# BROCHURE

# FOR

# UNIFIED GUIDELINES FOR SELECTION OF LPG

# DISTRIBUTORSHIPS

Sheheri Vitrak, Rurban Vitrak, Gramin Vitrak

And

Durgam Kshetriya Vitrak

1st January 2026

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**Unified Guidelines for Selection of LPG Distributors**

(Applicable to all locations advertised / re-advertised from 1st January 2026 onwards)

Guidelines in this Brochure for Selection of Distributors (hereinafter referred to as 'LPG Distributors' and 'LPG Distributorships' as the case may be) of Liquefied Petroleum Gas (LPG), will be applicable to all locations advertised for appointment of LPG Distributorship effective from 1st January 2026.

## 1 DEFINITIONS

In the Brochure, the following definitions shall be applicable:

a. District: In this document, the word 'District' will have the definition as per revenue Department of the State Government.

b. Sub-division: In this document, the word 'Sub-Division' will have the definition as per the Revenue Department of the State Government.

c. Type of Distributorship Area:

i. **Sheheri Vitrak:** In the guidelines, the word 'Urban Area' will have the definition of 'Urban' as per Census 2011. LPG Distributorships located in '**Urban Area(U)**' will service the LPG Customers located within the Municipal Limits of the Metro city/City/Town and will be called **Sheheri Vitrak**.

ii. **Rurban Vitrak:** In the guidelines, the word Rural Urban means LPG Distributor located in 'Urban Area' and also providing service to the LPG Customers in specified 'Rural Area', generally covering all villages falling within 15 km from the municipal limits of the LPG distributorship location and or the area specified by the respective OMCs. LPG Distributors servicing this area will be called **Rurban Vitrak.**

iii. **Gramin Vitrak:** In the guidelines, the word 'Rural Area' will have the definition of 'Rural' as per Census 2011. LPG Distributorship located in 'Rural Area' will be called as **Gramin Vitrak** and will service the LPG Customers of the specified rural area. Generally it will cover all villages falling within 15 km from the boundary limits of the LPG Distributorship location and or the area specified by the respective OMCs.

iv. **Durgam Kshetriya Vitrak (DKV):** LPG distributorships in Difficult and Special Areas (like Hilly regions, Forests area, Tribal inhabited area, sparsely populated, disturbed area, islands, Left Wing Extremism (LWE) affected areas) will be set up where setting up of Gramin and Rurban Vitrak are not feasible. Such LPG Distributors will be called as **Durgam Kshetriya Vitrak ( DKV)**. They will service the LPG customers situated in such DKV areas as specified by the respective OMCs.

d. 'Unified Selection Guidelines (USG)': In this document Unified Selection Guidelines (USG) means selection guidelines with uniform selection procedures for the following categories of Distributors: "Sheheri Vitrak, Rurban Vitrak, Gramin Vitrak and Durgam Kshetriya Vitrak".

e. Metro city: In this document Metro City means a city classified as "X" on the basis of Office Memorandum issued vide F.No. 2/5/2014-E.II (B) dated 21.7.2015 by Ministry of Finance for the purpose of grant of HRA i.e Delhi (UA), Greater Mumbai (UA), Chennai (UA), Kolkata (UA), Hyderabad (UA), Ahmedabad (UA), Bengaluru (UA) and Pune (UA).

f. City: In this document City means, a city classified as "Y" on the basis of Office Memorandum issued vide F.No. 2/5/2014-E.II (B) dated 21.7.2015 by Ministry of Finance for the purpose of grant of HRA.

g. Towns: In this document Town means the remaining towns not covered under 'Metro city' and 'City' as defined above.

h. Village: In this document, Village means the basic unit for rural areas which is the revenue village which has definite surveyed boundaries. The revenue village may comprise several hamlets.

i. 'LPG Suvidha Kendra' is a place in village set up on temporary basis with the prior approval of concerned OMC and managed by an authorized person of concerned Durgam Kshetriya Vitrak. From the 'LPG Suvidha Kendra' LPG customers will get products and services related to LPG like new LPG connections, supply of LPG cylinders refill, attending to LPG Leakage complaints, servicing of LPG gas Stoves/hotplate, building awareness on use of LPG, etc. The facility can be withdrawn at any time at the instance of the OMCs.

j. Market: In this document Market means a metro city, city, town or a village in which LPG Distributorship is located.

k. 'Cluster of Villages' means more than one revenue village, contiguous to each other, taken together to work out refill sale potential in the feasibility study for Gramin Vitrak or Durgam Kshetriya Vitrak.

l. The 200 -point Roster means a set of serial numbers from 1 to 200, against each serial number reservation category is allocated such that when 200 numbers of Distributors are planned in the Roster, the percentage reservation of each category is achieved. The principle will not apply for such locations which are considered beyond marketing plan or locations under Durgam Kshetriya Vitrak where distributorships are to be granted based on nomination basis to Government run Co-operative Societies/ Organizations.

m. Area of Operation of LPG distributorship means an area consisting of locality/ village/cluster of villages/town or city in which the respective LPG distributor is allowed to service LPG customers. Area of operation is specific to a LPG Distributor and is determined by the concerned OMC.

n. Ceiling Limit means maximum limit of refill sale of domestic LPG cylinders in terms of 14.2 Kg. capacity per month of the Distributorship for the market.

o. Field Verification of Credentials (FVC) : In this document Field Verification Of Credentials means verification of details by a committee of OMC officials for verification of the details provided by the applicant and to check suitability of the land offered by the candidate for Godown and showroom (as applicable).

p. Approach Road: In this document Approach Road means all weather motorable road (public or private road connecting to the public road) of minimum 2.5 meter width for movement of LPG Cylinder Truck up to the LPG Godown. Wherever, the State government stipulates an approach road of wider dimensions, the same will be applicable.

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

the Oil Marketing Company, as the case may be.

Multiple Dealership/ Distributorship norms applicable to Primary Agricultural Credit Society (PACS) means none of the members of the Governing Body/Managing Body/Any such other Body of this Registered Society or their family members (family as defined in the case of multiple dealership/ distributorship norm for individuals)should hold dealership/ distributorship of any oil company for MS/ HSD/ SKO-LDO/ LPG in india or has/ have been issued letter of intent or appointment letter of any PSU Oil Company.

r. Family Unit for multiple dealership / distributorship norm means the following:
   i. In case of married person/ applicant, 'Family Unit' will consist of individual concerned, his/her Spouse and their unmarried son(s)/daughter(s).
   ii. In case of unmarried person/ applicant, 'Family Unit' will consist of individual concerned, his/her parents and his/her unmarried brother(s) and unmarried sister(s).
   iii. In case of divorcee, 'Family Unit' will consist of individual concerned, unmarried son(s)/unmarried daughter(s) whose custody is given to him/her.
   iv. In case of widow/widower, 'Family Unit' will consist of individual concerned, unmarried son(s)/unmarried daughter(s).

s. Family member of an employee of Oil Marketing Companies means:
   The spouse of the employee, whether residing with him / her or not, but does not include a spouse, separated from the employee by a decree or order of a competent Court. Sons or daughters or step-sons or step-daughters of the employee and wholly dependent on him, but does not include a child or step-child who is no longer in any way dependent on the employee or of whose custody the employee has been deprived by or under any law.

   Any other person related whether by blood or marriage to the employee or to such employee's wife or husband and wholly dependent on such employee.

t. 'Ownership' or "Own" for godown / showroom for Sheheri Vitrak, Rurban Vitrak, Gramin Vitrak and Durgam Kshetriya Vitrak Type of Distributorship means having:

   a. Ownership title of the property

   Or

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

   The lease deed should meet the following requirements:
      i. No conditional/restrictive clause in the lease agreement which is contrary to the ownership clause.
      ii. No Exit clause prior to the definite period of minimum 15 years.

   Additionally, applicants having registered lease deed commencing on any date prior to the date of advertisement will also be considered provided the lease is valid for a minimum period of 15 years from the date of advertisement.

   The applicant should have ownership as defined under the term 'Own' above in the name of applicant / member of "Family Unit" (as defined in multiple dealership / distributorship norm of eligibility criteria)/parents (includes Step Father/Step Mother), grandparents (both maternal and paternal), Brother/Sister (including Step Brother & Step Sister), Son/Daughter (including Step Son/Step Daughter), Son-in- law/Daughter in-law; of the applicant or the spouse (in case of married applicant) as on last date for submission of

application as specified either in the advertisement or corrigendum (if any). In case of ownership/co-ownership by family member(s) as given above, consent in the form of a declaration from the family member(s) will be required.

In case the share of land in the jointly owned property by the applicant / member of 'Family Unit' as defined in multiple dealership / distributorship norm)/parents & grandparents (both maternal and paternal) of the applicant or the spouse with any other person(s) meets the requirement of land including the dimensions required, then that land for godown/showroom should qualify for eligibility as 'own' land subject to submission of 'No Objection Certificate' in the form of declaration from other owner(s) as per prescribed Format provided in this document.

**For HIBA:**

The applicant who offers the land claiming ownership through oral gift (HIBA) under Muslim Personal Law shall produce one of the following as evidence of title towards HIBA.

I. In case donor is alive:
   a. A Notarized declaration/Deed of Hiba executed by donor stating that the property was gifted through an oral gift (Hiba) with the date of the gift, date of handing over procession with a clear description of property along with mutation of revenue documents in favor of donee as on the date of application.

II. In case donor is deceased and in the absence of A Notarized declaration/Deed of Hiba:
   a. Death Certificate of the donor.
   b. Legal Heir certificate from the competent authority &
   c. A Notarized declaration executed by all the legal heirs of the Donor stating that the property was gifted to the donee though an oral gift (Hiba) with the date of gift, date of handing over procession with a clear description of property.
   d. Mutation of revenue documents in favor of donee as on the date of application.

III. Where the applicant has no documents then a Decree of court.

**Special Eligibility Criteria for Ownership of Godown/ Showroom Land/ Ready-made Showroom/Ready-made Godown in Jharkhand further to the above eligibility criteria:**

**A. For the locations advertised in the districts covered under Santhal Pargana Tenancy Act, 1949 (SPT Act)**

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

3. Land will be considered as owned if the land is in the name of members as defined at A (1) above and applicant confirms at the time of submission of application that he/she is in possession of:
   e) LPC (Land Possession Certificate) issued by Circle officer/District Administration.
   f) Family tree of the land owner from the Circle Officer/District Administration,
   g) NOC from all legal heirs as per family tree, and
   h) A large piece of land bearing same Khasra No./Survey No. can be offered by

more than one applicant, subject to area of the land available for construction of godown/showroom should be sufficient enough to accommodate godown/showroom of all the applicants, as per the requirement provided in the advertisement. All applicants should be in possession of land details with clear demarcation of boundaries at the time submission of application along with consent from all other applicants applying on the same Khasra No. /Survey No. as on date of submission of application as per Appendix 6)

**B. For the locations advertised in the districts covered under Chhota Nagpur Tenancy Act, 1908 (CNT Act)**

2. Registered lease deed having minimum period of 4 years 11 months, period commencing on any day from the date of advertisement up to the last date of submission of application as specified either in the advertisement or corrigendum, if any, will also be considered as eligible in addition to those mentioned at (t) above.

The above documents will be checked during FVC.

It may so happen that locations advertised in a District may not fall under the purview of the above acts.

But by virtue of provisions available for the applicants to offer godown land, the land offered for LPG Godown by these applicants may be in the nearby district which falls under the purview of the above acts, then in such cases the land offered will also be considered as per the above special eligibility criteria.

u. 'Dependent'- For the purpose of determining eligible 'Dependent', persons who are considered as 'dependent family members' under Central Government Health Scheme (CGHS) will only be considered.

v. Location – In this document, word location means the area identified for setting up of new LPG Distributor. It can be a locality/ village/cluster of villages/town or city which is mentioned in the Notice for Appointment of LPG Distributors.

w. Recognized Board – For the purpose of educational qualification means two National Level Boards, namely, Central Board of Secondary Education (CBSE) & National Institute of Open Schooling (NIOS) and the Education Boards of the States/UTs as recognized by the concerned State/UT in terms of their Act, Regulations, instructions, etc.

x. **Primary Agricultural Credit Society (PACS)**- Primary Agricultural Credit Society (PACS) as registered under the Co-operative Societies Act 1860 or amended thereafter.

## 2 BASIC FACILITIES REQUIRED FOR OPERATION OF LPG DISTRIBUTORSHIP

i. The selected candidate will construct or provide a readily constructed LPG godown to store LPG of stipulated capacity and obtain necessary approvals from statutory bodies including Petroleum & Safety Organization (PESO) within the time period mentioned in the LOI.

ii. An undertaking has to be provided by the selected candidate at the time of acceptance of LOI that the Approach Road as specified will be provided within the time frame mentioned in the LOI. The Approach Road will be verified for its suitability before the issuance of Letter of Appointment. It would be responsibility of the selected candidate to ensure that the LPG

cylinder truck is allowed unhindered access at all times through this approach road to the LPG Godown upon commissioning of the LPG distributorship. In the event of failure of selected candidate to make available the approach road, the LOI is liable to be cancelled along with forfeiture of the 10% security deposit. OMCs will not be held responsible for any investment made by candidate in the construction of the godown without having a proper approach road.

iii. For Sheheri Vitrak, Rurban Vitrak and Gramin Vitrak, the selected candidate will construct or provide a readily constructed LPG Showroom as per the Standard layout and colour scheme within the time period mentioned in the LOI. The showroom should be easily accessible to general public through a suitable approach road.

iv. If the land offered by the candidate in the application or alternate land offered by the candidate at the time of Field Verification (FVC) meets all specifications as laid down in the advertisement on the basis of which LOI has been issued, one time opportunity will be provided to the LOI holder to offer an alternate land for godown/ showroom as per eligibility criteria as specified in the advertisement, except for the date of ownership of the land. This alternate land will be considered on the grounds of enhanced security/ safety, better title (owned instead of leased), convenient location, lower operating cost etc.

v. Construction of LPG godown and/or showroom should be commenced only after permission in writing is obtained from Divisional Manager/ Territory Manager/ Regional Manager of the concerned Oil Marketing Company (OMC).

vi. For Sheheri Vitrak, Rurban Vitrak and Gramin Vitrak the selected candidate has to develop adequate delivery infrastructure for Home Delivery of LPG Cylinders to the customers as specified by the OMCs in the LOI.

## 3 IDENTIFICATION OF LOCATIONS

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

## 4 RESERVATION

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

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

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

| Sub- Category | Reservation Categories (in %) | | | |
|---|---|---|---|---|
| | SC/ST | OBC | Open | Total |
| Government Personnel category (GP) | 2 | 2 | 4 | 8 |
| Divyang / Physically Handicapped Personnel (PH) | 1 | 1 | 1 | 3 |
| Combined Category (CC) | 0 | 0 | 1 | 1 |
| Women | 7 | 9 | 17 | 33 |
| Unreserved - Any person from the respective category | 12.5 | 15 | 27.5 | 55 |
| Total | 22.5 | 27 | 50.5 | 100 |

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

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

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

## 5 ROSTERING OF LOCATIONS

a. In order to ensure that the percentage reservations as above are maintained, locations identified for setting up LPG Distributorships under various categories (in all the States except Arunachal Pradesh, Meghalaya, Nagaland and Mizoram) will be placed under different categories of reservation as per '200 point Roster'' for each State for various categories on Industry basis (IOCL, BPCL and HPCL together) so as to ensure the percentage reservation as envisaged for each category is achieved.

b. In the '200-point Roster', allocation of a reservation category against a serial number will be done such that when 200 numbers of LPG Distributors are planned, the percentage of each category (of reservation) is achieved. Continuity will be maintained in the '200 point roster' and once 200 roster serial numbers are completed, a new roster will be started from roster serial number 1.

c. The "200 point roster" will be followed on rolling basis. Within a State, the distribution of locations reserved for SC or ST will be based on the ratio of population of SC & ST of the State.

d. There will be separate '200' point rosters maintained on All India basis at Head Office of IOCL- one combined roster for "Sheheri Vitrak and Rurban Vitrak", one for Gramin Vitrak and one for Durgam Kshetriya Vitrak.

e. For the States of Arunachal Pradesh, Meghalaya, Nagaland and Mizoram, 100 point roster shall be prepared and same will be maintained at Indian Oil Corporation. Continuity will be maintained in the '100 point roster' and once 100 roster serial numbers are completed, a new roster will be started from roster serial number 1.

## 6 DE-CATEGORISATION

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

a. For reserved sub -category locations "GP" (Defence Personnel / Central Armed Paramilitary Forces (CAPF) / Ex- servicemen / Employees of Central / State Governments / Central / State Government PSU), "PH" and "CC (OSP/FF/PACS)" and Women, in case of 'Nil' response to the advertisement or no eligible candidate is found or no candidate qualifies or no selected candidate is able to commission the LPG Distributorship, then that location would be re- advertised in the respective category without sub-category i.e. locations will be advertised as only SC/ST, OBC or Open category as applicable.

b. For the location advertised /re-advertised under 'SC/ST' or 'OBC' category, if there is 'Nil'

response or no eligible candidate is found or no candidate qualifies or no selected candidate is able to commission the LPG Distributorship, then that location would be re-advertised under 'Open' category.

c. However, it will be ensured that the reservation is maintained on overall basis by respective Oil Marketing Companies while de-categorization of the locations from earlier roster by converting corresponding number of LPG Distributorship locations under 'Open' category from the new roster to 'SC/ST' and 'OBC' category. In other words, shortfall in percentage SC/ST and OBC category will be made good in the future Marketing Plans so as to ensure the percentage for SC/ST of 22.5%, OBC of 27% and Open of 50.5% are maintained.

d. With regard to reserved sub categories viz., "GP", "PH", "CC" or "Women" the reservation percentage will be maintained only at the time of initial categorization. In other words, once the category of such locations is changed after the first advertisement if no candidate applies or no eligible candidate is found or no candidate qualifies or no selected candidate is able to commission the LPG Distributorship, no adjustment in the roster would be made under the future marketing plans.

## 7 MODE OF SELECTION

a. Selection for LPG Distributorship will be made by inviting applications through Advertisement/ Notification under appropriate category in newspapers. The details of the locations advertised will be available at the portal https://www.lpgvitarakchayan.in .

b. All applicants for the locations falling under 'Sheheri Vitrak' or 'Rurban Vitrak' or 'Gramin Vitrak' or Durgam Kshetriya Vitrak shall submit their applications by registering on the web based portal https://www.lpgvitarakchayan.in/ and submitting their application form online, along with requisite non-transferable non-refundable application fee (submitted through online transfer of money). The selection for these types of LPG Distributorships will be done by conducting draw of lots from amongst all the eligible applicants for the location.

## 8 ELIGIBILITY CRITERIA FOR APPLICANTS

All individual applicants fulfilling the eligibility criteria will become eligible for the draw for selection of the LPG distributorship. Primary Agricultural Credit Society (PACS) are eligible to apply under CC sub-Category only. The eligibility Criteria for candidates to apply for Sheheri Vitrak, Rurban Vitrak, Gramin Vitrak and Durgam Kshetriya Vitrak are as under:

**A. Common Eligibility Criteria** (Refer clause no. 8.A.o. for exception for PACS)

a. Applicant should be an Indian citizen and be a resident of India.

b. Applicant should have passed minimum $X^{th}$ standard examination or equivalent from a recognized Board or certificate issued by Armed Forces as equivalent to Xth Class pass in accordance with Ministry of Personnel, Public Grievances & Pensions (Department of Personnel & Training) Notification No. 15012/8/82-Estt.(D) dated 12th February, 1986. However, the criterion of educational qualification is not applicable for applicants belonging to Freedom Fighter (FF) sub category under CC category.

c. Applicant should be not less than 21 years and not more than 60 years in age as on the date of publication of the advertisement/Notification. There is no age restriction for applicants applying for locations reserved under Freedom Fighter (FF) sub category under CC category.

d. Applicant should not be a 'family member of an employee of Oil Marketing Companies' as on date of application.

e. Applicant should fulfil Multiple Dealership/Distributorship norms, as defined in definitions part under clause no.1.q of this brochure.

f. The Multiple Dealership/Distributorship norms will not be applicable to applicants who are existing SKO dealers of OMCs and operating below average allocation of 75 KL of SKO per month during the immediate preceding 12 months prior to the month of advertisement. They will have to submit documentary proof, at the time of FVC, of Kerosene allocation issued by the allocating authority of the State Govt./Divisional/Territory/Regional Office of the Oil Marketing Company, as the case may be.

g. Similarly, the Multiple Dealership/Distributorship norm is not applicable to NDNE (Non Domestic Non-Essential) Distributors/ Retailers appointed by PSU Oil Marketing Companies for exclusive marketing of NDNE (Non Domestic Non-Essential) LPG cylinders.

h. The existing Kerosene (SKO) dealers of any PSU Oil Marketing Company (OMC), if selected, will surrender their Kerosene (SKO) Dealership prior to issuance of Letter of Appointment.

i. Similarly, the NDNE retailer ship(s)/Distributorship(s), if selected will have to surrender their NDNE retailer ship(s)/distributorship(s) of any OMC in their name or any member of the 'Family Unit' prior to issuance of Letter of Appointment of LPG Distributorship.

j. Applicant should be physically and mentally sound to be able to run the business. That is, the applicant should not be totally paralyzed or mentally unsound or who suffers from insanity and is deprived of cognitive faculties.

k. Applicant should neither have been convicted nor charges been framed by any Court of Law for any criminal offence involving moral turpitude/ economic offences.

l. Applicant should not be a signatory to distributorship/dealerships agreement, terminated on account of proven cases of malpractice/adulteration of any Oil Marketing Company or not having resigned from Sole proprietorship of any dealership/ distributorship of any PSU Oil Marketing Company in order to transfer the dealership/distributorship in favour of any of his/her family member(s) as defined in the Dealer/LPG Distributor Selection Guidelines.

m. Godown: Applicant should 'Own' a plot of land of capacity, minimum dimensions and located as specified below for construction of LPG Godown Or 'Own' a ready LPG cylinder storage godown as on the last date for submission of application as specified either in the advertisement or corrigendum (if any).

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

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

i. Sheheri Vitrak and Rurban Vitrak will require a storage Godown of minimum capacity of 8000 Kg LPG.
ii. Gramin Vitrak will require a storage godown of minimum capacity of 5000 Kg LPG.
iii. Durgam Kshetriya Vitrak will require a storage godown of minimum capacity of 3000 Kg.

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

<u>For locations in States/UTs except Kerala State</u>

i. For Gramin Vitrak the candidate should 'Own' a plot of land wherein a

rectangular plot of minimum dimensions 21Metre x 26 Metre is available in the advertised location or within 15 KMs road distance from the boundary limits of the location offered in the same state.

ii. For Durgam Kshetriya Vitrak (DKV) the candidate should 'Own' a plot of land wherein a rectangular plot of minimum dimensions 15 Metre X 16 Metre is available in and within the village or cluster of villages limit as per the advertised location in the same State.

iii. For Sheheri Vitrak and Rurban Vitrak, the candidate should 'Own' a plot of land wherein a rectangular plot of minimum dimensions 25 Metre x 30 Metre is available in the city or within 15 KMs road distance from the boundary limits of the advertised location in the same state.

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

<u>For locations in Kerala State</u>

i. For Gramin Vitrak in Kerala State the candidate should 'Own' a plot of land wherein a rectangular plot of minimum dimensions 24 Metre x 29 Metre is available within 15 KMs road distance from the boundary limits of the advertised location in the same state.

ii. For Durgam Kshetriya Vitrak (DKV) in Kerala State the candidate should 'Own' a plot of land wherein a rectangular plot of minimum dimensions 22 Metre X 23 Metre is available in and within the village or cluster of villages limit as per the advertised location in the same State.

iii. For Sheheri Vitrak and Rurban Vitrak in Kerala State, the candidate should 'Own' a plot of land wherein a rectangular plot of minimum dimensions 26 Metre x 31 Metre is available in the city or within 15 KMs road distance from the boundary limits of the advertized location in the same state.

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

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

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

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

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

The **same piece of land for godown cannot be offered by more than one applicant** for a particular location against the advertisement. In case it is found at any stage that the same piece of land for godown has been offered by more than one applicant for the same location of the advertisement, then all such applications would be rejected or if selection has been done, then the same would be cancelled. Only exception for the districts covered under SPT act described above shall be available in the state of Jharkhand.

Approach Road requirement:

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

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

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

n. Showroom:

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

The applicant should 'Own' a suitable shop for Showroom of minimum size 3 metre by 4.5 metre in outer dimension or a plot of land for construction of showroom of minimum size 3 metre by 4.5 metre as on the last date for submission of application as specified either in the advertisement or corrigendum (if any) at the advertised location i.e. within the municipal/town/village limits of the place which is mentioned under the column of 'location' in the advertisement.

In case locality is also specified under the column of 'location' in the advertisement, the candidate should own a suitable shop of minimum size 3 metre by 4.5 metre in outer dimension or a plot of land for construction of showroom of minimum size 3 metre by 4.5 metre as on the last date for submission of application as specified either in the advertisement or corrigendum (if any) as per the standard layout in the said 'locality'. It should be easily accessible to general public through a suitable approach road.

In case an applicant has more than one shop of minimum size 3 metre by 4.5 metre in outer dimension or a plot of land for construction of showroom of minimum size 3 metre x 4.5

metre as on the last date for submission of application as specified either in the advertisement or corrigendum (if any) at the advertised location or locality as specified under the column of 'location' in the advertisement, the details of the same can also be provided in the application.

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

Applicants having registered lease deed commencing on any date prior to the date of advertisement will also be considered provided the lease is valid for a minimum period of 15 years from the date of advertisement.

The **same piece of land for showroom cannot be offered by more than one applicant** for a particular location against the advertisement. In case it is found at any stage that the same piece of land for showroom has been offered by more than one applicant for the same location of the advertisement, then all such applications would be rejected or if selection has been done, then the same would be cancelled. Only exception for districts covered under SPT act described above shall be available in the state of Jharkhand.

For DKV, provision of land for showroom / showroom is not an eligibility criterion. However, a showroom of dimension 2.6 Meters x 3.0 Meters is to be constructed near the Godown or in an existing nearby shop falling within maximum road distance of 500 Meters from the Godown site in the same village. The showroom should be easily accessible to general public through a suitable approach road.

o. All above clauses are applicable to individual applicants. For PACS, all above clauses except a, b, c, d & j shall be applicable. Specific eligibility for criteria PACS is defined under Combined subcategory clause no. 8.(C).iii.(c)

**B. <u>Specific Eligibility Criteria for Different Reservation Categories:</u>**

Specific eligibility criteria for Main Reservation Categories:

**v. Open Category (Open)**

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

**a. Scheduled Caste/ Scheduled Tribe Category (SC/ST)**

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

After the Draw of Lots, the selected candidate, within seven working days from the date of intimation, will have to submit the Caste Certificate in the prescribed format issued by the competent authority notified by the Government of India certifying that he belongs to Scheduled Caste /Scheduled Tribe.

Caste Validity Certificate, wherever applicable, will have to be submitted before issuance of LOA or within one year from date of LOI whichever is earlier.

**b. Other Backward Classes (OBC)**

Applicants belonging to 'Other Backward Classes' recognized as 'OBC' by Government of

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

If selected, the candidate will be required to submit a copy of the certificate issued by the competent authority notified by the Government of India (GOI) certifying that the candidate belongs to 'Other Backward Classes' recognized as OBC by a Resolution/Gazette Notification issued by GOI (Central Government) and fulfills the non-creamy layer status on the last date of submission of application mentioned in the notice of advertisement or corrigendum, if any. On selection, the candidate has to submit notarized affidavit in the prescribed format that he/she belongs to the OBC category and fulfils the non-creamy layer status. Both the above certificates should be submitted within 7 working days from the date of intimation of his/her selection. The last date for submission of application mentioned in the notice of advertisement or corrigendum( if any), will be treated as the date of reckoning for OBC status of the candidate and also for determining that the candidate does not fall in the creamy layer.

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

**C. <u>Specific Eligibility Criteria for different Sub-Categories:</u>**

**i. Government Personnel (GP)**

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

**a. Defence Personnel**

'Defence Personnel' means personnel of armed forces (viz. Army, Navy and Air Force) and covers widows / dependents of those who died in war, war disabled, disabled during performance of official duty, widows / dependent of those members of Armed Forces who died in harness due to attributable causes and disabled in peace due to attributable causes and **ex-servicemen.**

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

Applicants will be required to declare in the online application form that he / she belongs to this category.

The selected candidate should submit the Eligibility Certificate issued from the Directorate General of Resettlement (DGR), Ministry of Defence and Govt. of India sponsoring the candidate for the LPG Distributorship for which he/she has applied in original, at the concerned office within 90 days from the date of intimation of Selection.

Certificate of eligibility issued by D GR for one LPG Distributorship location is not valid for another LPG Distributorship location and, therefore, a candidate can be considered to be eligible only if he/she has been sponsored for the particular location with reference to the current advertisement. In case the selected candidate does not provide the certificate within 90 days, then a reminder letter should be given by the FVC committee to candidate to submit the certificate within 7 (Seven) days. Thereafter, the candidature of the candidate shall be rejected.

**b. Operational Casualty Certificate**

Next of kin of Central Armed Police Forces (CAPF), Assam Rifles(ARs) & Central Police Organizations (CPOs) personnel who sacrificed their lives for the nation will be eligible in

allotment of LPG Distributorships based on Operational Casualty Certificate (OCCs) issued by the concerned organization in line with OM dated 09.10.2017 of Ministry of Home Affairs.

Applicants under this category should submit to the concerned office of the OMC, within 90 days of date of intimation of his/her selection, a certificate in original from competent authority as per the format. In case the selected candidate does not provide the certificate within 90 days, then a reminder letter should be given by the FVC committee to candidate to submit the certificate within 7 (Seven) days. Thereafter, the candidature of the candidate shall be rejected.

**c. Central Armed Police Forces (CAPF i.e. CRPF, BSF, CISF, ITBP& SSB)/ Special Forces / Central Para Military Forces**

Central Armed Police Forces (CAPF i.e. CRPF, BSF, CISF, ITBP& SSB) or Special Forces of Central or State Government or Central Para Military Forces includes personnel disabled while performing official duty; widows / dependents of Central Armed Police forces or Special Forces of Central or State Government or Central Para Military Forces who died while on official duty. (Only one of either widows(s) or dependents(s) (who are dependent as on the last date of submission of application) of the eligible deceased CAPF personnel or special forces of Central or State Government or Central Para Military Forces can claim reservation, as applicable and **Ex-CAPF Personnel**. Applicants will be required to declare in the online application form that he / she belongs to this category.

Applicants will be required to declare in the online application form that he / she belongs to this category.

Applicants under this category should submit to the concerned office of the OMC, within 90 days of date of intimation of his/her selection, a certificate in original from the Head of Office or an officer not below the rank of Under Secretary to the Government on official Letter-Head of the Organization / Government Office issuing the Certificate as per the format. In case the selected candidate does not provide the certificate within 90 days, then a reminder letter should be given by the FVC committee to candidate to submit the certificate within 7 (Seven) days. Thereafter, the candidature of the candidate shall be rejected.

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

The personnel serving in different Departments of Central/State Governments and Public Sector undertakings of Central/State Government who are incapacitated or disabled while performing their official duty will be eligible under this category. In case of death of the employee while performing official duty, their widows/ dependants will be eligible to apply under this category (only one of either widow(s)/dependent(s) of the eligible deceased employee can claim reservation, as applicable). Applicants will be required to declare in the online application form that he / she belongs to this category.

Applicants will be required to declare in the online application form that he / she belongs to this category.

Applicants under this category should submit to the concerned office, within ninety days of date of intimation of his/her selection, a copy of relevant certificate from the concerned Organization/Govt. Department signed by the Head of the Office or an Officer not below the rank of Under Secretary to the Government. In case the selected candidate does not provide the certificate within 90 days, then a reminder letter should be given by the FVC committee to candidate to submit the certificate within 7 (Seven) days. Thereafter, the candidature of the candidate shall be rejected.

**ii. Divyang/Physically Handicapped (PH) Category**

Applicants eligible under 'SC/ST', 'OBC' and 'Open' category as specified above can apply for Sheheri Vitrak, Rurban Vitrak, Gramin Vitrak and DKV type of LPG distributorship

under respective 'PH' s u b -category on fulfilling the following conditions:

a. Candidate fulfils criteria covered under the target group as defined under Section 2(t) of The Persons with Disabilities (Equal Opportunities, Protection of Right and Full Participation) Act 1995 (also referred to as PwD Act, 1995) and obtains a disability certificate from competent authority as prescribed in the Notification dated 30.12.2009 issued by Ministry of Social Justice and Empowerment.

b. Deaf, Dumb and Blind persons with minimum degree of 40% disability. Applicants under this category should submit to the concerned office, within seven working days of date of intimation of his/her selection, a certificate (as per the standard format given in the application) issued by a Medical Board duly constituted by the Central / State Government as per the Gazette of India Extraordinary New Delhi, No.154 dated June 13, 2001 on Guidelines for evaluation of various disabilities and Procedure for certification.

Applicants will be required to declare in the online application form that he / she belongs to this category.

Applicants under this category should submit to the concerned office, within 7 days of date of intimation of his/her selection, a copy of relevant certificate. In case the selected candidate does not provide the certificate within 7 days, then a reminder letter should be given by the FVC committee to candidate to submit the certificate within 7 (Seven) days. Thereafter, the candidature of the candidate shall be rejected.

**iii. Combined Category (CC)**

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

**a. Outstanding Sports Persons Category (OSP)**

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

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

Applicants will be required to declare in the online application form that he / she belongs to this category.

Applicants under this category should submit to the concerned office, within seven working days of date of intimation of his/her selection, a certificate from the Recognized National Federation Organizing National Championships (as recognized by Department of Youth Affairs and Sports, Govt. of India) or from the Dept. of Youth Affairs and Sports, Govt. of India. In case the selected candidate does not provide the certificate within 7 days, then a reminder letter should be given by the FVC committee to candidate to submit the certificate within 7 (Seven) days. Thereafter, the candidature of the candidate shall be rejected.

**b. Freedom Fighters (FF)**

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

in pursuance of the sanction letter from the Ministry of Home Affairs, Government of India of their having been Freedom Fighters. The criteria of Educational Qualification and age as mentioned under common eligibility criteria will not be applicable for FF category.

Applicants will be required to declare in the online application form that he / she belongs to this category.

Applicants under this category should submit to the concerned office, within 7 days of date of intimation of his/her selection, a copy of relevant certificate. In case the selected candidate does not provide the certificate within 7 days, then a reminder letter should be given by the FVC committee to candidate to submit the certificate within 7 (Seven) days. Thereafter, the candidature of the candidate shall be rejected.

**c. Primary Agricultural Credit Society (PACS)**

All Primary Agricultural Credit Society (PACS) registered under the Co-operative Societies Act 1860 or amended thereafter, are eligible to apply for LPG distributorships in CC sub-category subject to the following: -

I. Residential status: The PACS should be registered in India.

II. Age: The date of Registration of the PACS should be at least 3 years prior to the date of application.

III. PACS will have to provide land for Godown/Showroom or Readymade godown/showroom as per all applicable laws and eligibility criteria as applicable, in the name of PACS. Eligibility criteria for Approach Road to Godown as applicable to individual applicants will also be applicable for PACS. LPG Godown approved and licensed by Chief Controller of Explosives of Petroleum and Explosives Safety Organization (PESO) should be of storage capacity as applicable for different types of distributorships.

IV. The Multiple dealership norms would be applicable to the PACS, including any Member/ their family unit of the Governing Body/Managing Body/Any such other Body of this Registered Society. None of the members or their family members (family as defined in the case of multiple dealership/ distributorship norm for individuals) of the Governing Body/Managing Body/Any such other Body of this Registered Society should hold dealership/ distributorship of any PSU oil company for MS/ HSD/ SKO-LDO/ LPG in India or has/ have been issued letter of intent or appointment letter.

V. None of the members of the Governing Body/Managing Body/Any such other Body of this Registered Society 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.** PACs will have to furnish appropriate resolution from Governing Body/Managing Body etc authorising a member who will be empowered to make application/s on its behalf, in compliance to the relevant guidelines of selection. **For any advertised location, one PACS can give only one authorization.**

VII. Will have to operate the distributorship through their own employees and not on contract basis or on outsourced basis.

VIII. None of the members of the Governing Body/Managing Body/Any such other Body of this Registered Society should have been signatory to dealership/distributorship agreement of any PSU Oil Company, which was terminated for malpractices and / or for violations of provisions of the Marketing

Discipline Guidelines.

Necessary documents to the above effect will be sought from applicant at the time of FVC.

**D. <u>Specific Eligibility Criteria for existing SKO Dealers of OMCs:</u>**

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

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

ii. SKO Dealers operating as a Partnership Firm or Society or Company are not eligible to apply. In case of allotment, the SKO dealer will have to surrender their SKO Dealership prior to issuance of letter of appointment for LPG Distributorship. To be eligible to apply for any type of LPG Distributorship, the SKO dealer should not have been penalized for violation of Marketing Discipline Guidelines within last 5 years preceding the date of advertisement or there should not be any proceedings pending against the dealership under Marketing Discipline Guidelines/Dealership Agreement, Kerosene Control Order or ESMA.

iii. Common eligibility criteria as specified above will also be applicable to SKO Dealers.

**E. <u>Specific Eligibility Criteria for existing NDNE Distributors/ Retailers of OMCs:</u>**

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

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

## 9 APPLICATION

All applicants, **individual & Primary Agricultural Credit Society (PACS) as applicable,** desirous to apply shall submit their applications by visiting web based portal https://www.lpgvitarakchayan.in/, registering on the same and submitting their application form online, along with requisite application fee (submitted through internet banking, credit card or debit card through the payment Gateway provided by SBIePay). The selection for LPG Distributorships will be done by conducting computerized draw of lots from amongst all the eligible applicants for the location.

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

The following information / status will be communicated to the eligible applicants by the portal https://www.lpgvitarakchayan.in/ :

i) SMS alert to the prospective applicant while registering themselves on the portal https://www.lpgvitarakchayan.in/ that all details should be filled up diligently / carefully as these will be picked up automatically in the relevant field on the application form and that there will be **no further scope for editing** after the registration process is completed.

ii) Acknowledgement of successful registration to the registered email ID and SMS to registered mobile no. through the portal https://www.lpgvitarakchayan.in/

iii) Acknowledgement of receipt of the application form submitted and acknowledgement of the non-refundable application fee.

iv) Confirmation about the eligibility of the candidate for selection of the LPG Distributor at the location applied.

v) Intimation of the draw date, venue and time through email.

vi) Intimation to the selected candidate for submitting required documents and the applicable 10% of security deposit (for conducting the Field Verification of Credentials) within 7 working days from the date of intimation.

## 10 NON REFUNDABLE APPLICATION FEE

i) For Sheheri Vitrak and Rurban Vitrak, applicants shall submit non-refundable application fee of Rs.10000/- (Rupees Ten thousand only) for Open category, Rs.5000/- (Rupees five thousand only) for OBC Category and Rs.3000/- (Rupees Three Thousand) for SC/ST Category through online payment.

ii) For Gramin Vitrak and Durgam Kshetriya Vitrak applicants shall submit non-refundable application fee of Rs.8000/- (Rupees Eight thousand only) for Open category, Rs. 4000/- (Rupees four thousand only) for OBC Category and Rs. 2500/- (Rupees Two thousand five hundred only for SC/ST Category through online payment.

iii) If an SC/ST candidate applies for location under any category, the candidate can pay the application fee applicable for SC/ST candidate, on declaration of belonging to SC/ST. However, if the same candidate gets selected, he/she will be liable to pay the security deposit, as applicable to that category.

## 11 CUT OFF DATE AND TIME FOR RECEIPT OF APPLICATION

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

## 12 ONE APPLICATION PER APPLICANT FOR A LOCATION

Applicants should submit only one application for one location. In case more than one application is received from an individual/ PACS, 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.

## 13 CANDIDATE APPLYING FOR MULTIPLE LOCATIONS

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

requisite application fee.

## 14 PROCEDURE FOR RECEIPT OF APPLICATION

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

## 15 DRAW OF LOTS

a. All applicants registered on the website https://www.lpgvitarakchayan.in/ can see the status of their application on the portal https://www.lpgvitarakchayan.in/. The list of eligible applicants & applicants eligible for draw of lots will be made available on the notice board of the concerned office of the PSU Oil Marketing Company and on the website https://www.lpgvitarakchayan.in/ .

b. In case, complaints are received about any applicant with regard to their eligibility before the draw; the complaint would be dealt as mentioned below in 'Grievance /Complaint Redressal System'.

c. In case for a location there is only one eligible applicant, no draw is required. The lone eligible applicant would be declared as selected.

d. In case of more than one eligible applicant, selection of LPG Distributor for an advertised location will be done through draw of lots from the eligible applicants for that location.

**15.1** Inter se priority are given in the draw of lots to the applicants in case of Sheheri Vitrak, Rurban Vitrak and Gramin Vitrak locations reserved under Government Personnel (GP) categories viz., "SC-GP, ST-GP, OBC-GP and Open-GP" as per the declaration given in the application wherein four priority lists will be prepared as per the following order :

i. List 1: Widow(s)/ Dependent(s) of Armed Forces (viz., Army, Navy, Air force) or Central Armed Police Forces (CAPF i.e. CRPF, BSF, CISF, ITBP & SSB) or Special Forces of Central or State Government or Central Para Military Forces or Next of Kin (NoK) having Operational Casualty Certificate (OCCs), those who died while performing their official duty.

ii. List 2: Disabled personnel of Armed Forces (viz., Army, Navy, Air force) or Central Armed Police Forces (CAPF i.e. CRPF, BSF, CISF, ITBP & SSB) or Special Forces of Central or State Government or Central Para Military Forces while performing their official duty.

iii. List 3: Ex-service man who has served for the Armed Forces or Ex-CAPF Personnel.

iv. List 4: Widows/Dependents of personnel of Central/State Governments and Public Sector undertakings who died while performing their official duty and such disabled personnel of Central/State Governments and Public Sector undertakings with causes attributable to performing of official duty.

**15.2** Inter-se' priority is given in the draw of lots to the eligible applicants for the Durgam Kshetriya Vitrak (DKV) locations wherein three priority lists will be prepared as per the following order:

i. List 1: Eligible applicants, residing in the concerned Gram Panchayat of the advertised location.

ii. List 2: Eligible applicants, residing in the concerned Revenue sub division of the advertised location.
iii. List 3: Eligible applicants, not residing in the concerned Gram Panchayat or in the concerned Revenue sub division of the advertised location.

In case of PACS, registered head quarter will be taken as the place of residency and Inter-se' priority Lists will be tabulated accordingly.

**15.3** Additionally, Inter se priority is to be given in the draw of lots to the applicants for Durgam Kshetriya Vitrak (DKV) locations advertised under Government Personnel (GP) categories viz., "SC-GP, ST-GP, OBC-GP and Open-GP" wherein twelve inter-se' priority lists will be prepared as per the following order:

i. List 1: Widow(s)/ Dependent(s) of Armed Forces (viz., Army, Navy, Air force) or Central Armed Police Forces (CAPF i.e. CRPF, BSF, CISF, ITBP & SSB) or Special Forces of Central or State Government or Central Para Military Forces or Next of Kin (NoK) having Operational Casualty Certificate (OCCs), those who died while performing their official duty, residing in the concerned Gram Panchayat of the advertised location.

ii. List 2: Widow(s)/ Dependent(s) of Armed Forces (viz., Army, Navy, Air force) or Central Armed Police Forces (CAPF i.e. CRPF, BSF, CISF, ITBP & SSB) or Special Forces of Central or State Government or Central Para Military Forces or Next of Kin (NoK) having Operational Casualty Certificate (OCCs), those who died while performing their official duty, residing in the concerned Revenue sub division of the advertised location.

iii. List 3: Widow(s)/ Dependent(s) of Armed Forces (viz., Army, Navy, Air force) or Central Armed Police Forces (CAPF i.e. CRPF, BSF, CISF, ITBP & SSB) or Special Forces of Central or State Government or Central Para Military Forces or Next of Kin (NoK) having Operational Casualty Certificate (OCCs), those who died while performing their official duty, not residing in the concerned Gram Panchayat or in the concerned Revenue sub division of the advertised location.

iv. List 4: Disabled personnel of Armed Forces (viz., Army, Navy, Air force) or Central Armed Police Forces (CAPF i.e. CRPF, BSF, CISF, ITBP & SSB) or Special Forces of Central or State Government or Central Para Military Forces while performing their official duty, residing in the concerned Gram Panchayat of the advertised location.

v. List 5: Disabled personnel of Armed Forces (viz., Army, Navy, Air force) or Central Armed Police Forces (CAPF i.e. CRPF, BSF, CISF, ITBP & SSB) or Special Forces of Central or State Government or Central Para Military Forces while performing their official duty, residing in the concerned Revenue sub division of the advertised location.

vi. List 6: Disabled personnel of Armed Forces (viz., Army, Navy, Air force) or Central Armed Police Forces (CAPF i.e. CRPF, BSF, CISF, ITBP & SSB) or Special Forces of Central or State Government or Central Para Military Forces while performing their official duty, not residing in the concerned Gram Panchayat or in the concerned Revenue sub division of the advertised location.

vii. List 7: Ex-service man who has served for the Armed Forces or Ex-CAPF Personnel, residing in the concerned Gram Panchayat of the advertised location.

viii. List 8: Ex-service man who has served for the Armed Forces or Ex-CAPF Personnel., residing in the concerned Revenue sub division of the advertised location.

ix. List 9: Ex-service man who has served for the Armed Forces or Ex-CAPF Personnel., not residing in the concerned Gram Panchayat or in the concerned Revenue sub division of the advertised location.

x. List 10: Widows/Dependents of personnel of Central/State Governments and Public Sector undertakings who died while performing their official duty and such disabled personnel of Central/State Governments and Public Sector undertakings with causes attributable to performing of official duty, residing in the concerned Gram Panchayat of the advertised location.

xi. List 11: Widows/Dependents of personnel of Central/State Governments and Public Sector undertakings who died while performing their official duty and such disabled personnel of Central/State Governments and Public Sector undertakings with causes attributable to performing of official duty, residing in the concerned Revenue sub division of the advertised location.

xii. List 12: Widows/Dependents of personnel of Central/State Governments and Public Sector undertakings who died while performing their official duty and such disabled personnel of Central/State Governments and Public Sector undertakings with causes attributable to performing of official duty, not residing in the concerned Gram Panchayat or in the concerned Revenue sub division of the advertised location.

**15.4** In case there is only one eligible candidate in any of the above Inter se priority lists of the higher order, then that candidate will be considered as single eligible candidate for conducting the FVC. In such cases no Draw among the remaining candidates of the other lists would be conducted.

**15.5** In case there are two or more eligible candidates in List 1 Draw of Lots will be conducted first from amongst the eligible candidates of advertised location in List 1, if any. If there is no eligible candidate in List 1, then draw of lots will be conducted from eligible candidates who fall under List 2, and so on till all inter-se priority Lists are exhausted for the advertised location.

**15.6** In case a draw for a particular location has been carried out as per inter se priority and the candidate selected fails in FVC, the redraw will be conducted from the balance eligible candidates as per inter se priority list in above order.

## 16 PROCEDURE FOR DRAW OF LOTS:

i. Information will be sent to the eligible candidates only through email / SMS to report for draw of lots for selection of LPG Distributor at a specified venue, date and time.

ii. Attendance of all the applicants who have reported for draw, shall be recorded, after verifying their identity through a POI (Proof Of Identity - any one of the documents Passport, Driving License, Voters' Identity Card, PAN Card, Aadhaar Card

issued by UIDAI or NREGA Job Card). Applicants should sign the attendance sheet. Draw of lots will be conducted in the presence of only available eligible candidates. However, there is no minimum quorum specified for conducting the draw of lots.

iii. Two officials of the concerned OMC will coordinate the computerized draw. NIC / MSTC Ltd. Officials will conduct the computerized draw, available candidates and the invited guest.

iv. The invited guest will be requested to initiate the process of computerized draw of lots for a particular location.

v. List of eligible applicants of the location selected for the draw, from whom the draw of lots shall be conducted will be displayed on the screen along with the serial number and the name of applicant.

vi. Successful candidate will be selected from amongst the eligible candidates on random basis.

vii. The application serial number and name of the successful candidate would be declared for the LPG distributorship for the location.

viii. The entire proceedings of the draw will be video graphed and the following information will be captured:

1. List of eligible candidates with application numbers
2. The details of the successful candidate displayed on the screen and captured by the video camera with the serial number and name of the applicant.

ix. The result of the draw will be available on the website https://www.lpgvitarakchayan.in/ after the draw of lots.

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

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

| | Amount to be submitted by candidate before conduct of FVC | | |
|---|---|---|---|
| | Open | OBC | SC / ST |
| Sheheri Vitrak/ Rurban Vitrak | Rs.50,000 | Rs.40,000 | Rs.30,000 |
| Gramin Vitrak / Durgam Kshetriya | Rs.40,000 | Rs.30,000 | Rs.20,000 |

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

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

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

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

| SR. NO | Reservation Category of the location for which candidate has applied | LIST OF DOCUMENTS TO BE SUBMITTED WITHIN SEVEN WORKING DAYS OR AS SPECIFIED BELOW FROM THE INTIMATION OF SELECTION |
|---|---|---|
| 1 | Open | 1. **Notarized Affidavit** by the applicant as per format given in **Appendix-1**.<br>2. **Proof of educational qualification** i.e. - Self Attested copy of **Certificate of passing X Std. or equivalent.**<br>3. **Proof of date of birth** i.e. - Self Attested copy of School Leaving Certificate / Birth Certificate / Passport / PAN Card.<br>4. **Notarized Affidavit by the member of Family Unit (Appendix -2) -** If applicable.<br>5. **Notarized Affidavit from co-owners other than Family Unit (Appendix – 4)** - If applicable.<br>6. **Land documents for Godown**: Self attested copy of documents pertaining to "Ownership" of land for godown in the name of applicant or member of 'family unit' Registered Sale Deed/Gift Deed/Lease Deed (15yrs minimum)/ Mutation in Government record.<br>7. **Land documents for Showroom**: Self attested copy of documents pertaining to "Ownership" of land for showroom (Not required if the distributorship type is DKV) in the name of applicant or member of 'family unit' Registered Sale Deed/Gift Deed/Lease Deed (15 yrs minimum)/ Mutation in Government record.<br>8. **Residency certificate (Only for DKV locations)** in the prescribed format Appendix – 5 for candidates availing inter se priority of the Gram Panchayat or the Sub Division, as the case maybe. |
| 2 | SC/ST | 1. **Notarized Affidavit** by the applicant as per format given in **Appendix-1**.<br>2. **Proof of educational qualification** i.e. - Self Attested copy of **Certificate of passing X Std. or equivalent.**<br>3. **Proof of date of birth** i.e. - Self Attested copy of School Leaving Certificate / Birth Certificate / Passport / PAN Card.<br>4. **Notarized Affidavit by the member of Family Unit (Appendix -2) -** If applicable.<br>5. **Notarized Affidavit from co-owners other than Family Unit (Appendix – 4)** - If applicable.<br>6. **Land documents for Godown**: Self attested copy of documents pertaining to "Ownership" of land for godown in the name of applicant or member of 'family unit' Registered Sale Deed/Gift Deed/Lease Deed (15yrs minimum)/ Mutation in Government record.<br>7. **Land documents for Showroom**: Self attested copy of documents pertaining to "Ownership" of land for showroom (Not required if the distributorship type is DKV) in the name of applicant or member of 'family unit' Registered Sale Deed/Gift Deed/Lease Deed (15 yrs minimum)/ Mutation in Government record.<br>8. **Appendix- 3A** - Eligibility certificate from competent authority<br>9. **Caste validity certificate** (in the states wherever applicable) to be submitted before issuance of LOA or within one year from date of LOI whichever is earlier.<br>10. **Residency certificate (Only for DKV locations)** in the prescribed format Appendix – 5 for candidates availing inter se priority of the Gram Panchayat or the Sub Division, as the case maybe. |
| 3 | OBC | 1. **Notarized Affidavit** by the applicant as per format given in **Appendix-1**.<br>**2. Proof of educational qualification** i.e. - Self Attested copy of **Certificate of passing X Std. or equivalent.**<br>3. **Proof of date of birth** i.e. - Self Attested copy of School Leaving Certificate / Birth Certificate / Passport / PAN Card.<br>4. **Notarized Affidavit by the member of Family Unit (Appendix -2) -** If applicable.<br>5. **Notarized Affidavit from co-owners other than Family Unit (Appendix – 4) -** If applicable.<br>6. **Land documents for Godown**: Self attested copy of documents pertaining to "Ownership" of land for godown in the name of applicant or member of 'family unit' Registered Sale Deed/Gift Deed/Lease Deed (15yrs minimum)/ Mutation in Government record.<br>7. **Land documents for Showroom**: Self attested copy of documents pertaining to "Ownership" of land for showroom (Not required if the distributorship type is DKV) in the name of applicant or member of 'family unit' Registered Sale Deed/Gift Deed/Lease Deed (15 yrs minimum)/ Mutation in Government record. |

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| | | 8. **Appendix – 3B** - Eligibility certificate from competent authority<br>9. **Appendix- 3C** - Notarized Affidavit as per for confirmation of Non-Creamy Layer.<br>10. **Residency certificate (Only for DKV locations)** in the prescribed format Appendix – 5 for candidates availing inter se priority of the Gram Panchayat or the Sub Division, as the case maybe. |
| **4** | **SC (GP) /ST (GP)** | 1. **Notarized Affidavit** by the applicant as per format given in **Appendix-1**.<br>2. **Proof of educational qualification** i.e. - Self Attested copy of **Certificate of passing X Std. or equivalent.**<br>3. **Proof of date of birth** i.e. - Self Attested copy of School Leaving Certificate / Birth Certificate / Passport / PAN Card.<br>4. **Notarized Affidavit by the member of Family Unit (Appendix -2) -** If applicable.<br>5. **Notarized Affidavit from co-owners other than Family Unit (Appendix – 4) -** If applicable.<br>6. **Land documents for Godown:** Self attested copy of documents pertaining to "Ownership" of land for godown in the name of applicant or member of 'family unit' Registered Sale Deed/Gift Deed/Lease Deed (15yrs minimum)/ Mutation in Government record.<br>7. **Land documents for Showroom**: Self attested copy of documents pertaining to "Ownership" of land for showroom (Not required if the distributorship type is DKV) in the name of applicant or member of 'family unit' Registered Sale Deed/Gift Deed/Lease Deed (15yrs minimum)/ Mutation in Government record.<br>8. **Appendix- 3A** - Eligibility certificate from competent authority<br>9. **Caste validity certificate** (in the states wherever applicable) to be submitted before issuance of LOA or within one year from date of LOI whichever is earlier.<br>10. **DGR Certificate** - If applying under Defence Personnel, to submit the certificate of Eligibility issued from the Directorate General of Resettlement (DGR), Ministry of Defence, sponsoring the candidate for the LPG Distributorship location for which he/she has applied to be submitted within 90 days<br>11. **Appendix -3E** - If applying under Central Armed Police Forces (CAPF i.e. CRPF, BSF, CISF, ITBP& SSB) or Special Forces of Central or State Government or Central Para Military Forces Or Government Personnel & Central/State Government Public Sector Notarized Affidavits, submit Eligibility Certificate to be submitted within 90 days<br>12. **Appendix -3F** – "Operational Casualty Certificate" holder - If applying as Next of Kin in case of CAPF/AR/CPO issued by the concerned organization in line with OM 09.10.2017 of MHA within 90 days<br>13. **Residency certificate (Only for DKV locations)** in the prescribed format Appendix – 5 for candidates availing inter se priority of the Gram Panchayat or the Sub Division, as the case maybe. |
| **5** | **OBC (GP)** | 1. **Notarized Affidavit** by the applicant as per format given in **Appendix-1**<br>2. **Proof of date of birth** i.e. - Self Attested copy of School Leaving Certificate / Birth Certificate / Passport / PAN Card.<br>3. **Proof of educational qualification** i.e. - Self Attested copy of Certificate of passing X Std. or equivalent.<br>4. **Notarized Affidavit by the member of Family Unit (Appendix -2) -** If applicable.<br>5. **Notarized Affidavit from co-owners other than Family Unit (Appendix – 4) -** If applicable.<br>6. **Land documents for Godown**: Self attested copy of documents pertaining to "Ownership" of land for godown in the name of applicant or member of 'family unit' Registered Sale Deed/Gift Deed/Lease Deed (15yrs minimum)/ Mutation in Government record.<br>7. **Land documents for Showroom**: Self attested copy of documents pertaining to "Ownership" of land for showroom (Not required if the distributorship type is DKV) in the name of applicant or member of 'family unit' Registered Sale Deed/Gift Deed/Lease Deed (15 yrs minimum)/ Mutation in Government record.<br>8. **Appendix – 3B** - Eligibility certificate from competent authority<br>9. **Appendix- 3C** - Notarized Affidavit as per for confirmation of Non-Creamy Layer<br>10. **DGR Certificate** - If applying under Defence Personnel, to submit Self Attested Copy of the Eligibility Certificate issued from the Directorate General of Resettlement (DGR), Ministry of Defence, sponsoring the candidate for the LPG Distributorship location for which he/she has applied to be submitted within 90 days<br>11. **Appendix -3E** - If applying under Central Armed Police Forces (CAPF i.e. CRPF, BSF, |

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| | | CISF, ITBP& SSB) or Special Forces of Central or State Government or Central Para Military Forces Or Government Personnel & Central/State Government Public Sector Notarized Affidavits, submit Eligibility Certificate as per Appendix -3e to be submitted within 90 days<br>12. **Appendix -3F** – "Operational Casualty Certificate" holder - If applying as Next of Kin in case of CAPF/AR/CPO issued by the concerned organization in line with OM 09.10.2017 of MHA within 90 days<br>13. **Residency certificate** (**Only for DKV locations)** in the prescribed format **Appendix – 5** for candidates availing inter se priority of the Gram Panchayat or the Sub Division, as the case maybe. |
| **6** | **Open (GP)** | 1. **Notarized Affidavit** by the applicant as per format given in **Appendix-1**<br>2. **Proof of date of birth** i.e. - Self Attested copy of School Leaving Certificate / Birth Certificate / Passport / PAN Card.<br>3. **Proof of educational qualification** i.e. - Self Attested copy of Certificate of passing X Std. or equivalent.<br>4. **Notarized Affidavit by the member of Family Unit (Appendix -2) -** If applicable.<br>5. **Notarized Affidavit from co-owners other than Family Unit (Appendix – 4) -** If applicable.<br>6. **Land documents for Godown**: Self attested copy of documents pertaining to "Ownership" of land for godown in the name of applicant or member of 'family unit' Registered Sale Deed/Gift Deed/Lease Deed (15yrs minimum)/ Mutation in Government record.<br>7. **Land documents for Showroom**: Self attested copy of documents pertaining to "Ownership" of land for showroom (Not required if the distributorship type is DKV) in the name of applicant or member of 'family unit' Registered Sale Deed/Gift Deed/Lease Deed (15 yrs minimum)/ Mutation in Government record.<br>8. **DGR Certificate** - If applying under Defence Personnel, to submit Self Attested Copy of the Eligibility Certificate issued from the Directorate General of Resettlement (DGR), Ministry of Defence, sponsoring the candidate for the LPG Distributorship location he/she has applied to be submitted within 90 days<br>9. **Appendix -3E** - If applying under Central Armed Police Forces (CAPF i.e. CRPF, BSF, CISF, ITBP& SSB) or Special Forces of Central or State Government or Central Para Military Forces or Government Personnel & Central/State Government Public Sector Notarized Affidavits, submit Eligibility Certificate as per Appendix -3e to be submitted within 90 days<br>10. **Appendix -3F** – "Operational Casualty Certificate" holder - If applying as Next of Kin in case of CAPF/AR/CPO issued by the concerned organization in line with OM 09.10.2017 of MHA within 90 days<br>11. **Residency certificate** (**Only for DKV locations)** in the prescribed format **Appendix – 5** for candidates availing inter se priority of the Gram Panchayat or the Sub Division, as the case maybe. |
| **7** | **SC (PH) / ST (PH)** | 1. **Notarized Affidavit** by the applicant as per format given in **Appendix-1**<br>2. **Proof of date of birth** i.e. - Self Attested copy of School Leaving Certificate / Birth Certificate / Passport / PAN Card.<br>3. **Proof of educational qualification** i.e. - Self Attested copy of Certificate of passing X Std. or equivalent.<br>4. **Notarized Affidavit by the member of Family Unit (Appendix -2) -** If applicable.<br>5. **Notarized Affidavit from co-owners other than Family Unit (Appendix – 4)** - If applicable.<br>6. **Land documents for Godown**: Self attested copy of documents pertaining to "Ownership" of land for godown in the name of applicant or member of 'family unit' Registered Sale Deed/Gift Deed/Lease Deed (15yrs minimum)/ Mutation in Government record.<br>7. **Land documents for Showroom**: Self attested copy of documents pertaining to "Ownership" of land for showroom (Not required if the distributorship type is DKV) in the name of applicant or member of 'family unit' Registered Sale Deed/Gift Deed/Lease Deed (15 yrs minimum)/ Mutation in Government record.<br>8. **Appendix- 3A** - Eligibility certificate from competent authority<br>9. **Caste validity certificate** (in the states wherever applicable) to be submitted before issuance of LOA or within one year from date of LOI whichever is earlier.<br>10. **Appendix-3D** - Disability Certificate (Form II, III, IV as applicable).<br>11. **Residency certificate** (**Only for DKV locations)** in the prescribed format **Appendix – 5** for candidates availing inter se priority of the Gram Panchayat or the Sub Division, as the case maybe. |

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| **8** | **OBC (PH)** | 1. **Notarized Affidavit** by the applicant as per format given in **Appendix-1**<br>2. **Proof of date of birth** i.e. - Self Attested copy of School Leaving Certificate / Birth Certificate / Passport / PAN Card.<br>3. **Proof of educational qualification** i.e. - Self Attested copy of Certificate of passing X Std. or equivalent.<br>4. **Notarized Affidavit by the member of Family Unit (Appendix -2) -** If applicable.<br>5. **Notarized Affidavit from co-owners other than Family Unit (Appendix – 4) -** If applicable.<br>6. **Land documents for Godown**: Self attested copy of documents pertaining to "Ownership" of land for godown in the name of applicant or member of 'family unit' Registered Sale Deed/Gift Deed/Lease Deed (15yrs minimum)/ Mutation in Government record.<br>7. **Land documents for Showroom**: Self attested copy of documents pertaining to "Ownership" of land for showroom (Not required if the distributorship type is DKV) in the name of applicant or member of 'family unit' Registered Sale Deed/Gift Deed/Lease Deed (15 yrs minimum)/ Mutation in Government record.<br>8. **Appendix – 3B** - Eligibility certificate from competent authority<br>9. **Appendix- 3C** - Notarized Affidavit as per for confirmation of Non-Creamy Layer.<br>10. **Appendix-3D** - Disability Certificate (Form II, III, IV as applicable).<br>11. **Residency certificate** (**Only for DKV locations)** in the prescribed format **Appendix – 5** for candidates availing inter se priority of the Gram Panchayat or the Sub Division, as the case maybe. |
| **9** | **Open (PH)** | 1. **Notarized Affidavit** by the applicant as per format given in **Appendix-1**<br>2. **Proof of date of birth** i.e. - Self Attested copy of School Leaving Certificate / Birth Certificate / Passport / PAN Card.<br>**3. Proof of educational qualification** i.e. - Self Attested copy of Certificate of passing X Std. or equivalent.<br>4. **Notarized Affidavit by the member of Family Unit (Appendix -2) -** If applicable.<br>5. **Notarized Affidavit from co-owners other than Family Unit (Appendix – 4) -** If applicable.<br>6. **Land documents for Godown**: Self attested copy of documents pertaining to "Ownership" of land for godown in the name of applicant or member of 'family unit' Registered Sale Deed/Gift Deed/Lease Deed (15yrs minimum)/ Mutation in Government record.<br>7. **Land documents for Showroom**: Self attested copy of documents pertaining to "Ownership" of land for showroom (Not required if the distributorship type is DKV) in the name of applicant or member of 'family unit' Registered Sale Deed/Gift Deed/Lease Deed (15 yrs minimum)/ Mutation in Government record.<br>8. **Appendix-3D** - Disability Certificate (Form II, III, IV as applicable).<br>9. **Residency certificate** (**Only for DKV locations)** in the prescribed format **Appendix – 5** for candidates availing inter se priority of the Gram Panchayat or the Sub Division, as the case maybe. |
| **10** | **Open (CC)** | 1. **Notarized Affidavit** by the applicant as per format given in **Appendix-1/ 1 A as applicable.**<br>2. **Proof of date of birth** i.e. - Self Attested copy of School Leaving Certificate / Birth Certificate / Passport / PAN Card./ **Date of registration for PACS**<br>**3. Proof of educational qualification** i.e. - Self Attested copy of Certificate of passing X Std. or equivalent. - Not Applicable for PACS<br>4. **Notarized Affidavit by the member of Family Unit (Appendix -2) -** If applicable.<br>5. **Notarized Affidavit from co-owners other than Family Unit (Appendix – 4)** - If applicable.<br>6. **Land documents for Godown**: Self attested copy of documents pertaining to "Ownership" of land for godown in the name of applicant or member of 'family unit' Registered Sale Deed/Gift Deed/Lease Deed (15yrs minimum)/ Mutation in Government record.<br>7. **Land documents for Showroom**: Self attested copy of documents pertaining to "Ownership" of land for showroom (Not required if the distributorship type is DKV) in the name of applicant or member of 'family unit' Registered Sale Deed/Gift Deed/Lease Deed (15 yrs minimum)/ Mutation in Government record.<br>8. **Outstanding Sports Person Certificate-** If applying as OSP (Outstanding Sports Person), to produce a certificate from the Recognized National Federation Organizing National Championships (as recognized by Department of Youth Affairs |

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| | | and Sports, Govt. of India) or from the Dept of Youth Affairs and Sports, Govt. of India.<br>9. **Freedom Fighter Certificate/Tamrapatra** - If applying under FF (Freedom Fighter) category should attach a certificate or Tamrapatra or an attested Self Attested Copy of the Pension Order issued by the Accountant General in pursuance of the sanction letter from the Ministry of Home Affairs, Govt. of India of their having been Freedom Fighters.<br>10. **Residency certificate** (**Only for DKV locations)** in the prescribed format **Appendix – 5** for candidates availing inter se priority of the Gram Panchayat or the Sub Division, as the case maybe.<br>11. **The Certificate of Registration of the PACS** (at least 3 years prior to the date of application).<br>12. Resolution from Governing Body/ Managing Body of the PACS authorizing an empowered person for making the application/s on its behalf in compliance of the relevant guidelines. |
| **11** | **SC (W) / ST (W)** | 1. **Notarized Affidavit** by the applicant as per format given in **Appendix-1**<br>2. **Proof of date of birth** i.e. - Self Attested copy of School Leaving Certificate / Birth Certificate / Passport / PAN Card.<br>3. **Proof of educational qualification** i.e. - Self Attested copy of Certificate of passing X Std. or equivalent.<br>4. **Notarized Affidavit by the member of Family Unit (Appendix -2) -** If applicable.<br>5. **Notarized Affidavit from co-owners other than Family Unit (Appendix – 4)** - If applicable.<br>6. **Land documents for Godown**: Self attested copy of documents pertaining to "Ownership" of land for godown in the name of applicant or member of 'family unit' Registered Sale Deed/Gift Deed/Lease Deed (15yrs minimum)/ Mutation in Government record.<br>7. **Land documents for Showroom**: Self attested copy of documents pertaining to "Ownership" of land for showroom (Not required if the distributorship type is DKV) in the name of applicant or member of 'family unit' Registered Sale Deed/Gift Deed/Lease Deed (15 yrs minimum)/ Mutation in Government record.<br>8. **Appendix- 3A** - Eligibility certificate from competent authority<br>9. **Caste validity certificate** (in the states wherever applicable) to be submitted before issuance of LOA or within one year from date of LOI whichever is earlier.<br>10. **Residency certificate (Only for DKV locations)** in the prescribed format Appendix – 5 for candidates availing inter se priority of the Gram Panchayat or the Sub Division, as the case maybe. |
| **12** | **OBC (W)** | 1. **Notarized Affidavit** by the applicant as per format given in **Appendix-1**<br>2. **Proof of date of birth** i.e. - Self Attested copy of School Leaving Certificate / Birth Certificate / Passport / PAN Card.<br>3. **Proof of educational qualification** i.e. - Self Attested copy of Certificate of passing X Std. or equivalent.<br>4. **Notarized Affidavit by the member of Family Unit (Appendix -2) -** If applicable.<br>5. **Notarized Affidavit from co-owners other than Family Unit (Appendix – 4) -** If applicable.<br>6. **Land documents for Godown**: Self attested copy of documents pertaining to "Ownership" of land for godown in the name of applicant or member of 'family unit' Registered Sale Deed/Gift Deed/Lease Deed (15yrs minimum)/ Mutation in Government record.<br>7. **Land documents for Showroom**: Self attested copy of documents pertaining to "Ownership" of land for showroom (Not required if the distributorship type is DKV) in the name of applicant or member of 'family unit' Registered Sale Deed/Gift Deed/Lease Deed (15 yrs minimum)/ Mutation in Government record.<br>8. **Appendix – 3B** - Eligibility certificate from competent authority<br>9. **Appendix- 3C** - Notarized Affidavit as per for confirmation of Non-Creamy Layer.<br>10. **Residency certificate (Only for DKV locations)** in the prescribed format Appendix – 5 for candidates availing inter se priority of the Gram Panchayat or the Sub Division, as the case maybe. |
| **13** | **Open (W)** | 1. **Notarized Affidavit** by the applicant as per format given in **Appendix-1**<br>2. **Proof of date of birth** i.e. - Self Attested copy of School Leaving Certificate / Birth Certificate / Passport / PAN Card.<br>3. **Proof of educational qualification** i.e. - Self Attested copy of Certificate of passing X Std. or equivalent. |

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|---|---|---|
| | | 4. **Notarized Affidavit by the member of Family Unit (Appendix -2) -** If applicable.<br>5. **Notarized Affidavit from co-owners other than Family Unit (Appendix – 4) -** If applicable.<br>6. **Land documents for Godown**: Self attested copy of documents pertaining to "Ownership" of land for godown in the name of applicant or member of 'family unit' Registered Sale Deed/Gift Deed/Lease Deed (15yrs minimum)/ Mutation in Government record.<br>7. **Land documents for Showroom**: Self attested copy of documents pertaining to "Ownership" of land for showroom (Not required if the distributorship type is DKV) in the name of applicant or member of 'family unit' Registered Sale Deed/Gift Deed/Lease Deed (15 yrs minimum)/ Mutation in Government record.<br>8. **Residency certificate (Only for DKV locations)** in the prescribed format Appendix – 5 for candidates availing inter se priority of the Gram Panchayat or the Sub Division, as the case maybe. |

In addition to the above, Residency certificate in the prescribed format **Appendix – 5** should also be obtained for all the DKV locations for candidates availing inter se priority of the Gram Panchayat or the Sub Division as the case maybe.

**Following documents as applicable for advertisement in Jharkhand to be also submitted in support of Ownership of Godown/ Showroom Land/ Ready-made Showroom/Ready-made Godown**

**1) Locations falling under SPT Act**

a) LPC (Land Possession Certificate) issued by Circle officer/District Administration.
b) Family tree of the land owner from the Circle Officer/District Administration,
c) NOC from all legal heirs as per family tree (Appendix -2A),
d) in case of same piece of land is offered by more than one applicant, certification from concerned Revenue Officer / Circle Officer of Nazri Naksha /Demarcation plan with separate boundary has to be submitted within 45 days from the date of intimation letter of selection.
e) Consent from other co-owners applying on the same piece of land (Appendix-6)

**2) Locations falling under CNT Act**

a) Registered lease deed having minimum period of 4 years 11 months

## 18 FIELD VERIFICATION OF CREDENTIALS (FVC)

a. Verification of the information given in the application form and documents submitted by the selected candidate with the original documents is called Field Verification of Credentials (FVC). Also the land offered for Godown and showroom (other than DKVs) will be verified for suitability with respect to eligibility conditions and suitability with respect to construction of Godown and showroom (wherever applicable). Field verification (FVC) will be carried out for the selected candidate.

c. Opportunity to offer alternate land for Godown and / or showroom

In case if the offered land for Godown and/or offered land for showroom by the selected candidate which is shown in the application is found not meeting the eligibility conditions / requirements as stipulated in the advertisement/brochure/ application at the verification (FVC) stage, then one time option of offering the alternate land will be available to all the selected candidates by providing 15 days' time period, and in case any alternate land is offered by the selected candidate, the same is to be owned by the applicant/member of the 'Family Unit'/ parents (includes Step Father/Step Mother), grandparents (both maternal and paternal), Brother/Sister (including Step Brother & Step Sister), Son/Daughter (including Step Son/Step Daughter), Son-in-law/Daughter in-law; of the applicant or the spouse (in the case of married applicant) as on the last date for submission of application as specified either in the advertisement or corrigendum if any. The selected candidate will be required to provide a declaration along with the offer of the alternate land confirming that the land now being offered

by the selected candidate has not been offered by any other applicant in the same advertisement for that particular location.

In case, the selected candidate does not offer any alternate land meeting the eligibility conditions/ requirements as per above, then another opportunity of 15 days will be provided. If still the candidature will be rejected.

c. In case more than one application is made by a single candidate with different lands or if the applicant has offered more than one plot of land in a single application, then option may be given to the candidate to offer the most suitable plot of land for which FVC will be carried out. The offered plot of land, if found suitable during verification, would be recommended for construction of LPG godown/showroom.

## 19 LETTER OF INTENT (LOI)

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

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

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

If the land offered by the candidate in the application or alternate land offered by the candidate at the time of Field Verification (FVC) meets all specifications as laid down in the advertisement on the basis of which LOI has been issued, an opportunity will be provided to the LOI holder to offer an alternate land for godown/ showroom as per eligibility criteria, as specified in the advertisement, except for the date of ownership of the land.

This alternate land will be considered on the grounds of enhanced security / safety, better title (owned instead of leased), convenient location, lower operating cost etc.

## 20 CONDITION FOR RE-DRAW

a. Re-Draw for selection would be held from the remaining eligible applicants in the following cases:

i. Rejection of selected candidate due to findings in the field verification (FVC).
ii. Failure of selected candidate to deposit 10% of the security deposit and /or documents within the stipulated time.
iii. LOI is withdrawn from the selected candidate
iv. The distributor is terminated within one year of commissioning.

b. Re-draw will be carried out by following the procedure for Draw outlined in Para 15 & 16 above.

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

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

**Sheheri Vitrak, Rurban Vitrak and Gramin Vitrak locations**

a. Oil Marketing Companies (OMCs) shall facilitate the selected candidate belonging to SC/ST category in obtaining the loan from scheduled commercial bank for providing the LPG Godown, Showroom and LPG cylinder delivery infrastructure. In this regard, if the banks require any margin money to be invested by the candidate in providing the above mentioned facilities, OMCs shall extend financial assistance by way of a secured loan towards such margin money. The margin money shall however be limited to Rs.One Lakh for Sheheri Vitrak and Rs. Sixty Thousand for Rurban Vitrak & Gramin Vitrak Distributorship or 20% of the total project cost against which the loan has been sanctioned by the Bank, whichever is lower.

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

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

**Durgam Kshetriya Vitrak locations**

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

## 22 SECURITY DEPOSIT

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

| Type of Distributorship | Security deposit | | |
|---|---|---|---|
| | Open | OBC category | SC / ST category |
| Sheheri Vitrak | Rs.5 Lakhs | Rs.4 Lakhs | Rs.3 Lakhs |
| Rurban Vitrak | Rs.5 Lakhs | Rs.4 Lakhs | Rs.3 Lakhs |
| Gramin Vitrak | Rs.4 Lakhs | Rs.3 Lakhs | Rs.2 Lakhs |
| Durgam Kshetriya Vitrak (DKV) | Rs.4 Lakhs | Rs.3 Lakhs | Rs.2 Lakhs |

b. The security deposit of 10% applicable for the respective type/category of LPG Distributorship collected from the selected candidate prior to issuance of LOI, will be adjusted against the above security deposit as applicable.

c. Oil Marketing Companies (OMCs) will reserve the right to adjust any dues to it from the Security Deposit amount at the time of resignation/termination of the Distributorship. However, in case if termination of the distributorship is on account of proven malpractice, the said security deposit mentioned above will be forfeited.

## 23 PERSONAL SUPERVISION

**For Individual Applicants**

a. An applicant appointed for the LPG distributorship will have to personally manage the operation of the LPG Distributorship.

b. Before issuance of Letter Of Appointment by the OMC, the selected candidate would also be required to submit a Notarized Affidavit certifying that he/she is not employed in private sector or are not drawing any salary/perks/emoluments (other than pension) from the State/Central Government/PSU.

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

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

**For PACS**

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

## 24 COMMISSIONING OF THE DISTRIBUTORSHIP

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

b. The selected candidate (LOI holder)/ Person Authorized by PACS, as applicable would be given training and has to clear pre- commissioning quiz/test by scoring qualifying marks that is 80%. In case LOI holder/ Person Authorized by PACS secures less than 80% marks in the quiz, re-training would be given and re-test conducted.

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

## 25 TENURE OF DISTRIBUTORSHIP

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

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

## 26 FURNISHING OF FALSE INFORMATION

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

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

c. In case the selected candidate has been appointed as a distributor and the

allotment is liable to be cancelled, then the distributorship will be terminated along with forfeiture of security deposit remitted by the candidate.

d. In all the above cases, the selected candidate / distributor will have no claim whatsoever against the respective PSU Oil Marketing Company.

## 27 GRIEVANCE /COMPLAINT REDRESSAL SYSTEM

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

a. Complainants will have to deposit Rs.5,000/- (Rupees Five thousand only) as complaint fees through a demand draft in favour of concerned OMC along with the complaint.
Complaints which are not accompanied with the deposit of Rs. 5000/-will not be investigated.

b. Anonymous complaints will normally not be investigated.

c. Complaints received against the applicant will be investigated only if the applicant is selected in the draw

d. In case any complaint is received prior to draw alleging that the same piece of land for godown/showroom has been offered by more than one applicant for a particular location, such complaint will be investigated and till its disposal, further action for conducting the draw will be kept in abeyance.

e. Complaints will be entertained only if it is received by the concerned office of the OMC within 30 days from the date of declaration of draw result.

f. On receipt of the complaint a letter will be sent to the complainant asking him to submit details of allegation within a period of 15 days with a view to prima facie substantiate the allegations along with supporting documents, if any.

i) 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.

ii) In case of complaints not substantiated, the complaint will be filed and the complainant would be sent a reply accordingly.

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

## 28 VARIATION IN CONTENT OF ADVERTISEMENT AS APPEARING IN NEWSPAPER AND PORTAL https://www.lpgvitarakchayan.in/

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

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