisement/Application form giving the applicable revised minimum dimensions of the plot of land )

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

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

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

- viii. Own a suitable shop of minimum size 3 metre by 4.5 metre in dimension or a plot of land for construction of showroom of minimum size 3 metre by 4.5 metre **as on the last date for submission of application as specified in the advertisement or corrigendum (if any)** at the advertised location or locality as specified in the advertisement. It should be easily accessible to general public through a suitable approach road.

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

**Reference vii & viii above:**

**‘Own’ means having ownership title of the property or registered long lease (minimum 15 yrs) in the name of applicant / member of “Family Unit” (as defined in multiple dealership/distributorship norm of eligibility criteria) as on last date for submission of application as specified in the advertisement or corrigendum (if any). In case of ownership/co-ownership by family member(s) as given above, consent in the form of a Notarized affidavit from the family member(s) will be required.**

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

- ix. Be physically and mentally sound to be able to run the business
- x. Neither have been convicted nor charges been framed by any Court of Law for any criminal offence involving moral turpitude/ economic offences.
- xi. Not be a signatory to distributorship/dealerships agreement, terminated on account of proven cases of malpractice of any Oil Company.

## **9.2. Specific Eligibility Criteria For Different Categories applying as Individual**

### **9.2.1. Specific Eligibility Criteria For Main Reservation Categories**

#### **a) Open Category (O)**

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

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

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

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

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

#### **c) Other Backward Classes:**

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

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

### **9.2.2. Specific Eligibility Criteria for different Sub-categories :**

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

Applicants eligible under 'SC/ST', 'OBC' and 'Open' category as specified in para 9.2.1 above can apply for Regular LPG distributorship under respective "GP" sub-category on fulfilling the following conditions:

##### **I. Defence Personnel**

Defence Personnel means personnel of armed forces (viz. Army, Navy, Air Force) and will cover widows /dependents of those who died in war, war disabled/ disabled

on duty, widows / dependent of those members of Armed Forces who died in harness due to attributable causes and disabled in peace due to attributable causes.

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

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

## **II. Government and Public Sector Personnel**

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

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

### **b) Combined Category (CC).**

Applicants eligible under 'SC/ST', 'OBC' and 'Open' category as specified in para 9.2.1 above can apply for Regular LPG Distributorship under respective 'CC' sub-category on fulfilling the following conditions:

#### **I. Physically Handicapped (PH):**

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

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

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

## **II. Outstanding Sports Persons (OSP):**

The following persons will be eligible:

- (i) Arjuna / Khel Ratna Awardees.
- (ii) Winners of Medals at Olympics/ Asian /Commonwealth Games and Recognised World Champions/ World Championships.
- (iii) National Champions - First position holders in Senior Category (both Men & Women) under the Recognised National Championships.
- (iv) National Adventure Awardees

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

## **III. Freedom Fighters (FF):**

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

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

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

### **9.2.3. Specific Eligibility Criteria for existing SKO Dealers of OMCs:**

Existing SKO dealers of OMCs who are eligible under categories as specified in para 9.2.1 & 9.2.2 above can apply for Regular LPG Distributorship on fulfilling the following conditions:

- a. Existing SKO dealers of OMCs operating as a sole proprietor having an average allocation of less than 75 KL of SKO per month during the immediate preceding 12 months prior to the month of advertisement will be eligible to apply for LPG Distributorship. The applicants have to submit along with the application the proof of such allocation from allocating authority of the State Govt./Divisional/Territory/Regional Office of the Oil Company, as the case may be. Multiple Dealership/Distributorship norm shall not be applicable for such applicants.

- b. SKO Dealers operating as a Partnership Firm or Society or Company are not eligible to apply.
- c. In case of allotment, the SKO dealer will have to surrender their SKO dealership prior to issuance of letter of appointment for LPG Distributorship.
- d. Age & Educational Qualification :  
  
Age: Maximum upper age limit – 60 years  
  
Educational qualification: Should have passed minimum Xth Standard examination or equivalent from a recognized Board.
- e. To be eligible to apply for Regular LPG Distributorship, the SKO dealer should not have been penalized for violation of Marketing Discipline Guidelines within last 5 years preceding the date of advertisement or there should not be any proceedings pending against the dealership under Marketing Discipline Guidelines/Dealership Agreement, Kerosene Control Order or ESMA.
- f. Common eligibility criteria as specified under para no. 9.1 above shall also be applicable to SKO dealers.

## **10. ELIGIBILITY CRITERIA FOR NON-INDIVIDUAL APPLICANTS**

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

### **10.1. Registered Co-Op Societies / Consumer Societies Applying For Categories Other than 'Open' category (without sub category)'**

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

- i) They will apply as non-individual. The Society will have to operate the distributorship through their own employees and not on contract basis.
- ii) All members of the Society should belong to the same category for which LPG distributorship has been advertised. A copy of certificate to this effect from Registrar of Society and a list giving names of all the members of the Society will be required.
- iii) The Society has to furnish appropriate resolution to show that person making the application is empowered to make the same. In addition, the Society should furnish an undertaking that it will observe the relevant guidelines, etc.

- iv) Societies should have made a net profit for previous three consecutive financial years duly certified by a Chartered Accountant.
- v) None of the members of the Society or their family members (family as defined in the case of multiple dealership norms for individuals) should hold dealership/ distributorship of any Oil company for MS/HSD/SKO-LDO/LPG/RGGLV in India or has/have been issued a letter of intent or appointment letter.
- vi) None of the members should have either been convicted or charges have been framed against them by court of law for criminal offences involving moral turpitude and / or economic offences (other than freedom struggle) punishable under Law.
- vii) None of the members of the Society should have been signatory to dealership/distributorship agreement of any Oil Company, which was terminated for malpractices and / or for violations of provisions of the Marketing Discipline Guidelines.
- viii) The Registered Society should not have any criminal records nor have any criminal charges framed against it by court of law involving moral turpitude and/or economic offences (other than freedom struggle) punishable under Law.
- ix) Should have a minimum total amount of ` 15 lakhs for Urban Markets and ` 10 lakhs for Urban-Rural & Rural Markets respectively **as the closing balance on the last date for submission of application as specified in the advertisement or corrigendum (if any)**. This amount is to be arrived at by adding amount in Bank accounts in Scheduled Bank/ Post Office, free and un-encumbered Fixed Deposits in Scheduled Banks, Post Office, Listed Companies / Government Organisation / Public Sector Undertaking of State and Central Government, Kisan Vikas Patra, NSC, Bonds, Shares of Listed Companies, Listed Mutual Funds in the name of the Organisation. In case of locations reserved under 'SC/ST' category, minimum total amount of ` 5 lakhs for Urban Markets and ` 2.5 lakhs for Urban-Rural & Rural Markets respectively should be available **as the closing balance on the last date for submission of application as specified in the advertisement or corrigendum (if any)**..
- x) Should own **as on the last date for submission of application as specified in the advertisement or corrigendum (if any)** :

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

Or

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

(Note : In case there are any state specific requirements/norms applicable for construction of the LPG Godown, then the same should be clearly incorporated in the Advertisement/Application form giving the applicable revised minimum dimensions of the plot of land )

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

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

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

- xi) Own a suitable shop of minimum size 3 metres by 4.5 metre in dimension or a plot of land for construction of showroom of minimum size 3 metres by 4.5 metre at the advertised location or locality as specified in the advertisement **as on the last date for submission of application as specified in the advertisement or corrigendum (if any)**. It should be easily accessible to general public through a suitable approach road.

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

**Reference x & xi above: 'Own' means having ownership title of the property or on registered long lease (minimum 15 yrs) in the name of the non-individual institution as on the last date for submission of application as specified in the advertisement or corrigendum (if any).**

## **10.2. Non- Individual Applicants Applying Under 'Open' Category**

Non-individuals applicants (Government bodies/agencies, organized bodies, societies registered under Societies Registration Act 1860, Charitable Trusts registered with Charity Commissioner of respective State Government, Companies formed under the Companies Act, 1956) are eligible to apply under '**Open**' category subject to the following: -

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

**A. For Companies Registered under Companies Act 1956:**

- i) The applicant company will not be eligible for RO dealership/LPG distributorship/ RGGLV if any of the RO dealership/LPG distributorship/ RGGLV is held by the following;-
  - a) Any of the Director or his family members (family as defined in the case of multiple dealership norms for individuals).
  - b) Holding company or Subsidiary Company.
  - c) Any other company or Firm where share holders (put together) of the applicant company have controlling stake i.e. 51% or more.
- ii) If any individual, partnership firm, company, organized body, trust or society already holding RO dealership/LPG distributorship/ RGGLV acquire controlling stake in a company having RO dealership/LPG distributorship then the RO dealership /LPG distributorship /RGGLV of the acquirer would be liable to be terminated
- iii) Government owned Companies defined as major shareholding with the Government, Public Sector & Joint Sector Units or Government administered Organization are exempted from the above Multiple Dealership Norms.

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

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

- II.** Registered Societies / Company incorporated under Companies Act 1956 should have made a net profit for previous three consecutive financial years duly certified by a Chartered Accountant.
- III.** Registered Societies / Company incorporated under Companies Act 1956 will have to furnish appropriate resolution to show that person making the application on its behalf is empowered to make the same. It will also have to furnish an undertaking that it will observe the relevant guidelines.
- IV.** The Registered Societies / Company incorporated under Companies Act 1956 will have to operate the distributorship through their own employees and not on contract basis.
- V.** None of the members the Governing / Managing Committee of the Registered Societies / Company incorporated under Companies Act 1956 should have either been convicted or charges have been framed against them by court of law for criminal

offences involving moral turpitude and / or economic offences (other than freedom struggle) punishable under Law.

- VI.** None of the members of the Governing / Managing Committee of the Registered Societies / Company incorporated under Companies Act 1956 should have been signatory to dealership/distributorship agreement of any Oil Company, which was terminated for malpractices and / or for violations of provisions of the Marketing Discipline Guidelines.
- VII.** The Registered Societies / Company incorporated under Companies Act 1956 should not have any criminal records nor have any criminal charges framed against it by court of law involving moral turpitude and/or economic offences (other than freedom struggle) punishable under Law.

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

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

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

Or

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

*(Note : In case there are any state specific requirements/norms applicable for construction of the LPG Godown, then the same should be clearly incorporated in the Advertisement/Application form giving the applicable revised minimum dimensions of the plot of land)*

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

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

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

- X.** Non-individuals applicants should own a suitable shop of minimum size 3 metres by 4.5 metre in dimension or a plot of land for construction of showroom of minimum size 3 metres by 4.5 metre at the advertised location or locality as specified in the advertisement **as on the last date for submission of application as specified in the advertisement or corrigendum (if any)**. It should be easily accessible to general public through a suitable approach road.

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

**Reference IX & X: 'Own' means having ownership title of the property or on registered long lease (minimum 15 yrs) in the name of the non-individual institution as on the last date for submission of application as specified in the advertisement or corrigendum (if any).**

## **11. MODE OF SELECTION**

### **11.1. Advertisement:**

Selection will be done by inviting applications through advertisements under appropriate category in two newspapers - One English daily having widest circulation in the State and one vernacular daily - having widest circulation in the district where the location is situated. The text of advertisement is given in **Appendix- E**.

Brochure for Selection of Regular LPG distributorship given in **Appendix-F** should be hosted by the respective OMCs on their website at least one day prior to the publication of the advertisement. Brochure and application format can be down loaded from the website free of cost. It will be also available in the respective offices of OMCs on payment of ₹ 50/- (Fifty).

### **11.2. Publicity:**

Information with regard to the advertisements should be forwarded by Registered Post AD / Speed Post to Rajya Sainik Board (RSB) of the concerned State and Directorate General Resettlement, Ministry of Defence, West Block –IV, Wing No.1, R.K.Puram, New Delhi 110 066 (**Appendix - G**)

Copies of the advertisement should be put up on the Notice Boards of the OMC offices in the area.

Additionally, in order to ensure maximum response to the advertisements under various categories, copies of the advertisements should be forwarded by Registered Post AD / Speed Post to the respective **District Collectors/District Magistrate** office with a request to give wide publicity in the concerned Districts by the Coordinating Oil company on behalf of the Industry at State level for publishing the advertisements. (**Appendix – H**).

## **12. APPLICATION:**

Application formats given in **Appendix- I & II for individual and non-individual applicants respectively** should be hosted on the website of the OMCs. The application formats can be downloaded free of cost from websites [www.iocl.com](http://www.iocl.com), [www.ebharatgas.com](http://www.ebharatgas.com), [www.bharatpetroleum.in](http://www.bharatpetroleum.in) and [www.hindustanpetroleum.com](http://www.hindustanpetroleum.com). Application should be typed or neatly hand written as per the prescribed format.

### **12.1. Non Refundable Application Fee:**

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

### **12.2. Cut-off date for receipt of Applications:**

The advertisement should specify the last date and time on or before which the applicant should submit the applications. The cut-off date should be minimum 30 days from the date of publication of the advertisement in the newspapers i.e. it should be ensured that the applicants get a minimum of 30 days clear time for submission of completed application. It should be ensured that the last date for submission of application is

specified in the advertisement is a working day for the OMCs. The same principle applies for release of corrigendum for the affected locations.

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

### **12.3. Procedure For Receipt of Application**

Application should be received in sealed envelope only. The date of receipt of application should be stamped on the envelope containing the application. In case of applications are received late, proof of late receipt should be retained and application returned to the applicant immediately by Registered Post AD / Speed Post with a covering letter as per format given in **Appendix – J**.

List of applicants whose applications were received late and returned should be maintained location wise at concerned Area/Territory/Regional office as per the format given in **Appendix – J1**.

After application is received, serial number should be put on the envelope and also recorded in a 'Register' as per the format given in **Appendix – J2**.

Acknowledgement for applications received by hand can be given as per the format given in **Appendix – J3**.

### **12.4. One Application per Applicant for a Location**

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

### **12.5. Person Applying for Multiple Locations**

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

## **13. PROCEDURE FOR OPENING APPLICATIONS**

A committee called 'Application Opening Committee' should open all the applications. It will consist of 1 officer nominated by the State Head / Regional Head / Zonal Head.

**Application Opening Committee (AOC)** will do the following:

- a. The committee will check the eligibility with respect to application fee.
- b. Take out the payment instruments (PO/DDs) and record the serial number on the application at the specified place (serial number).
- c. They will serial number all the pages, initial each page and if any cutting, overwriting is observed in the application then the same should be circled and initialed.
- d. The details of the payment instrument towards application fee should be entered in the register against the applicant's name as per the format given in **Appendix- J2**.
- e. The committee should send an acknowledgement to all the applicants by Registered Post AD / Speed Post along with cash receipt as per format given in **Appendix- J4** and maintain the record of the same in the respective Area/Territory/Regional office.
- f. In case it is found that more than one application having same name, father's name, date of birth, photograph, signature, etc., then remarks should be put on these applications and clubbed together. Only one Application Serial number to be given. If applicant has submitted fees with each application, then the fee amount for all the applications should be retained and details of the same entered against the applicant's name in the register. The same is to be brought to the notice of the applicant while acknowledgement is sent by Registered Post AD / Speed Post vide letter as per format given in **Appendix- J5**.
- g. All the application should be kept in the same serial order as entered in the Register (**Appendix- J2**) in the Safe custody with Head of the Area/Territory/Regional Office.

#### **14. SCRUTINY OF APPLICATIONS**

**Application Scrutiny Committee (ASC)** should consist of one officer nominated by State Head / Regional Head / Zonal Head.

**Application Scrutiny Committee (ASC)** should scrutinize the applications based on the information furnished by the applicant in the application as per the format given in **Appendix- K**. ASC after completing scrutiny of all applicants should prepare the following list:

- a) List of applicants who were found ineligible due to non-technical reason as per the format given in **Appendix- K1**. The reasons for their ineligibility should be clearly spelt out/recorded for each case.
- b) List of applicants who were found ineligible due to technical reason and can become eligible by removing deficiency as per format given in **Appendix- K2**.
- c) List of applicants who were found eligible for draw as per format given in **Appendix- K3**.

The lists as per formats Appendix- K1, K2 & K3 will be signed by the ASC member and counter signed by the Head of the Area/Territory/Regional office. The same committee should complete the scrutiny for one location.

**The activities of AOC & ASC (as defined in para 13 &14) can also be clubbed and completed by a single committee consisting of one officer nominated by State Head / Regional Head / Zonal Head.**

**The norms for the formation and constitution of the AOC and ASC as given above can also be applied for the locations advertised under the guidelines of October'10 and onwards.**

## **15. INTIMATION TO APPLICANTS**

The Head of Area/Territory/Regional office will send letters by **Registered Post AD / Speed Post** to each applicant individually within 7 days from the date of preparation of **Appendix- K1 & K2** by ASC as given below:

- a) Applicants found ineligible as per **Appendix-K1** should be sent letter as per **Appendix – L**.
- b) Applicants who were found ineligible as per **Appendix – K2**, should be asked to rectify the deficiencies within 21 days from the date of the letter (date to be specified for accepting the response from applicant) by sending letter as per format given in **Appendix – L1**. No applicant should be made ineligible on the technical grounds. Fresh affidavits can be accepted from the applicants if required for eligibility criteria.
- c) Those applicants, who had been asked to rectify the deficiencies but have not responded by the specified date **i.e. 21 days from the date of the letter sent**, would be again intimated by **a telegram** to immediately contact the concerned Office of the OMC by giving them 5 days time and 5 days time thereafter to submit the required clarifications / documents. Proof of sending the telegram should be kept for records. The format for telegram as well as format for maintaining record of telegrams sent is given **Appendix – L2 and L3** respectively.
- d) After taking into consideration the response of the applicants from the K2 list on removal of deficiencies, there will be 2 sets of applicants, some who still remain ineligible and the balance who become eligible after rectification of deficiencies.

All applicants who still remain ineligible will get added to the list K1 of ineligible applicants. The final list of ineligible candidates should be prepared as per format given in **Appendix K1R**.

Similarly, the applicants who have become eligible after rectification of deficiencies will get added to the list K3 of eligible candidates and the final list eligible candidates should be prepared as per format given in **Appendix K3R**.

- e) List of applicants as per formats given in **Appendix K1R and K3R** should be displayed on the **notice board** of the concerned office of the Oil Company as well as hosted **on the website** of the Corporation under the signatures of Head of the Area/Territory/Regional office.
- f) In cases, where the applicant is still ineligible even after considering the response/documents submitted by him, a letter as per format in **Appendix- L4** under the signatures of Head of the Area/Territory/Regional office within 7 days from the date of preparation of final lists i.e **K1R and K3R**.
- g) Details of letter reference and date of call letter for draw or rejection letter as applicable should be entered in the space provided in the Scrutiny sheet of each applicant prepared in format as per **Appendix- K**.

## 16. PROCEDURE FOR DRAW

- 16.1. Selection will be done by draw of lot out of all eligible applicants.
- 16.2. **In case, complaints are received about any applicant with regard to their eligibility before the draw**, the complaint should be dealt as per procedure mentioned below in Para 22 'Grievance /Complaint Redressal System'.
- 16.3. In case for a location there is only one eligible applicant, no draw is required. The lone eligible applicant should be declared as selected. The result should be displayed and hosted on the website by the concerned Area/Territory/Regional Manager as per format in **Appendix- M**. FVC should be conducted in line with procedure.
- 16.4. In case of two or more eligible applicants, draw for selection of LPG Distributor should be conducted. All the eligible applicants as per **Appendix - K3R** should be sent a written communication by Registered Post AD / Speed Post, as per the format given in **Appendix- N** to report for a draw for selection of LPG Distributor at a specified place on specified date and time giving clear 20 days time from the date of the letter. The notice with regard to the draw should be published at least 3 days before the date of draw as per the format given in **Appendix- N1** in the same newspapers in which the advertisement for appointment of LPG Distributor was initially published.
- 16.5. Locations should preferably be clubbed together in order to economize the cost for conducting the draw on a particular day. It can also be done on Industry basis with equal sharing of cost by the participating companies. Concerned Police Station Authority should be informed about the draw.
- 16.6. Attendance of all the applicants who have reported in person for draw should be prepared as per format given in **Appendix – N2** and Signature of applicants should be

obtained on the same. The applicant himself/herself has to attend the draw and no other person or representative can be authorized to attend the draw on behalf of the applicant.

- 16.7.** Serial number of the application along with name of applicant should be printed on a 'paper token' as per the format given in **Appendix- N3**. Officers nominated for the draw should sign on each 'paper token' with date of draw.
- 16.8.** Two officials of the company as nominated by Head of State/Regional/Zonal Office will conduct the draw in the presence of the candidates and the invited guest. The Quorum will comprise of at least 50% of the eligible applicants (whose names are there in the draw) for 1st draw. If Quorum is not fulfilled during the 1st draw, then draw would not be held on that day. Subsequent date for the draw shall be fixed and announced as per the laid down procedure.
- 16.9.** In case draw is required to be conducted for the second and subsequent times including with reasons of Quorum not being available in the 1st draw, then the draw will be held in the presence of two company officials, the invited guest and the number of applicants who choose to remain present during the draw.

The norms for conducting the draw on account of non-availability of Quorum in the first draw will also apply for the locations advertised under the guidelines of October'10 and onwards.

- 16.10.** A representative of the district administration (Tahsildar or above) must be requested as guest through the District Collector for all the draws. Intimation/invitation should also be issued to the local MP, MLA, Zilla Parishad, Panchayat Samiti Chairman, Sarpanch, District Magistrate/Sub Divisional Magistrate/District Civil Supplies Officer/Block Development Officer/District Rural Development Authority. In case there is difficulty in organising draws on account of non-availability of guests as listed above, other Gazetted officers from the Central and State Government can be invited for the draw. Preferably two or more guests should be invited and any one of them can be requested to take out the draw for selection of LPG Distributor. The draft letter for inviting guest is given in **Appendix – N4**.
- 16.11.** In addition, intimations about locations, date, time & venue of draw of lots has to be sent through speed post/fax to the Secretariat of the Parliamentary Standing Committee for Petroleum & Natural Gas as per address given below:

The Lok Sabha Secretariat,  
Standing Committee on Petroleum & Natural gas  
(Kind Attn : Deputy Secretary)  
Room No. 613, 6<sup>th</sup> Floor,  
Parliament House Annexe,  
New Delhi-110001  
Tel : 011-23034088/23034891  
Fax: 011-23017816

**16.12.** The entire proceedings of the draw should be video graphed. However, the following steps should be recorded in a single shot in the video: -

- i. Name of the location for which draw is being held should be announced.
- ii. The empty box in which 'paper token' is to be dropped should be shown to the people before the draw.
- iii. The steps given below should be followed in sequence for each candidate:-
  - a. Name and application serial number of candidate, who is eligible for the draw, should be announced by reading the same from the printed 'paper token'.
  - b. The serial number and the name printed on 'paper token' should be captured in the video recording.
  - c. The 'paper token' should be folded as marked in **Appendix- N3** and dropped in the empty box.

**Step 'iii a' to 'iii c' should be repeated for all the eligible applicants one by one.**

- iv. Once all the paper tokens are dropped in the box, it should be ensured that all the paper tokens are properly mixed.
- v. The invited guest should be requested to draw out one 'paper token', unfold and show it to the video camera for it to capture the serial number and name of the applicant mentioned in the 'paper token'. **The application serial number and name of the candidate should be announced and declared as selected candidate for LPG distributorship for that location.**

**16.13.** A record of the proceedings of the draw for selection of LPG Distributor should be made as per the format given in **Appendix- O** and signed by the two Company officials.

**16.14.** The result of the draw i.e. **Appendix- O** should be displayed on the notice board of the venue immediately and at Company office (i.e Area/Territory/Regional Office). It should also be hosted on the website of the Company within 7 days from the date of draw.

## **17. FIELD VERIFICATION OF CREDENTIALS (FVC)**

**17.1.** Based on the proceedings of the draw, Head of the State/Regional/Zonal Office will approve Field Verification of Credentials (FVC), and nominate a committee of one officer for the same.

The norms for the formation and constitution of the FVC committee will also apply for the locations advertised under the guidelines of October'10 and onwards.

- 17.2.** Candidate Selected in the draw will have to submit at the concerned office of the OMC a Demand Draft of Rs. 50000/- (Fifty Thousand) i.e. 10% of the security deposit of Rs. 5 lakhs for LPG distributorship in Urban market or submit a Demand Draft of Rs. 25000/- (Twenty five thousand) i.e. 10% of the security deposit of Rs. 2.5 lakhs for LPG distributorship in Urban-Rural/Rural market. A letter to this effect would be sent by the concerned Area/Territory/Regional Manager by Registered Post AD/Speed Post to the Candidate Select advising him to submit PO/Demand Draft of the requisite amount within 3 working days from the date of receipt of letter.
- 17.3.** Field Verification of Credentials (FVC) of selected candidate will be undertaken only after DD of Rs. 50000/- or Rs. 25000/- as applicable is deposited with the concerned office of OMC. In case, the Candidate Select fails to deposit the above amount within a maximum period of 7 days, then a show cause notice shall be issued by the concerned Head of Area/Territory/Zonal Office informing the candidate to deposit the said amount within a period of 7 days from the date of receipt of letter failing which his/her candidature will be cancelled. In case the candidate still does not respond/deposit the said amount, the Head of Area/Territory/Regional Office will put up the case to the Head of State/Regional/Zonal Office for approving cancellation of the candidature of the Selected Candidate. This procedure will also be applicable to those Regular Distributorship locations which have been advertised under the selection guidelines of December'12.
- 17.4.** Field verification will be carried out for the selected candidate as per the format given in **Appendix-P for Individual applicants** and as per the format given in **Appendix-P1 for Non-Individual applicants**.
- 17.5.** In case of locations reserved for SC/ST category, during FVC, a letter to be taken from the applicant whether he/she will opt for the Financial Assistance Scheme or not.
- 17.6.** During the FVC process, in case the land mentioned by the applicant for godown/showroom in his application is not suitable and if the applicant is having any alternate land in his name/member(s) of the Family Unit as per norms with date of registration on or before the last date for submission of application as specified in the advertisement or corrigendum (if any), the same can be considered. However, the same if considered has to be duly verified for its suitability during the FVC.
- 17.7.** In case the land mentioned in the application is suitable as per the criteria given in the text of advertisement/application and the candidate has an alternate plot of land which is more suitable for construction of godown/showroom, then the selected candidate can be allowed to construct the facilities at alternate plot of land. However, the same if considered has to be duly verified for its suitability during the FVC.
- 17.8.** If the land mentioned in the application is subsequently notified (i.e. after the date of application or issuance of LOI) for acquisition or statutory restrictions are imposed, then the candidate can be allowed to arrange for an alternate plot of land. In such cases, the Area Manager/Territory Manager/Regional Manager will inform the selected candidate in

writing to arrange alternate suitable plot of land within a period of two months from the date of issuance of this letter. Area Manager/Territory Manager/Regional Manager shall be the competent authority to approve the construction of LPG Godown/showroom at the alternate land.

- 17.9.** 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 FVC should be carried out for all the plots of Land and the most suitable one should be recommended for construction of LPG godown/showroom.
- 17.10.** If in the FVC it is found that information given in the application is at variance with the original documents, the Head of Area /Territory/Regional Office will put up the case to the Head of State / Regional / Zonal Office bringing out the variations clearly in the note.

In case the variance does not affect the eligibility of the candidate, the Head of State / Regional / Zonal Office will approve issuance of LOI provided there is no complaint / court case pending for decision.

If the variance affects the eligibility of the selected candidate, Head of State/Regional/Zonal Office will approve cancellation of the candidature of the selected candidate along with forfeiture of the 10% of the applicable security deposit taken from the selected candidate before FVC. In such cases, Head of State/Regional/Zonal Office will also approve re-draw / re-advertisement as applicable and action should be taken by the Head of Area / Territory / Regional Office accordingly.

In such cases, a letter should be sent within 7 days of receipt of the approval from Head of State/Regional/Zonal Office to the candidate by Registered Post AD / Speed Post as per the format given in **Appendix – P2** pointing out the discrepancy and informing the candidate that his candidature has been rejected and the 10% of the applicable security deposit forfeited.

If in the FVC, the information given in the application by the applicant is found to be correct and there is no complaint / court case pending for decision, the Head of Area / Territory / Regional Office will put up the case to the Head of State / Regional / Zonal Office for approval to issue LOI to the selected candidate.

## **18. LETTER OF INTENT**

- 18.1.** On receipt of the approval to issue LOI from the Head of State / Regional / Zonal Office, the Head of Area/Territory/Regional office will issue the LOI as per formats given in **Appendix – Q** for LPG distributorship reserved under SC/ST category opting for Financial Assistance Scheme, format **Appendix-Q1** for other categories and format **Appendix-Q2** for Non-Individuals.

As per terms and conditions of LOI provided as per **Appendix-Q/Q-1**, the selected person should also submit a notarized affidavit as per the format given at **Appendix-Q3**,

certifying that they are not employed in private sector or are not drawing any salary/perks/emoluments (other than pension) from the State/Central Government before the issuance of Letter of Appointment by the Oil company.

The distributor select, after receipt of LOI should fulfill the conditions specified in the LOI within a period of four months from the date of LOI failing which, the concerned OMC can withdraw the LOI along with forfeiting the amount remitted by the candidate before FVC and proceed with conducting a draw from the balance eligible applicants.

#### **18.2. Extension of LOI:**

Field Officer should maintain a constant follow up with the selected applicant for timely commissioning of the LPG Distributorship and provide guidance to complete the formalities as stipulated in the LOI. If no progress is made by the distributor select within the period of 4 months, action should be taken to withdraw the LOI as per procedure given below in **Para 18.3.**

In case where the Distributor select has made sufficient progress but due to certain genuine difficulties it has not been possible for him/her to fulfill the conditions laid down in the LOI within 4 months, in such cases Area/Territory/Regional Manager can give initial extension of 2 months.

For further extension, Area / Territory / Regional office should send proposal for taking approval of the Head of State / Regional / Zonal Office for extending the validity of the time limit of the LOI. Head of State / Regional / Zonal Office may extend the time limit as deemed fit.

While forwarding the proposal to the Head of State / Regional / Zonal Office, the proposal should contain the following:

- a. A letter from the LOI holder indicating the progress made and assurance that the facilities would be arranged within a specified time.
- b. A report from the Area / Territory / Regional Office indicating the progress made by the party and their assessment whether the party would be able to arrange the facilities as mentioned in the LOI within the recommended extended time.

#### **18.3. Withdrawal of LOI**

In cases selected candidate is unable to develop facilities within the specified time or due to non-fulfilment of terms & conditions of LOI by the LOI holder, Head of Area / Territory / Regional Office should send a letter (in the form of show cause notice) by Regd. AD / Speed Post to the selected candidate calling for explanation within 7 days from receipt of letter. Based on the reply from the selected candidate, Head of Area / Territory / Regional Office should put up a note for withdrawal of LOI along with forfeiture of the amount remitted by the candidate before FVC or extension of LOI to Head of State / Regional / Zonal Office for approval.

## 19. TIME FRAME FOR SELECTION

Efforts should be made to complete the selection of distributor and **issue LOI within a period of 140 days from the date of advertisement.** The time lines are as under:

a)	Notice of advertisement	30 days
b)	Scrutiny of application for eligibility	15 days
c)	Letters to ineligible applicants	07 days
d)	Receipt of documents for rectification of defects if any from ineligible applicants	31 days
e)	Finalization of Lists K1R & K3R	7 days
f)	Preparation and dispatch of call letters for draw	03 days
g)	Minimum notice period to candidate for Draw	20 days
	<b>Sub Total</b>	<b>113 days</b>
h)	FVC	20 days
i)	Issue of LOI after FVC	7 days
	<b>Total</b>	<b>140 days</b>

## 20. RE - DRAW

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

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

The notice for the draw should be published in the same newspapers in which the original advertisement for appointment of LPG Distributor was published. Draw should be carried out following the procedure outlined in **Para 16 above.**

## 21. RE-ADVERTISEMENT OF LOCATIONS

**21.1.** Locations will be re-advertised in the following cases:

- a. In case after the first advertisement, if no candidate has applied or no candidate meets the eligibility criteria or there are no applicants left for draw or no selected candidate is able to commission the LPG distributorship for any of the reserved category locations, then such locations should be de-categorized as mentioned in **para 4** above and the same should be re-advertised in the next round of advertisement with the approval of LPG Head of the State/Region/Zonal office.
- b. If, distributor is terminated after 1 year of commissioning, then the location should be re-advertised in the same category.

- 21.2. Re-advertisements are to be published in the same newspapers in which the original advertisements were published.

## 22. GRIEVANCE /COMPLAINT REDRESSAL SYSTEM

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

- 22.1 Complainants will have to deposit Rs. 1000/- as complaint fees through a demand draft in favour of concerned OMC along with the complaint. Complaints which are not accompanied with the deposit of Rs.1000/- will not be investigated.
- 22.2 Anonymous complaints will normally not be investigated.
- 22.3 Complaints received against the applicants will be investigated only if the applicant is selected in the draw.
- 22.4 Complaint will be entertained only if it is received by the office within 30 days from the date of declaration of draw result.
- 22.5 On receipt of the complaint, a letter will be sent by the respective OMC within 7 days to the complainant by Registered Post AD / Speed Post, asking him to submit details of allegation with a view to prima facie substantiate the allegations along with supporting documents, if any, within 15 days. The complainant should also be informed that documents received after 15 days will not be entertained. While seeking documents and details, the complainant will be advised that the complaint will be investigated only if the applicant against whom complaint has been lodged is selected. Further, the complainant is also to be advised that in case during the investigations, complaint is found to be false and/or without substance, the Oil Company reserves the right to take action against the complainant as provided under the law.

Such complaints along with the details received from the complainant should be recorded in against the applicants name in the list prepared as **Appendix – K3R** and kept with the concerned Area / Territory / Regional Manager. In case, the applicant against whom the complaint is received is selected, the complaint along with the details should be handed over to the FVC Committee for investigation of the allegation during the FVC process.

- 22.6 In case the complaint is received after the draw against the selected candidates in the Area Office/Territory/Regional Office and the FVC has not been conducted or is in progress, the complaint should be handed over to the FVC Committee for investigation of the allegations during the FVC process. Similarly, if any complaint is received at the State Office/Regional office/Zonal office, the same will be forwarded to the concerned Area/Territory/Regional Office for investigation by FVC.

- 22.7 A record of all such complaints forwarded to FVC Committee for investigation should be kept by Area/Territory/Regional Office. The FVC committee should also submit its findings on the complaints in their FVC report.
- 22.8 Area/Territory/Regional office will forward the note/proposal along with complaints and findings of the FVC to the State/Region/Zonal Office for suitable decision. Meanwhile, in case if any complaint is received after the FVC has been completed, then the Area/Territory / Regional Manager should verify whether the allegations made in the complaint have already been examined during the FVC or not. If the allegations have already been examined in the FVC, then the aforesaid proposal on the findings of the FVC should include comments on the allegations made in the complaint which is received after submission of the FVC report.
- 22.9 If the allegations have not been examined during FVC, Area / Territory / Regional Manager should put their comments with regard to the allegations made in the complaint in the note/proposal to the Head of State / Regional / Zonal office.
- 22.10 Head of State / Regional / Zonal office should examine the comments and take a decision as to whether it requires further investigation or not. If a decision is taken to investigate the complaint, one Officer not below the rank of 'D' grade should be nominated by the Head of State / Regional / Zonal office to do the investigation and submit the Investigation Report. Further, in case there are any complaints including those received before completion of FVC, which cannot be looked into or is not coming under the purview of FVC committee, then such complaints shall be examined by Head of State / Regional / Zonal office and if required can be investigated by an officer of Grade D and above who would be nominated by the Head of State / Regional / Zonal office. While carrying out the investigation, the Investigating Officer should ensure that opportunity for Personal Hearing is given to both the complainant and the person against whom the complaint is made. Thereafter, the Head of State/ Regional / Zonal office should take decision on the complaint and dispose off the same suitably.
- 22.11 All complaints will be disposed off suitably by the State / Regional / Zonal office as under :
- 22.11.1 **Complaints not substantiated:**
- The complaint will be filed and the complainant should be sent a reply accordingly.
- 22.11.2 **Established complaints**
- In case of established complaint, suitable action should be taken as per the decision and the complainant should be sent a reply accordingly. Complaint fees of Rs. 1000/- remitted by the Complainant shall be refunded only in the case, if the particular complaint has been established leading to cancellation of candidature of the selected candidate.

- 22.11.3 The complaints / representations should be disposed off within 45 days.
- 22.12 Complaints received against the ineligible applicants/ unsuccessful applicants in the draw will not be investigated and filed. However, in case of redraw, same procedure for handling of complaints against the selected candidate will be followed.
- 22.13 The above procedure of complaint / grievance redressal mechanism **will also be applicable for all the locations advertized under guidelines of October'10 and locations advertised under the guidelines which was applicable up to December'12.** However, in such cases, all the complaints received have to be investigated irrespective of the date on which it was received. Further, Rs. 1000/- as complaint fees will also not be applicable for such complaints.

### 23. SECURITY DEPOSIT

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

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

### 24. COMMISSIONING OF DISTRIBUTORSHIP

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

Progress on commissioning of the Distributorship should be monitored as per format of the checklist given in **Appendix –R**. This checklist will form the basis for commissioning of the LPG Distributorship.

The selected candidate should be given class room training covering product knowledge, distributorship operation and practical training on OMC software for distributorship operation; data upload/ download, SMS, IVRS etc. The selected candidate must clear pre-commissioning quiz/test as per **Appendix –S**. The test should be taken by the selected candidate at Area /Territory/ Regional Office. Qualifying marks will be 80%.

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

Before commissioning, Letter of Appointment **should be issued to the selected candidate** and an agreement shall be executed as per agreement format of concerned OMC.

Head of Area/Territory/Region Office being constituted Attorney should sign the Appointment Letter as well the Distributorship Agreement on behalf of the Corporation.

## **25. TENURE OF DISTRIBUTORSHIP**

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

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

## **26. FALSE INFORMATION**

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

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

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

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

If distributorship is terminated within 1 year of first commissioning for whatever reason, draw for selection will be taken out as per procedure from the remaining eligible applicants. If distributorship is terminated after 1 year of commissioning, the location will be re-advertised in the same category.

## **27. RETENTION OF FILES / RECORDS**

The entire record including Video recording in a CD duly labeled pertaining to selection will be preserved for a minimum period of 1 year from the date of first commissioning of distributorship. The application of selected candidate should be permanently maintained in record along with FVC, LOI, LOA and agreement. In case of complaints/ court cases all the records should be preserved for a period of minimum 3 years from the date of final disposal of complaint/ court case.

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# **ANNEXURES**

No.P-19011/3/2002-IOC  
Government of India  
Ministry of Petroleum & Natural Gas  
\*\*\*\*

Shastri Bhawan,  
New Delhi, the 19<sup>th</sup> August, 2003.

To

✓ The Chairman,  
Indian Oil Corporation Ltd.,  
New Delhi.

The Chairman & Managing Director,  
Bharat Petroleum Corporation Ltd.,  
Mumbai.

The Chairman & Managing Director,  
Hindustan Petroleum Corporation Ltd.,  
Mumbai.

**Sub: Guidelines for selection of retail outlet dealers.**

Sir,

The question of formulating guidelines for selection of retail outlet dealers after dismantling of the Administered Pricing Mechanism (APM) has been under consideration of the Government for some time. The draft guidelines submitted by IOC, HPC and BPC have been examined. I am directed to convey the concurrence of the Ministry to the draft guidelines with the following advice:-

- (i) For the Marketing Plan locations advertised by the OMCs for which no interviews were held, the selection of dealers may be made by a selection committee consisting of three officials from the concerned Oil Company to which the dealership belongs, in accordance with the guidelines contained in this Ministry's OM No.P-39012/1/1999-IOC, dated 9.10.2000. The criteria for evaluation of candidates for these already advertised locations will be communicated separately.

2.

*Sanjiv*  
19/8

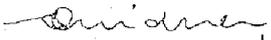
- (ii) The new guidelines will apply to the selection of dealers for the approved Marketing Plan locations which are yet to be advertised, and also to the new locations outside these Marketing Plans.
- (iii) The percentages of reservation for various sections of the society should be the same as those prescribed in the guidelines contained in this Ministry's OM No.P-39012/1/1999-IOC dated 9.10.2000. The reservation policy may be reviewed by the OMCs after two years.
- (iv) The Corpus Fund Scheme shall continue in its present form.
- (v) There shall be no ceiling on the income of the prospective allottees.
- (vi) The multiple dealership norms provided in the guidelines contained in this Ministry's OM No.P-39012/1/1999-IOC dated 9.10.2000 shall be modified to the extent that only one dealership may be allowed to a family unit consisting of the individual concerned, his/her spouse and unmarried sons /daughters.
- (vii) A certain degree of uniformity should be ensured across the Industry in assigning marks to the applicants under the different criteria. While more weightage may be given to capability in providing land and infrastructural facilities, educational qualification, ability to provide finance, etc., criteria like 'personality' should be kept only after a fully transparent and objective method of assessment of the candidate under these criteria is feasible. Weightage to such criteria should be minimal.
- (viii) There should be uniformity in the Industry on application fees and security deposits. This may be discussed among the OMCs.

2. The guidelines will be applicable for selection of SKO-LDO dealers and LPG distributors also.

*Devidan*  
19/8

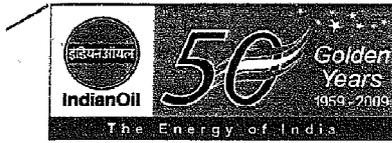
3. The OMCs are requested to finalise the guidelines after incorporating the above parameters and send them to the Ministry for information and record after obtaining approval of their respective Board of Directors. The guidelines should be finalized and made operational by September 10, 2003.

Yours faithfully,

  
(Tarun Shridhar) 19/8  
Director

Copy to:

- 1) The Managing Director, IBP Co. Ltd., Kolkata with the advice that IBP may also finalise the guidelines for selection of dealers/distributors on the above lines.
- 2) The Director(Marketing), BPCL, Mumbai with the request to coordinate the Industry meeting for finalisation of issues mentioned in sub-para (vii) & (viii).
- 3) Shri Pallav Ghosh, GM(Retail), BPCL Hqr., Mumbai for necessary action as stated above.
- 4) PS to Minister(P&NG).
- 5) PS to MOS(P&NG).
- 6) Director(AKS), MOP&NG.
- 7) Guard File.



**इंडियन ऑयल कॉर्पोरेशन लिमिटेड**

पंजीकृत कार्यालय : 'इंडियन ऑयल भवन'

जी-9, अलीयावर जंग मार्ग बांद्रा (पूर्व), मुंबई- 400051.

**Indian Oil Corporation Limited**

Regd. Office: Indian Oil Bhavan,

G-9, Ali Yavar Jung Marg, Bandra (East),

Mumbai - 400051

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विपणन प्रभाग

Marketing Division

SL/1702

February 15, 2010

Shri Apurva Chandra, IAS  
Joint Secretary  
Government of India  
Ministry of Petroleum & Natural Gas  
New Delhi - 110115

Dear Sir,

Subject: Revision in Guidelines on Selection of Regular LPG distributorship

This has reference to Meeting held on 20.01.2010 at Mumbai where in it was mentioned that OMCs should develop concept for selection of regular distributors by draw. Industry has deliberated the issue and prepared a concept paper that is enclosed for approval. Industry will advertise for selection of regular distributorship after finalization of new guidelines for selection of Regular LPG distributors by draw.

Submitted on behalf of Industry for kind perusal and approval.

Thanking You.

Yours faithfully,  
For Indian Oil corporation Limited,

A.Sen  
General Manager (LPG-S)

## Concept Paper

### Sub: Revision in guidelines on selection of regular LPG distributorship

#### I. Background:

1. MOP&NG vide letter no. P-19011/3/2002-IOC dated 19.08.2003 conveyed concurrence of the draft guidelines submitted by IOC, HPC & BPC for selection of Retail Outlet dealers which was to be made applicable for selection of SKO/LDO dealers and LPG Distributors subject to the following:
  - 1.1. The new guidelines will apply to the selection of dealers for the approved Marketing Plan locations, which are yet to be advertised, and also to the new locations outside these Marketing Plan.
  - 1.2. The percentages of reservation for various selection of the society should be the same as those prescribed in the guidelines contained in this Ministry's OM No.P-39012/1/1999-IOC dated 9.10.2000. The reservation policy may be reviewed by the OMCs after two years.
  - 1.3. The Corpus Fund Scheme shall continue in its present form.
  - 1.4. There shall be no ceiling on the income of the prospective allottees.
  - 1.5. The multiple dealership norms provided in the guidelines contained in this Ministry's OM No.P-39012/1/1999-IOC dated 9.10.2000 shall be modified to the extent that only one dealership may be allowed to a family unit consisting of the individual concerned, his/her spouse and unmarried sons/daughters.
  - 1.6. A certain degree of uniformity should be ensured across the Industry in assigning marks to the applicants under the different criteria. While more weightage may be given to the capability in providing land and infrastructural facilities, educational qualification, ability to provide finance, etc., criteria like 'personality' should be kept only after a fully transparent and objective method of assessment of the candidate under these criteria is feasible. Weightage to such criteria should be minimal.
  - 1.7. There should be uniformity in the Industry on application fees and security deposits. This may be discussed among the OMCs.
2. Based on the above guidelines Industry finalized LPG distributor selection guidelines which were revised on the advice of the Ministry for making the selection process transparent. In selection of LPG distributorship 89 marks are awarded to the applicants based on the information given in the application (document based criteria) and remaining 11 marks are awarded based on the response during the interaction in the interview held. Candidates have to score minimum 40% marks to be eligible for award of LPG distributorship. A merit panel of 3 candidates in the order of marks obtained by them is declared.
3. Recently in the concept of appointment of Rajiv Gandhi Gramin LPG Vitrak (RGGLV), subjectivity in award of marks during the interview has been eliminated by selection of candidate through a transparent system of draw whereby all eligible and qualified candidates are considered for the draw. This scheme of selection of candidate through draw has been appreciated in the Meeting taken by MOS on 14.7.09. It has been suggested that the similar procedure for selection should be extended for selection of regular LPG distributors. This was further reiterated by JSM

during the Meeting chaired by him on 20.01.2010. Accordingly, Industry has kept the advertisements on hold for the proposed 2008-2010 Marketing Plan locations; so that the new guidelines for selection of regular distributorship based on the draw system can be implemented.

## II. PROPOSED CONCEPT FOR SELECTION OF REGULAR LPG DISTRIBUTOR

### 1. RESERVATION

In the letter of MOP&NG dated 19.08.2003 it was mentioned that the reservation policy might be reviewed by the OMCs after two years. It is proposed that for Regular LPG Distributorships reservation can be only under four categories in all the States except Arunachal Pradesh, Meghalaya, Nagaland and Mizoram as under: -

A	Open Category (O)	50%
B	Schedule Castes / Scheduled Tribes (SC/ST)	25%
C	Central/State Govt and Central/State PSU employees – (G&P) (clubbing Defence and PMP category of the existing reservation policy including Central/State PSU employee)	16%
D	Combined Category (CC) Physically Handicapped Personnel (PH) Outstanding Sports Persons (OSP)	9% For PH/OSP Clubbed together

Notes: i) FF Category has been discontinued as OMCs are not getting eligible candidates and large number of locations remains pending. ii) Clubbing of existing categories will ensure better response in such reserved locations thereby faster commissioning of distributorships. iii) In line with existing reservation for Central/ State Govt. Personnel under PMP category, Central/ State Govt. PSU personnel is proposed. This will ensure better motivation and reward for these personnel who also are called upon to keep nation above self in course of their duties.

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

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

### **33% percent will be reserved under each category for women.**

In case of locations reserved for women, if no eligible woman candidate is available after first advertisement; the location will be removed from the reserved category for women and re-advertised under the respective categories without reserving the location for women only. If no eligible candidate is found even after re-advertisement, then it will be re-advertised as "Open' category.

In case of other reserved category locations if no eligible candidate is available after first advertisement; the location will be re-advertised under 'Open' category.

Reservation percentages will be maintained only at the time of initial categorisation as per 100 point roster i.e. once category is changed to 'Open' based on any of the situations above, no adjustment in the roster would be made under future marketing plans.

## **2. ELIGIBILITY CRITERIA**

The final selection of the candidate will be done by draw from all the eligible candidates. The eligibility criterion suggested as under is such that all the candidates fulfilling the same will become eligible for the LPG distributorship and there is **no need of evaluation** of candidate separately. Accordingly, a draw will be held to select the candidate from all the eligible applicants.

### **2.1. Common Eligibility Criteria for all Categories applying as Individual or in Partnership:**

Applicant should

- i. Be an Indian citizen
- ii. Be resident of India
- iii. Have passed minimum any of the following qualification:
  - a) Graduation in any field
  - b) Chartered Accountant
  - c) Company Secretary
  - d) Cost Accountant
  - e) Diploma in Engineering
- iv. Be not less than 21 years of age and less than 60 years of age as on the date of application.
- v. Fulfil Multiple dealership/distributorship norm as under:-

Multiple Dealership/Distributorship norms means that the applicant or any other member of 'family unit' should not hold a dealership/distributorship/RGGLV or Letter of Intent (LOI) for a dealership/distributorship/RGGLV of a PSU Oil Company i.e. only one Retail Outlet / SKO-LDO dealership / LPG distributorship/RGGLV of PSU Oil Company will be allowed to a 'Family Unit'.

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

- vi. Have minimum total amount (as on date of advertisement) for Urban Markets of Rs 15 lakhs and for Urban/Rural Markets 10 lakhs put together from Saving accounts in Bank, free and un-encumbered fixed deposits in scheduled banks, Kisan Vikas Patra, NSC, bonds, any other investment, etc in the name of self or family members of the 'Family Unit' as defined above. In case of locations reserved under 'SC/ST' category, minimum total amount (as on date of application) for Urban Markets of Rs 5 lakhs and for Urban/Rural Markets 2.5 lakhs
- vii. Own a suitable land (plot) of minimum 27 metre X 26.15 metre in dimension for construction of LPG godown or LPG storage godown of 8000 kg capacity within 15 km road distance from the municipal limits of the advertised location.
- viii. Own a suitable shop of minimum size 3 meters by 4.5 meter in dimension at the advertised location. It should be easily accessible to general public through a suitable approach road.

**Reference vii & viii above: Own means having clear ownership title of the property or on long lease (minimum 15 yrs) in the name of family member as defined in eligibility criteria/multiple distributorship norm duly supported by documents**

- ix. Neither have been convicted nor charges been framed by any Court of Law for any criminal offence involving moral turpitude/ economic offences.
- x. Not be a signatory to distributorship/dealerships agreement, terminated on account of proven cases of malpractice/adulteration of any Oil Company.

**2.2. Specific Eligibility Criteria For Different Categories applying as Individual or in Partnership:**

- a) **Open Category (O)**

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

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

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

**c) Government (Central & State) Including Defence Personals and Public Sector Units (Central & State) – (GP)**

**Applicants belonging to any of the following categories can apply under this category.**

**Defence Personnel Category**

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

**Government and Public Sector Personnel Category**

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

**d) Combined Category (CC).**

**Applicants belonging to any of the following categories can apply under this category.**

**Physically Handicapped Category (PH):**

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

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

**Outstanding Sports Persons Category (OSP):**

The following persons will be eligible:

- (i) Arjuna / Khel Ratna Awardees.
- (ii) Winners of Medals at Olympics/ Asian /Commonwealth Games and Recognised World Champions/ World Championships.
- (iii) National Champions (First *position*) under the Recognised National Championships.
- (iv) National Adventure Awardees.

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

**3. PARTNERSHIPS:**

In case of partnership, each partner should individually meet the common eligibility criteria as well as the specific eligibility criteria for the particular category. Each partner should submit separate application forms along with separate application fee. However, the applications should be clubbed together. They also have to submit a copy of the partnership deed along with the application.

**4. REGISTERED CO-OP SOCIETIES / CONSUMER SOCIETIES( Societies) :**

Registered Co-Op Societies / Consumer Societies will be eligible to apply under reserved categories viz Scheduled Castes/ Scheduled Tribes (SC/ST); Government and Public Sector personnel category (GP) Outstanding Sports Persons (OSP); Physically Handicapped Persons (PH) subject to following conditions:-

- i) They will apply as non-individual
- ii) Each members of the Society should individually belong to the same category and fulfil the eligibility criteria regarding multiple distributorship/dealership norms, for which the distributorship has been advertised.

**5. NON- INDIVIDUAL APPLICANTS:**

Non-individuals candidates (Government bodies/agencies, organized bodies, societies registered under Societies Registration Act 1860, Charitable Trusts registered with Charity Commissioner of respective State Government, Companies formed under the Companies Act, 1956) are eligible to apply under open category subject to the following:-

- I. Applicability of multiple dealership norms.

II. Registered Societies / company incorporated under Companies Act 1956 should be making a net profit for previous three consecutive financial years as certified by a Chartered Accountant.

- a. Non-individuals candidates should have minimum total amount as per para 2.1 vi above. Amount in current account will not be considered.
- b. Non-individuals candidates should own a suitable land as per para 2.1vii above
- c. Non-individuals candidates should own a suitable shop as per para 2.1 viii above.
- d. Own as defined in para 2.1 above.

## 6. SELECTION PROCEDURE

### 6.1. Advertisement:

Selection will be done by inviting applications through advertisements under appropriate category in two newspapers - One English daily having wide circulation in the State and one vernacular daily - having wide circulation in the district where the location falls.

The details of the selection guidelines will be hosted on the websites of OMCs and also available in the respective offices of OMCs on payment of Rs 50/ (Fifty). The advertisement will consist of names of the location, category and the office of OMCs in which the application is to be submitted by cut-off date which will minimum 30 days from the date of advertisement. The details can be downloaded from the website or obtained from Office of respective OMC.

### 6.2. Application Form:

Application format for LPG distributorship will be hosted on the website of OMCs and can be downloaded. Application to be submitted along with non-refundable fee of Rs 1000/- (Rupees One thousand only) and in case of SC/ST candidates (SC/ST certificate to be attached) Rs 500/- (Rupees five hundred).

In case of partnership, each partner shall have to submit separate application forms along with separate non-refundable fee as applicable. However, while submitting the filled forms their application forms have to be attached together.

### 6.3. Person Applying For Different Locations

While application by a candidate can be made for different locations, the same should be done in separate application forms in respect of each location along with applicable application fee in each case.

#### **6.4. Selection by draw out of all eligible applicants.**

- 6.4.1. A Committee consisting of two Officers of the concerned OMCs will do scrutiny of the application and deficiencies observed in the applications will be pointed out to the applicants for rectification within 21 days from the date of the letter.

In case, complaints are received about any applicant with regard to their eligibility, the complaint will be kept in record and investigation carried out as per the Grievance Redressal Mechanism only after the draw is held. This will facilitate the draw to be conducted as per time frame outlined.

- 6.4.2. In case of only one eligible candidate no draw is required. The lone one eligible candidate will be declared as selected candidate. The result should be displayed and hosted on the website by the concerned Area/Territory/Regional Manager.
- 6.4.3. In case of draw for selection of Distributor, a written communication will be sent to all the eligible candidates to report for a draw for selection at a specified place on specified date and time giving clear 20 days time from the date of the letter. The same will be notified in the local newspapers at least 3 days before the date of draw.
- 6.4.4. Locations should preferably be clubbed to economise the cost for taking out draw on a particular day.
- 6.4.5. Attendance of all the candidates who have reported for draw would be prepared and Signature of candidates should be obtained on the same.
- 6.4.6. Serial number of the application along with name of applicant would be printed on a 'paper token'. Officers nominated for the draw should sign on each 'paper token' with date of draw.
- 6.4.7. The draw would be conducted in the presence of three persons. Two officials of the Company – one Head of the Area/Territory/Regional Office and the other officer as nominated by the Head of State/Regional/Zonal Office and any one of the invited guests.
- 6.4.8. Guests can be invited from amongst the local MP, MLA, Zilla Parishad, Panchayat Samiti Chairman, Sarpanch, District Magistrate/Sub Divisional Magistrate /District Civil Supplies Officer/Block Development Officer/District Rural Development Authority. Preferably two or more guests should be invited and any one of them can be requested to take out the draw for selection of regular LPG distributor.
- 6.4.9. Quorum will comprise of at least 50% of the candidates (whose names are there in the draw) and two Company officials and one invited guest. If Quorum is not fulfilled, then draw should not be held on that day.

- 6.4.10. Subsequent date for the draw shall be fixed and announced as per the laid down procedure.
- 6.4.11. The entire proceedings of the draw should be video graphed. However, the following steps should be recorded in a single shot in the video:-
- a. Name of the location for which draw is being held should be announced.
  - b. The empty box in which 'paper token' is to be dropped before the draw.
  - c. Name and application serial number of each candidate, who has qualified for the draw, written on the 'paper token' should be announced.
  - d. The serial number and the name written on 'paper token' should be captured in the video recording.
  - e. The 'paper token' should be folded and dropped in the empty box. Similarly all 'paper tokens' should be put in the empty box one by one for the particular location
  - f. Once all the paper tokens are dropped in the box, it should be ensured that all the paper tokens are properly mixed.
  - g. Invited guest should be requested to draw out one 'paper token', unfold and show it to the video camera for it to capture the serial number and name of the applicant mentioned in the 'paper token'. The application serial number and name of the candidate should be announced and declared as selected for the regular LPG distributorship for that location.
- 6.4.12. A record of the proceedings of the draw for selection of regular LPG distributor should be made and signed the two Company officials.
- 6.4.13. The result of the draw should be displayed on the notice board of the venue immediately and at Company office (i.e Area/Territory/Regional Office). It should also be hosted on the website of the Company within seven days from the date of draw.
- 6.4.14. Based on the proceedings of the draw, Head of the State/Regional/Zonal Office will approve Field Verification of Credentials (FVC), and nominate a committee of two officers for the same.

## **7. PROCEDURE FOR FIELD VERIFICATION OF CREDENTIALS (FVC)**

Field verification will be carried out for the selected candidate and if the information given in the application by the applicant is found to be correct, and no selection complaint / court case is pending for decision, Letter of Intent will be issued to the selected candidate by Head of Area /Territory/Regional Office after approval of the Head of State/Regional/Head Office (in case of HPCL).

## **8. CONDITION FOR DRAW AGAIN**

In case of rejection of selected candidate due to findings in the Field Investigation and consequently candidature of selected candidate is cancelled or LOI is withdrawn from the selected candidate, or the distributor is terminated within one year of commissioning, draw for selection would be held again from the remaining eligible candidates ,

## **9. READVERTISEMENT OF LOCATIONS**

Locations will be re-advertised in the following cases:

- a. In case of locations reserved for women, if no eligible woman candidate is available after first advertisement; the location will be removed from the reserved category for women and re-advertised under the respective categories without reserving the location for women only. If no eligible candidate is found even after re-advertisement, then it will be re-advertised as "Open" category.
- b. In case of other reserved category locations if no eligible candidate is available after first advertisement; the location will be re-advertised under 'Open' category.
- c. If no eligible application/s is received, or no applicant is left for draw, or distributor is terminated after 1 year of commissioning, then the location would be re-advertised in the same category.

## **10. GRIEVANCE /COMPLAINT REDRESSAL SYSTEM**

Any complaints received against the selection including eligibility will be disposed off as under:-

10.1. Anonymous complaints will normally not be investigated.

10.2. On receipt of a complaint a letter will be sent by the oil company to the complainant through Registered Post, asking him to submit details of allegation with a view to prima facie substantiate the allegations along with supporting documents, if any, within 30 days. While seeking documents and details, the

complainant will be advised that if during the investigations complaint is found to be false and/or without substance the Oil Company reserves the right to take action against the complainant as provided under the law.

10.3. Head of State/Regional/Zonal office will examine response of the complainant and if it is found that the complaint does not have specific and verifiable allegations, the same will be filed.

10.4. If a decision is taken to investigate the complaint, one Officer not below the rank of 'D' grade will be nominated by the Head of State/Regional/Zonal office to do the investigation and submit a report. Thereafter, decision on the complaint will be taken by the Head of State/ Regional/Zonal office as under:-

**10.4.1. Complaints not substantiated:**

The complaint will be filed and the complainant will be advised accordingly.

**10.4.2. Established complaint**

In case of established complaint, the complainant will be advised accordingly and suitable action should be taken.

**11. FALSE INFORMATION**

If any information furnished by the applicant is found to be false at any point of time before or after appointment as distributor, the allotment will be cancelled forthwith and distributorship terminated in case commissioned.

If distributorship is terminated within 1 year of first commissioning for whatever reason, draw for selection will be taken out as per procedure from the remaining qualified eligible candidates. If distributorship is terminated after 1 year of commissioning, the location will be re-advertised.

**12. RETENTION OF FILES**

The entire record including Video recording in a CD duly labeled pertaining to selection will be preserved for a minimum period of 1 year from the date of first commissioning of distributorship. The application of selected candidate should be permanently maintained in record along with FIR, LOI, LOA and agreement. In case of complaints/ court cases all the records should be preserved for a period of minimum 3 years from the date of final disposal of complaint/ court case.

### 13. TIME FRAME FOR SELECTION

Endure would be made to complete the selection of distributor within a period of 150 days from the date of advertisement. The time lines are as under:

a)	Notice of advertisement	30 days
b)	Scrutiny of application for eligibility	30 days
c)	Letters to ineligible and not qualified candidates	07 days
d)	Receipt of representation if any from ineligible candidates	21 days
e)	Disposal of representation	7 days
f)	Preparation and dispatch of call letters for draw	05 days
g)	Minimum notice period to candidate for Draw	20 days
	<b>Sub Total</b>	<b>120 days</b>
i)	FVC	20 days
j)	Issue of LOI after FVC	10 days
	<b>Total</b>	<b>150 days</b>

Efforts should be made to issue LOI within 150 days from the date of advertisement.

### 14. COMMISSIONING OF THE DISTRIBUTORSHIP

A candidate who has been given the 'Letter of Intent' (LOI) would be required to fulfill the terms and conditions as contained therein, so as to commission the distributorship within the stipulated time period. Before commissioning, Letter of Appointment will be given and distributorship agreement shall be executed

### 15. SECURITY DEPOSIT

The selected candidate before being issued the appointment letter shall have to deposit interest free refundable security deposit of Rs. 2.5 or Rs. 5 lakhs as stated in the advertisement with to the respective OMC.

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

### 16. TENURE OF DISTRIBUTORSHIP

The tenure of the 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 Oil Company and decision thereon.

## **17. BASIC FACILITIES REQUIRED FOR OPERATION OF LPG DISTRIBUTORSHIP**

### **17.1. GODOWN FOR STORAGE OF FILLED LPG CYLINDERS.**

Godown approved by Chief Controller of Explosives is required for storage of filled cylinders.

**Minimum Dimensions of land for godown 27 meter by 26.15 meter**

### **17.2. SHOWROOM**

Showroom as per the standard layout can be made in a shop / land located in the advertised location for LPG distributorship and should be easily accessible to general public through a suitable approach road.

**Minimum dimension of the showroom 3 meter by 4.5 meter**

### **17.3. INFRASTRUCTURE FOR HOME DELIVERY OF LPG CYLINDERS**

In addition to showroom and godown for storage of filled LPG cylinders, delivery vehicles will be required for effecting free home delivery of LPG cylinders in their area of operation Depending upon the need, delivery system will be advised before commissioning and subsequently from time to time by the respective Marketing office of the OMC.

## **18. SCHEME OF FINANCIAL ASSISTANCE TO SC/ST CATEGORY DISTRIBUTORSHIPS:**

Financial assistance by way of secured loan will be provided to Distributorships reserved for SC/ST categories at (PLR + 1 %) interest per annum of 5 lakhs for Urban markets and 3 lakhs for Urban/Rural markets for construction of godown and showroom. Both the capital loan as well as interest will be recovered at the rate of 20% of distributor's commission.

Adequate working capital loan at (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.

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DGM (LPG-BD)  
GM (SALES-LPG)  
ED (LPG)  
Director (M)  
25/6

F.No. P-170117/2010/Mkt.  
Ministry of Petroleum & Natural Gas  
Government of India

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Shastri Bhawan  
New Delhi, dated the 25<sup>th</sup> June, 2010.

To

The Chairman,  
Indian Oil Corporation Limited,  
New Delhi.

✓ The Chairman & Managing Director,  
Bharat Petroleum Corporation Ltd.,  
Mumbai.

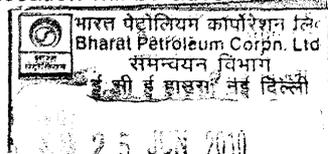
The Chairman & Managing Director,  
Hindustan Petroleum & Corporation Ltd.,  
Mumbai.

**Subject:** Revision of Guidelines for Selection of Regular LPG distributorship.

Sir,

I am directed to refer to Indian Oil Corporation Limited 's letter No. SL/1702 dated February 15<sup>th</sup>, 2010 on the above mentioned subject vide which a proposal for revision in Guidelines was submitted. The Industry's proposal has been approved subject to the following:-

- I. All applicants will have to satisfy the minimum laid down eligibility criteria with regard to educational qualification, availability of financial resources, ownership of land for godown/showroom etc., as contained in the industry's proposal referred to above. The proposed eligibility criteria is approved subject to the maximum age of the applicants being 45 years on the date of application.
- II. All those who fulfill these eligibility criteria will be included in the draw of lots (which will be as per the selection procedure in RGGLVY).
- III. Once the roster is prepared, locations falling under open category will be offered to the Department of Food and Civil supplies of the State Government for direct award of distributorships. The State Government may respond within 45 days from the date of receipt of communication by the State Government. This facility may be extended not only to Government department/PSU but also to government promoted cooperatives like Marketing Federation and Women Groups fulfilling eligibility criteria. If no response is received, then the location will be advertised along with other reserved category locations. Once



a location is advertised no preference would be given to the government department./organization.

IV. Reservation :-

- Open Category – 50%, SC/ST – 25%, Combined category consisting of Defence category, Para Military Personnel, Central / State Government employees, Central / State PSU employees category – 18%, Combined Category of physically handicapped and outstanding sports person -7%.
- Under Central / State Government employees, Central / State PSU employees category employees who are incapacitated or disabled while performing their duties and in case of death while performing duties, their widows/dependents to be eligible.
- If no candidate is found from the reserved category in the first advertisement, then the location may be advertised as open in the next round of advertisements. However, it may be ensured that the SC/ST reservation is maintained on an overall basis while issuing advertisements for the next round and de-reserving earlier locations.

V. Addition of the following new option in the Corpus Fund Scheme of financial assistance :-

“Financial assistance by way of secured loan will be provided to distributorships reserved for SC/ST categories at (PLR + 1% ) interest per annum of Rs. 5 lakhs for Urban Markets and Rs. 3 lakhs for Urban/Rural markets for construction of godown an showroom. Both the capital loan as well as interest will be recovered at the rate of 20% of distributor’s commission. Adequate working capital loan at (PLR + 1%) interest per annum, for a full operation cycle of the operation of the distributorship will also be provided. Both the working capital as well as interest thereon will be recovered in 100 equal monthly installments from the 13<sup>th</sup> month of commissioning of the distributorship.”

VI. Spouse be made co-owner in each case.

The revised guidelines will apply to the selection of LPG Distributorships for the Marketing Plan locations advertised henceforth and in so far as locations for which advertisements have been issued prior to issue of the guidelines, earlier procedure may continue to be followed.

Yours faithfully,

*A. Ushabala*  
(A. Ushabala)

Under Secretary to Government of India  
Tel. No. 23381984.

**P-20018/58/2012-Mkd**  
 Government of India  
 Ministry of Petroleum & Natural Gas

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Shastri Bhawan,  
 New Delhi, the 24<sup>th</sup> July 2012

To  The Director (Marketing)  
 IOC/BPCL/HPCL  
 Mumbai.

**Subject:** Amendment in Guidelines for Selection of RGGLVY and Regular LPG Distributors – Reg.

Sir,

I am directed to refer to IOC's letter No. SL/1702 dated 01.06.2012 and to say that the matter has been examined in the Ministry and it has been decided the following amendment in the guidelines of RGGLVY and Regular LPG distributorship :

**A. RGGLVY**

	Parameter	Existing Guidelines of RGGLV	Underlined to be amended or additions as approved now
(i)	Residency	Be a resident of the town village(s) of the advertised RGGLV location	<u>District</u>
(ii)	Land Ownership	Own a suitable land (plot) of minimum 20 metre x 24 metre in dimension at the advertised RGGLV location for construction of LPG cylinder storage godown.  Own means having clear ownership title of the property in the name of applicant / family member of the 'Family Unit' as defined in Multiple dealership/ distributorship norm. In case of ownership/ co-ownership by family member, consent letter from the family member will be required  'Family Unit' here means : "In case of married person/ applicant, shall consist of individual concerned, his/ her Spouse and their unmarried son(s)/ daughter(s)"  "In case of unmarried person/ applicant family unit shall consist of individual concerned, his/her parents and his/ her unmarried brother(s) and unmarried sister(s)."	<u>Own means having clear ownership title of the property in the name of applicant / family member of the 'Family Unit' as defined in Multiple dealership/ distributorship norm or land belonging to Grandparents (both maternal and paternal).</u>

		<p>"In case of divorcee, Family Unit, shall consist of individual concerned, unmarried son(s)/ unmarried daughter(s) whose custody is given to him/ her."</p> <p>"In case of widow/ widower, Family Unit, shall consist of individual concerned, unmarried son(s)/ unmarried daughter (s)".</p>																										
(iii)	Capability	Have minimum total amount of Rs. 2 lakhs put together from Saving accounts in Bank (as on date of application)	(Applicant to clearly mention the closing balance as on the date of application).																									
(iv)	Evaluation	Have minimum total amount of Rs. 2 lakhs put together from Saving accounts in Bank (as on date of application) free and un-encumbered fixed deposits in scheduled banks, Kisan Vikas Patra, NSC, bonds, any other investment etc. in the name of self or family members of the 'Family unit' as defined in Family Unit. (In case of locations reserved under 'SC/ST' category, applicants with less than Rs. 2 lakhs are also eligible to apply). For evaluation purpose, marks will be awarded to applicants of all categories based on the amount mentioned in the application.	<p>Have minimum total amount of Rs. 4 lakhs as the closing balance on the date of application put together from Saving accounts in Bank, free and un-encumbered fixed deposits in scheduled banks, Kisan Vikas Patra, NSC, Bonds, any other investment, etc. in the name of self or family members of the 'Family Unit' as defined in Multiple dealership/ distributorship norm who pledge in writing such assets in favour of applicant.</p> <p>In case of locations reserved under SC/ST category applicant should have minimum of Rs. 2 lakhs in the name of self for family members who pledge in writing such assets in favour of applicant of the 'Family Unit' as defined in multiple dealership / distributorship norm.</p>																									
(v)	Security deposit	The selected candidate before being issued the appointment letter shall have to deposit interest free refundable security deposit of Rs. 2 lakhs with the concerned OMC.	10% of the security deposit of the selected applicant will be forfeited in case information furnished in the application by him/ her is found to be incorrect/ false/ misrepresented.																									
(vi)	Grievance / complaint redressal system	Exists without complainant fee.	Complainant will have to deposit Rs. 1000/- along with the complaint as Complaint fees. This will be refunded only in the case, if, the particular complaint leads to re-draw of the location.																									
(vii)	Reservation	<p>Open Category(O) -50%</p> <p>SC/ST (SC/ST) -25%</p> <p>Combined category -25%</p> <p>(Consisting of Defence Personnel (DP), Paramilitary/ Police/ Government Personnel(PMP) Physically Handicapped Personnel (PH) Outstanding Sports Persons(OSP)</p>	<p>Inclusion of reservation of 27% for OBC thus amending the criteria to :</p> <table border="1"> <thead> <tr> <th>Category</th> <th>SC/ ST</th> <th>OBC</th> <th>Open</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>CC-1 (Def+ Govt/ PSU)</td> <td>2</td> <td>2</td> <td>4</td> <td>8</td> </tr> <tr> <td>CC-1 (PH+OSP +FF)</td> <td>1</td> <td>1</td> <td>2</td> <td>4</td> </tr> <tr> <td>Open</td> <td>19.5</td> <td>24</td> <td>44.5</td> <td>88</td> </tr> <tr> <td>Total</td> <td>22.5</td> <td>27</td> <td>50.5</td> <td>100</td> </tr> </tbody> </table>	Category	SC/ ST	OBC	Open	Total	CC-1 (Def+ Govt/ PSU)	2	2	4	8	CC-1 (PH+OSP +FF)	1	1	2	4	Open	19.5	24	44.5	88	Total	22.5	27	50.5	100
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**(B) REGULAR LPG DISTRIBUTORSHIPS:**

	Parameter	Existing Guidelines of Regular LPG distributors	Underlined to be amended or additions
(i)	Security deposit	The selected candidate before being issued the appointment letter will have to deposit interest free refundable security deposit to the respective OMC of Rs. 5 lakh for distributorship in Urban(U) area or Rs. 2.5 in Urban-Rural(UR) and Rural (R) area as applicable and stated in the advertisement.	<u>10% of the security deposit of the selected applicant will be forfeited in case information furnished in the application by him/ her is found to be incorrect/ false/ misrepresented.</u>

	redressal system		Complaint fees. This will be refunded in the case if complaint leads to re-draw of the location.																																																							
(ii)	Reservation	<p>Reservation for Regular LPG Open Category(O) -50% SC/ST (SC/ST) -25% Central/ State Govt -18% and State PSU employees (GP) Combined category – 7% (Consisting of Physically Handicapped Personnel (PH) Outstanding Sports Persons(OSP)</p> <p>Reservation for tribal areas in North Eastern States for Arunachal Pradesh, Meghalaya, Nagaland and Mizoram are as under :</p> <table border="1"> <thead> <tr> <th>State</th> <th>% of ST</th> <th>Open</th> </tr> </thead> <tbody> <tr> <td>Arunachal Pradesh</td> <td>70</td> <td>30</td> </tr> <tr> <td>Meghalaya</td> <td>80</td> <td>20</td> </tr> <tr> <td>Nagaland</td> <td>80</td> <td>20</td> </tr> <tr> <td>Mizoram</td> <td>90</td> <td>10</td> </tr> </tbody> </table> <p>Spouse is a co-partner in the distributorship.</p>	State	% of ST	Open	Arunachal Pradesh	70	30	Meghalaya	80	20	Nagaland	80	20	Mizoram	90	10	<p>Inclusion of reservation of 27% for OBC thus amending the criteria to :</p> <table border="1"> <thead> <tr> <th>Category</th> <th>SC/ST</th> <th>OBC</th> <th>Open</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>CC-1 (Def+ Govt/ PSU)</td> <td>2</td> <td>2</td> <td>4</td> <td>8</td> </tr> <tr> <td>CC-1 (PH+OSP+ FF)</td> <td>1</td> <td>1</td> <td>2</td> <td>4</td> </tr> <tr> <td>Open</td> <td>19.5</td> <td>24</td> <td>44.5</td> <td>88</td> </tr> <tr> <td>Total</td> <td>22.5</td> <td>27</td> <td>50.5</td> <td>100</td> </tr> </tbody> </table> <p>Reservation for tribal areas in North Eastern States for Arunachal Pradesh, Meghalaya, Nagaland and Mizoram are as under :</p> <table border="1"> <thead> <tr> <th>State</th> <th>% of ST</th> <th>Open</th> </tr> </thead> <tbody> <tr> <td>Arunachal Pradesh</td> <td>70</td> <td>30</td> </tr> <tr> <td>Meghalaya</td> <td>80</td> <td>20</td> </tr> <tr> <td>Nagaland</td> <td>80</td> <td>20</td> </tr> <tr> <td>Mizoram</td> <td>90</td> <td>10</td> </tr> </tbody> </table> <p>Spouse is a co-partner in the distributorship.</p>	Category	SC/ST	OBC	Open	Total	CC-1 (Def+ Govt/ PSU)	2	2	4	8	CC-1 (PH+OSP+ FF)	1	1	2	4	Open	19.5	24	44.5	88	Total	22.5	27	50.5	100	State	% of ST	Open	Arunachal Pradesh	70	30	Meghalaya	80	20	Nagaland	80	20	Mizoram	90	10
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(iv)	Offer of 'Open' category locations to State Government	Once roster is finalised for new location, locations falling under 'Open' category not rostered under sub-category 'GP' and 'CC' of the roster will be offered to the State Government for direct award of distributorships	Done away with.																																																							
(v)	Procedure for draw	Two officials of the company will conduct the draw in the presence of the candidates and invited guest. However, quorum will comprise of at least 50% of the applicants (whose names are there in the draw) for all rounds of draw.	<p>Two officials of the company will conduct the draw in the presence of the candidates and invited guests. The quorum will comprise of at least 50% of the applicants (whose names are there in the draw) for 1st draw.</p> <p>The draw will be held with the number of applicants who choose to remain present during the draw and two company officials and one guest in case draw is required to be conducted for the second &amp; subsequent times. A representative of the district administration (Tahsildar or above) must be requested as guest through the district collector for all the draws.</p>																																																							

2. In case of locations already forwarded as at present to State Govts for direct allotment of distributorship as per the guidelines for direct allotment of distributorships, the pre 24.7.2012 reservation roster would be applicable whenever the locations are advertised for general public.

3. It is to be noted that point II (ii) of the Minutes of the Meeting held on 11.04.2012 was w.r.t. allowing land of Grandparents (paternal/ maternal) as eligible for the RGLV and was instead communicated as a change of definition of the Family Unit. It has been accordingly revised as at para A (ii) above. The definition of "Family Unit" remains unchanged.

4. The guidelines come into effect from the date of issue of this letter.

5. This issues with the approval of the Hon'ble Minister (P&NG).

Yours faithfully,

*Arun Kumar Mandal* 24/07/2012  
(Arun Kumar Mandal)

Section Officer (Marketing)

☎ 011-2338 9630

P-17011/7/2010-Mk1  
Government of India  
Ministry of Petroleum & Natural Gas  
\*\*\*\*\*

Shastri Bhawan,  
New Delhi, the 24<sup>th</sup> July 2012

To  
The Director (Marketing)  
IOC/BPCL/HPCL  
Mumbai.

**Subject :** Selection of Regular LPG Distributorships and RGGLV - Reg.

Sir,

I am directed to say that a person selected for the distributorships has to personally manage the operation of the LPG distributorships. He/ she is not eligible for taking up any other employment. If the selected person is already employed, he/ she will have to resign from the employment and produce the letter of acceptance of resignation by the employer before the issue of Letter of Appointment by the Oil company as per the current eligibility criteria for applying for LPG distributorships and to say that the matter has been examined in the Ministry and it has been decided with the approval of the Hon'ble Minister (P&NG) that in addition the following shall be adhered to :

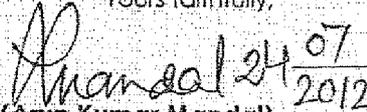
a) A notarized affidavit be obtained from all applicants, certifying that they are not employed in private sector or are not drawing any salary/ perks/ emoluments from State/ Central Government before the Letter of Award is issued for LPG distributorships, in addition to any other declarations that one to be submitted as per current scheme in vogue.

And

b) Family members of employees of OMCs (who are employed at the time of application) would not be permitted to apply for LPG distributorship.

This comes into effect from the date of issue of this letter.

Yours faithfully,

  
(Arun Kumar Mandal)

Section Officer (Marketing)  
☎ 011-2338 9630

**By Fax**  
**Time-bound**  
**Policy Matter**

**NO.P-21017/06/2009-Dist (Pt.II)**  
**Government of India**  
**Ministry of Petroleum & Natural Gas**

Shastri Bhawan, New Delhi.  
24<sup>th</sup> August, 2012.

To

1. Shri M. Nene,  
Director (Marketing),  
IOCL, Mumbai.
2. Shri K. K. Gupta,  
Director (Marketing)  
BPCL, Mumbai.
3. Ms. Nishi Vasudeva,  
Director (Marketing),  
HPCL, Mumbai

**Subject: Redressal of Grievances of SKO dealers in light of reduction in quota, regarding.**

Sir,

I am directed to refer to IOCL's reply on industry basis vide letter No.S/1702 dated 30<sup>th</sup> July, 2012 on the above mentioned subject and to say that the recommendations made therein have been approved. **Industry may now take appropriate action for incorporation of the same in the selection guidelines for Regular LPG Distributorships/RGGLV on top priority, in a time-bound manner, under intimation to this Ministry.**

Yours faithfully,



(Rama Kant Singh)

Under Secretary to Government of India  
Tele: 23387224

Copy to: Director (Marketing), MOP&NG for information and necessary action.

इंडियन ऑयल कॉर्पोरेशन लिमिटेड

पंजीकृत कार्यालय : 'इंडियन ऑयल भवन'  
जी० अलीयार जंग मार्ग बांद्रा हापूर्वह मुंबई 400051।

**Indian Oil Corporation Limited**  
Regd. Office: Indian Oil Bhavan,  
G-9, All Yavar Jung Marg, Bandra (E)  
Mumbai – 400051

Tel: 022-26447000 FAX: 022-26427333



विपणन प्रभाग

**Marketing Division**

SL/1702  
30.07.2012

Sh. Rama Kant Singh,  
Under Secretary,  
Govt. of India  
Ministry of Petroleum & Natural Gas  
Shastri Bhawan  
New Delhi

**Subject: Redressal of Grievances of SKO dealers in light of reduction in quota regarding**

Sir,

This refers to MOP&NG's letter No. P-21017/06/2009-Dist (Pt.II) dated 24.07.2012 on the above subject vide which Industry has been advised to formulate the guidelines enabling unviable SKO dealers to apply for LPG distributorships:

Industry group had detailed deliberations in the matter and the following is recommended :

(a) 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 (with proof of such allocation from allocating authority of the State Govt./Divisional/Territory/Regional Office of the Oil Company, as the case may be) will be eligible to apply for Regular LPG distributorship/RGGLV under the category of individual applicant only (since there is no provision for applying in partnership for LPG distributorships). Accordingly, Multiple Dealership/Distributorship norm shall not be applicable for such applicants.

(b) In case of allotment, the SKO dealer will have to surrender their Kerosene dealership prior to issuance of letter of appointment for Regular LPG distributorship/RGGLV.

(c) Age & Educational Qualification criterion are proposed to be relaxed as under :

Age : Maximum upper age limit – 60 years (as against 45 years both in case of Regular LPG distributorship & RGGLV)

Educational qualification : Should have passed minimum Xth Standard examination or equivalent from a recognized Board. (as against minimum qualification of Graduate/Diploma in Engineering for Regular LPG Distributorships)

(d) To be eligible to apply for regular LPG distributorship/RGGLV, 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.

(e) Other provisions in the selection guidelines of Regular LPG Distributorships/RGGLV shall remain applicable.

Approval may please be accorded for the above so that it can be incorporated in the selection guidelines for Regular LPG Distributorships/RGGLV.

This letter is issued on behalf of Industry.

Yours faithfully,  
For INDIAN OIL CORPORATION LTD.

  
(S.K. Awasthi) 30/9/12  
GM (LPG-Sales)

CC: ED (LPG), BPC/HPC : For information please.

**P-20018/58/2012-Mkt**  
Government of India  
Ministry of Petroleum & Natural Gas

\*\*\*\*\*

Shastri Bhawan,  
New Delhi, the October 2012

To  
The Director (Marketing)  
IOC/BPCL/HPCL  
Mumbai.

Jed

**Subject : Amendment in Guidelines for Selection of RGGLVY and Regular LPG Distributors - Reg.**

Sir,

In continuation to this Ministry's letter of even number dated 24.07.2012 on the above cited subject. The matter has further been examined in the Ministry and it has been decided that the following amendments in the guidelines for selection of LPG distributorships under the RGGLVY and Regular LPG distributorships :

2. In case of RGGLVY the parameters capability and evaluation clubbed together.

3. **RGGLVY:-**

	Parameter	Amendment dated <b>24.07.2012</b>	Proposed amendments
(i)	Land Ownership	Own means having clear ownership title of the property in the name of applicant / family member of the 'Family Unit' as defined in Multiple dealership/ distributorship norm or land belonging to Grandparents (both maternal and paternal).	"Own means having clear ownership title of the property <b>on the last date for submission of application as specified in the advertisement or corrigendum (if any)</b> in the name of applicant/ family member of the 'Family Unit' as defined in Multiple dealership/ distributorship norm or land belonging to <b>parents</b> & grandparents (both maternal & paternal) of the applicant.
(ii)	Capability	(Applicant to clearly mention the closing balance as on the date of application).	"Have minimum total amount of Rs. 4 lakhs <b>as the closing balance on the last date for submission of application as per the advertisement or corrigendum (if any)</b> , put together from Saving accounts in Bank, free and un-encumbered fixed deposits in scheduled banks, Kisan Vikas Patra, NSC, Bonds, any other investment etc. in the name of
(iii)	Evaluation	Have minimum total amount of Rs. 4 lakhs as the closing balance on the date of application put together from Saving	

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		<p>accounts in Bank, free and un-encumbered fixed deposits in scheduled banks, kisan Vikas Patra, NSC, Bonds, any other investment, etc. in the name of self or family members of the 'Family Unit' as defined in Multiple dealership/ distributorship norm who pledge in writing such assets in favour of applicant.</p> <p>In case of locations reserved under SC/ST category applicant should have minimum of <u>Rs. 2 lakhs</u> in the name of self or family members <u>who pledge in writing such assets in favour of applicant</u> of the 'Family Unit' as defined in multiple dealership/ distributorship norm.</p>	<p>self or family members of the 'Family Unit' as defined in Multiple dealership/ distributorship norm who pledge in writing such assets in favour of applicants.</p> <p>In case of locations reserved under 'SC/ST' category, applicant should have minimum amount of Rs. 2 lakhs as the <u><b>closing balance on the last date for submission of application as per the advertisement or corrigendum (if any)</b></u>, put together from Saving accounts in Bank, free and un-encumbered fixed deposits in scheduled banks, Kisan Vikas Patra, NSC, Bonds, any other investment etc. in the name of self or family members of the 'Family Unit' as defined in Multiple dealership/ distributorship norm who pledge in writing such assets in favour of applicants".</p>
--	--	---	---

4. De-categorisation - The reservation parameters for both Regular and RGGLVY has been amended on 24.07.2012. The approval for de-categorisation for following has been approved :

- a) For reserved sub-category locations "CC-1" (Def+Govt./PSU) and "CC-2(PH+OSP+FF), in case of 'Nil' response to the advertisement or no eligible candidate is found or no candidate qualifies or no selected candidate is able to commission the distributorship, then that location would be re-advertised in the respective category without sub-category i.e. locations will be advertised as SC/ST, OBC or Open category as applicable.
- b) For the location advertised/ re-advertised under 'SC/ST' or 'OBC' category, if there is Nil response or no eligible candidate is found or no candidate qualifies or no selected candidate is able to commission the distributorship, then that location would be re-advertised under 'Open' category.

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- c) However, it is to be ensured that the reservation is maintained on overall basis by respective OMCs while de-categorisation of the locations from earlier roster by converting corresponding number of distributorship locations (RGGLV or Regular Distributorships locations as the case may be) under 'open' category from the new roster to 'SC/ST' and 'OBCs' category. In other words, shortfall in SC/ST and OBC category has to be made good in the future marketing plans so as to ensure the percentage reservation of SC/ST : 22.5%, OBC:27% and Open: 50.5% are maintained.
- d) With regard to reserved categories 'CC-1' & 'CC-2', reservation percentages will be maintained only at the time of initial categorisation. In other words, once the category of such locations is changed after the first advertisement as no candidate has applied or no eligible candidate is found or no candidate qualifies or no selected candidate is able to commission the distributorship, no adjustment in the roster would be made under future marketing plans.

5. **Location roster prior to 24.07.2012** - Ministry vide letter dated 24.07.2012 has approved & conveyed that the location roster prior to 24.07.2012 and the locations already forwarded as at present to State Governments for direct allotment of distributorship as per the guidelines, the pre 24.07.2012 reservation roster would be applicable wherever the locations are advertised for general public. The OMCs need to take the decision in respect of Andhra Pradesh for regular distributorships. As far as RGGLVY locations which are rostered prior to 24.07.2012 for the State of Gujarat and Orissa, advertisement of location need to be done as per the guidelines issued on 24.07.2012 (as these locations are not sent to State Government).

6. **OBC eligibility** - Approval is accorded for the creamy and non-creamy layer of OBC for entitling them 27% reservation, be treated as per the notification issued by DOP&T on 14.10.2008, the income limit was raised to Rs. 4.5 lakhs per annum for treating the creamy layer amongst the OBCs and as amended by DCP&T from time to time.

7. **Regular LPG distributorships :**

	Parameter	Existing Guidelines of Regular LPG distributorships	Proposed Amendments
(i)	Finance	Have minimum total amount of Rs. 15 lakhs for Urban Markets and Rs. 10 lakhs for Urban-Rural & Rural Markets respectively <b>as on the date of application.</b> This amount is to be arrived at by adding amount in Saving Bank accounts in scheduled bank/ Post Office, free and un-	Have minimum total amount of Rs. 15 lakhs for Urban Markets and Rs. 10 lakhs for Urban-Rural & Rural Markets respectively <b>as on the last date for submission of application as specified in the advertisement or corrigendum (if any).</b> This amount is to be arrived at by adding amount in Saving Bank accounts in scheduled

Contd... P/4...

	<p>encumbered Fixed Deposits in Scheduled Banks, Post office, Listed Companies/ Government Organisation/ Public Sector Undertaking of State and Central Government, Kisan Vikas Patra, NSC, Bonds, Shares of Listed Companies, Listed Mutual Funds, ULIP, PPF, Surrender Value of Life Insurance policies in the name of Applicant or family members of the 'Family unit' of the Applicant as defined above. In case of locations reserved under 'SC/ST' category, minimum total amount as on the date of application should be Rs. 5 lakhs for Urban Markets and Rs.2.5 lakhs for Urban-Rural &amp; Rural Markets respectively.</p>	<p>bank/ Post Office, free and un-encumbered Fixed Deposits in Scheduled Banks, Post office, Listed companies/ Government Organisation/ Public Sector Undertaking of State and Central Government, Kisan Vikas Patra, NSC, Bonds, Shares of Listed Companies, Listed Mutual Funds, ULIP, PPF, Surrender Value of Life Insurance policies in the name of Applicant or family members of the 'Family unit' of the Applicant as defined above.</p> <p>In case of locations reserved under 'SC/ST' category, minimum total amount of Rs. 5 lakhs for Urban Markets and Rs.2.5 lakhs for Urban-Rural &amp; Rural Markets respectively <u>as on the last date for submission of application as specified in the advertisement or corrigendum (if any)</u>. This amount is to be arrived at by adding amount in Saving Bank accounts in scheduled bank/ Post Office, free and un-encumbered Fixed Deposits in Scheduled Banks, Post office, Listed companies/ Government Organisation/ Public Sector Undertaking of State and Central Government, Kisan Vikas Patra, NSC, Bonds, Shares of Listed Companies, Listed Mutual Funds, ULIP, PPF, Surrender Value of Life Insurance policies in the name of Applicant or family members of the 'Family unit' of the Applicant as defined above.</p>
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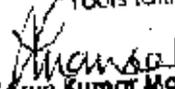
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ii)	Land	<p>Should own a plot of land of adequate size (within 15 km from municipal /town/ village limits of the location offered in the same State) for construction of godown for storage of minimum 8000 kg of LPG in cylinders or ready LPG cylinder storage godown <b>as on the date of application.</b> As per Gas Cylinder Rules, 2004, the floor area of the storage shed for storing 8000 kg LPG in cylinders should be 80 Sq. metres. The length of the storage shed should not be more than 1.5 times of width of storage shed. There should be clear minimum safety distance of 7 metres between storage shed and the boundary wall/ fencing. The plot of land with minimum dimension of 26.15 metres by 27 metre is adequate. It should be freely accessible through all weather motorable approach road (public road or private road of the applicant connecting to the public road) and 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. The land for construction of LPG godown should also meet the norms of various statutory bodies such as PWD/Highway authorities/ Town and Country Planning Department etc.</p>	<p>Should own a plot of land of adequate size (within 15 km from municipal /town/ village limits of the location offered in the same State) for construction of godown for storage of minimum 8000 kg of LPG in cylinders or ready LPG cylinder storage godown <b>as on the last date for submission of application as specified in the advertisement or corrigendum (if any).</b> As per Gas Cylinder Rules, 2004, the floor area of the storage shed for storing 8000 kg LPG in cylinders should be 80 Sq. metres. The length of the storage shed should not be more than 1.5 times of width of storage shed. There should be clear minimum safety distance of 7 metres between storage shed and the boundary wall/ fencing. The plot of land with minimum dimension of 26.15 metres by 27 metre is adequate. It should be freely accessible through all weather motorable approach road (public road or private road of the applicant connecting to the public road) and 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. The land for construction of LPG godown should also meet the norms of various statutory bodies such as PWD/Highway authorities/ Town and Country Planning Department etc.</p>
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		In case an applicant has more than one suitable plot for construction of godown for storage of minimum 8000 kgs of LPG in cylinders or ready LPG cylinder storage godown <u>as on the date of application</u> , the details of the same can also be provided in the application.	In case an applicant has more than one suitable plot for construction of godown for storage of minimum 8000 kgs of LPG in cylinders or ready LPG cylinder storage godown <u>as on last the date for submission of application as specified in the advertisement or corrigendum (if any)</u> , the details of the same can also be provided in the application.
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8. The guidelines come into effect from the date of issue of this letter.
9. This issues with the approval of the Hon'ble Minister (P&NG).

Yours faithfully,  
  
(Arun Kumar Mandal)  
Section Officer (Marketing)  
☎ 011-2338 9630

- Copy to :-
1. PS to Hon'ble Minister (P&NG)
  2. PS to Hon'ble MOS (P&NG)
  3. PPS to the Secretary, P&NG
  4. Sr. PPS to the AS (P&NG)
  5. PS to JS (M)/JS(R)/JS(E)/JS (IC), P&NG
  6. Dir (M)/Dir (E-I)/Dir (S&P&R)/Dir (IC)/Dir (G&V)/Dir (E-II)/Dir (D&MCI)/Dir (E&S)/Dir (CA)/Dir (SCT, PG & Cash)/Dir (E-II)
  7. TD(NIC) - for placing this letter on the Website of MOP&NG.

**MOST IMMEDIATE**

No. P – 25011/4/2011-Mkt.  
 Government of India  
 Ministry of Petroleum & Natural Gas

Shastri Bhawan,  
 New Delhi, 24 December 2012

To  
 The Director (Marketing),  
 IOCL / BPCL / HPCL  
 Mumbai.

Sub : **Corpus Fund Scheme for LPG distributorships and MS/HSD ROs.**

Sir,

I am directed to refer to IOC's letter No. SL/AKM/1703 dated 17.08.2012 & 02.10.2012 and letter No. SL/1702 dated 30.11.2012 on the above mentioned subject and to inform that the matter has been examined and the scheme proposed by IOC on behalf of industry, has been approved for LPG distributorships and Retail Outlets.

2. The Corpus Fund Scheme is now replaced by a bank mediated financial assistance scheme to SC/ST LOI holders and to any other set of beneficiaries to whom the scheme is applicable. OMCs will tie up with their own /other scheduled commercial banks to formulate a scheme to provide loan instead of themselves becoming a lender.

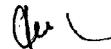
3. If the banks require margin money towards the loan under this scheme then,

- a) OMCs shall provide the amount towards such margin money in the form of secured loan, if required to the extent of maximum 20% of the applicable amount as per present corpus fund policy option-II (Rs. 5 Lakh for urban distributorship and Rs. 3 lakh for rural /urban-rural distributorship) i.e. maximum Rs. 1 lakh for urban distributorship and Rs. 0.60 lakh for rural / urban-rural distributorship or 20% of project cost against which loan has been sanctioned by bank, whichever is lower.
- b) Recovery of the secured loan towards margin money provided by the OMCs shall be recovered as per the prevailing terms of corpus fund scheme.

4. A compliance report in the matter may be sent to this Ministry urgently.

5. This issues with the approval of the Hon'ble Minister (P&NG).

Yours faithfully,



( Rajesh Kukreti )  
 Under Secretary (LPG)  
 Tel. 2338 7008

Copy to :-

- (i) PS to Minister (P&NG)
- (ii) PS to Minister of State (P&NG)
- (iii) PPS to Secretary (P&NG)
- (iv) Sr. PPS to Additional Secretary (P&NG)
- (v) PS to AS&FA, P&NG
- (vi) PS to Joint Secretary (Marketing), P&NG
- (vii) Director (D&MC), P&NG / Deputy Secretary (LPG), P&NG
- (viii) Under Secretary (IOC &MC), P&NG
- (ix) Section Officer (LPG), P&NG / Section Officer (MC), P&NG/ Section Officer (IOC), P&NG
- (x) Guard File, LPG Section

# APPENDIX

## Format for Feasibility Study Report

Item No.	Particulars			Information / Details / Date	
<b>1</b>	<b>Market</b>				
a	Name of the Town				
b	District				
c	State				
<b>2</b>	<b>Type of Market</b>				
a	Municipality / Corporation / Panchayat / Village				
b	Agricultural / Industrial				
c	Industrial / Developmental Plan Project / Colleges / Hotels etc.				
d	If Tourist Town – Floating Population				
e	Whether Reserved constituency – if				
<b>3</b>	<b>Availability of LPG</b>				
a	Is LPG Marketed				
b	If yes furnished details				
i	Name of the Company				
ii	No. of Distributors				
iii	No. of customers				
iv	Av. Refill Sales per month				
v	Waiting list & Customers as on date				
c	If not				
i	Nearest Town where LPG is				
ii	Name of the Company				
iii	Distances from the subject town				
iv	Selling Price				
<b>4</b>	<b>Potential Assessment (Includes Location &amp; Locations within 15 kms (Radius))</b>				
		Population Details			
	Name of location for LPG distributorship	As per last census	Estimated present population	House holds	Distance from main location(KM)
a	Main location				
b	Locations within 15 kms				
		1 <sup>st</sup> yr.30% of the House hold	II nd yr.50% of the House hold	III rd yr.60% of the House hold	IV th yr.70% of The House hold
c	Estimate number of domestic LPG customer				
d	Estimate refill sale potential based on per capita of existing sale / nearest market				
		1 <sup>st</sup> yr.30% of the House hold	II nd yr.50% of the House hold	III rd yr.60% of the House hold	IV th yr.70% of The House hold
e	If existing market Subtract 3a – iv				

	i.e. existing sale from 4d				
<b>5</b>	<b>Details of already planned distributorships / RGGLVs yet to be commissioned</b>				
	Company	Marketing Plan	Category	Status	
	IOC				
	HPC				
	BPC				
<b>6</b>	<b>Whether Natural Gas pipeline is within 50 kms. from the location – (Yes / No)</b>				
<b>7</b>	<b>If viable - Brief justification</b>				
	<b>If not – Reasons</b>				
	<b>Date</b>				
	<b>Place</b>				

**General Remarks**

Location can be considered viable if refill sale potential at the end of 4<sup>th</sup> year is as under for different type of markets.

	Type of Market	Monthly Refill Ceiling	Monthly Refill Sale potential for planning new distributor
<b>A</b>	Rural are within 15 kms	8000	2500
<b>B</b>	Town with < 10 lacs Population	8000	4000*
<b>C</b>	Population 10 to 20 lacs	10000	5000*
<b>D</b>	Population 20 to 40 lacs	12000	6000*
<b>E</b>	Population > 40 lacs	15000	7500*

\*To be taken as 50% of the applicable ceiling limit for the respective market as prevailing on the date of feasibility study.

**Signature (IOC)**  
Name & designation

**Signature (BPC)**  
Name & designation

**Signature (HPC)**  
Name & designation

## Format for sending list of Feasible Locations to OMC Head Office

(Data to be sent both in xls. file as well as signed scanned copy)

1	2	3	4	5	
S.No.	Location	District	Assembly constituency	Parliament constituency ( SC/ST/Other)	
6	7	8	9	10	11
Expected refill per month year of operation					
1 st year	2nd year	3rd year	4th year	Class of Market ( U / UR / R)	Area of Operation
12	13	14	15	16	
Population as per census applicable	Estimated present population including 15 kms	Area of Operation	Nearest Distributor location & OMC name	Remarks	

Signature (IOC)  
Name & designation

Signature (BPC)  
Name & designation

Signature (HPC)  
Name & designation

## 200 Point Roster

Locations are placed under different categories of reservation as per '200 point' roster for the State by individual oil companies separately in respect of Regular LPG Distributorships and RGGLVs. The '200-point Roster' is followed on rolling basis. The Roster is as under: -

Roster No.	Category						
1	O	51	SC/ST (CC)	101	O	151	O
2	OBC	52	O	102	OBC	152	O
3	SC/ST	53	O	103	O	153	OBC
4	O	54	OBC	104	O	154	SC/ST
5	O	55	O	105	SC/ST	155	O
6	OBC	56	SC/ST	106	OBC	156	O
7	SC/ST	57	O	107	O	157	OBC
8	O	58	OBC	108	O	158	SC/ST
9	O	59	O	109	SC/ST	159	O
10	OBC	60	SC/ST	110	OBC	160	O
11	O	61	OBC	111	O	161	O
12	SC/ST	62	O	112	O (GP)	162	OBC
13	OBC	63	O (GP)	113	OBC	163	SC/ST
14	O (GP)	64	OBC	114	SC/ST	164	O (GP)
15	O	65	SC/ST	115	O	165	OBC
16	SC/ST	66	O	116	O	166	O
17	OBC	67	O	117	OBC	167	SC/ST
18	O	68	OBC	118	SC/ST	168	O
19	O	69	SC/ST	119	O	169	OBC
20	SC/ST	70	O	120	O	170	O
21	OBC	71	O	121	OBC	171	O
22	O	72	O	122	O	172	SC/ST (GP)
23	O (CC)	73	OBC (GP)	123	SC/ST (GP)	173	OBC (GP)
24	OBC (GP)	74	SC/ST (GP)	124	O (CC)	174	O
25	SC/ST (GP)	75	O (CC)	125	OBC (GP)	175	O (CC)
26	O	76	OBC	126	O	176	SC/ST
27	O	77	O	127	SC/ST	177	OBC
28	OBC	78	SC/ST	128	OBC	178	O
29	SC/ST	79	O	129	O	179	OBC
30	O	80	OBC	130	O	180	SC/ST
31	O	81	O	131	OBC	181	O
32	OBC	82	O	132	SC/ST	182	O
33	O	83	SC/ST	133	O	183	O
34	SC/ST	84	OBC	134	O	184	OBC
35	O	85	O	135	OBC	185	SC/ST
36	OBC	86	O (GP)	136	SC/ST	186	O
37	O (GP)	87	SC/ST	137	O	187	O (GP)
38	SC/ST	88	OBC	138	O (GP)	188	OBC
39	OBC	89	O	139	OBC	189	SC/ST
40	O	90	O	140	SC/ST	190	O
41	O	91	OBC	141	O	191	OBC
42	OBC	92	SC/ST	142	O	192	O
43	SC/ST	93	O	143	OBC	193	O
44	O	94	O	144	O	194	SC/ST
45	O	95	OBC	145	SC/ST	195	OBC
46	OBC	96	SC/ST	146	O	196	O
47	SC/ST	97	O	147	OBC	197	O
48	O	98	O	148	O	198	SC/ST
49	O	99	OBC	149	SC/ST (CC)	199	OBC
50	OBC (CC)	100	SC/ST	150	OBC (CC)	200	O

The Distribution between SC and ST shall be as per the population ratio in the respective state. The roster distribution among the ST and ST is given in **Appendix-D**.

**Nomenclature used is as under:-**

- O - Open Category
- SC/ST - Scheduled Caste/ Scheduled Tribe Category
- OBC - Other Backward Classes category
- O (GP) - Government Personnel category consists of Defence Personnel, Central/State Government Employees and Central/State PSU employees, belonging to Open category
- O(CC) - Combined Category consists of Physically Handicapped (PH), Outstanding Sports Persons (OSP) and Freedom Fighter (FF) belonging to Open category
- SC/ST (GP) - Government Personnel category consists of Defence Personnel, Central/State Government Employees and Central/State PSU employees, belonging to SC/ST category
- SC/ST (CC) - Combined Category consists of Physically Handicapped (PH), Outstanding Sports Persons (OSP) and Freedom Fighter (FF) belonging to SC/ST Category
- OBC (GP) - Government Personnel category consists of Defence Personnel, Central/State Government Employees and Central/State PSU employees, belonging to OBC category
- OBC (CC) - Combined Category consists of Physically Handicapped (PH), Outstanding Sports Persons (OSP) and Freedom Fighter (FF) belonging to OBC Category

## State-wise Allotment of Roster number between SC and ST

Sr.No.	STATE / UNION TERRITORY	% of SC/ST w.r.t. Total SC & ST (based on Census 2001)		Total SC/ST bifurcation out of 45		Roster Sr.No. for	
		SC	ST	SC	ST	SC	ST
1	Andaman & Nicobar	0.0%	100.0%	0	45	NIL	ALL
2	Andhra Pradesh	71.1%	28.9%	32	13	All Except 7, 74, 29, 43, 65, 83, 100, 114, 132, 149, 154, 167, 189.	7, 74, 29, 43, 65, 83, 100, 114, 132, 149, 154, 167, 189.
3	Assam	35.6%	64.4%	16	29	7, 20, 38, 47, 65, 74, 83, 96, 109, 118, 136, 149, 154, 167, 185, 194.	All Except 7, 20, 38, 47, 65, 74, 83, 96, 109, 118, 136, 149, 154, 167, 185, 194.
4	Bihar	94.5%	5.5%	43	2	All Except 47, 140.	47, 140.
5	Chandigarh	100.0%	0.0%	45	0	ALL	NIL
6	Chattisgarh	26.8%	73.2%	12	33	7, 29, 47, 69, 74, 87, 105, 127, 140, 149, 163, 185.	All Except 7, 29, 47, 69, 74, 87, 105, 127, 140, 149, 163, 185.
7	Dadra & Nagar Haveli	2.9%	97.1%	1	44	92	All Except 92
8	Daman & Diu	25.7%	74.3%	12	33	7, 29, 47, 69, 74, 92, 109, 132, 154, 149, 176, 189.	All Except 7, 29, 47, 69, 74, 92, 109, 132, 154, 149, 176, 189.
9	Delhi	100.0%	0.0%	45	0	ALL	NIL
10	Goa	97.7%	2.3%	44	1	All Except 109	109
11	Gujarat	32.4%	67.6%	15	30	7, 20, 38, 56, 69, 74, 87, 105, 118, 136, 149, 154, 167, 185, 198.	All Except 7, 20, 38, 56, 69, 74, 87, 105, 118, 136, 149, 154, 167, 185, 198.
12	Haryana	100.0%	0.0%	45	0	ALL	NIL
13	Himachal Pradesh	86.0%	14.0%	39	6	All Except 16, 56, 92, 127, 167, 172.	16, 56, 92, 127, 167, 172.
14	Jammu & Kashmir	41.1%	58.9%	18	27	7, 16, 34, 43, 56, 69, 74, 83, 96, 105, 118, 132, 145, 149, 158, 167, 185, 194.	All Except 7, 16, 34, 43, 56, 69, 74, 83, 96, 105, 118, 132, 145, 149, 158, 167, 185, 194.
15	Jharkhand	31.0%	69.0%	14	31	7, 20, 43, 60, 74, 78, 92, 105, 127, 140, 149, 158, 176, 194.	All Except 7, 20, 43, 60, 74, 78, 92, 105, 127, 140, 149, 158, 176, 194.
16	Karnataka	71.2%	28.8%	32	13	All Except 7, 29, 43, 65, 74, 83, 100, 114, 136, 149, 154, 167, 189.	7, 29, 43, 65, 74, 83, 100, 114, 136, 149, 154, 167, 189.
17	Kerala	89.6%	10.4%	40	5	All Except 20, 78, 118, 172, 176.	20, 78, 118, 172, 176.
18	Lakshadweep	0.0%	100.0%	0	45	NIL	ALL
19	Madhya Pradesh	42.8%	57.2%	19	26	7, 16, 29, 43, 56, 65, 74, 83, 92, 100, 114, 127, 136, 149, 154, 163, 172, 176, 189.	All Except 7, 16, 29, 43, 56, 65, 74, 83, 92, 100, 114, 127, 136, 149, 154, 163, 172, 176, 189.
20	Maharashtra	53.5%	46.5%	24	21	All Except 7, 16, 29, 38, 47, 60, 69, 74, 87, 96, 105, 114, 127, 136, 149, 154, 163, 172, 176, 185, 194.	7, 16, 29, 38, 47, 60, 69, 74, 87, 96, 105, 114, 127, 136, 149, 154, 163, 172, 176, 185, 194.
21	Manipur	7.5%	92.5%	3	42	34, 100, 176.	All Except 34, 100, 176.
22	Orissa	42.7%	57.3%	19	26	7, 16, 29, 43, 56, 65, 74, 83, 92, 100, 114, 127, 136, 149, 154, 163, 172, 176, 189.	All Except 7, 16, 29, 43, 56, 65, 74, 83, 92, 100, 114, 127, 136, 149, 154, 163, 172, 176, 189.
23	Pondichery	100.0%	0.0%	45	0	ALL	NIL
24	Punjab	100.0%	0.0%	45	0	ALL	NIL
25	Rajasthan	57.7%	42.3%	26	19	All Except 7, 16, 29, 43, 56, 69, 74, 83, 92, 105, 114, 127, 140, 149, 154, 163, 172, 180, 189.	7, 16, 29, 43, 56, 69, 74, 83, 92, 105, 114, 127, 140, 149, 154, 163, 172, 180, 189.
26	Sikkim	19.6%	80.4%	9	36	12, 38, 65, 92, 114, 123, 145, 176, 198.	All Except 12, 38, 65, 92, 114, 123, 145, 176, 198.
27	Tamilnadu	94.8%	5.2%	43	2	All Except 47, 145.	47, 145.
28	Tripura	35.9%	64.1%	16	29	7, 20, 34, 47, 65, 74, 83, 96, 105, 118, 136, 149, 154, 167, 180, 194.	All Except 7, 20, 34, 47, 65, 74, 83, 96, 105, 118, 136, 149, 154, 167, 180, 194.
29	Uttar Pradesh	99.7%	0.3%	45	0	ALL	NIL
30	Uttaranchal	85.6%	14.4%	39	6	All Except 16, 56, 92, 127, 163, 172.	16, 56, 92, 127, 163, 172.
31	West Bengal	80.7%	19.3%	36	9	All Except 12, 38, 65, 96, 118, 123, 145, 176, 198.	12, 38, 65, 96, 118, 123, 145, 176, 198.

## Standard Advertisement / Re- Advertisement Text

### INDIAN OIL CORPORATION LTD BHARAT PETROLEUM CORPORATION LTD HINDUSTAN PETROLEUM CORPORATION LTD

#### NOTICE FOR APPOINTMENT OF LPG DISTRIBUTORS

INDIAN OIL CORPORATION LTD (IOCL), BHARAT PETROLEUM CORPORATION LTD (BPCL) and HINDUSTAN PETROLEUM CORPORATION LTD (HPCL) proposes to appoint LPG distributors under various categories at locations specified below from amongst the candidates belonging to different categories mentioned therein in the State of *(name of the State)*:

Sr. No	Oil Company	Location	District	Category*	Type of Market – Urban (U)/ Urban-Rural(UR) / Rural	Security Deposit (Amount in Lakhs)	Marketing plan
1.							

\* Nomenclature used is as under:-

- O - Open Category
- SC/ST - Scheduled Caste/ Scheduled Tribe Category
- OBC - Other Backward Classes Category
- O (GP) - Government Personnel category consists of Defence Personnel, Central/State Government Employees and Central/State PSU employees, belonging to Open category
- O(CC) - *Combined Category consists of Physically Handicapped (PH), Outstanding Sports Persons (OSP) and Freedom Fighter (FF) belonging to Open category*
- SC/ST (GP)- Government Personnel category consists of Defence Personnel, Central/State Government Employees and Central/State PSU employees, belonging to SC/ST category
- SC/ST (CC) - *Combined Category consists of Physically Handicapped (PH), Outstanding Sports Persons (OSP) and Freedom Fighter (FF) belonging to SC/ST Category*
- OBC (GP) - Government Personnel category consists of Defence Personnel, Central/State Government Employees and Central/State PSU employees, belonging to OBC category.
- OBC (CC) - *Combined Category consists of Physically Handicapped (PH), Outstanding Sports Persons (OSP) and Freedom Fighter (FF) belonging to OBC Category.*

## 1. Individuals and Non-Individuals can apply for LPG distributorship

In case of Individual applicant, on appointment, the LPG distributorship will be jointly in the names of applicant and his/her spouse (i.e wife/husband will be co-owner). In case, the applicant is unmarried/divorcee/widow/widower, an undertaking will be required to be given that after marriage/re-marriage, spouse will be made co-owner. Co-owner means spouse will be 50% partner irrespective of age, qualification and employment. Individual applicants are not permitted to enter into partnership with anyone other than their spouse.

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

2. Selection for LPG Distributor will be done by draw amongst all eligible applicants. All applicants satisfying the eligibility criteria will be eligible for the draw.

## 3. BASIC FACILITIES REQUIRED FOR OPERATION OF LPG DISTRIBUTORSHIP

### a. Godown for Storage of LPG in Cylinders

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

The applicant should own:

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

Or

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

**( For office Use only ( Not to be published) :** OMCs should ensure that in case there are any state specific requirements/norms applicable for construction of the LPG Godown, then the same should be incorporated suitably in the Advertisement Text/Application Format clearly mentioning the applicable revised minimum dimensions of the plot of land required for construction of Godown)

### b. Showroom

A Showroom of minimum dimensions 3 metre by 4.5 metre as per the standard layout is to be made in a shop / land located in the advertised location or locality as specified in

the advertisement for LPG distributorship and it should be easily accessible to general public through a suitable approach road.

4. Detailed guidelines on eligibility, infrastructure requirements of land for LPG godown/ LPG godown, Showroom, infrastructure for Home delivery of cylinders etc. along with the details of selection process are given in the Brochure, which can be collected personally from the address mentioned at **para 9** below at a cost of ₹ 50/-. It can also be downloaded free of cost from the websites – www.iocl.com, www.ebharatgas.com, www.bharatpetroleum.in and www.hindustanpetroleum.com of IOCL, BPCL and HPCL.
5. The application format can be collected personally from the address mentioned at **Para 9 below** along with Brochure. It is also hosted on the Oil Company's website and can be downloaded free of cost.
6. All persons fulfilling the eligibility criteria can submit the application as per the format. Application should be made on plain paper preferably typed or neatly handwritten as per the prescribed format.
7. While application by a candidate can be made for different locations, the same should be done in separate application forms in respect of each location along with applicable application fee in each case.
8. Application should be submitted along with non-refundable fee of ₹ 1000 (Rupees One thousand only) and in case of SC/ST candidates (SC/ST certificate to be attached) ₹ 500/- (Rupees five hundred).
9. Application for LPG Distributorship along with enclosures complete in all respect and Non-refundable application fee by a Demand Draft/Pay Order drawn on any Scheduled Bank must be submitted so as to reach the office address mentioned below before the close of office on dd/mm/yyyy

Advertised locations Sr. No		Demand Draft/Pay Order drawn on any Scheduled Bank Drawn in favour of	Payable at	Office Address for submitting application along with enclosures and application fee.
From	To			

## 10. GRIEVANCE /COMPLAINT REDRESSAL SYSTEM

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

- a. Complainants will have to deposit Rs.1000/- as complaint fees through a demand draft in favour of concerned OMC along with the complaint. Complaints which are not accompanied with the deposit of Rs. 1000/- will not be investigated.
- b. Anonymous complaints will normally not be investigated.
- c. Complaints received against the applicants will be investigated only if the applicant is selected in the draw.
- d. Complaints will be entertained only if it is received by the office of the OMC within 30 days from the date of declaration of draw result.
- e. In case the complaint is received against the selected candidate but within 30 days from the date of declaration of draw result, the same will be examined and action taken as appropriate.

## 11. GENERAL

- a. The company reserves the right to cancel/withdraw/ amend this advertisement or extend the due date at its sole discretion without assigning any reason.
- b. Applicants can submit only one application for one location. In case more than one application is received from an individual, they will be clubbed together and treated as one application and application fee of all the other applications will be forfeited.
- c. Applicant should number all pages of the application including affidavits attached therewith and sign on each page. **All affidavits/undertaking have to be submitted in original along with the application.**
- d. Only those documents that are sought in the Application format should be submitted along with the application. Any other document(s) attached with the application will not be considered.
- e. Applications received after the cut-off date including postal delay will not be considered. No correspondence will be entertained by respective Oil Company in such cases.
- f. Except for locations advertised under 'Open' category, the eligibility certificate(s) for the other categories has to be submitted along with the application. However, applicants applying under Defence Personal category have the option to submit the original eligibility certificate from DGR on the day of draw of lots also.
- g. If any statement made in the application or in the documents enclosed therewith or subsequently submitted in pursuance of the application by the candidate at any stage is found to have been suppressed / misrepresented / incorrect or false affecting eligibility, then the application is liable to be rejected without assigning any reason and in case the applicant has been appointed as a distributor, the distributorship is liable to be terminated. In such cases the candidate / distributor shall have no claim whatsoever against the respective Oil Company
- h. The selected candidate will be required to deposit an amount of Rs. 25000/- or Rs. 50000/- as applicable with the concerned Oil Company before Field Verification of Credential (FVC) is undertaken. In case the selected candidate fails to deposit the said amount then his/her selection will be cancelled. Selection of the candidate is also liable for cancellation along with forfeiture of the amount deposited by the selected candidate before FVC if false/incorrect/misrepresented information has been given in the application.
- i. Applicant must provide all information sought against various items mentioned in the Application form. If selected, at the time of verification, the applicant will have to provide all documents in original in support of the information furnished in the application. Failure to present these documents in original at the time of verification will result in cancellation of selection along with forfeiture of the amount deposited by the selected candidate before the Field Verification of Credentials (FVC).
- j. The envelope containing the application, duly filled in, should be super scribed as under:  
"This application is for LPG Distributor at \_\_\_\_\_ (location) of \_\_\_\_\_(Name of Oil Company)".
- k. This is purely a business proposition and not an application for job in the respective Oil Company and has normal business risks and also does not guarantee any assured returns or profits.
- l. This is only an application and not an offer of LPG Distributorship.

### **FOR OFFICE USE ONLY (not to be published):**

Under Item (9), please mention a specific date that would be minimum 30 days from the date of publication of advertisement and the last date for receipt of applications should be a working day.

In order to achieve economy, it should be endeavoured to release State-wise advertisement on Industry basis. For industry advertisement, the expenses shall be equally shared among the

participating Oil Companies. Advertisement should be published in One English daily having widest circulation in the State and one vernacular daily - having widest circulation in the district where the location falls.

This is a combined sample text covering all categories of LPG Distributorship. While publishing the advertisement adequate care has to be taken to fill in all the blanks.

**BROCHURE**

**ON**

**GUIDELINES FOR SELECTION**

**OF**

**REGULAR LPG DISTRIBUTORS**



**MAY 2013**

**Guidelines on Selection of Regular LPG Distributorship  
(Applicable to all locations Advertised / Re-advertised from Maty'13 onwards )**

**1. IDENTIFICATION OF LOCATIONS**

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

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

**2. RESERVATION**

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

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

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

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

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

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

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

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

### 3. Rostering of Locations as per 200-point roster

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

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

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

### 4. DE-CATEGORISATION

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

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

is found or no candidate qualifies or no selected candidate is able to commission the LPG Distributorship, no adjustment in the roster would be made under the future marketing plans.

## **5. MODE OF SELECTION**

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

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

## **6. ELIGIBILITY CRITERIA FOR INDIVIDUAL APPLICANTS**

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

### **6.1. Common Eligibility Criteria for all Categories applying as Individual**

#### **The applicant should**

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

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

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

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

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

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

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

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

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

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

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

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

The aforementioned Multiple Dealership/Distributorship norms shall also be applicable to retailers/distributors appointed by PSU Oil Marketing Companies for exclusive marketing of NDNE (Non Domestic Non Essential) LPG cylinders.

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

**widow/widower, 'Family Unit' shall consist of individual concerned, unmarried son(s)/unmarried daughter(s).**

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

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

Or

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

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

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

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

statutory bodies such as PWD/Highway authorities/ Town and Country Planning Department etc.

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

- (viii) Own a suitable shop of minimum size 3 metres by 4.5 metre in dimension or a plot of land for construction of showroom of minimum size 3 metres by 4.5 metre **as on the last date for submission of application as specified in the advertisement or corrigendum (if any)** at the advertised location or locality mentioned in the advertisement. It should be easily accessible to general public through a suitable approach road.

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

**Reference vii & viii above:**

***‘Own’ means having ownership title of the property or registered lease agreement for minimum 15 yrs in the name of applicant / family member (as defined in multiple distributorship norm of eligibility criteria) as on the last date for submission of application as specified in the advertisement or corrigendum (if any). In case of ownership/co-ownership by family member(s) as given above, consent in the form of a Notarized Affidavit from the family member(s) will be required.***

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

- ix. Be physically and mentally sound to be able to run the business.
- x. Neither have been convicted nor charges been framed by any Court of Law for any criminal offence involving moral turpitude/ economic offences.
- xi. Not be a signatory to distributorship/dealerships agreement, terminated on account of proven cases of malpractice of any Oil Company.

## **6.2. Specific Eligibility Criteria For Different Categories applying as Individual**

### **6.2.1 Specific Eligibility Criteria For Main Reservation Categories**

#### **a) Open Category (O)**

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

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

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

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

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

#### **c) Other Backward Classes:**

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

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

### **6.2.2 Specific Eligibility Criteria for different Sub-categories :**

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

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

#### **I. Defence Personnel**

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

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

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

## **II. Government and Public Sector Personnel**

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

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

### **b) Combined Category (CC)**

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

#### **I. Physically Handicapped Category (PH) :**

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

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

Candidate applying under this category should produce a certificate (*as per the standard format given in the application format*) issued by a Medical Board duly constituted by the

Central / State Government as per the Gazette of India Extraordinary New Delhi, No 154 dated June 13, 2001 on Guidelines for evaluation of various disabilities and procedure for certification.

## **II. Outstanding Sports Persons Category (OSP):**

The following persons will be eligible:

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

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

## **III. Freedom Fighters (FF):**

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

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

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

### **6.2.3 Specific Eligibility Criteria for existing SKO Dealers of OMCs:**

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

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

d. Age & Educational Qualification :

Age: Maximum upper age limit – 60 years

Educational qualification: Should have passed minimum Xth Standard examination or equivalent from a recognized Board.

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

## 7. ELIGIBILITY CRITERIA FOR NON-INDIVIDUAL APPLICANTS

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

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

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

- i) They will apply as non-individual. The Society will have to operate the distributorship through their own employees and not on contract basis.
- ii) All members of the Society should belong to the same category for which LPG distributorship has been advertised. A copy of certificate to this effect from Registrar of Society and a list giving names of all the members of the Society will be required.
- iii) The Society has to furnish appropriate resolution to show that person making the application is empowered to make the same. In addition, the Society should furnish an undertaking that it will observe the relevant guidelines, etc.
- iv) Societies should have made a net profit for previous three consecutive financial years duly certified by a Chartered Accountant.
- v) None of the members of the Society or their family members (family as defined in the case of multiple dealership norms for individuals) should hold dealership/distributorship of any Oil company for MS/HSD/SKO-LDO/LPG/RGGLV in India or has/have been issued a letter of intent or appointment letter.

- vi) None of the members should have either been convicted or charges have been framed against them by court of law for criminal offences involving moral turpitude and / or economic offences (other than freedom struggle) punishable under Law.
- vii) None of the members of the Society should have been signatory to dealership/distributorship agreement of any Oil Company, which was terminated for malpractices and / or for violations of provisions of the Marketing Discipline Guidelines.
- viii) The Registered Society should not have any criminal records nor have any criminal charges framed against it by court of law involving moral turpitude and/or economic offences (other than freedom struggle) punishable under Law.
- ix) Should have a minimum total amount of ₹ 15 lakhs for Urban Markets and ₹ 10 lakhs for Urban-Rural & Rural Markets respectively **as the closing balance on the last date for submission of application as specified in the advertisement or corrigendum (if any)**. This amount is to be arrived at by adding amount in Bank accounts in Scheduled Bank/ Post Office, free and un-encumbered Fixed Deposits in Scheduled Banks, Post Office, Listed Companies / Government Organisation / Public Sector Undertaking of State and Central Government, Kisan Vikas Patra, NSC, Bonds, Shares of Listed Companies, Listed Mutual Funds in the name of the Organisation. In case of locations reserved under 'SC/ST' category, minimum total amount of ₹ 5 lakhs for Urban Markets and ₹ 2.5 lakhs for Urban-Rural & Rural Markets respectively **should be available as the closing balance on the last date for submission of application as specified in the advertisement or corrigendum (if any)**.
- x) Should own **as on the last date for submission of application as specified in the advertisement or corrigendum (if any)** :

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

Or

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

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

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

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

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

- xi) Own a suitable shop of minimum size 3 metres by 4.5 metre in dimension or a plot of land for construction of showroom of minimum size 3 metres by 4.5 metre **as on the last date for submission of application as specified in the advertisement or corrigendum (if any)** at the advertised location or locality as specified in the advertisement. It should be easily accessible to general public through a suitable approach road.

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

**Reference x & xi above:**

**‘Own’ means having ownership title of the property or on registered long lease (minimum 15 yrs) in the name of the non-individual institution as on the last date for submission of application as specified in the advertisement or corrigendum (if any).**

## **7.2. Non- Individual Applicants Applying Under ‘Open’ Category**

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

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

**A) For Companies Registered under Companies Act 1956:**

- i) The applicant company will not be eligible for RO dealership/LPG distributorship/ RGGLV if any of the RO dealership/LPG distributorship/ RGGLV is held by the following;-
  - a) Any of the Director or his family members (family as defined in the case of multiple dealership norms for individuals).
  - b) Holding company or Subsidiary Company.
  - c) Any other company or Firm where share holders (put together) of the applicant company have controlling stake i.e. 51% or more.
- ii) If any individual, partnership firm, company, organized body, trust or society already holding RO dealership/LPG distributorship/ RGGLV acquire controlling stake in a company having RO dealership/LPG distributorship then the RO dealership /LPG distributorship /RGGLV of the acquirer would be liable to be terminated
- iii) Government owned Companies defined as major shareholding with the Government, Public Sector & Joint Sector Units or Government administered Organization are exempted from the above Multiple Dealership Norms.

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

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

- II. Registered Societies / Company incorporated under Companies Act 1956 should have made a net profit for previous three consecutive financial years duly certified by a Chartered Accountant.
- III. Registered Societies / Company incorporated under Companies Act 1956 will have to furnish appropriate resolution to show that person making the application on its behalf is empowered to make the same. It will also have to furnish an undertaking that it will observe the relevant guidelines.
- IV. The Registered Societies / Company incorporated under Companies Act 1956 will have to operate the distributorship through their own employees and not on contract basis.
- V. None of the members the Governing / Managing Committee of the Registered Societies / Company incorporated under Companies Act 1956 should have either been convicted or charges have been framed against them by court of law for criminal offences involving moral turpitude and / or economic offences (other than freedom struggle) punishable under Law.

- VI.** None of the members of the Governing / Managing Committee of the Registered Societies / Company incorporated under Companies Act 1956 should have been signatory to dealership/distributorship agreement of any Oil Company, which was terminated for malpractices and / or for violations of provisions of the Marketing Discipline Guidelines.
- VII.** The Registered Societies / Company incorporated under Companies Act 1956 should not have any criminal records nor have any criminal charges framed against it by court of law involving moral turpitude and/or economic offences (other than freedom struggle) punishable under Law.

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

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

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

Or

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

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

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

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

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

- X.** Non-individuals applicants should own a suitable shop of minimum size 3 metres by 4.5 metre in dimension or a plot of land for construction of showroom of minimum size 3 metres by 4.5 metre **as on the last date for submission of application as specified in the advertisement or corrigendum (if any)** at the advertised location or locality mentioned in the advertisement. It should be easily accessible to general public through a suitable approach road.

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

**Reference IX & X: 'Own' means having ownership title of the property or on registered long lease (minimum 15 yrs) in the name of the non-individual institution as on the last date for submission of application as specified in the advertisement or corrigendum (if any).**

## **8. APPLICATION:**

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

### **8.1. Non Refundable Application Fee:**

Applicant should submit the application along with a non-refundable application fee of ₹ 1000/- (Rupees One thousand only). In case of SC/ST applicants, non-refundable

application fee of ₹ 500/- (Rupees five hundred) is payable provided a copy of SC/ST certificate is attached.

#### **8.2. Cut-off date for receipt of Applications:**

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

#### **8.3. One Application per Applicant for a Location**

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

#### **8.4. Person Applying for Multiple Locations**

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

#### **8.5. Procedure For Receipt of Application**

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

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

### **9. PROCEDURE FOR DRAW**

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

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

## **10. FIELD VERIFICATION OF CREDENTIALS (FVC)**

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

## **11. LETTER OF INTENT:**

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

## **12. CONDITION FOR RE - DRAW**

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

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

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

### **13. GRIEVANCE /COMPLAINT REDRESSAL SYSTEM**

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

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

### **14. BASIC FACILITIES REQUIRED FOR OPERATION OF LPG DISTRIBUTORSHIP**

#### **a. Godown for Storage of LPG in Cylinders**

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

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

a plot of land of minimum dimensions 25 M x 30 M (within 15 km from municipal/town/village limits of the location offered in the same State) for construction of

LPG Godown for storage of 8000 Kg of LPG in cylinders. The plot of land for construction of godown not meeting the minimum dimensions of 25 M x 30 M will not be considered.

Or

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

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

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

**b. Showroom**

A Showroom of minimum dimensions 3 metre by 4.5 metre as per the standard layout is to be made in a shop / land located in the advertised location or locality as specified in the advertisement for LPG distributorship and it should be easily accessible to general public through a suitable approach road.

**c. Infrastructure For Home Delivery Of LPG Cylinders**

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

**15. SPOUSE AS CO-OWNER**

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

## 16. PERSONAL SUPERVISION

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

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

## 17. SCHEME OF FINANCIAL ASSISTANCE TO SC/ST CATEGORY DISTRIBUTORSHIPS

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

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

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

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

## 18. SECURITY DEPOSIT

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

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

## **19. COMMISSIONING OF THE DISTRIBUTORSHIP**

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

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

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

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

## **20. TENURE OF DISTRIBUTORSHIP**

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

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

## **21. FURNISHING OF FALSE INFORMATION**

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

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

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

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

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## Format of Letter to DGR on Co-coordinating OMC's Letter Head

REF NO :

DATE :

**Registered Post AD / Speed Post**

The Directorate General of Resettlement,  
Ministry of Defence,  
West Block - IV,  
Wing No.1, R.K.Puram,  
New Delhi - 110 066

Dear Sir,

**Sub : LPG Distributorship Appointment**

PSU Oil Marketing Companies have recently released advertisement for appointment of LPG Distributors. The details of the locations for which candidates can submit application under ' GP Category' i.e **Govt. (Central & State) and Public Sector Units (Central & State) – (GP)** are given in the advertisement.

We are enclosing a copy of press advertisement published in the following Newspapers:-

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

You are requested to give wide publicity in your departments so that eligible candidates under 'Defence' category can apply against '**GP Category**'. While Last date for submission of application is \_\_\_\_\_, in case the candidates are not able to get the eligibility certificate from DGR within the time limit mentioned in the aforesaid advertisement, we have now allowed the applicants under this category to submit the eligibility certificate from DGR on the date of draw for the location.

Thanking you,

Yours faithfully,

For Indian Oil Corporation Ltd/ Bharat Petroleum Corporation Ltd /Hindustan Petroleum Corporation Ltd

Area/Territory/Regional Manager

Copy to : Area/Territory/Regional Office

Copy to : State/Regional/Zonal Office

## Format of Letter to District Collector on Coordinating OMC's Letter Head

### Registered Post AD / Speed Post

REF NO:

DATE:

To,

Dear Sir,

### **Subject : LPG Distributorship Appointment**

PSU Oil Marketing Companies have recently released advertisement for appointment of LPG distributors. We are enclosing a copy of press advertisement published in the following Newspapers:

-

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

We shall be grateful if this advertisement is given wide publicity on a priority basis through the concerned departments in the district/(s). Last date for submission of application is \_\_\_\_\_.

Thanking you,

Yours faithfully,

for Indian Oil Corporation Ltd/ Bharat Petroleum Corporation Ltd /Hindustan Petroleum Corporation Ltd

Area/Territory/Regional Manager

Copy to : Area/Territory/Regional Office

Copy to : State/Regional/Zonal Office

Copy to : Depots/Installations (all Oil Cos.) : Kindly display copy of advertisement on the Notice Board.

Copy to: SO (Sales).

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

**Please read Item No. 9 & 10 of General Instruction before providing information on 9 & 10 below.**

**9** Provide the following details of land for construction of LPG godown or constructed LPG godown (within 15 km from municipal/town/village limits of the advertised location in the same State) owned or leased for minimum 15 years in the name of applicant / member(s) of 'Family Unit'. In case land belongs to member(s) of 'Family Unit', attach notarised affidavit as per **Appendix - 2**. In case land is jointly owned by the applicant/member(s) of the family unit with any other person(s) or jointly leased in the names of the applicant/member(s) of the family unit & any other person(s) and the share of such land in the name of the applicant/member(s) of the Family Unit meets the requirement of land for godown then an NOC from the joint owner(s)/ joint lessee in the form of a Notarised affidavit is to be provided as per **Appendix-4**.

Name(s) of the owner of Land / Lease holder(s)	Relationship with applicant	Date of registration of sale deed /gift deed/ lease deed / date of mutation.	Address of the location of the land for LPG Godown	Khasra No/Survey No	Dimensions of land *		Distance of the land for LPG Godown/ Godown from location in km
					Length in metre	Breadth in metre	

**\* Give the dimensions of the plot that will be used for proposed godown out of the total land owned. Note : Date of documents of land for Godown/Godown should be on or before the last date for submission of application as specified in the advertisement or corrigendum (if any) and the same will be verified during Field Verification.**

**10** Provide the following details of land for Showroom or showroom at the advertised location or locality as specified in the advertisement (owned or leased for minimum 15 years). In case land belongs to member(s) of 'Family Unit', attach notarised affidavit as per **Appendix - 2**. In case land is jointly owned by the applicant/member(s) of the family unit with any other person(s) or Jointly Leased in the names of the applicant/member(s) of the family unit & any other person(s) and the share of such land in the name of the applicant/member(s) of the Family Unit meets the requirement of land for showroom then an NOC from the joint owner(s)/joint lessee in the form of a Notarised affidavit is to be provided as per **Appendix-4**.

Name(s) of the owner of Land /show room or leaseholders	Relationship with applicant	Date of registration of sale deed /gift deed/ lease deed / date of mutation.	Address of the location of the land for show room/show room	Khasra No / Survey No	Dimensions #	
					Length in metre	Breadth in metre

**# Give the dimensions of the plot that will be used for proposed showroom out of the total land owned. Note : Date of documents of land for Showroom/Showroom should be on or before the last date for submission of application as specified in the advertisement or corrigendum (if any) and the same will be verified during Field Verification.**

**Please read Item No. 11 & 12 of General Instruction before providing information on 11 & 12 below.**

**11** **AMOUNT IN SAVINGS BANK ACCOUNT in Scheduled Bank/Post Office in the name of applicant and member(s) of 'Family Unit'\*\*. Notarised affidavit as per format given in Appendix - 2 from member(s) of 'Family Unit'\*\*\* has to be submitted.**

S.N	Name of Bank	S. B. A/C No.	Name of Account holder (s)	Relation with applicant	Amount												
1					-												
2					-												
3					-												
4					-												
<b>TOTAL</b>					-												
Total amount in words.																	

**Note: The amount declared above in each case must be available as closing balance on the last date for submission of application as specified in the advertisement or corrigendum (if any) and the same will be verified during Field Verification.**

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

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

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

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

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

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

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

**Undertaking**

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

<b>Place :</b>		<b>Signature of applicant</b>	
<b>Date :</b>	d   d   -   m   m   -   y   y   y   y	<b>Name of applicant</b>	
		(Name in block letters)	

## 16. Check list for Applicants

(Note : Check Box against all the items in the checklist has to be compulsorily filled)

S.No	Document / Activity to be checked	Check box # (P / X)
1	I have enclosed DD No. _____ dated _____ attached - verify amount, drawn in favour of concerned company and payable at	
2	I have pasted my recent photograph and signed across the photograph	
3	I have enclosed Copy(ies) of eligibility certificate(s) for the category as applicable	
4	I have enclosed Notorised Affidavit in original as per format given in Appendix 1	
5	I have enclosed Notorised Affidavit in original as per Appendix 2 as applicable	
6	I have enclosed Notorised Affidavit in original for Joint Owners/Joint Lessee of Land as per Appendix 4 as applicable	
7	I have enclosed Notorised Affidavit in original - Declaration/Undertaking as applicable for OBC applicants as per Appendix - 3c.	
8	I confirm my Age as on date of application is as per the eligibility criteria	
9	I confirm that I am having minimum education qualification as per the eligibility criteria	
10	I confirm that I am having own or leased land for Godown/Godown in my name/member of the Family Unit** and the same meets the eligibility conditions including the ownership criteria as per clause No. 3a of the advertisement and clause No. 6.1 (vi) & 6.1 (viii) of the Brochure (Please also refer to item No. 9 of "General Instructions to the Candidates applying for LPG Distributorship")	
11	Having own or leased Land for Showroom/Showroom in my name/member of the Family Unit** and the same meets the eligibility conditions including the ownership criteria as per clause No. 3b of the advertisement and clause No. 6.1 (vi) & 6.1 (viii) of the Brochure (Please also refer to item No. 10 of "General Instructions to the Candidates applying for LPG Distributorship")	
12	I confirm that I am having the required minimum funds of Rs. 15.0 lakhs for Urban & Rs. 10.0 Lakhs for Urban-Rural & Rural (Rs. 5.0 Lakhs for Urban & Rs. 2.5 lakhs for Urban-Rural & Rural in case of SC/ST category) as per the eligibility criteria given at Clause No. 6.1 (vi) of the Brochure.(Please also refer to item No. 11 & 12 of "General Instructions to the Candidates applying for LPG Distributorship") I also confirm that amount maintained in the joint account with members outside the "Family Unit"*** are not mentioned in my application	
13	I confirm that I have signed the Undertaking at the end of application (Point No. 15) with name, date and place.	
14	I confirm that I have numbered and signed all pages of application.	
15	Total Number of pages of the application including attachments _____ Nos	
16	I confirm that the Application is complete in all respect and the requisite documents have been enclosed.	
	<b>Date</b>	<b>Place</b>
	<b>Name of Applicant</b>	
	<b>Signature</b>	

# Wherever any of the items in the check list are not applicable, the applicant should mention in the check box as 'Not Applicable'

'Family Unit'\*\*\* of a married applicant, shall consist of self, applicant's spouse and unmarried son(s)/daughter(s) and 'Family Unit' of a unmarried applicant, shall consist of self, applicant's parents and applicant's unmarried brother(s) / sister(s) for the purpose of this entire application.

<b>(NOTORISED AFFIDAVIT)</b>		<b>Appendix - 1</b>										
<b>(TO BE TYPED ON APPROPRIATE NON-JUDICIAL STAMP PAPER OF REQUIRED VALUE)</b>												
I, _____ son/daughter/wife of _____		Age _____										
_____ years residing at _____ do hereby solemnly affirm and say as under :												
<b>1</b>	That I am an Indian Citizen and residing in India.											
<b>2</b>	That my date of birth is <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; height: 20px; text-align: center;">d</td> <td style="width: 20px; height: 20px; text-align: center;">d</td> <td style="width: 20px; height: 20px; text-align: center;">/</td> <td style="width: 20px; height: 20px; text-align: center;">m</td> <td style="width: 20px; height: 20px; text-align: center;">m</td> <td style="width: 20px; height: 20px; text-align: center;">/</td> <td style="width: 20px; height: 20px; text-align: center;">y</td> </tr> </table> (in words _____)		d	d	/	m	m	/	y	y	y	y
d	d	/	m	m	/	y	y	y	y			
<b>3</b>	That I passed Graduation examination from recognised University / Institution in the year* <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; height: 20px; text-align: center;">y</td> </tr> </table>		y	y	y	y						
y	y	y	y									
	and / or											
	That I have passed & completed the course of Chartered Accountant in the year* <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; height: 20px; text-align: center;">y</td> </tr> </table>		y	y	y	y						
y	y	y	y									
	and / or											
	That I have passed & completed the course of Company Seceretary in the year* <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; height: 20px; text-align: center;">y</td> </tr> </table>		y	y	y	y						
y	y	y	y									
	and / or											
	That I have passed & completed Cost Accountant examination in the year * <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; height: 20px; text-align: center;">y</td> </tr> </table>		y	y	y	y						
y	y	y	y									
	and / or											
	That I have passed & completed Engineering Diploma examination in the year * <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; height: 20px; text-align: center;">y</td> </tr> </table>		y	y	y	y						
y	y	y	y									
<b>4</b>	That I am unmarried. That neither I, nor my Father, Mother, unmarried brother(s), unmarried sister(s) have dealership/distributorship or hold Letter of Intent for Retail Outlet or SKO-LDO dealership or LPG distributorship or RGGLV of any Oil Company.											
	<b>OR</b>											
	That I am married and name of my spouse is _____. That neither I nor my spouse, unmarried son(s)/unmarried daughter(s) have dealership/ distributorship or hold letter of Intent for Retail Outlet or SKO-LDO dealership or LPG distributorship or RGGLV of any Oil Company:											
	<b>OR</b>											
	That I am widow/widower . That neither I nor my unmarried son(s)/unmarried daughter(s) have dealership/ distributorship or hold letter of Intent for Retail Outlet or SKO-LDO dealership or LPG distributorship or RGGLV of any Oil Company:											
	<b>OR</b>											
	That I am divorcee . That neither I, nor unmarried son(s)/unmarried daughter(s) (whose custody is given to me) have dealership/ distributorship or hold letter of Intent for Retail Outlet or SKO-LDO dealership or LPG distributorship or RGGLV of any Oil Company:											
<b>5</b>	That I hereby confirm that none of my family members (as defined in clause 6.1 (iv) of the Brochure) are employees of Oil Marketing Companies											
<b>6</b>	That I am of sound physical and mental health.											
<b>7</b>	That I have never been convicted nor charges have ever been framed against me by any Court of Law for any criminal offences involving moral turpitude and/or economic offences (other than freedom struggle).											
<b>8</b>	That I hereby confirm that I was never a signatory to dealership/distributorship agreement of any Oil Company, which was terminated for proven malpractices and / or for violations of provisions of the Marketing Discipline Guidelines.											
<b>9</b>	<b>For Applicants applying under the category of SKO dealers :</b>											
	(a) That I am the sole proprietor of SKO dealership of _____ (OMC name) in the Name & Style of _____ at _____ (location) operating below an average allocation of 75 KL of SKO per month during the immediate preceding 12 months prior to the month of advertisement for the LPG Distributorship.											
	(b) That I have not been penalized for violation of Marketing Discipline Guidelines within last 5 years preceding the date of advertisement and/or there are no proceedings pending against my Dealership under Marketing Discipline Guidelines, Dealership Agreement, Kerosene Control Order or ESMA.											
	(c) I am aware that if I am selected for the LPG distributorship, I will have to surrender my SKO Dealership before being appointed as LPG Distributor by IOC/BPC/HPC .											
<b>10</b>	That if any information/declaration given by me in my application or in any document submitted by me in support of application for the award of the LPG Distributorship or in this affidavit shall be found to be untrue or incorrect or false, the Indian Oil Corporation*/ Bharat Petroleum Corporation* /Hindustan Petroleum Corporation* would be within its rights to withdraw the letter of intent / terminate the distributorship (if already appointed) and that I would have no claim, whatsoever, against the Corporation for such withdrawal / termination.											

**\* Strike off whatever is not applicable.**

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

Solemnly affirmed and declared before me

This \_\_\_\_\_ day of \_\_\_\_\_

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

**Signature of person making affidavit  
(Name in block letters)**

**(NOTORISED AFFIDAVIT)**

**Appendix - 2**

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

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

I \_\_\_\_\_ Son/wife of \_\_\_\_\_

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

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

**OR**

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

\* Strike off whichever is not applicable.

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

\* Strike off whichever is not applicable.

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

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

Solemnly affirmed and declared before me

This \_\_\_\_\_ day of \_\_\_\_\_

**Signature**

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

**Name of Deponent**

**Relationship with applican**

**STANDARD FORMAT FOR SC/ST CATEGORY CERTIFICATE**

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

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

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

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

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

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

The Constitution (Pondicherry) Scheduled Castes Order, 1964\*

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

The Constitution (Nagaland) Scheduled Tribes Order, 1970\*

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

Signature : \_\_\_\_\_

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

Designation : \_\_\_\_\_

(with

State / Union Territory\*

\* Please delete the words which are not applicable.

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

# Officers competent to issue Caste / Tribe certificates.

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

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

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

iii. Revenue Officers not below the rank of Tehsildar.

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

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

**STANDARD FORMAT FOR OBC CATEGORY CERTIFICATE**

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

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

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

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

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

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

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

Signature :

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

Designation :

(with seal of office)

State / Union Territory\* \_\_\_\_\_

\* Please delete the words, which are not applicable

**NOTE:**

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

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

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

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

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

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

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

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

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

**(Signature of the Candidate**

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

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

Declaration/undertaking not signed by Candidate will be rejected.

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

## STANDARD FORMAT FOR PH CATEGORY CERTIFICATE

NAME &amp; ADDRESS OF THE INSTITUTE/HOSPITAL ISSUING THE CERTIFICATE

Certificate No.

Date

## CERTIFICATE FOR THE PERSONS WITH DISABILITIES

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

Note: -

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

\*Strike out which is not applicable.

Sd/-

(DOCTOR)

Seal

Sd/-

(DOCTOR)

Seal

Sd/-

(DOCTOR)

Seal

Signature/Thumb impression of the patient

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

Recent Attested Photograph

Showing the disability affixed here.

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

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

Reference No. \_\_\_\_\_

Date \_\_\_\_\_

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

**I** # This is to certify that Mr/Ms \_\_\_\_\_ who was working in this office as \_\_\_\_\_ had passed away on (date) \_\_\_\_\_ at (Place)\_\_\_\_\_. Mr/Ms \_\_\_\_\_ has been awarded ( name of gallantry award)\_\_\_\_\_ in recognition of the supreme scarifice made while \_\_\_\_\_, Mr/Ms ( name of applicant) \_\_\_\_\_ ( relationship \_\_\_\_\_ ) was dependent on Mr/Ms \_\_\_\_\_ as per our records.

OR

**II** # This is to certify that Mr /Mrs \_\_\_\_\_ who was working in this office as \_\_\_\_\_ had passed away on (date) \_\_\_\_\_ while in action at (Place)\_\_\_\_\_. Mr/Ms ( name of applicant) \_\_\_\_\_ ( relationship \_\_\_\_\_ ) was dependent on Mr/Ms \_\_\_\_\_ as per our records.

OR

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

OR

**IV** # This is to certify that Mr /Mrs \_\_\_\_\_ who was working in this office as \_\_\_\_\_ had passed away on (date) \_\_\_\_\_ while on duty at (Place)\_\_\_\_\_. Mr/Ms ( name of applicant) \_\_\_\_\_ ( relationship \_\_\_\_\_ ) was dependent on Mr/Ms \_\_\_\_\_ as per our records.

OR

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

# Delete if not applicable.

**Attested Signatures of applicant**

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

Signature :

Name :

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

Designation :

Office Seal :

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

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

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

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

**\* Land for Godown :**

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

**\* Land for Showroom :**

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

**\* Strike out whichever is not applicable**

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

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

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

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

Solemnly affirmed and declared before me

This \_\_\_\_\_ day of \_\_\_\_\_ (month) \_\_\_\_\_ (year)

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

**Signature  
Name of Deponent**

## General Instructions to the candidates applying for LPG Distributorship.

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

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

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

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

<b>Application Format for Non-Individual Applicants</b> (FORM TO BE FILLED UP IN CAPITAL LETTERS USING BLUE/BLACK BALL POINT PEN)																																										
<b>For Office use</b>														D D - M M - Y Y																												
<b>Not to be filled by applicant</b>														Office Code							Serial No							Date of receipt of application														
<b>APPLICATION FOR LPG DISTRIBUTORSHIP OF</b>																																										
Please write name of Oil Company of the location (BPC or IOC or HPC)																																										
Particular of application fee																																										
Demand Draft Number														Date							D D - M M - Y Y																					
Drawn on (name of the bank)														Payable At																												
In favour of (Full name of the Oil Company)																																										
1	Name of the Location																																									
2	Rev. District																																									
3	State																																									
4	Category																																									
Non-individual applicant means Government Bodies/Agencies, Organized Bodies, Societies registered under Societies Registration Act 1860, Charitable Trusts registered with Charity Commissioner of respective State Government, Companies formed under the Companies Act, 1956.																																										
5	Advertised on														D D - M M - Y Y Y Y in							(Please write Name of Newspaper)																				
6	<b>Status of applicant:</b>														<b>Non- Individual</b>							<b>Yes / NO</b>							<b>if 'No' Please use the format for Individual applicant.</b>													
7	Name of authorized person														First name							Middle name							Surname													
7.1	Father's / Husband's Name														S H R I							First name							Middle name							Surname						
7.2	Address																																									
															Pin code:																											
	Mobile No																																									
	Telephone No														-							email:																				
8A	Registered Societies applying under <b>Reserved Categories</b> should enclose Affidavit as per format given in <b>Appendix - Ia</b>																																									
a)	Name of the Registered Society																																									
b)	Address of Registered Office																																									
															Pin code :																											
	Telephone No														-							email:																				
c)	<b>Date of Registration/Incorporation</b>														D D - M M - Y Y Y Y																											
d)	Profit/ loss made during the last 3 financial years as certified by C.A														Profit After tax							Loss																				
Only Registered Societies making a profit for previous three consecutive financial years as certified by a Chartered Accountant are eligible to apply under the respective reserved category.																																										



Provide the following details of land for construction of LPG Godown or constructed LPG Godown (within 15 Km from municipal/town/village limits of the advertised location in the same State) owned or leased for minimum 15 years in the name of the applicant.

Date of registration of sale deed / Lease deed/ date of acquisition in the name of Organisation.	Address of the location of the land for LPG Godown	Khasra No/Survey No	Dimensions*		Distance of land from advertised location (in Kms)
			Length in metres	Breath in metres	

\* Give the dimensions of the plot that will be used for proposed godown out of the total land owned.  
 Note : Date of documents for land for Godown/Godown should be on or before the last date for submission of application as specified in the advertisement or corrigendum (if any) and the same will be verified during Field Verification.

**10 Details of Land for Showroom or Showroom**

Provide the following details of land for construction of Showroom or Showroom at the advertised location, owned or leased for minimum 15 years in the name of the applicant.

Date of registration of sale deed / Lease deed/ date of acquisition in the name of Organisation	Address of the land for showroom /showroom	Dimension#	
		Length in metres	Breadth in metres

# Give the dimensions of the plot that will be used for proposed showroom out of the total land owned.  
 Note : Date of documents of land for Showroom or Showroom should be on or before the last date for submission of application as specified in the advertisement or corrigendum (if any) and the same will be verified during Field Verification.

**11 Capability to Arrange Finance**

AMOUNT IN THE SCHEDULED BANK ACCOUNT /POST OFFICE												
S.N	Name of Bank/Post Office	Account Number of the organization	Amount									
1			^									
2			^									
3			^									
4			^									
<b>TOTAL</b>			^									

Total amount in words.

**Note: The amount declared above in each case must be available as closing balance on the last date for submission of application as specified in the advertisement or corrigendum (if any) and the same will be verified during Field Verification.**

12	<b>Fixed Deposit/NSC/Shares/MF/ Kisan Vikas Patra in the Name of Organisation</b>																			
	S.N	Type of Investment	Document Reference Number with date	Initial investment Amount (Rs)	Value (Amount) as on the date of Application.															
	1																			
	2																			
	3																			
	4																			
	<b>Total</b>																			
	Total amount in words.																			
Note : (1) The above declared investments should be available on last date for submission of application as specified in the advertisement or corrigendum (if any) and the same will be verified during Field Verification. (2) The value (Amount) shown above should be as on date of Application.																				
13	Whether any LPG Distributorship/Retail Outlet of OMCs have been terminated?												Yes	/	No					
	(If yes you are not eligible to apply.)												Please strike off what is not applicable							

## UNDERTAKING

I, \_\_\_\_\_ daughter of /son of/ wife of Shri \_\_\_\_\_  
 hereby confirm that I have been authorized to submit this application on behalf of M/s \_\_\_\_\_ and  
 the information given above is true and correct. I also confirm on behalf of M/s \_\_\_\_\_, that my  
 Organisation will operate the distributorship through its own employees and not on contract basis.

**Place**  
**Date:**

**Signature of applicant**  
**Name of applicant**

## List of Enclosures

1. Demand Draft No \_\_\_\_\_ dated \_\_\_\_\_ drawn in favour of \_\_\_\_\_ payable at \_\_\_\_\_.
2. Notarized Affidavit in original as per the format given in Appendix - Ia or Appendix -Ib as applicable.
3. Certificate from CA and copy of balance sheet of last three years.
4. Total number of pages of the application including attachments \_\_\_\_\_. Nos

## Notarized Affidavit

(TO BE TYPED ON APPROPRIATE NON-JUDICIAL STAMP PAPER OF REQUIRED VALUE)  
(To be submitted by Registered Societies applying under **other than 'Open'** Categories)

In the matter of LPG distributorship of Indian Oil Corporation\* / Bharat Petroleum Corporation\* / Hindustan Petroleum Corporation\* at \_\_\_\_\_ (Location) whereas \_\_\_\_\_ (Name of the Registered Society) herein after called the Society \_\_\_\_\_ (Location) has applied for LPG distributorship of \_\_\_\_\_ (name of the Oil Company) Ltd., at \_\_\_\_\_.

I, \_\_\_\_\_ son / daughter / wife of \_\_\_\_\_ Age \_\_\_\_\_ years resident of \_\_\_\_\_ in the capacity of \_\_\_\_\_ do hereby solemnly declare :

1. That through a resolution passed by the Society; I have been authorized to apply for the said distributorship. A copy of the resolution/authorization is enclosed herewith forming part and parcel of this affidavit.
2. That the Society is duly registered on \_\_\_\_\_ at \_\_\_\_\_. A photocopy of the registration certificate is enclosed herewith forming part and parcel of this affidavit.
3. That the Society had made profit during the previous consecutive 3 financial Years as certified by Chartered Accountant
4. That on behalf of the Society I undertake that we will observe all the relevant guidelines with regard to award/operation of the said distributorship issued by Indian Oil Corporation\* / Bharat Petroleum Corporation\* / Hindustan Petroleum Corporation\* /Government of India or any other statutory body from time to time.
5. That on behalf of the Society I undertake that we will operate the distributorship through our own employees and not on contract basis.
6. That all members of the Society belong to the same category for which LPG distributorship has been advertised. A copy of certificate to this effect from Registrar of Society and a list giving names of all the members of the Society is enclosed herewith forming part and parcel of this affidavit.
7. That none of the members of the Society or his family members (family as defined in the case of multiple dealership norms for individuals) hold dealership/ distributorship of any Oil company for MS/HSD/SKO-LDO/LPG in India or has/have been issued a letter of intent or appointment letter.
8. That none of the members have either been convicted or charges have been framed against them by court of law for criminal offences involving moral turpitude and / or economic offences (other than freedom struggle) punishable under Law.
9. That none of the members of the Society were signatory to dealership/distributorship agreement of any oil company, which was terminated for malpractices and / or for violations of provisions of the Marketing Discipline Guidelines.
10. That the Registered Society does not have any criminal records nor does it have any criminal charges framed against it by court of law involving moral turpitude and/or economic offences (other than freedom struggle) punishable under Law.
11. That If any information/declaration given in the application or in any document submitted in support of application for the award of the distributorship or in this affidavit shall be found to be untrue or incorrect or false, Indian Oil Corporation\* / Bharat Petroleum Corporation\* / Hindustan Petroleum Corporation\* would be within its rights to withdraw the letter of intent / terminate the distributorship (if already appointed) and that the society would have no claim, whatsoever, against Indian Oil Corporation\* / Bharat

Petroleum Corporation\* / Hindustan Petroleum Corporation\* for such withdrawal/termination.

**\*strike out whatever is not applicable.**

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

Solemnly affirmed and declared before me

This \_\_\_\_\_ day of \_\_\_\_\_

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

**Signature of Deponent  
(Name in block letters)**

## Notarized Affidavit

(TO BE TYPED ON APPROPRIATE NON-JUDICIAL STAMP PAPER OF REQUIRED VALUE)  
(To be submitted by non-individual applicants applying under 'Open' Category)

In the matter of LPG distributorship of Indian Oil Corporation\* / Bharat Petroleum Corporation\* / Hindustan Petroleum Corporation\* at \_\_\_\_\_ (Location) whereas \_\_\_\_\_ (Name of the Registered Society\*/Company\*/Charitable Trust\*) \_\_\_\_\_ (Location) has applied for LPG distributorship of \_\_\_\_\_ (name of the Oil Company) Ltd., at \_\_\_\_\_.

I, \_\_\_\_\_ son / daughter / wife of \_\_\_\_\_ Age \_\_\_\_\_ years resident of \_\_\_\_\_ in the capacity of \_\_\_\_\_ do hereby solemnly declare:

1. That through a resolution passed by the Registered Society\*/Company\*/Charitable Trust\* I have been authorized to apply for the said distributorship. A copy of the resolution/authorization is enclosed herewith forming part and parcel of this affidavit.
2. That the said Registered Society is duly registered under Societies Registration Act 1860\* /Company formed under the companies act 1956 \* /Charitable Trust\* is registered with Charity Commissioner of State Government of \_\_\_\_\_\* (name of the State) on \_\_\_\_\_ (date of registration/ incorporation) and a photocopy of the certificate of registration is enclosed herewith forming part and parcel of this affidavit.
3. That our Registered Society\*/Charitable trust\*/Company\* had made profit during the previous consecutive 3 financial Years as certified by Chartered Accountant.
4. That on behalf of the Registered Society\*/Company\*/Charitable Trust\*, I undertake that we will observe all the relevant guidelines with regard to award/operation of the said distributorship issued by Indian Oil Corporation\* / Bharat Petroleum Corporation\* / Hindustan Petroleum Corporation\* / Government of India or any other statutory body from time to time.
5. That on behalf of the Registered Society\*/Company\*/Charitable Trust\* I undertake that we will operate the distributorship through our own employees and not on contract basis.
6. That our Registered Society\*/Company\*/Charitable Trust\* does not have any criminal records nor does it have any criminal charges framed against it nor against Member of the Governing Body/Managing Body/Any such other Body of this Registered Society\*/ Charitable Trust\*/ Directors of company\* by any court of law involving moral turpitude and/or economic offences (other than freedom struggle) punishable under Law.
7. That none of the Member of the Governing Body/Managing Body/Any such other Body of this Registered Society\*/ Charitable Trust\*/ Directors of company\* was never a signatory to dealership/distributorship agreement of any Oil Company, which was terminated for malpractice and/or for violation of Marketing Discipline Guidelines
8. \*That none of the Directors of this company or his family members (family as defined in the case of multiple dealership norms for individuals) or Holding company or Subsidiary company or any other company or firm where share holders (put together) of this applicant company have controlling stake i.e. 51% or more, have dealership/distributorship or hold Letter of Intent for Retail Outlet or SKO-LDO dealership or LPG distributorship of any Oil Company

**OR**

\*That none of the Members of the Governing Body/Managing Body/Any such other Body of this Charitable Trust\*/Registered Society\* or his family members (family as defined in the

case of multiple dealership norms for individuals) have dealership/distributorship or hold Letter of Intent for Retail Outlet or SKO-LDO dealership or LPG distributorship of any Oil Company

9. That our registered society\*/Charitable trust\*/Company\* was never a signatory to dealership/ distributorship agreement of any oil company, which was terminated for malpractices and / or for violations of provisions of the Marketing Discipline Guidelines.

**( Clauses No. 6, 7, 8 & 9 given above are not applicable to Government owned Companies defined as major shareholding with the Government, Public Sector & Joint Sector Units or Government administered Organization)**

10. That If any information/declaration given in this application or in any document submitted in support of application for the award of the distributorship or in this affidavit shall be found to be untrue or incorrect or false, Indian Oil Corporation\* / Bharat Petroleum Corporation\* / Hindustan Petroleum Corporation\* would be within its rights to withdraw the letter of intent / terminate the distributorship (if already appointed) and that we would have no claim, whatsoever, against Indian Oil Corporation\* / Bharat Petroleum Corporation\* / Hindustan Petroleum Corporation\* for such withdrawal/termination.

**\*Strike out whatever is not applicable.**

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

Solemnly affirmed and declared before me

This \_\_\_\_\_ day of \_\_\_\_\_

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

**Signature of Deponent  
(Name in block letters)**

**Format for letter to be sent to Applicants in case of Application received after Cut-off Date**

**Registered Post A/D / Speed Post**

REF NO:

DATE:

To,

Dear Sir,

**Sub : Application for LPG Distributorship at \_\_\_\_\_ District \_\_\_\_\_ Category \_\_**

We enclose herewith the envelope super scribed 'Application for LPG Distributorship at \_\_\_\_\_' with contents unopened as the same has been received on \_\_\_\_\_ i.e. after cut-off date and time.

The same is being returned in line with the clause 10 (e) of the advertisement published in \_\_\_\_\_ dated \_\_\_\_\_.

**Or**

We enclose herewith the envelope super scribed 'Application for LPG Distributorship at \_\_\_\_\_' with the contents including the DD/PO no \_\_\_\_\_ for ` \_\_\_\_\_ as the same has been received after cut-off date and time.

The envelope had to be opened to note the sender's address, as the same was not stated on the envelope.

The envelope along with the contents is being returned herewith in line with clause 10 (e) of the advertisement published in \_\_\_\_\_ dated \_\_\_\_\_.

Thanking you,

Yours faithfully,  
for Indian Oil Corporation Ltd/ Bharat Petroleum Corporation Ltd /Hindustan Petroleum Corporation Ltd

Area/Territory/Regional Manager

## Format for Record of Applications Received After Last Date and Returned

### Name of Area/ Territory/ Regional Office

Name of Location \_\_\_\_\_ Category \_\_\_\_\_  
 Name of District \_\_\_\_\_ MKT Plan \_\_\_\_\_:

1) Name of Newspaper \_\_\_\_\_ Date \_\_\_\_\_  
 2) Name of Newspaper \_\_\_\_\_ Date \_\_\_\_\_

Last date of receipt of application: \_\_\_\_\_

### LIST OF APPLICATIONS RECEIVED AFTER DUE DATE & TIME AND RETURNED

Sr.No.	Name Of Applicant	Father's/ Husband's Name	Date of Receipt	Proof Of Late Receipt	Letter ref. & Date vide which Original Application returned	Receipt No & date of Regd AD/Speed Post vide which Application returned

SIGNATURE \_\_\_\_\_

Name of Officer  
 Designation  
 DATE:

COUNTER SIGNED BY:

NAME:  
 Designation: Area/Territory/Regional Manager  
 DATE:

## Format of Register for Receipt of Applications

Name of Area/ Territory/ Regional Office

Name of Location \_\_\_\_\_ Category \_\_\_\_\_  
 Name of District \_\_\_\_\_ MKT. Plan \_\_\_\_\_

1) Name of Newspaper \_\_\_\_\_ Date \_\_\_\_\_  
 2) Name of Newspaper \_\_\_\_\_ Date \_\_\_\_\_

Last date of receipt of application: \_\_\_\_\_

Application Form No. Given by Area Office AAA/BBB/ Serial No. *	Name of applicant	Father's / Husband's Name	Date of receipt of application form		Payment received towards application fee		Fee receipt details.	
			In Person	By Post	DD/ Postal Order No. & Date	Amount (Rs.)	Cash receipt No	Date.

- \* AAA - is Area Office reference i.e RJT for Rajkot, RPR for Raipur and so on  
 BBB - is reference for advertised REGULAR DISTRIBUTORSHIP for which forms are being received  
 Serial No. – is running serial number of application received.

**Format for Acknowledgement of Application Received  
By Hand Delivery**

Ref:

Date:

We acknowledge receipt of a sealed envelope super scribed 'Application for LPG Distributorship for Location \_\_\_\_\_' from Shri / Smt / Kum. \_\_\_\_\_ by hand delivery on \_\_\_\_\_ without verification of contents.

**Signature:**

**For Area/Territory/Regional Manager**

**Format for Acknowledgement of Application to be issued by Application  
Opening Committee**

**On OMC's Letter Head**

**Registered Post AD / Speed Post**

Ref:

Date:

Received one application in response to the advertisement published in news paper \_\_\_\_\_  
dated \_\_\_\_\_ for LPG distributorship at \_\_\_\_\_ under \_\_\_\_\_ category on \_\_\_\_\_  
along with DD/PO no \_\_\_\_\_ dated \_\_\_\_\_ for `\_\_\_\_\_-/- (Rupees  
\_\_\_\_\_only) from Shri/Smt/Kum. \_\_\_\_\_ son/wife/daughter of  
Shri \_\_\_\_\_

Please note for all future reference your Application Serial No. is \_\_\_\_\_

**Signature:  
Designation:**

**(To be signed by the Member of Application Opening Committee)**

**Format for Acknowledgement of Application to be issued by Application Opening Committee for More Than One Application for One Location by Applicant**

**On Letter Head**

**Registered Post AD / Speed Post**

Ref:

Date:

Received \_\_\_\_\_ number of applications in response to the advertisement published in news paper \_\_\_\_\_ dated \_\_\_\_\_ for LPG distributorship at \_\_\_\_\_ under \_\_\_\_\_ category on \_\_\_\_\_, \_\_\_\_\_ ... along with DD/PO no \_\_\_\_\_, \_\_\_\_\_ ... dated \_\_\_\_\_, \_\_\_\_\_ ... for `\_\_\_\_\_/- (Rupees \_\_\_\_\_ only) each from Shri/Smt/Kum. \_\_\_\_\_ son/wife/daughter of Shri \_\_\_\_\_

Please note as per guidelines one applicant can submit only one application for one location. Hence all the applications from you are clubbed as one. The non-refundable Application fee submitted by you along with the other \_\_\_\_\_ (specify number) of applications is forfeited in line with clause 10 (b) of the advertisement

Please note for all future reference your Application Serial No. is \_\_\_\_\_

**Signature:**  
**Designation:**

**(To be signed by the Member of Application Opening Committee)**

## Format for Scrutiny of Applications for LPG Distributorship

**Name of Area/ Territory/ Regional Office :**

**Location:** \_\_\_\_\_ **District:** \_\_\_\_\_ **Category:** \_\_\_\_\_ **Mkt Plan:** \_\_\_\_\_

Application form number: \_\_\_\_\_

Name : Shri/Smt/Kumari \_\_\_\_\_

Father's/Husband's Name \_\_\_\_\_

### ELIGIBILITY

S.No	Particulars	Yes	No
1	Non-refundable application fee received		
2	Photograph pasted and application signed ( for individual applicant)		
3	Eligibility certificate(s) for the category (for individual applicant) attached as applicable		
4	Declaration/Undertaking in original as per Appendix 3c as applicable for OBC applicants given		
5	Notarized Affidavit in original as per Appendix 1, Appendix 1a or 1b as applicable attached		
6	Notarized Affidavit in original as per Appendix 2, Appendix 4 as applicable attached ( for individual applicant)		
7	Authorization / Resolution attached ( Applicable for non –individual applicants)		
8	Declaration , Undertaking and Check List (for individual applicants) at the end is duly signed by the Applicant along with name, date and place		
9	All pages of application are numbered and signed and no. of pages are found as stated by the Applicant in the Application form.		
10	The Application is complete in all respect		
11	Age as on date of application as per the eligibility criteria (for individual applicant)		
12	Minimum education qualification as per eligibility criteria from recognized university ( for individual applicant)		
13	Own or leased Land for godown / godown		
14	Own or leased Land for showroom/ showroom		
15	Citizen of India and Residing in India		
16	Have minimum liquid funds of ` 15 lakh for Urban & ` 10 lakhs for Urban-Rural and Rural (In case of locations reserved for SC/ST ` 5 lakhs for Urban & ` 2.5 lakhs for Urban-Rural & Rural).		
17	For SKO dealerships of OMCs <ul style="list-style-type: none"> <li>• Operating below an average allocation of 75 KL of SKO per month during the immediate preceding 12 months prior to the month of advertisement</li> <li>• Existing SKO dealership is a proprietorship firm</li> </ul>		

Eligible **or** Eligible subject to (specify the document which is to be submitted for becoming eligible)

**Or** Not Eligible due to \_\_\_\_\_

### CANDIDATE IS: ELIGIBLE / INELIGIBLE / ELIGIBLE SUBJECT TO RECTIFICATION OF DEFICIENCIES

It is hereby confirmed that all the information furnished in the Application along with the relevant documents in reference to the terms of the Advertisement/Brochure on all above terms have been scrutinized by me.

**Signature of the Member of ASC**

**Name & Designation**

**Date :**

**Signature with Name & Designation of Officer In- Charge**

Reference No \_\_\_\_\_ Date \_\_\_\_\_ of Call letter / Rejection letter

## List of Applicants Found Ineligible for LPG Distributorship

**Name of Area/ Territory/ Regional Office :**

Name of Location \_\_\_\_\_ Category \_\_\_\_\_

Name of District \_\_\_\_\_ MKT Plan \_\_\_\_\_:

S.N O.	NAME OF PERSON	FATHER'S / HUSBAND'S NAME	APPLICATION Serial NO.	REASONS WHY APPLICANT IS NOT FOUND ELIGIBLE

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

**Signature of Member of ASC**  
**Name & Designation**

**Signature with date**  
**Name & Designation of Head of Area/Territory/Regional Office**

**One or more of the following can be the reasons for candidate not being found eligible for the advertised LPG Distributorship Location**

- a. Age on the date of application is less than 21 completed years or more than 45 years.
- b. Does not belong to the category for which the subject distributorship is reserved.
- c. Not a Graduate i.e. applicant does not have Graduation degree from a recognized University.
- d. Not an Indian Citizen
- e. Not a Resident of India.
- f. Does not have land in the advertised location
- g. Does not have minimum funds of ` 15 lakhs for Urban and ` 10 lakhs for Urban-Rural & Rural. (` 5 lakhs for Urban and ` 2.5 lakhs for Urban-Rural & Rural Markets for locations reserved under SC/ST category)
- h. Does not meet the eligibility criteria prescribed for the applicant applying under category of "SKO dealer of OMCs"

**The above is indicative and not exhaustive.**

## List of Applicants Found Ineligible Due to Deficiencies for Selection of LPG Distributor

**Name of Area/ Territory/ Regional Office :**

Name of Location \_\_\_\_\_ Category \_\_\_\_\_  
Name of District \_\_\_\_\_ MKT Plan \_\_\_\_\_:

S.NO.	NAME OF PERSON	FATHER'S / HUSBAND'S NAME	APPLICATION SERIAL NO.	DEFICIENCY

Date \_\_\_\_\_

**Signature of Member of ASC  
Name & Designation**

**Signature with date  
Name & Designation of Head of Area/Territory/Regional Office**

**Deficiencies may be any of the following (This list is not exhaustive)**

- a. Photograph not pasted on the application.
- b. Application not signed at the end after declaration.
- c. Not enclosed application fee of ` \_\_\_\_\_.
- d. Enclosed application fee less than required amount.
- e. Enclosed defective instrument (DD/PO) towards application fee
- f. Not stated any particular clause in the affidavit or affidavit not as per format.
- g. Letter of consent from other co-owners of land not attached as Affidavit as per format in Appendix -2 /Appendix -4 of Application format.

## List of Applicants Found Eligible for Draw for Selection of LPG Distributor

**Name of Area/ Territory/ Regional Office:**

Name of Location \_\_\_\_\_ Category \_\_\_\_\_  
Name of District \_\_\_\_\_ MKT Plan \_\_\_\_\_:

S.NO.	NAME OF PERSON	FATHER'S / HUSBAND'S NAME	APPLICATION SERIAL NO.

Date \_\_\_\_\_

**Signature of Member of ASC**  
**Name & Designation**

**Signature with date**  
**Name & Designation of Head of Area/Territory/Regional Office**

**Final List of Applicants Found Ineligible**  
(TO BE PUT ON NOTICE BOARD AND WEBSITE)

**Name of Area/ Territory/ Regional Office:**

Name of Location \_\_\_\_\_ Category \_\_\_\_\_  
Name of District \_\_\_\_\_ MKT. Plan \_\_\_\_\_

S.NO.	NAME OF PERSON	FATHER'S / HUSBAND'S NAME	APPLICATION Serial NO.	REASONS WHY APPLICANT IS NOT FOUND ELIGIBLE

Date \_\_\_\_\_

**Signature**

**Name**

**Head of Area/Territory/Regional Office**

**Some of the reasons for not found eligible are as under:**

- a. Age on the date of application is less than 21 completed years or more than 45 years.
- b. Does not belong to the category for which the subject distributorship is reserved.
- c. Not a Graduate i.e. applicant does not have Graduation degree from a recognized University.
- d. Not an Indian Citizen
- e. Not a Resident of India.
- f. Does not have land in the advertised location
- g. Does not have minimum funds of ` 15 lakhs for Urban and ` 10 lakhs for Urban-Rural & Rural. (` 5 lakhs and ` 2.5 lakhs for Urban-Rural & Rural Markets for locations reserved under SC/ST category)
- h. Not meeting the eligibility criteria prescribed for the applicant applying under category of "SKO dealer of OMCs"

**The above is indicative and not exhaustive.**

Name of Area/ Territory/ Regional Office:

## Final List of Applicants Found Eligible for Draw for Selection of LPG Distributor

(TO BE PUT ON NOTICE BOARD AND WEBSITE)

Name of Location \_\_\_\_\_ Category \_\_\_\_\_  
 Name of District \_\_\_\_\_ MKT Plan \_\_\_\_\_:

S.NO.	NAME OF PERSON	FATHER'S / HUSBAND'S NAME	APPLICATION SERIAL NO.

Date \_\_\_\_\_

**Signature****Name****Head of Area/Territory/Regional Office**

**(Note : In case of Defence Personnel candidate who has not submitted the eligibility certificate issued by DGR shall have the option to submit the same on the day of draw of lots. Hence, such a candidate would be marked in the above list as :**

***“Provisionally qualified and shall be considered for draw subject to submitting the eligibility certificate issued by DGR on the day of draw”***

**Format of Letter to Applicants found ineligible  
as per Appendix – K1**

**(On the Letterhead of OMC)**

**Registered Post AD / Speed Post**

Ref: No.

Date:

To,  
\_\_\_\_\_

**Subject: Application for award of LPG Distributorship at \_\_\_\_\_  
District \_\_\_\_\_ under \_\_\_\_\_ category Advertised on \_\_\_\_\_**

Dear Sir,

Please refer to your application (serial number \_\_\_\_\_) on the subject. We regret to inform you that your candidature has not been found to be eligible for LPG Distributorship as \_\_\_\_\_

Thanking you,

Yours faithfully  
For (Name of OMC)

(Signature & Name with designation of Area / Territory/ Regional Manager)

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**One or more of the following can be the reasons for candidate not being found eligible for the advertised LPG Distributorship**

- a. Age on the date of application is less than 21 completed years or more than 45 years.
- b. Does not belong to the category for which the subject distributorship is reserved.
- c. Not a Graduate i.e. applicant does not have Graduation degree from a recognized University.
- d. Not an Indian Citizen
- e. Not a Resident of India.
- f. Does not have land in the advertised location
- g. Does not have minimum funds of ` 15 lakhs for Urban and ` 10 lakhs for Urban - Rural & Rural. (` 5 lakhs for Urban and ` 2.5 lakhs for Urban-Rural & Rural Markets for locations reserved under SC/ST category)
- h. Not meeting the eligibility criteria prescribed for the applicant applying under category of "SKO dealer of OMCs"

**The above is indicative and not exhaustive.**

**Format of Letter to Applicants found ineligible  
as per Appendix – K2  
(On the Letterhead of OMC)**

**Registered Post AD / Speed Post**

Ref: No.

Date:

To,

\_\_\_\_\_

**Subject: Application for award of LPG Distributorship at \_\_\_\_\_ District \_\_\_\_\_  
under \_\_\_\_\_ category Advertised on \_\_\_\_\_**

Dear Sir,

Please refer to your application (serial number \_\_\_\_\_) on the subject.

You are requested to submit the following to our office at above-mentioned address.

1. \_\_\_\_\_
2. \_\_\_\_\_

In case you do not comply with the above by \_\_\_\_\_(date), your application will be treated as ineligible.

Thanking you.

Yours faithfully  
For ( Name of OMC)

(Signature &amp; Name with designation of Area / Territory/ Regional Manager)

---

**Applicants should be asked to submit the following in case they are missing / incomplete / not as per format. (This list is not exhaustive)**

- a. Photograph not pasted on the application. Please come in person with photo identity card issued by any Government agency and bring a passport size photograph for affixing on the application.
- b. Application not signed at the end after declaration. Please come in person with photo identity card issued by any Government agency to sign your application as required.
- c. You have not enclosed application fee of ` \_\_\_\_\_. You are requested to send Demand Draft for the amount of ` \_\_\_\_\_ towards the application fee.
- d. You have enclosed application fee of ` \_\_\_\_\_ which is less than required application fee of ` \_\_\_\_\_. You are requested to give an additional Demand Draft for balance amount of ` \_\_\_\_\_ towards the balance application fee.
- e. You have enclosed defective instrument (DD/PO) towards application fee of ` \_\_\_\_\_. You are requested to replace the defective instrument (DD/PO) with a correct one towards the application fee.
- f. You have not stated \_\_\_\_\_ as required in the affidavit. You are requested to submit a fresh affidavit as per the format enclosed.
- g. Letter of consent from other co-owners of land not attached as Affidavit as per format in **Appendix 2/Appendix 4** of Application format.

**Format for Telegram**

Please visit \_\_\_\_\_ (OMC office address) or contact on \_\_\_\_\_ ( phone No) latest by \_\_\_\_\_ ( date should be 5 days from date of telegram) with regard to your application (serial number \_\_\_\_\_) for LPG Distributorship at \_\_\_\_\_ (Location name).

Head of Area/Territory/Regional Office

### Format for Maintaining Record of Telegram Sent

**Name of Area/ Territory/ Regional Office:**

Name of Location \_\_\_\_\_ Category \_\_\_\_\_

Name of District \_\_\_\_\_ Mkt Plan \_\_\_\_\_:

S.No	Name Of Person	Father's / Husband's Name	Application Serial No.	Date Telegram Sent	Telegram Receipt No & Post Office name	Date on Which applicant contacted OMC office	Date on Which Clarifications /Documents Received by OMC	Remarks

**Format of Letter to Applicants found ineligible even after considering the response/documents submitted by him/her**

(On the Letterhead of OMC )

**Registered Post AD / Speed Post**

Ref: No.  
To,

DATE:

\_\_\_\_\_

**Subject: Application for award of LPG Distributorship at \_\_\_\_\_  
District \_\_\_\_\_ under \_\_\_\_\_ category Advertised on \_\_\_\_\_  
Application serial number ( \_\_\_\_\_ )**

Dear Sir,

Please refer to our letter ref. \_\_\_\_\_ dated \_\_\_\_\_ and clarification submitted by you vide letter dated \_\_\_\_\_ on the subject.

We regret to inform you that your candidature has not been found to be eligible for LPG Distributorship as \_\_\_\_\_.

Thanking you.

Yours faithfully  
For ( Name of OMC)

(Signature & Name with designation)  
Officer-in- Charge.

---

**Applicants should have been asked to submit the following when letter as per format L1 was sent. In case they are missing/incomplete/not as per format even after they have submitted their response, this letter is to be sent. The reasons could be:**

- a. You have not come to paste the Photograph on the application
- b. You have not come and signed the application at the end after declaration.
- c. You have not paid the required application fee.
- d. You have not submitted the fresh affidavit as required.
- e. You have not submitted the Affidavit as the required format.

**This list is not exhaustive**

## Format for Declaring Results Where No Draw Is Required As There Is Only One Eligible Candidate

**Name of Area/ Territory/ Regional Office:**

Name of Location \_\_\_\_\_ Category \_\_\_\_\_  
 Name of District \_\_\_\_\_ MKT Plan \_\_\_\_\_:

Draw for selection of LPG Distributorship is not required to be held for the above location as there is only one eligible qualified candidate as per details below:

S.NO.	NAME OF PERSON	FATHER'S / HUSBAND'S NAME	APPLICATION SERIAL NO.

The above candidate is declared as selected.

Date \_\_\_\_\_

**Signature:**

**Name:**

**Head of Area/Territory/Regional Office:**

## Call Letter for Draw for Selection of LPG Distributorship

On Letter Head of Area/Territory/Regional Office

Registered Post AD / Speed Post

Ref: No.  
DATE

To,

\_\_\_\_\_

**Subject: Application for award of LPG Distributorship at \_\_\_\_\_ District \_\_\_\_\_  
under \_\_\_\_\_ category Advertised on \_\_\_\_\_**

Please refer your application (serial number \_\_\_\_\_) for award of above-mentioned LPG Distributorship.

We are pleased to inform you that you have qualified for draw for selection of LPG Distributorship. You are requested to be present personally along with photo identity card issued by any government department for the draw at \_\_\_\_\_ am/pm on \_\_\_\_\_ at the following address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please note:

1. The Oil Company will not reimburse any expenses incurred by you for attending the Draw.
2. Request for change in date and time of draw will not be entertained.
3. Request for authorizing and/or sending representative for the draw will not be entertained.

Thanking you,

Yours faithfully  
for ( Name of OMC)

Signature & Name with Designation  
Officer-in- Charge.

**Note :** In case of Defence category candidate who has not submitted eligibility certificate issued by DGR, add point No 4 in the above letter as follows.

4. You have not submitted the eligibility certificate issued by DGR. You will be considered for the draw as per the above schedule provided you submit the eligibility certificate issued by DGR on the day of draw.

## Format for Notification of Draw in Newspaper

### Notice

(Name of OMC)

hereby informs that the draw for LPG Distributor for location \_\_\_\_\_ will be held on \_\_\_\_\_ (date) at the venue \_\_\_\_\_ at \_\_\_\_ (time) am/pm. Applicants who have qualified for the draw are requested to be present in person with a photo identity card issued by the any government department at the specified date, venue and time.

## Attendance Sheet of Qualified Applicants Present At the Draw for Selection of LPG Distributor

Name of Area/ Territory/ Regional Office:

Date of Draw:

Place;

Name of Location \_\_\_\_\_ Category \_\_\_\_\_

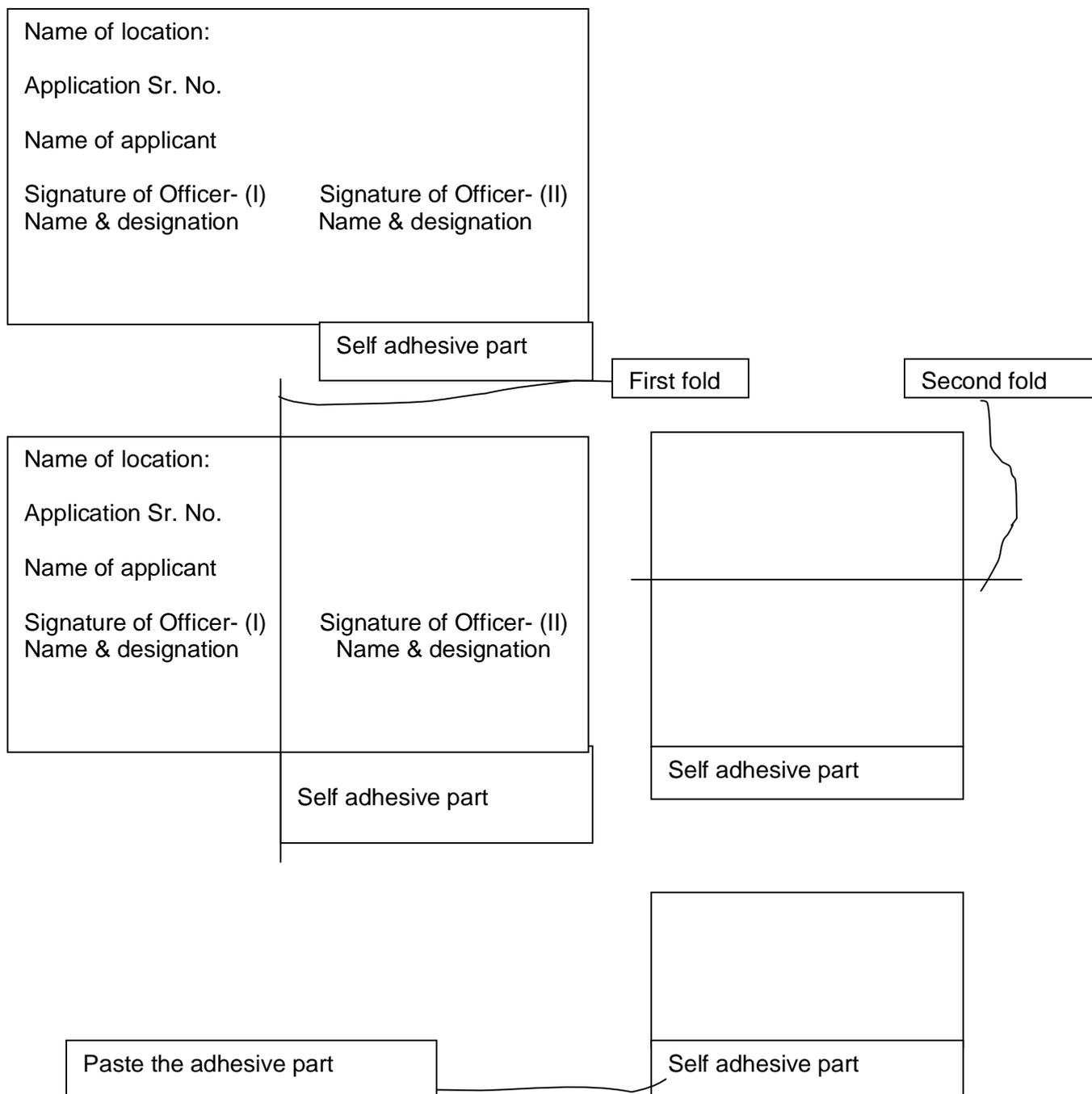
Name of District \_\_\_\_\_ MKT Plan \_\_\_\_\_:

S.NO.	NAME OF PERSON	FATHER'S / HUSBAND'S NAME	APPLICATION SERIAL NO.	SIGNATURE OF THE APPLICANT

Signature of Officer- (I)  
Name & designation

Signature of Officer- (II)  
Name & designation

### Format for Paper Token



**'Paper Token' after pasting should be dropped in the box**

## Specimen of Letter for Inviting Guest

### Registered Post AD / Speed Post

Ref: No.  
DATE

To,

\_\_\_\_\_

\_\_\_\_\_

Dear Sir,

You are aware that the Government of India has approved the policy of selection LPG Distributors through a very transparent process that involves a draw for selection of the LPG Distributor in the presence of invited guests and qualified applicants apart from Company officials.

We shall be much honoured with your presence for the draw to be held at \_\_\_\_\_ am/pm on \_\_\_\_\_ at the following address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Looking forward to your gracious presence at the draw.

Thanking you,

Yours faithfully  
for (Name of OMC)

(Signature & Name with Designation)  
Officer-in- Charge

### Format for Recording Proceeding of the Draw for Selection of LPG Distributorship

**Date of Draw:**

**Place:**

Name of Location \_\_\_\_\_ Category \_\_\_\_\_

Name of District \_\_\_\_\_ MKT Plan \_\_\_\_\_

1. Applicants who have qualified were informed about the 'draw' vide letter dated \_\_\_\_\_. Information about the draw was advertised in the newspaper \_\_\_\_\_ and \_\_\_\_\_ on \_\_\_\_\_ (date)
2. List of applicants qualified for draw is attached. (*Attach list as per Appendix – K3R*)  
  
(In case the location is under GP category and the eligibility certificate from the DGR is submitted by the applicant on the date of draw, the list as per *Appendix – K3R can be updated accordingly*)
3. \_\_\_\_\_ number of applicants who have qualified for the draw were present at the time of draw. List is attached. (*Attach Attendance record as per Appendix-N2*)
4. The two company officials nominated for conducting the draw are \_\_\_\_\_ (names with designations)
5. The paper token was picked by the invited guest \_\_\_\_\_ (Name and designation)
6. The other VIPs present were \_\_\_\_\_ (Names and designations)
7. A total of \_\_\_\_\_ (number) people were present for the draw.
8. Shri / Smt / Kum \_\_\_\_\_ (Name) son/daughter/wife of \_\_\_\_\_ with application Serial no. \_\_\_\_\_ was declared as selected candidate
9. Video recording carried out by (Agency name)
10. Any other points

We confirm that the draw was held as per the guidelines and the details stated above are correct.

**Signature of Officer- (I)**  
**Name & designation**

**Signature of Officer- (II)**  
**Name & designation**

Paste  
Photograph of  
the selected  
candidate. Verify  
signature and  
identity

### Format for Field verification of Credentials of Individual Applicants for LPG Distributor

Paste  
Photograph of  
the spouse of  
selected  
candidate  
Verify signature  
and identity

- 1) Name of Location \_\_\_\_\_ District \_\_\_\_\_ Category \_\_\_\_\_ Mkt Plan \_\_\_\_\_
- 2) Full name of the Individual selected Applicant \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_
- 3) Application Serial No. \_\_\_\_\_
- 4) Name of Spouse of selected candidate \_\_\_\_\_ son /wife of \_\_\_\_\_
- 5) Residential Address \_\_\_\_\_
- 6) The information/statements made in application by the selected candidate against each item has been verified as under: -

Item No	Particulars to be verified	Documents to be verified	Documents provided by the applicant Yes/No.	Information given in the application is verified with original document and found correct/incorrect- Remark
A	B	C	D	E
1,2,3	Name of the location, District, State	As per advertisement	Not required	
4	Category (except for open)	Certificate(s) issued by the competent authorities. Caste Validity Certificate as applicable.  For example, if the category of location is SC (CC), the applicant has to provide eligibility certificate for both SC & CC categories.  As regards the OBC certificate, the veracity to be checked & established with the competent authority for both OBC status & non-creamy layer status is valid as on last date for submission of application as specified in the advertisement or corrigendum (if any).		
5	Advertisement date	As per advertisement	Not required	
6	Status of applicant	Whether application is for Individual Applicant.		If applicant is non-individual, use format as given in Appendix – P1 for FVC.
7 7.1 to 7.5	Particulars of Applicant	Notarized Affidavit as per format Appendix-1		
7.6	Date of Birth	10 <sup>th</sup> Standard Board Certificate / Birth Certificate / Passport		
7.7 & 7.8	Marital Status	Notarized Affidavit as per format Appendix-1		
8	Educational Qualification	Original certificate of qualification		TO be verified from respective School / College / Institute.

Item No	Particulars to be verified	Documents to be verified	Documents provided by the applicant Yes/No.	Information given in the application is verified with original document and found correct/incorrect- Remark
A	B	C	D	E
9	<p>Physically verify the land for godown / godown as mentioned in the application and confirm the general suitability of site for LPG Distributorship. Take consent from the Family member in the form of affidavit, wherever applicable.</p> <p>If land is not suitable, then ask for alternate land in the name of applicant/member of the 'family unit' which is on or before the last date for submission of application as specified in the advertisement or corrigendum (if any) and check for its suitability.</p> <p>The FVC committee members shall measure themselves the dimensions of the plot and satisfy the requirement; However, in case of land having ambiguity with respect to dimension, the help of Engineering Department of Divisional/Regional/Zonal Office can be taken for measurement.</p>	<p>Original Registered Sale Deed/ gift Deed/ lease deed. In case of inherited property verify mutation and government record. Date of agreement/ mutation has to be before or on the last date for submission of application as specified in the advertisement or corrigendum (if any).</p> <p>In case of joint ownership Notarized Affidavit as per format Appendix-2/ Appendix 4 of the Application format should be available. If not take it at the time of FVC.</p>		
10	<p>Physically verify the land for showroom /showroom as mentioned in the application and confirm the general suitability of site for LPG Distributorship.</p> <p>If land is not suitable, then ask for alternate land in the name of applicant/member of the 'family unit' which is before or on the last date for submission of application as specified in the advertisement or corrigendum (if any) and check for its suitability.</p>	<p>Original Registered Sale Deed/ gift Deed/ lease deed. In case of inherited property verify mutation and government record. Date of agreement/ mutation has to be before or on the last date for submission of application as specified in the advertisement or corrigendum (if any).</p> <p>In case of joint ownership Notarized Affidavit as per Appendix-2/Appendix 4 of the Application Format should be available. If not take it at the time of FVC.</p>		
11	<p>Amount mentioned in the application - applicant &amp; family unit.</p>	<p>Savings Bank Accounts Statement/Pass Book from the Scheduled Bank/Post office from which the amount mentioned in the application to be available as closing balance on the last date for submission of application as mentioned in the advertisement or corrigendum (if any) must be verified by obtaining written confirmation/certificate from the concerned Bank or Post Office.</p> <p>Notarized Affidavit as per format Appendix 2, (if applicable).</p>		

Item No	Particulars to be verified	Documents to be verified	Documents provided by the applicant Yes/No.	Information given in the application is verified with original document and found correct/incorrect- Remark
A	B	C	D	E
12	Investment in free and un-encumbered Fixed Deposits in Scheduled Banks, Post Office, Listed Companies / Government Organisation / Public Sector Undertaking of State and Central Government, Kisan Vikas Patra, NSC, Bonds, Shares of Listed Companies, Listed Mutual Funds, ULIP, PPF, Surrender Value of Life Insurance policies in the name of Applicant or family members of the 'Family Unit' of the Applicant.  <b>Take Notarized Affidavit as per format Appendix-2 wherever applicable if not already provided.</b>  <b>All supporting documents based on which the amount has been declared as on date of application in Point No. 12 needs to be verified.</b>			
	Fixed Deposit/Term Deposit in Scheduled Bank/PPF/ Kisan Vikas Patra- Value (amount)	Bank Statement or letter from the Bankers certifying the amount in FD/Term deposit/PPF statement from Post office, Kisan Vikas Patra and their value as on the date of application.  The investment instruments should be available as on the last date for submission of application as mentioned in the advertisement or corrigendum (if any) and the same to be verified accordingly.  In case fixed deposit(s)/PPF/Term Deposit/Bonds/NSCs etc have matured between the date of application and last date for submission of application as mentioned in the advertisement or corrigendum (if any), then the applicant should present any other instrument as mentioned in Item 11 & 12 of the application as a proof of having re-invested the declared amount. Date of such investment should be on or before the last date for submission of application as given in the advertisement or corrigendum (if any) and the same to be verified accordingly from the concerned Bankers/issuing institution.		
	Investments in listed Mutual Funds/listed shares/ULIP based on the NAV – Value (Amount)	Value on the date of application as certified by the Government Approved Valuer or the concerned financial institution/ certified by Chartered Accountant. The authenticity of the certificate needs to be confirmed from the issuing authority.  The investment instruments should be available in the name of applicant/member of Family Unit as on last date for submission of application as specified in the advertisement or corrigendum (if any) and must be verified.		
	Amount of surrender value of Insurance policy as on date of application.	Certificate from the Insurance Company to be verified with the Insurance company.		

Item No	Particulars to be verified	Documents to be verified	Documents provided by the applicant Yes/No.	Information given in the application is verified with original document and found correct/incorrect-Remark
13	Convicted or charges have been framed by Court of Law for any criminal offence involving moral turpitude and / or economic offence (other than freedom struggle).	Notarized Affidavit as per format given in Appendix -1.		
14	Additional Information to be furnished by SKO (Kerosene) dealers for item No. (i) to (viii)	Notarized Affidavit as per format given in Appendix -1.  Month-wise Allocation letter(s) for preceding 12 months from the month of advertisement for the Distributorship location, issued by the allocating authority of the State Government or Divisional/Territory/ Regional office of the concerned OMC.  Constitution of the SKO dealership/Dealership Agreement and information regarding actions taken for violation of MDG/Dealership Agreement/Kerosene Control Order/ESMA to be verified with the concerned OMC.		
15	Complaints forwarded to FVC committee for investigation during FVC.	Details of investigation and findings to be reported along with the FVC. If required a separate Sheet may be attached.		

The information given in the application has been verified and the comments as applicable are given above.

#### Committee Member

#### Signature with Name & Designation

##### Note:

1. In case of complaints against the selected candidate forwarded to FVC committee, the committee should take note of the issues raised in the complaint and verify the documents related to complaint from respective competent authorities.
2. During the field investigation, the information/statement made in the application should be compared with the documents and verify the correctness/authenticity of the document
3. During the field investigation, the committee should verify the supporting documents of each and every item mentioned in the application by the selected candidate. The committee should take photocopies of the documents verified by them for each item and endorse it as "Document in support of item number \_\_\_\_, verified with original and found correct." In case selected candidate is unable to produce supporting documents for the information given in the application, it should be brought out clearly in column 'E'.
4. All copies of the documents taken from the candidate should be signed with date by the selected candidate and counter signed by the members of the FVC committee.
5. The Committee should sign and number all the pages of the FVC report including the supporting documents taken from the candidate.
6. Any information given in the application, which is supported by an affidavit, is normally not required to be verified. However, in case of statements with respect to capability to provide finance the same need to be verified. The authenticity of the affidavit needs to be confirmed from the Notary etc.

## Format for Field Verification of Credentials of Non- Individual Applicants for LPG Distributor

- 1) Name of Location \_\_\_\_\_ District \_\_\_\_\_ Category \_\_\_\_\_ Mkt Plan \_\_\_\_\_
- 2) Full name of the Non- Individual selected Applicant \_\_\_\_\_
- 3) Application Serial No. \_\_\_\_\_
- 4) Registered Address \_\_\_\_\_
- 5) The information/statements made in application by the selected candidate against each item has been verified as under: -

Item No	Particulars to be verified	Documents to be verified	Documents provided by the applicant Yes/No.	Information given in the application is verified with original document and found correct/incorrect-Remark
A	B	C	D	E
1,2,3,4	Name of the location, District, State	As per advertisement	Not required	
5	Advertisement date	As per advertisement	Not required	
6	Status of applicant	Whether application is for Non -Individual Applicant.		If applicant is individual, use format as given in Appendix – P for FVC.
7 7.1 to 7.2	Particular of person making application on behalf of non-individual applicant.	Resolution / Authorization to be verified with competent authority.		
8 (a) to (c)	Particulars of Non-individual	Certificate of incorporation / Registration		
8 (d)	P&L Account	Audited Balance Sheet.		
8 (e)	Other conditions of eligibility	Notarized Affidavit as per format given in Appendix Ia or Ib		

Item No	Particulars to be verified	Documents to be verified	Documents provided by the applicant Yes/No.	Information given in the application is verified with original document and found correct/incorrect-Remark
A	B	C	D	E
9	<p>Physically verify the land for godown / godown as mentioned in the application and confirm the general suitability of site for LPG Distributorship.</p> <p>If land is not suitable, then ask for alternate land in the name of applicant which is before or on the last date for submission of application as specified in the advertisement or corrigendum (if any) and check for its suitability.</p> <p>The FVC committee members shall measure themselves the dimensions of the plot and satisfy the requirement; However, in case of land having ambiguity with respect to dimension, the help of Engineering Department of Divisional/Regional/Zonal Office can be taken for measurement.</p>	<p>Original Registered Sale Deed/ lease deed/ Acquisition of the land. Date of documents have to be before or on the last date for submission of application as specified in the advertisement or corrigendum (if any).</p>		
10	<p>Physically verify the land for showroom /showroom as mentioned in the application and confirm the general suitability of site for LPG Distributorship.</p> <p>If land is not suitable, then ask for alternate land in the name of applicant which is before or on the last date for submission of application as specified in the advertisement or corrigendum (if any) and check for its suitability.</p>	<p>Original Registered Sale Deed/ lease deed/ Acquisition of the land. -. Date of documents have to be before or on the last date for submission of application as specified in the advertisement or corrigendum (if any).</p>		
11	<p>Amount mentioned in the application.</p>	<p>Savings Bank Accounts Statement/Pass Book from the Scheduled Bank/Post office from which the amount mentioned in the application to be available as closing balance on the last date for submission of application as mentioned in the advertisement or corrigendum (if any) must be verified by obtaining written confirmation/certificate from the concerned Bank or Post Office.</p>		

Item No	Particulars to be verified	Documents to be verified	Documents provided by the applicant Yes/No.	Information given in the application is verified with original document and found correct/incorrect- Remark
12	<p>Investment in Fixed Deposit/Bonds/NSCs/ Listed Mutual Funds/Shares of Listed Companies/ Kisan Vikas Patra in the name of the applicant.</p> <p>All supporting documents based on which the amount has been declared as on date of application in Point No. 12 needs to be verified.</p>	<p>Bank Statement or letter from the Bankers certifying the amount in FD/Term deposit statement from Post office, Kisan Vikas Patra and their value as on the date of application.</p> <p>The investment instruments should be available as on the last date for submission of application as mentioned in the advertisement or corrigendum (if any) and the same to be verified accordingly.</p> <p>In case fixed deposit(s)/Term Deposit/Bonds etc have matured between the date of application and last date for submission of application as mentioned in the advertisement or corrigendum (if any), then the applicant should present any other instrument as mentioned in Item 11 &amp; 12 of the application as a proof of having re-invested the declared amount. Date of such investment should be on or before the last date for submission of application as given in the advertisement or corrigendum (if any) and the same to be verified accordingly from the concerned Bankers/issuing institution.</p>		
	Investments in listed Mutual Funds/listed shares based on the NAV - Value (amount)	Value on the date of application as certified by the Government Approved Valuer or the concerned financial institution/ certified by Chartered Accountant. The authenticity of the certificate needs to be confirmed from the issuing authority.		

The information given in the application has been verified and the comments as applicable are given above.

**Committee Member**

**Signature**

**Name & Designation**

**Note:**

1. In case of complaints against the selected candidate forwarded to FVC committee, the committee should take note of the issues raised in the complaint and verify the documents related to complaint from respective competent authorities.
2. During the field investigation, the information/statement made in the application should be compared with the documents and verify the correctness/authenticity of the document
3. During the field investigation, the committee should verify the supporting documents of each and every item mentioned in the application by the selected candidate. The committee should take photocopies of the documents verified by them for each item and endorse it as "Document in support of item number \_\_\_\_\_, verified with original and found correct." In case selected candidate is unable to produce supporting documents for the information given in the application, it should be brought out clearly in column 'E'.
4. All copies of the documents taken from the candidate should be signed with date by the selected candidate and counter signed by the members of the FVC committee.
5. The Committee should sign and number all the pages of the FVC report including the supporting documents taken from the candidate.

## Format for Letter to be issued in case of Discrepancy found during FVC

### Registered Post AD / Speed Post

Ref: No.  
DATE

To,

\_\_\_\_\_

\_\_\_\_\_

**Subject: Application for award of LPG Distributorship at \_\_\_\_\_  
District \_\_\_\_\_ under \_\_\_\_\_ category Advertised on \_\_\_\_\_**

Please refer your application (serial number \_\_\_\_\_) for award of above-mentioned LPG Distributorship.

We regret to inform you that upon field verification of the information submitted by you in your application mentioned above, the following variance was observed:

- 1 .....
- 2 .....
- 3 .....

In view of the above, your candidature is rejected and the amount of Rs. 25000 / Rs 50000 (strike out which is not applicable) deposited with the Corporation stands forfeited in line with clause No. 10 h & 10 i of the advertisement.

.

Thanking you,

Yours faithfully  
for ( Name of OMC)

Signature & Name  
Area/Territory/Regional Manager

## Format for Letter Of Intent for LPG Distributorship Reserved under SC/ST Category opting for Financial Assistance Scheme

(On OMC Letterhead)

To,

\_\_\_\_\_

Dear Sir/Madam

Subject: PROPOSED LPG DISTRIBUTORSHIP AT \_\_\_\_\_ UNDER SC/ST CATEGORY,  
MKT. PLAN: \_\_\_\_\_

Please refer to your application Serial Number \_\_\_\_\_ on subject and the subsequent draw held for selection at \_\_\_\_\_ on \_\_\_\_\_.

It is intended to offer you LPG Distributorship at \_\_\_\_\_ on conditions that you will:

### 1. LPG STORAGE GODOWN & SHOWROOM

You should provide a godown for storage of 8000 kg (minimum) of LPG filled in cylinders. The LPG Storage godown should be approved and licensed by Chief Controller of Explosives of Petroleum and Explosives Safety Organization (PESO) and should have mastic flooring.

You should also have a showroom of dimensions 3m X 4.5 m in the advertised location or locality specified in the advertisement.

The construction of godown and showroom should be completed within a period of four months from the date of this letter. Both godown and showroom should be freely accessible through all weather motorable approach road.

Construction of godown / showroom should be commenced only after permission in writing is obtained from this office.

### 2. FINANCE

Make all financial and other arrangements for operating the Distributorship within four months from the date of this letter.

Upon your written request, we shall provide you a secured loan towards the 'margin money' of ` \_\_\_\_\_ Lakhs to enable you to obtain a loan from scheduled Bank for providing LPG Godown/showroom and allied facilities. This secured loan towards 'margin money' shall attract interest of 1% above SBI PLR per annum. Both, the secured loan as well as the interest 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.

We will also provide you working capital loan of ` \_\_\_\_\_ at an interest rate of SBI PLR +1 % per annum for a full operation cycle of the operation of the distributorship. Both the working capital loan as well as interest will be recovered in 100 equal monthly instalments from 13th month of commissioning.

### 3. DELIVERY INFRASTRUCTURE

Make arrangements for delivery vehicles for effecting home delivery of LPG cylinders.

### 4. PERSONAL SUPERVISION

You should personally manage the LPG distributorship operations.

If already employed, you will have to submit acceptance of resignation letter from your employer prior to the issuance of Appointment Letter by us. In addition to the above, you will also submit a Notarized Affidavit certifying that you are not employed in private sector or are not drawing any salary/perks/emoluments (other than pension) from the State/Central Government before the issuance of Letter of Appointment by us as per the attached format.

### 5. COMMISSIONING

5.1. Make all out efforts to commission the LPG Distributorship within four months from the date of this letter.

5.2. If we find that the progress being made by you towards the above is not to our satisfaction, this offer is liable to be withdrawn.

5.3. Operate the LPG Distributorship personally.

5.4. You will induct your spouse as co-owner i.e.50% partner. You are not permitted to induct any one as your partner other than your spouse nor make any changes in the constitution of the proposed distributorship in a manner other than what was intended at the time of application, without prior approval from Corporation.

5.5. Shift your residence to \_\_\_\_\_ (if you are presently staying away from the location) in order to personally operate the LPG Distributorship as stated in para 4 above and give us a written undertaking to this effect.

5.6. If already employed, you will have to submit acceptance of resignation letter from your employer prior to the issuance of Appointment Letter by us.

5.7. You will have to undergo training on LPG Distributorship operation for one to two weeks after which you will have to take a quiz. Your score should not be less than 80% marks. Failing which you will have to again undergo re-training so that you can score minimum 80% marks.

5.8. Provisionally it is intended that your area of operation will cover \_\_\_\_\_ . This is however, subject to changes as may be considered necessary by the Corporation at a later date, even after the distributorship is commissioned. Further besides release of new connections, from time to time, you may be required to take over some existing customers from other distributors in your area of operation. Similarly, you may be required to surrender some customers to other distributors.

6. After you have complied with the conditions spelt out herein above, you will be confirmed / formalized by an Appointment Letter followed by the signing of our standard LPG Distributorship Agreement by both you and us.

7. The tenure of the distributorship shall be for an initial period 10 years and renewable for every 5 years thereafter, subject to the examination of the performance of the distributorship by the oil Company **(applicable for HPC & BPC)**

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

8. You will be required to deposit interest free refundable security deposit of ` \_\_\_\_ lakhs.  
The amount of Rs. 25000/- or Rs. 50000/- (strike out which is not applicable) remitted by you before FVC can be adjusted against this deposit.

The Corporation will have the right to adjust any dues to us from this amount at the time of resignation/ termination. However, in case of termination of the LPG Distributorship on account of proven malpractice, the said security deposit shall be forfeited.

9. WITHDRAWAL OF LETTER OF INTENT

9.1. This letter is merely a Letter of Intent and is not to be construed as a 'firm offer' of LPG Distributorship to you. If we find that the progress being made by you towards the above is not to our satisfaction, this letter is liable to be withdrawn along with forfeiture of amount deposited by you with the Corporation before FVC.

9.2. Our offer will stand automatically cancelled in case you have received Letter of Intent for any other Dealership / Distributorship/RGGLV either of our Company or any other Oil Company, in your individual capacity or by any member of your 'family unit'

9.3. If any statement made in the application or in the documents enclosed therewith or subsequently submitted in pursuance of the application by you at any stage is found to have been suppressed / misrepresented / incorrect or false affecting eligibility, then the LOI is liable to be withdrawn without assigning any reason along with forfeiture of amount deposited by you with the Corporation before FVC and in case you have been appointed as a distributor, the distributorship is liable to be terminated along with forfeiture of security deposit remitted by you. In such cases you shall have no claim whatsoever against the respective Oil Company.

10. This letter does not permit or authorize you to start enrolment of customers and/or obtain money by way of advance or towards purchase of stove/gas burners until a regular LPG Distributorship Agreement is executed and you are appointed as LPG Distributor.

11. Public Sector Nationalized Banks and Indian Scheduled Commercial Banks in the Private Sector may consider advancing loans at reasonable terms to you. A copy of this letter is being marked to the lead bank \_\_\_\_\_ for their information so that as and when you approach them they can consider for financial assistance in line with their policy. Should you require any further assistance/guidance on bank finance, please get in touch with lead bank mentioned above or with our Office at the below mentioned address :

Area/Territory/Regional Manager

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. We are also requesting by a copy of this letter, the Chief Secretary to the Government of \_\_\_\_\_ to issue necessary instructions to the concerned department for extension of assistance to you for expeditious commissioning of LPG Distributorship awarded to you.

Please acknowledge receipt of this letter.

Thanking you,

Yours faithfully,

For Indian Oil Corporation Ltd. /Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd.,

\_\_\_\_\_  
Area/Territory/Regional Manager

CC : Chief Secretary, Govt. of \_\_\_\_\_

Shri. \_\_\_\_\_ has been awarded LPG Distributorship of Indian Oil Corporation Ltd. /Bharat Petroleum Corporation Ltd. / Hindustan Petroleum at the subject location. It is requested that suitable instructions are issued to the departments concerned to extend all assistance on the statutory clearances for expeditious commissioning of the LPG Distributorships. A copy of your communication to department concerned may kindly be marked to us for follow up at our end.

CC : Branch Manager (Nationalized Bank)

With a request you to consider extending financial assistance as per the policy to the Distributor select for expediting commissioning of the facilities and operation of the Distributorship.

CC : State Head / Regional Head / Zonal Head : Ref. your letter \_\_\_\_\_ dated \_\_\_\_\_.

#### **ACKNOWLEDGEMENT**

I hereby accept this Letter Of Intent vide letter No \_\_\_\_\_ dated \_\_\_\_\_ with all the Terms and Conditions stipulated therein. I hereby further confirm that I have not received any Letter Of Intent for any other Dealership/Distributorship of any Oil Company anywhere in the Country either in my individual capacity or in partnership with any other individual. I hereby also undertake not to accept any other such Letter Of Intent.

**Place:**

**Date:**

**Signature & Name**

## **Format for Letter Of Intent for LPG Distributorship for Individuals other than SC/ST Category**

**(On OMC Letterhead)**

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir/Madam,

Subject: PROPOSED LPG DISTRIBUTORSHIP AT \_\_\_\_\_, CATEGORY:  
\_\_\_\_\_: MKT. PLAN: \_\_\_\_\_.

Please refer to your application Serial Number \_\_\_\_\_ On subject and the subsequent draw held for selection at \_\_\_\_\_ on \_\_\_\_\_.

It is intended to offer you LPG Distributorship at \_\_\_\_\_ on conditions that you will:

### 1. LPG STORAGE GODOWN & SHOWROOM

You should provide a godown for storage of 8000 kg (minimum) of LPG filled in cylinders. The LPG Storage godown should be approved and licensed by Chief Controller of Explosives of Petroleum and Explosives Safety Organization (PESO) and should have mastic flooring.

You should also have a showroom of dimensions 3m X 4.5 m in the advertised location or locality specified in the advertisement.

The construction of godown and showroom should be completed within a period of four months from the date of this letter. Both godown and showroom should be freely accessible through all weather motorable approach road.

Construction of godown / showroom should be commenced only after permission in writing is obtained from this office.

### 2. FINANCE

Make all financial and other arrangements for operating the Distributorship within four months from the date of this letter.

### 3. DELIVERY INFRASTRUCTURE

Make arrangements for delivery vehicles for effecting home delivery of LPG cylinders.

### 4. PERSONAL SUPERVISION

You should personally manage the LPG distributorship operations.

If already employed, you will have to submit acceptance of resignation letter from your employer prior to the issuance of Appointment Letter by us. In addition to the above, you will also submit a Notarized Affidavit certifying that you are not employed in private sector or are not drawing any salary/perks/emoluments (other than pension) from the State/Central Government before the issuance of Letter of Appointment by us as per the attached format.

## 5. COMMISSIONING

- 5.1. Make all out efforts to commission the LPG Distributorship within four months from the date of this letter.
  - 5.2. If we find that the progress being made by you towards the above is not to our satisfaction, this offer is liable to be withdrawn.
  - 5.3. Operate the LPG Distributorship personally.
  - 5.4. You will induct your spouse as co-owner i.e. 50% partner. You are not permitted to induct any one as your partner other than your spouse nor make any changes in the constitution of the proposed distributorship in a manner other than what was intended at the time of application, without prior approval from Corporation.
  - 5.5. Shift your residence to \_\_\_\_\_ (if you are presently staying away from the location) in order to personally operate the LPG Distributorship as stated in para 4 above and give us a written undertaking to this effect.
  - 5.6. If already employed, you will have to submit acceptance of resignation letter from your employer prior to the issuance of Appointment Letter by us.
  - 5.7. You will have to undergo training on LPG Distributorship operation for one to two weeks after which you will have to take a quiz. Your score should not be less than 80% marks. Failing which you will have to again undergo re-training so that you can score minimum 80% marks.
  - 5.8. Provisionally it is intended that your area of operation will cover \_\_\_\_\_ . This is however, subject to changes as may be considered necessary by the Corporation at a later date, even after the distributorship is commissioned. Further besides release of new connections, from time to time, you may be required to take over some existing customers from other distributors in your area of operation. Similarly, you may be required to surrender some customers to other distributors.
6. After you have complied with the conditions spelt out herein above, you will be confirmed / formalized by an Appointment Letter followed by the signing of our standard LPG Distributorship Agreement by both you and us.
7. The tenure of the distributorship shall be for an initial period 10 years and renewable for every 5 years thereafter, subject to the examination of the performance of the distributorship by the oil Company **(applicable for HPC & BPC)**
- The tenure of the distributorship shall remain in force for an initial period of 5 years from the date of execution of Distributorship Agreement and continue thereafter until determined as per rights mentioned in the Distributorship agreement **(applicable in case of IOC)**.
8. You will be required to deposit interest free refundable security deposit of ` \_\_\_\_\_ lakhs. The amount of Rs. 25000/- or Rs. 50000/- (strike out which is not applicable) remitted by you before FVC can be adjusted against this deposit.

The Corporation will have the right to adjust any dues to us from this amount at the time of resignation/ termination. However, in case of termination of the LPG Distributorship on account of proven malpractice, the said security deposit shall be forfeited.

9. WITHDRAWAL OF LETTER OF INTENT

- 9.1. This letter is merely a Letter of Intent and is not to be construed as a 'firm offer' of LPG Distributorship to you. If we find that the progress being made by you towards the above is not to our satisfaction, this letter is liable to be withdrawn along with forfeiture of the amount deposited by you with the Corporation before FVC .
- 9.2. Our offer will stand automatically cancelled in case you have received Letter of Intent for any other Dealership / Distributorship/RGGLV either of our Company or any other Oil Company, in your individual capacity or by any member of your 'family unit'
- 9.3. If any statement made in the application or in the documents enclosed therewith or subsequently submitted in pursuance of the application by you at any stage is found to have been suppressed / misrepresented / incorrect or false affecting eligibility, then the LOI is liable to be withdrawn without assigning any reason along with forfeiture of the amount deposited by you with the Corporation before FVC and in case you have been appointed as a distributor, the distributorship is liable to be terminated along with forfeiture of the security deposit remitted by you. In such cases you shall have no claim whatsoever against the respective Oil Company.

10. This letter does not permit or authorize you to start enrolment of customers and/or obtain money by way of advance or towards purchase of stove/gas burners until a regular LPG Distributorship Agreement is executed and you are appointed as LPG Distributor.

11. Public Sector Nationalized Banks and Indian Scheduled Commercial Banks in the Private Sector may consider advancing loans at reasonable terms to you. A copy of this letter is being marked to the lead bank \_\_\_\_\_ for their information so that as and when you approach them they can consider for financial assistance in line with their policy. Should you require any further assistance/guidance on bank finance, please get in touch with lead bank mentioned above or with our Office at the below mentioned address :

Area/Territory/Regional Manager

\_\_\_\_\_  
\_\_\_\_\_

12. We are also requesting by a copy of this letter, the Chief Secretary to the Government of \_\_\_\_\_ to issue necessary instructions to the concerned department for extension of assistance to you for expeditious commissioning of LPG Distributorship awarded to you.

Please acknowledge receipt of this letter.

Thanking you,

Yours faithfully,

For Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd.,

\_\_\_\_\_  
Area/Territory/Regional Manager

CC : : Chief Secretary, Govt. of \_\_\_\_\_

Shri. \_\_\_\_\_ has been awarded LPG Distributorship of Indian Oil Corporation Ltd. /Bharat Petroleum Corporation Ltd. / Hindustan Petroleum at the subject location. It is requested that suitable instructions are issued to the departments concerned to extend all assistance on the statutory clearances for expeditious commissioning of the LPG Distributorships. A copy of your communication to department concerned may kindly be marked to us for follow up at our end.

CC : Branch Manager (Nationalized Bank)

With a request to consider financial assistance as per the policy to the Distributor select for expediting commissioning of the facilities and operation of the Distributorship.

CC : State Head / Regional Head / Zonal Head : Ref. your letter \_\_\_\_\_ dated \_\_\_\_\_.

### **ACKNOWLEDGEMENT**

I hereby accept this Letter Of Intent vide letter No \_\_\_\_\_ dated \_\_\_\_\_ with all the Terms and Conditions stipulated therein. I hereby further confirm that I have not received any Letter Of Intent for any other Dealership/Distributorship of any Oil Company anywhere in the Country either in my individual capacity or in partnership with any other individual. I hereby also undertake not to accept any other such Letter Of Intent.

**Place:**

**Date:**

**Signature & Name**

## Format for LOI to Non-Individual Category

(On OMC Letterhead)

To

\_\_\_\_\_  
\_\_\_\_\_

Dear Sir/Madam,

Subject: PROPOSED LPG DISTRIBUTORSHIP AT \_\_\_\_\_, CATEGORY:  
\_\_\_\_\_: MKT. PLAN: \_\_\_\_\_.

Please refer to your application Serial Number \_\_\_\_\_ on the subject and the subsequent draw held for selection at \_\_\_\_\_ on \_\_\_\_\_.

It is intended to offer you LPG Distributorship at \_\_\_\_\_ on conditions that you will:

### 1. LPG STORAGE GODOWN & SHOWROOM

Your Organisation should provide a godown for storage of 8000 kg (minimum) of LPG filled in cylinders. The LPG Storage godown should be approved and licensed by Chief Controller of Explosives of Petroleum and Explosives Safety Organization (PESO) and should have mastic flooring.

Your Organisation should also have a showroom of dimensions 3m X 4.5 m in the advertised location or locality specified in the advertisement.

The construction of godown and showroom should be completed within a period of four months from the date of this letter. Both godown and showroom should be freely accessible through all weather motorable approach road.

Construction of godown / showroom should be commenced only after permission in writing is obtained from this office.

### 2. FINANCE

Your Organisation should make all financial and other arrangements for operating the Distributorship within four months from the date of this letter.

### 3. DELIVERY INFRASTRUCTURE

Your Organisation should make arrangements for delivery vehicles for effecting home delivery of LPG cylinders.

### 4. PERSONAL SUPERVISION

Your organisation will have to manage the operation of the LPG distributorship through its own employees and should not give any activity of LPG distributorship operation on contract to third party. Your organisation will have to authorise a competent officer of the organisation to interact with the Corporation with regard to the operation of the distributorship.

## 5. COMMISSIONING

- 5.1. Make all out efforts to commission the LPG Distributorship within four months from the date of this letter.
  - 5.2. If we find that the progress being made by your organisation towards the above is not to our satisfaction, this offer is liable to be withdrawn.
  - 5.3. The authorised person must reside at \_\_\_\_\_ (if case presently staying away from the location) in order to personally operate the LPG Distributorship as stated in para 4 above and give us a written undertaking to this effect.
  - 5.4. The authorised person will have to undergo training on LPG Distributorship operation for one to two weeks after which you will have to take a quiz. Your score should not be less than 80% marks. Failing which you will have to again undergo re-training so that you can score minimum 80% marks.
6. After your organisation has complied with the conditions spelt out herein above, your organisation will be confirmed / formalized by an Appointment Letter followed by the signing of our standard LPG Distributorship Agreement by both your organisation and us.
  7. The tenure of the 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 oil Company **(applicable for HPC & BPC)**

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

8. Your organization will be required to deposit interest free refundable security deposit of ` \_\_\_\_\_ lakhs. The amount of Rs. 25000/- or Rs. 50000/- (strike out which is not applicable) remitted by you before FVC can be adjusted against this deposit.

The Corporation will have the right to adjust any dues to us from this amount at the time of resignation/ termination. However, in case of termination of the LPG Distributorship on account of proven malpractice, the said security deposit shall be forfeited.

## 9. WITHDRAWAL OF LETTER OF INTENT

- 9.1. This letter is merely a Letter of Intent and is not to be construed as a 'firm offer' of LPG Distributorship to you. If we find that the progress being made by your organisation towards the above is not to our satisfaction, this letter is liable to be withdrawn along with forfeiture of the amount deposited by you with the Corporation before FVC.
- 9.2. Our offer will stand automatically cancelled in case any member of your organisation has received Letter of Intent or appointment letter for any other Dealership / Distributorship/RGGLV either of our Company or any other Oil Company, in individual capacity or by any member of your 'family unit'
- 9.3. If any statement made in the application or in the documents enclosed therewith or subsequently submitted in pursuance of the application by your organisation at any stage is found to have been suppressed / misrepresented / incorrect or false affecting eligibility, then the LOI is liable to be withdrawn without assigning any reason along with forfeiture of amount deposited by your organization with the Corporation before FVC and in case your organisation have been appointed as a distributor, the distributorship is liable to be terminated along with forfeiture of security deposit

remitted by your organisation. In such cases your organisation shall have no claim whatsoever against the respective Oil Company.

10. This letter does not permit or authorize your organisation to start enrolment of customers and/or obtain money by way of advance or towards purchase of stove/gas burners until a regular LPG Distributorship Agreement is executed and your organisation is appointed as LPG Distributor.
11. We are also requesting by a copy of this letter, the Chief Secretary to the Government of \_\_\_\_\_ to issue necessary instructions to the concerned department for extension of assistance to you for expeditious commissioning of LPG Distributorship awarded to you.
12. Should you require any further assistance/guidance please get in touch with our Office at the below mentioned address:  
Area/Territory/Regional Manager  
\_\_\_\_\_

Please acknowledge receipt of this letter.

Thanking you,

Yours faithfully,

For Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd.,

\_\_\_\_\_  
Area/Territory/Regional Manager

CC : Chief Secretary, Govt. of \_\_\_\_\_

M/s. \_\_\_\_\_ has been awarded LPG Distributorship of Indian Oil Corporation Ltd. /Bharat Petroleum Corporation Ltd. / Hindustan Petroleum at the subject location. It is requested that suitable instructions are issued to the departments concerned to extend all assistance on the statutory clearances for expeditious commissioning of the LPG Distributorships. A copy of your communication to department concerned may kindly be marked to us for follow up at our end.

CC : State Head / Regional Head / Zonal Head : Ref. your letter \_\_\_\_\_ dated \_\_\_\_\_.

#### **ACKNOWLEDGEMENT**

I on behalf of M/s \_\_\_\_\_ hereby accept this Letter of Intent vide letter No \_\_\_\_\_ dated \_\_\_\_\_ with all the Terms and Conditions stipulated therein. I hereby further confirm that neither I nor any member of my Organisation has received any Letter Of Intent for any other Dealership/Distributorship of any Oil Company anywhere in the Country I hereby also undertake not to accept any other such Letter Of Intent.

**Place:**  
**Date:**

**Signature with Name & Designation**  
**Seal of Organisation**

**Notarized Affidavit**

(TO BE TYPED ON APPROPRIATE NON-JUDICIAL STAMP PAPER OF REQUIRED VALUE BY INDIVIDUAL LOI HOLDER BEFORE ISSUANCE OF LETTER OF APPOINTMENT FOR LPG DISTRIBUTORSHIP)

In the matter of LPG Distributorship of Indian Oil Corporation\* / Bharat Petroleum Corporation\* / Hindustan Petroleum Corporation\* at \_\_\_\_\_ (Location).

I, \_\_\_\_\_, son/daughter/wife of \_\_\_\_\_ have applied for LPG Distributorship and the Oil Company has issued Letter of Intent for an LPG distributorship at \_\_\_\_\_ location, Dist \_\_\_\_\_, State \_\_\_\_\_ under category \_\_\_\_\_ vide letter ref no \_\_\_\_\_ dated \_\_\_\_\_.

I, \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ of \_\_\_\_\_ Age \_\_\_\_\_ years residing at \_\_\_\_\_ do hereby solemnly declare:

That I am neither employed in private sector nor drawing any salary/perks/emoluments from State / Central Government (other than pension).

Solemnly affirmed and declared before me

This \_\_\_\_\_ day of \_\_\_\_\_

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

**Signature of Deponent  
(Name in block letters)**

## **Regular LPG Distributor Commissioning Check List/Progress Report**

### **I. PARTICULARS:**

1. Location with District & State
2. MKT. Plan
3. Category
4. Name of Distributor Select
5. Name and style of the firm
6. Ref.no. and date of Letter of Intent.

### **II. MARKET DETAILS:**

1. Virgin/ Existing Market
2. Oil Co., already representing
3. Name of Distributor
4. Refill Sales
5. No. of customers

### **III. PROGRESS:**

#### **A SHOW ROOM**

1. Constructed at Godown or Near by existing shop
2. Address with PINCODE
3. Whether furnished
4.
  - a. Whether telephone provided?
  - b. Computer provided
  - c. UPS arranged.
  - d. Broad band connectivity available
5. Whether Standard "SIGNAGE" provided by the Corporation.

#### **B GODOWN:**

1. Address of godown site
2. Dimensions of the plot  
Whether covers parking space for receipt & parking of truck.
3. Capacity of godown
4. If construction is complete, date when applied for licence.
5. Ref.No. and date of Dy.CCOE's (PESO) license and validity, period (enclose copy of the storage licence)
6. whether all the conditions in the license have been complied with
7. Whether mastic flooring is provided
8. Whether 50 Kgs capacity platform type weighing scale certified by weights & measures provided.

9. Comment on provision of:
  - a. Fire extinguishers
  - b. Fire buckets with dry fine sand.
  - c. "NO SMOKING" boards.
  - d. Stock Board
  - e. Display of approved drawing.
  - f. Painting license no., capacity, validity distributor's, Name and address.
  - g. Telephone Nos.

#### **IV. DELIVERY INFRASTRUCTURE**

No. of Mechanized Vehicles

No. of Tricycles

#### **V. INSURANCE PARTICULARS:**

1. Name Of the Company
2. Showroom /Godown – Fire and Theft
3. Third party liability
4. Enclose copy of the Policy/ cover note
5. Comments on adequacy of the insurance cover taken

#### **VI. OTHERS**

1. Sales tax registration no.                      STATE                      CENTRAL
2. Civil Supplies license no.
3. Whether all local approvals obtained.
4. Whether distributor select has complied with any special conditions such as resigning from the job.
  - a. Whether proposal sent for rates / price
  - b. If so, reference no. and date
5. Whether RSP fixed for the location (Quote pricing section letter ref. And date)
6. Whether Customer Code and Destination Code given.
7. Whether all stationery items, documents, registers etc. acquired.
8. Supply Zone no.
9. Normal supply point with RTKM
  - a. Alternate supply point with RTKM
  - b. 2nd alternate supply point with RTKM

#### **VII. TRAINING**

1. Classroom training attended at Area/Territory/Regional Office from \_\_\_\_\_ to\_\_\_\_\_.
2. Practical training on OMC software, data uploading / downloading, SMS/IVRS attended by candidate.
3. Whether the candidate passed the quiz test given by the Area /Territory/Regional Office? If yes, whether in first attempt or second attempt. (Enclose copy of the answer book). Marks obtained\_\_\_\_\_.

#### **VIII. FINANCIAL ASSISTANCE PROVIDED BY THE CORP ORATION**

1. Date of Sanction for loan towards Margin Money for Bank Loan \_\_\_\_\_
2. Amount of Loan \_\_\_\_\_
3. Amount of Working capital Loan to be provided \_\_\_\_\_

**IX. COURT CASES/ STAY/COMPLAINT**

1. **Any court case or stay by any court if so give details**
2. Any complaint pending for disposal/ complaint disposed off if any give details.

**Signature & Name**  
**Field Officer**

**Signature & Name**  
**Area/Territory/Regional Manager**

## Post – Training / Pre-Commissioning Quiz Test For LPG Distributors (100 marks)

### Section I – Each answer carries 3 marks

**FILL IN THE BLANKS (underline are the correct answer and should be made blank while asking selected candidate to take quiz)**

1. The term LPG stands for Liquefied Petroleum Gases
2. The main constituent gases for LPG are
  - a. Propane
  - b. Butane
3. Storage and handling of LPG cylinders is governed by Gas Cylinders Rules 1981.
4. LPG is given a distinct smell so that leakage of gas, if any can be easily and quickly detected:
5. The primary functions of pressure regulator are :
  - a. To reduce the pressure of gas to 1/20 kg / cm<sup>2</sup> (12" water column)
  - b. To regulate the flow at constant pressure as above.
6. Following are important pre-delivery checks a distributor should carry out on cylinders.
  - a. Check possible leaks
  - b. Weigh for correct weight
  - c. Check if seal is intact
  - d. Check with dummy PR if O-ring is in position
7. The primary precautions required to be taken while disconnecting the empty cylinder/connecting a filled cylinder are.
  - a. To see that the PR is in closed condition
  - b. There are no sources of fire in the room.
8. Please state step by step how a consumer should proceed to light a burner.
  - a. See that burner knobs are in closed condition.
  - b. Put Pressure Regulation in 'ON' position
  - c. Light match stick and hold at burner head
  - d. Open burner knob by the other hand.
9. In case of leakage, what important steps a consumer should take:
  - a. Close burner knobs and place safety cap on cylinder valve
  - b. Do not light the burner or bring any other flame in room.
  - c. Open all doors and windows
  - d. Call the distributor for mechanic
  - e. Do not operate electric switches.
10. What are the possible points in a cylinder Installation where leakage can take place?
  - a. Cylinder valve bung joint
  - b. Cylinder body seams

- c. Rubber tubing
  - d. Regulator joint
11. Please state the following in respect of your LPG cylinders. Storage godown.
- a. Capacity in Kgs \_\_\_\_\_
  - b. Capacity in cylinders. \_\_\_\_\_
  - c. Safety distance from godown wall to fencing boundary wall \_\_\_\_\_
  - d. Filled cylinders are stocked vertically \_\_\_\_\_ high
  - e. The prescribed width of the fence gate is \_\_\_\_\_
12. As per regulations, it is necessary to have fire extinguishers at the LPG cylinders storage godown as under :-
- a. Type : Dry Chemical Powder
  - b. Capacity : 10 Kgs
  - c. Number : 2
13. What aspects of the following do you check to see that a fire extinguisher is in working condition and at what intervals.
- a. Interval : Monthly
  - b. Weight of cartridge: Net Wt. not to be less than 90% of the stamped weight.
  - c. Powder : Should be fully dry and not form flakes
  - d. Nozzle: Should not be choked.
14. What are the insurance policies you have taken? State name and purpose.
- a. Public Liability Insurance
  - b. Godown Showroom Cylinders Stocks Insurance
  - c. Transit Insurance
  - d. Personal Accident Insurance
15. What are the actions you feel are necessary to contribute to customer satisfaction?
- a. Prompt refill supply.
  - b. Prompt mechanic service
  - c. Courteous behaviour at showroom and on telephone
  - d. No overcharging
16. i. The term SV stands for: (Subscription Voucher)
- ii. This document signifies the following:
- a. Agreement between the Corporation and the customer
  - b. Acknowledgement from customer of having received Corporation's equipment.
  - c. Acknowledgement from Corporation of having received security deposit from the customer.
  - d. An Official record of the customer's name and address and consumer number.
- iii. This document is made into 3 copies as under:
- a) copy no.1 for the Corporation
  - b) Copy no.2 for the customer
  - c) Copy no.3 for distributor (office copy)
17. i. The term TV stands for Termination Voucher
- ii. This document signifies the following:  
Termination of the agreement between the Corporation and the customer.

- a. Acknowledgement from customer for having received back the security deposit amount.
  - b. Acknowledgement from Corporation for having received back the equipment.
  - iii This document is made into 4 copies as under
    - a. Copy no.1 for the Corporation.
    - b. Copy no.2 for the customer (to be surrendered to the new distributor and by the new distributor to the Corporation with the relevant SV).
    - c. Copy no.3 for the customer (to be surrendered to the new distributor to be retained by him).
    - d. Copy no.4 for distributor (office copy).
18. i. What do you understand by EMR?  
Equipment Movement Return
- ii. To whom copies thereof are sent  
Answer – as applicable to OMC
- iii What are the supporting documents required to be sent with EMR?  
Answer – as applicable to OMC
- iv. All copies of EMRs are required to be sent by which date of the next month.  
Answer – as applicable to OMC
19. What are the different Registers to be maintained?
- a. Waiting List
  - b. Enrolment Register
  - c. Termination Register
  - d. Daily Refill Order Register
  - e. Daily Customer Service Complaints Register
  - f. LP Gas Cylinder : Daily Stock Register
  - g. Domestic Pressure Regulators : Stock Register
  - h. Complaints / Suggestions Book
20. i. Can a wait listed customer get a connection at the new place if he has moved out of the town by the time his registration matures.  
Yes / No.
- ii. If yes, state the procedure in brief.
- a. The wait listed customer should leave his address at the new place with the distributor with whom he is Registered Post AD / Speed Post.
  - b. Area Office will advise the other Area Office concerned/distributor if it is outside Area Office or within Area Office jurisdiction for the transfer of registration to be placed in the sequence of the registration date.
21. i. What is the document a distributor is required to prepare when he Returns empty / defective cylinders to the bottling plant? Equipment Return Voucher (ERV).
- ii How many copies it is made into and which are the copies he is required to send to the plant?  
Answer – as applicable to OMC
- iii The final proof of a distributor of having returned empty / defective cylinders duly acknowledged by the bottling plant.  
Answer – as applicable to OMC

22. i. Can a cylinder and a hot plate be kept at the same level?  
Yes/ No
- ii If yes, state the reasons
- a.
  - b.
  - c.
- iii If no, what should be levels ?  
The hot plate should be at a level at least 6" above the top of the cylinder.
- iv State reasons
- a. If there is a leakage, the leaked gas would not come in contact with the burner flame.
  - b. The rubber tubing would be safe since it will not be in the vicinity of the burner flame.
23. What are notices / boards to be displayed in the showroom.
- a. M RTP notice
  - b. Notice for customers to insist on SV
  - c. Cylinders Stocks
  - d. RSP of cylinder and hot plates
  - e.
24. What is the brand name of LPG sold by:.
- a. IOC Indane
  - b. BPC Bharatgas
  - c. HPC HP Gas
25. What are the different sizes of cylinders sold by Oil companies?  
Answer – as applicable to OMC

**Section II – Each answer carries 1 mark**

**Tick ( ) the answer/s you consider as correct.**

1. LP gases are liquefied because
  - a. They are dangerous otherwise
  - b. They are easier to use in liquid condition
  - c. They are convenient for storage and transportation.
  
2. The approving /licensing authority for LPG cylinders storage godown is
  - a. Fire Brigade
  - b. Explosive Dept.
  - c. District Magistrate
  
3. LPG in liquid state is
  - a. heavier than water
  - b. lighter than water
  
4. LPG in gaseous state is
  - a. heavier than air
  - b. lighter than air
  
5. The normal tare weight of an empty 14.2 kg LPG cylinder
  - a. 10 to 12 kgs
  - b. 15 to 18 kgs
  - c. 20 to 22 kgs
  
6. The volumetric capacity of a 14.2 kg cylinder is :
  - a. About 15 litres
  - b. About 33 litres
  - c. About 39 litres
  
7. A Cylinder is to be installed
  - a. vertically
  - b. horizontally
  - c. in any manner
  
8. If a customer approaches you with a Indane / Bharatgas/ HPGas termination voucher, you would release connection as under:
  - a. After securing confirmation of the TV from the issuing distributor.
  - b. Immediately on presentation of the TV and seek confirmation later for customers employed in Govt. department, Public Sector Undertakings, nationalized banks and reputed private companies as per policy.
  
9.
  - i. Would you release a TV to a customer who is not in a position to submit his copy of the SV?  
Yes/No
  - ii. If yes, what is the document you will ask for in the absence of SV  
Affidavit in the prescribed format/photo copy of the SV.
  - iii. Would you refund security deposit to such customer  
In cash / by cheque.

10.
  - i. If a customer complains of a defective pressure regulator would you replace the same?  
Yes / No
  - ii. If yes, are you required to take prior permission of IOC/BPC/HPC?  
Yes/ No
  - iii. Would you always charge for the same?  
Yes / No
  
11. If a customer approaches for delivery of cylinder ex showroom/ godown
  - a. It cannot be given at all
  - b. Can be given at distributor's discretion
  - c. Can be given with Oil Company's approval.
  
12. The maximum quantity of LPG that can be stored in cylinders in the show room without license is :
  - a. 60 Kgs
  - b. 100 Kgs
  - c. 150 Kgs
  - d. 200 Kgs
  
13. Testing of PRs is done by connecting the same to
  - a. Cylinder, hot plate & manometer
  - b. Cylinder and hot plate with a rubber tube
  - c. Cylinder and manometer
  
14. Leakage in an LPG installation can be checked
  - a. By smell
  - b. By water for cylinder body leak, bung leak
  - c. By closing valve cavity with the thumb for valve leak
  - d. With a lighted match stick
  
15. For using a LPG connection, customer should possess
  - a. Any hot plate
  - b. Any ISI approved hot plate
  - c. Any foreign hot plate
  
16. LPG inside a cylinder is in the form of
  - a. Gas
  - b. Liquid
  - c. Liquid & vapour
  
17. Brass wire mesh in twin layer is provided in the godown vents
  - a. To prevent insects / animals entering the godown
  - b. To avoid theft of cylinders
  - c. To prevent flames entering inside the godown
  
18. The godown fencing gate should not be more than 4 feet wide.
  - a. For easy operation
  - b. To prevent mechanized vehicle entering the licensed premises
  - c. For saving on the cost of the gate
  
19. Defective cylinders are vented as follows:
  - a. By keeping valve open with a stick

- b. By fixing a PR
  - c. By keeping the cylinder inverted and opening the valve with a stick
- 20 Burner display/demonstration should be provided in the showroom
- a. To increase the sale of stoves
  - b. To explain the right way of using a LPG connection
  - c. To test the hot plates before sale.
- 21 If a customer wants to terminate a connection within six months from date of enrolment
- a. It cannot be given
  - b. It can be given if IOC/BPC/HPC approves
  - c. It can be given with a stamp stating 'Not valid for priority connection'.
- 22 Rs. \_\_\_\_\_ is charged as service charges
- a. For normal servicing of hotplates
  - b. For attending leakage calls
  - c. For installation of DBCs
- 23 SV deposits should be remitted to IOC/BPC/HPC on which dates?
- a. Weekly basis on or before the 8<sup>th</sup>, 16<sup>th</sup>, 23<sup>rd</sup> & 1<sup>st</sup> of succeeding month
  - b. Monthly basis on or before the 5<sup>th</sup> of succeeding month
  - c. Quarterly basis on or before the 15<sup>th</sup> of every month succeeding the quarter.
  - d. Fortnightly basis on or before 21<sup>st</sup> of same month and 10<sup>th</sup> of succeeding month.
- 24 What does pre-delivery inspection (PDI) mean?
- a. Checking refill cylinder in the presence of customer before delivery for sea, then remove seal and check for leakage by fixing Pressure regulator. Also check condition of rubber tube
  - b. Checking refill cylinder for correct weight
  - c. Checking refill cylinder for body leak
  - d. Checking rubber tube and hotplate.
- 25 What is the type of cylinder used for Non domestic LPG?
- a. 5 kg
  - b. 10 kg
  - c. 19 kg
  - d. 14.2 kg

\*\*\*\*\*

## Notes











