

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

Please read Item No. 9 of General Instruction before providing information on 9 (a) & 9 (b) below.								
9	<p>Provide the following details of land for construction of LPG godown or constructed LPG godown (within 15 km from municipal/town/village limits of the advertised location in the same State) owned in the name of applicant / member(s) of 'Family Unit' **/ Parents/Grandparents (both paternal and maternal) of the applicant as per eligibility conditions including the ownership criteria defined in clause No. 6.1 (vi) & (viii) of the Brochure. In case land belongs to member(s) of 'Family Unit'/Parents/Grandparents of the applicant, attach notarised affidavit as per Appendix - 2.</p> <p>In case land is jointly owned by the applicant/member(s) of the family unit/Parents/Grandparents of the applicant and any third party or jointly leased in the names of the applicant/member(s) of the family unit/Parents/Grandparents of the applicant & any third party and the share of such land in the name of the applicant /member(s) of the Family Unit/Parents/Grandparents of the applicant meets the requirement of land for godown then an NOC from all the joint owner(s)/ joint lessee (except the applicant) in the form of a Notarised affidavit is to be provided as per Appendix-4.</p>							
9 (a)	Ownership details of land for construction of LPG godown or constructed LPG godown:							
Owned land				Lease Land				
Name(s) of the owner(s) including Co-owners	Relationship with applicant (only for members of the family unit/Parents/Grandparents)	Date of registration of sale deed /gift deed/ date of mutation.		Name(s) of lessee(s) i.e. name of the person(s) who have taken the Godown / Godown land on lease	Relationship of lessee with applicant (only for members of the family unit/Parents/Grandparents)	Date of registration of lease deed		
<p>NOTE :</p> <p>(1) In case the applicant has more than one land the details of the same can also be provided.</p> <p>(2) The land shown above should not be offered by any other applicant for this location and in case it is found at any stage that the same land is offered by more than one applicant, then all such applications shall be rejected or if selection has been done, the same would be cancelled.</p>								
9 (b)	Details of Land offered at 9(a) above:							
Address of land offered for LPG Godown / Godown						Dimensions of land *		Distance of the land for LPG Godown / Godown from advertised location (in KM)
Khasra / Survey / Gatta No.	Name of Village /Town	Gram Panchayat	Taluka / Tehsil	District	Ow ned or Leased	Length in metre	Breadth in metre	
NOTE : In case the applicant has offered more than one land the details of the same should also be provided								
* Give the dimensions of the plot that will be used for proposed godown out of the total land owned.								
Note : 1. Plot of land not having minimum dimensions of 25 M X 30 M will not be considered.								
2. Date of documents of land for Godown/ Godown should be on or before the last date for submission of application as specified either in the advertisement or corrigendum (if any) and the same will be verified during Field Verification.								
Please read Item No. 10 of General Instruction before providing information on 10 (a) & 10 (b) below.								
10	<p>Provide the following details of land for Showroom or showroom at the advertised location or locality as specified in the advertisement, owned in the name of applicant / member(s) of 'Family Unit'/ Parents/Grandparents (both paternal and maternal) of the applicant as per eligibility conditions including the ownership criteria defined in clause No. 6.1 (vi) & 6.1 (vii) of the Brochure. In case land belongs to member(s) of 'Family Unit'/Parents/Grandparents of the applicant, attach notarised affidavit as per Appendix - 2.</p> <p>In case land is jointly owned by the applicant/member(s) of the family unit/Parents/Grandparents of the applicant and any third party or jointly leased in the names of the applicant/member(s) of the family unit/Parents/Grandparents of the applicant & any third party and the share of such land in the name of the applicant /member(s) of the Family Unit/Parents/Grandparents of the applicant meets the requirement of land for showroom then an NOC from all the joint owner(s)/ joint lessee (except the applicant) in the form of a Notarised affidavit is to be provided as per Appendix-4. It should be easily accessible for general public through a suitable approach road.</p>							

	Note : (1) The above declared investments should be available on the last date for submission of application as specified either in the advertisement or corrigendum (if any) and the same will be verified during Field Verification. (2) The value (Amount)### shown above should be as on any date from the date of advertisement to date of submission of the application.												
	Note for 11 & 12 : The financial instrument(s) and its respective amount shown above in 11 & 12 should not be offered by any other applicant for this location and in case it is found at any stage that the same financial instrument(s) mentioned above is offered by more than one applicant, then all such applications showing the same financial instrument(s) will be rejected or if selection has been done, the same would be cancelled.												
13	Have you ever been convicted or charges have been framed by Court of Law for any criminal offence involving moral turpitude and / or economic offence (other than freedom struggle)? (If yes you are not eligible to apply.)										Yes /	No	
											Please strike off what is not applicable		
14	Additional Information to be furnished by existing SKO (Kerosene) Dealers of OMCs												
i	Name of SKO Dealership												
ii	Location of SKO Dealership												
iii	District												
iv	State												
v	Category of Dealership												
vi	Name of Oil Company of the SKO						IOC	BPC	HPC	Strike out whichever is not applicable			
vii	Constitution of Dealership		Proprietorship	Partnership	Society	Company	Strike out whichever is not applicable						
											(SKO dealership with Sole Proprietor only is eligible to apply)		
viii	Average monthly SKO allocation during the preceding 12 months prior to month of advertisement for this LPG Distributorship.										Average KL/month		
											(SKO dealership with average SKO monthly allocation of 75 KL or more are not eligible to apply)		
Please attach copy of month-wise allocation for preceding 12 months from the month of advertisement for this LPG Distributorship, issued by the allocating authority of the State Government / Divisional / Territory / Regional Office of the concerned Oil Marketing Company.													
15	DECLARATION BY THE APPLICANT.												
I am aware that eligibility for LPG distributorship will be decided based on the information given in the application above. On verification by the Oil Company if it is found that the information given by me is incorrect/ false/ misrepresented then my candidature will stand cancelled and I will be declared ineligible for LPG Distributorship.													
I also confirm that, if selected, I will present all the supporting documents in original in respect of the information given by me in this application and failure to present these documents in original will result in cancellation of selection.													
I am fully aware that if I am unable to provide duly approved LPG Godown by the Office of Chief Controller of Explosives (PESO) and / or Showroom as per the Oil Company's standard layout, then the allotment of distributorship made to me will be cancelled.													
I am aware that in case the same land offered by me in my application for provision of LPG Godown and Showroom facility is also offered by any other applicant for the same location, my candidature for LPG distributorship will be rejected.													
I am aware that in case the same financial instrument(s) mentioned at item No. 11 & 12 in my application is also offered by any other applicant for the same location, my candidature for LPG distributorship will be rejected.													
I am fully aware that I will not be appointed as LPG distributor if I am employed. I shall have to resign from the service and produce proof of acceptance of my resignation from my employer before issuance of Letter of Appointment. Failure to do so shall lead to cancellation of my selection.													
I am also aware that I cannot draw any salary / perks /emoluments (other than the pension received) from the State/Central Government and I have to forgo these benefits at the time of appointment as LPG Distributor. Failure to comply to this condition will lead to cancellation of my selection.													

I am fully aware that I have to personally manage the operation of LPG Distributorship.													
I am aware that if married, my spouse will be co-owner i.e. 50% partner of LPG distributorship with me and I am not permitted to enter into partnership with anyone other than my spouse.													
I am aware that if selected in the draw, I will have to provide all weather motorable approach road to the godown within the timelines given in LOI and an undertaking as per the prescribed format in form of a notarized affidavit will have to be provided at the time of FVC.													
I am aware that if selected I have to deposit 10% of the applicable security deposit before the FVC is carried out failing which my candidature will be cancelled. In case if it is found that the information given by me is incorrect/ false/ misrepresented then my candidature is liable to be cancelled along with forfeiture of the amount deposited before FVC.													
That, if selected, I undertake that I will be depositing an interest free Security deposit as per the policy of the Corporation.													
I have read the terms and conditions applicable for the LPG Distributorship mentioned in the advertisement/Brochure and confirm that I fulfill the eligibility criteria for the LPG Distributorship I have applied for in this application.													
The check list at Point No. 16 which is a part of this application has been verified by me before the submission of this application form and the same is true and correct.													
<u>Undertaking</u>													
I, _____ daughter of /son of/ wife of Shri _____ hereby confirm that the information given above is true and correct. Any wrong information /misrepresentation/ suppression of facts will make me ineligible for this LPG distributorship.													
Place :	_____	Signature of applicant	_____										
Date :	<table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 20px;">d</td> <td style="width: 20px; height: 20px;">d</td> <td style="width: 20px; height: 20px;">-</td> <td style="width: 20px; height: 20px;">m</td> <td style="width: 20px; height: 20px;">m</td> <td style="width: 20px; height: 20px;">-</td> <td style="width: 20px; height: 20px;">y</td> <td style="width: 20px; height: 20px;">y</td> <td style="width: 20px; height: 20px;">y</td> <td style="width: 20px; height: 20px;">y</td> </tr> </table>	d	d	-	m	m	-	y	y	y	y	Name of applicant	_____
d	d	-	m	m	-	y	y	y	y				
		(Name in block letters)											

16. Check list for Applicants										
(Note : Check Box against all the items in the checklist has to be compulsorily filled)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
S.No	Document / Activity to be checked				Check box # (✓ / X)					
1	I have enclosed DD No. _____ dated _____ attached - verify amount, drawn in favour of concerned company and payable at									
2	I have pasted my recent photograph and signed across the photograph									
3	I have enclosed Copy(ies) of eligibility certificate(s) for the category as applicable									
4	I have enclosed Notorised Affidavit in original as per format given in Appendix 1									
5	I have enclosed Notorised Affidavit in original as per Appendix 2 as applicable									
6	I have enclosed Notorised Affidavit in original for Joint Owners/Joint Lessee of Land as per Appendix 4 as applicable									
7	I have enclosed Notorised Affidavit in original - Declaration/Undertaking as applicable for OBC applicants as per Appendix - 3c.									
8	I confirm my Age as on date of application is as per the eligibility criteria									
9	I confirm that I am having minimum education qualification as per the eligibility criteria									
10	I confirm that I am having own land for Godown/Godown in name of self/ member of the Family Unit** / my parents & grandparents (both maternal and paternal) and the same meets the eligibility conditions including the ownership criteria as per clause No. 3a of the advertisement and clause No. 6.1 (vi) & 6.1 (vii) of the Brochure (Please also refer to item No. 9 of "General Instructions to the Candidates applying for LPG Distributorship")									
11	I confirm that I am having own land for Showroom/Showroom in my name/member of the Family Unit** / my parents & grandparents (both maternal and paternal)and the same meets the eligibility conditions including the ownership criteria as per clause No. 3b of the advertisement and clause No. 6.1 (vi) & 6.1 (vii) of the Brochure (Please also refer to item No. 10 of "General Instructions to the Candidates applying for LPG Distributorship")									
12	I confirm that I am having the required minimum funds of Rs. 15.0 lakhs for Urban & Rs. 10.0 Lakhs for Urban-Rural & Rural (Rs. 5.0 Lakhs for Urban & Rs. 2.5 lakhs for Urban-Rural & Rural in case of location reserved for SC/ST category) as per the eligibility criteria given at Clause No. 6.1 (vi) of the Brochure.(Please also refer to item No. 11 & 12 of "General Instructions to the Candidates applying for LPG Distributorship") I also confirm that amount maintained in the joint account with members outside the "Family Unit"*** are not mentioned in my application									
13	I confirm that I have signed the Undertaking at the end of application (Point No. 15) with name, date and place.									
14	I confirm that I have numbered and signed all pages of application.									
15	Total Number of pages of the application including attachments _____ Nos									
16	I confirm that the Application is complete in all respect and the requisite documents have been enclosed.									
	Date	Place	Name of Applicant	Signature						
# Wherever any of the items in the check list are not applicable, the applicant should mention in the check box as 'Not Applicable'										
'Family Unit'*** of a married applicant, shall consist of self, applicant's spouse and unmarried son(s)/daughter(s) and 'Family Unit' of a unmarried applicant, shall consist of self, applicant's parents and applicant's unmarried brother(s) / sister(s) for the purpose of this entire application.										

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

9a	For Applicants who are having NDNE retailership/distributorship or holding LOI of NDNE retailer/distributorship *:
	(a) That I or a member of my Family Unit am/is having NDNE retailership/distributorship or holding Letter of Intent of NDNE retailership/distributorship of _____ (OMC name) at _____ location(s).
	(b) I am aware that if I am selected for the LPG distributorship, I / my Family Unit member will have to surrender the NDNE retailership/distributorship or LOI held in my name /Family Unit member before being appointed as LPG Distributor by IOC/BPC/HPC
10a	I am aware that in case the same piece of land for LPG godown/ showroom offered by me in my application for provision of LPG Godown / Showroom facility is also offered by any other applicant for the same location, my candidature for LPG distributorship will be rejected.
10b	I am aware that in case the same financial instrument(s) mentioned at item no. 11 & 12 in my application is also offered by any other applicant for the same location, my candidature for LPG distributorship will be rejected.
11	That if any information/declaration given by me in my application or in any document submitted by me in support of application for the award of the LPG Distributorship or in this affidavit shall be found to be untrue or incorrect or false, the Indian Oil Corporation*/ Bharat Petroleum Corporation* /Hindustan Petroleum Corporation* would be within its rights to withdraw the letter of intent / terminate the distributorship (if already appointed) and that I would have no claim, whatsoever, against the Corporation for such withdrawal / termination.
* Strike off whatever is not applicable.	
I hereby verify that what has been stated above is true and correct to the best of my knowledge and nothing material has been concealed therefrom.	
Solemnly affirmed and declared before me	
This _____ day of _____	
Signature and Seal of	Signature of person making affidavit
Magistrate/Judge/Notary public	(Name in block letters)

(NOTORISED AFFIDAVIT)

Appendix - 2

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

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

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

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

OR

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

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

(b) I hereby confirm that the financial instruments mentioned at item No. 11 & 12 under my name in the application submitted by (Mr./Ms) _____ for LPG distributorship of IOC*/BPC*/HPC* at _____ has not been offered by me to any other applicant for this distributorship location for the same purpose.

3 That I own a piece of land singly/ jointly in my name as specified in item no 9 & 10 of the application form. The details of land offered along with demarcation plan (if any) is given below:

Godown / Showroom	Names of the owner(s)/ lessee(s)	Date of registration of Sale Deed / Gift Deed / Lease Deed / Date of Mutation	Khasra no./ Gatta No./Survey No. / Shop no.	Total Dimension of the plot of land (___ metres x ___ metres)	Dimension of piece of Land offered as per Demarcated Plan (___metres X ___metres)
(a)	(b)	(c)	(d)	(e)	(f)

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

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

OR

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

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

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

Solemnly affirmed and declared before me

This _____ day of _____

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

* Strike off whichever is not applicable.

STANDARD FORMAT FOR SC/ST CATEGORY CERTIFICATE

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

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

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

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

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

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

The Constitution (Pondicherry) Scheduled Castes Order, 1964*

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

The Constitution (Nagaland) Scheduled Tribes Order, 1970*

Place : _____

Signature : _____

Date : _____

Designation : _____

State / Union Territory*

* Please delete the words which are not applicable.

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

Officers competent to issue Caste / Tribe certificates.

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

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

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

iii. Revenue Officers not below the rank of Tehsildar.

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

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

STANDARD FORMAT FOR OBC CATEGORY CERTIFICATE

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

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

This is to certify that Shri / Smt. / Kum.* _____ son/ daughter* of _____ of _____ Village/ Town* _____ District/Division* _____ in the State/Union Territory* of _____ belongs to the _____ Community which is recognized as a Backward Class under **Government of India, Ministry of Social Justice and Empowerment's Resolution No. _____ dated _____**.**

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

This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt.(SCT) dated 08/09/93 as amended from time to time

Place : _____

Signature : _____

Date : _____

Designation : _____

(with seal of office)

State / Union Territory* _____

* Please delete the words, which are not applicable

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

NOTE:

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

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

(i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner/Deputy Collector / 1st Class Stipendiary Magistrate /Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).

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

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

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

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

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

I, _____ son/daughter of Shri _____
 resident of village/town/city _____ in the District _____
 of State / Union Territory of _____ hereby declare that I belong to the
 _____ community which is recognized as a Backward Class for the
 purpose of reservation in services under Government of India, Ministry of Social Justice and Empowerment's Resolution
 No. _____ dated _____. It is also declared
 that I do not belong to persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government
 of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt.(SCT) dated 08/09/93 as amended from time
 to time

(Signature of the Candidate)**Place :** _____**Date :** _____

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

Note :

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

STANDARD FORMAT FOR PH CATEGORY CERTIFICATE

NAME & ADDRESS OF THE INSTITUTE/HOSPITAL ISSUING THE CERTIFICATE

Certificate No.

Date

CERTIFICATE FOR THE PERSONS WITH DISABILITIES

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

Note: -

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

*Strike out which is not applicable.

Sd/-

Sd/-

Sd/-

(DOCTOR)

(DOCTOR)

(DOCTOR)

Seal

Seal

Seal

Signature/Thumb impression of the patient

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

Recent Attested Photograph
 Showing the disability affixed here.

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

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

Reference No.

Date

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

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

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

OR

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

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

OR

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

OR

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

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

OR

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

Delete if not applicable.

Attested Signatures of applicant

Place : _____

Signature :

Name :

Date : _____

Designation :

Office Seal :

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

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

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

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

*** Land for Godown :**

Names of the Joint owner(s)/Joint Lessee	Date of registration of Sale Deed / Gift Deed / Lease Deed / Date of Mutation	Khasra no./ Gatta No./Survey No.	Total Dimension of the plot of land (____ metres x ____ metres)	Dimension of Land offered as per Demarcated Plan (____metres X ____metres)

*** Land for Showroom :**

Names of the Joint owner(s)/Joint Lessee	Date of registration of Sale Deed / Gift Deed / Lease Deed / Date of Mutation	Khasra no./ Gatta No./Survey No.	Total Dimension of the plot of land (____ metres x ____ metres)	Dimension of Land offered as per Demarcated Plan (____metres X ____metres)

*** Strike out whichever is not applicable**

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

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

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

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

Solemnly affirmed and declared before me

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

Signature and Seal of

Magistrate/Judge/Notary Public

Signature

Name of Deponent

General Instructions to the candidates applying for LPG Distributorship.		
Item No	Instructions	Supporting Documents to be provided by applicant at the time of verification.
1	Write the name of the location along with details of locality wherever applicable for which application is made as per advertisement.	
2a	Write the name of the Taluka/Tehsil of the location for which application is made as per advertisement.	
2b	Write the name of the district of the location for which application is made as per advertisement.	
3	Write the name of the State of the location for which application is made as per advertisement.	
4	Write the name of the category of the location as per the advertisement	Eligibility certificates issued by the competent authorities as applicable. Caste validity certificate as applicable. For example, if the category of location is SC (CC), the applicant has to provide eligibility certificate for both SC & CC categories. Similarly, in case of OBC, the applicant has to provide eligibility certificate of OBC along with Declaration/Undertaking (Notarized affidavit) for belonging to both the OBC & non-creamy layer status.
5	Write the date and name of the news paper in which advertisement has appeared for the location mentioned in item 1.	
6	Tick the status of Applicant: whether applicant is individual Yes or No. If No, use the application format of Non-Individual Applicant	
7	Personal Details are to be filled and Notarised Affidavit as per format given in Appendix -1 to be submitted	Proof of Date of Birth like School Leaving Certificate/Birth Certificate/Passport / PAN Card.
8	Education : - Information in chronological order	Original certificate for each qualification
9	<p>Details of the plot of Land for godown or ready made godown which meets the following requirement:-</p> <p>Regular Distributor would require a storage Godown approved and licensed by Chief Controller of Explosives of Petroleum and Explosives Safety Organisation (PESO) for storage of 8000 Kg LPG in cylinders</p> <p>The applicant should own (as per ownership criteria defined in clause No. 6.1 (vii) & (viii), 7.1 (x) & (xi) & 7.2 (IX) & (X) of the Brochure as applicable :</p> <p>a plot of land of minimum dimensions 25 M x 30 M (within 15 km from municipal/ town/ village limits of the location offered in the same State) for construction of LPG Godown for storage of 8000 Kg of LPG in cylinders. The plot of land for construction of godown not meeting the minimum dimensions of 25 M x 30 M will not be considered.</p> <p>Or</p> <p>a ready LPG cylinder storage godown (within 15 km from municipal/town/village limits of the location offered in the same State) of 8000 Kg capacity.</p>	<p>Documents pertaining to land / Godown in the name of applicant or member of 'family unit'/Parents/ Grandparents (both maternal & paternal) of the applicant :</p> <p>Registered Sale Deed/ Gift Deed / Lease Deed (15yrs minimum)/Mutation and government record etc.</p> <p>The Date of the documents have to be on or before the last date for submission of application as mentioned either in the advertisement or corrigendum, if any.</p> <p>In case land is in the name of member of 'family unit'/parents/grandparents (both paternal and maternal) of the applicant, consent from the family member in form of Notarized Affidavit (Appendix 2) is required to be attached with the application.</p>

	<p>The selected candidate has to ensure that an all weather motorable approach road (public road or private road connecting to the public road) of minimum 2.5 metre width is made available within the time limits provided in the LOI in order 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 as per the criteria defined in the Brochure.</p> <p>(Note : 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 Regular Distributorship locations including revised minimum dimensions of the plot of land/w idth of approach road will be required as specified in the advertisement of that respective State).</p> <p>The land for construction of Godown should be plain, in one contiguous plot, free from live overhead power transmission or telephone lines. Canals/ Drainage/ Nallahs should not be passing through the plot.</p> <p>The land for godown/godown cannot be offered by more than one applicant for a particular LPG distributorship location, and in case it is found at any stage that the same land is offered by more than one applicant then all such applications would be rejected or if selection has been done, the same would be cancelled.</p>	<p>In case land is jointly owned by the applicant/member of the Family Unit /Parents/ grandparents (both maternal & paternal) of the applicant with any other person(s) or jointly leased in the name of the applicant/member of the Family Unit/Parents/ Grandparents (both maternal & paternal) of the applicant & any other person(s) and the share of such land in the name of the applicant/member of the Family Unit/Parents/Grandparents (both maternal & paternal) of the applicant meets the requirement of land for godown then an NOC in the form of an affidavit from the joint owner(s)/joint lessee is to be provided as per Appendix-4</p> <p>'Family Unit' is defined below in Important Note.</p>
10	<p>Details of the Land for Showroom / Showroom which meets the following requirements:-</p> <p>Own a suitable shop of minimum size 3 meters by 4.5 meter in outer dimension or a plot of land for construction of shop of minimum size 3 meters by 4.5 meter at the advertised location or locality as specified in the advertisement. It should be easily accessible to general public through a suitable approach road.</p> <p>The land for showrrom/showroom cannot be offered by more than one applicant for a particular LPG distributorship location, and in case it is found at any stage that the same land is offered by more than one applicant then all such applications would be rejected or if selection has been done, the same would be cancelled.</p>	<p>Documents pertaining to land / showroom in the name of applicant/ member of 'family unit'/Parents/ Grandparents (both maternal & paternal) of the applicant. Same as mentioned in the item 9 above.</p>
<p>Note : For point no. 9 & 10, 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 such like acts, laws, regulations, bye laws as may be enforced from time to time w.r.t. Land for construction of godown/LPG godown and land for construction of showroom/showroom. In case of any reference relating to violation of the statutory provisions, the same will be referred to the concerned authority to examine the same for appropriate action. OMCs will continue their process of selection /commissioning/ distributorship operation till the final outcome from concerned authority.</p>		
<p>The financial instrument(s) mentioned in item No. 11 & 12 below cannot be offered by more than one applicant for a particular LPG distributorship location and in case it is found at any stage that the same financial instrument(s) have been offered by more than one applicant, then all such applications would be rejected or if selection has been done, the same will be cancelled.</p>		
11.0	<p>Amount in the Saving Account in Bank / Post Office in the name of self & the member(s) of the "Family Unit" should be available as closing balance as on the last date for submission of application as mentioned either in the advertisement or corrigendum (if any) and only such closing balance will be considered.</p> <p>Amount maintained in the joint account with member(s) outside the "Family Unit" should not be mentioned and will not be considered.</p> <p>Attach Notorized Affidavit as per format given in Appendix - 2, if applicable</p>	<p>Savings Bank Accounts Statement/ Pass Book from which the amount mentioned in the application to be available as closing balance on the last date for submission of application as mentioned either in the advertisement or corrigendum (if any) can be verified.</p>

12.0	<p>Investment in Bonds/NSC in the name of self and member of the "Family unit" - value (amount) as on any date from date of advertisement to date of submission of the application</p> <p>Fixed Deposit in Bank/Post Office/listed Companies/Government organisation/PSU, Kisan Vikas Patra, PPF in the name of self and member of the Family Unit - value (amount) as on any date from date of advertisement to date of submission of the application</p> <p>The investments as declared in the application must be available as on last date of submission of application as specified either in the advertisement or corrigendum (if any), for verification.</p> <p>Attach Notarized Affidavit as per format given in Appendix - 2, if applicable.</p> <p>Amount maintained in the joint account with member(s) outside the "Family Unit" should not be mentioned and will not be considered.</p>	<p>All supporting documents based on which the amount has been declared as on any date from date of advertisement to date of submission of the application in Point No. 12 needs to be made available.</p> <p>Declared Value (amount) for the investment instruments as on any date from the date of advertisement to date of submission of application as certified by the Bank/Post Office or the concerned financial institution/issuing organisation.</p> <p>In case fixed deposit(s)/PPF/Term Deposit/Bonds/NSCs etc as shown in item No. 12 have matured between the date of application and the last date for submission of application as mentioned either in the advertisement or corrigendum (if any), then the applicant should present any other instrument as mentioned in Item 11 & 12 of the application as a proof of having re-invested the declared amount. Date of such investment should be on or before the last date for submission of application as given either in the advertisement or corrigendum (if any).</p>
	Investments in listed Mutual Funds/listed company shares/ULIP based on the NAV - Value (amount) as on any date from date of advertisement to date of submission of the application	Value as on any date from date of advertisement to date of submission of the application as certified by the Government Approved Valuer or the concerned financial institution/ certified by Chartered Accountant.
	Amount of money which applicant can get on surrender of Insurance policy as on any date from date of advertisement to date of submission of the application	Surrender Value as on any date from the date of advertisement to date of submission of application as certified by the Insurance Company
13	Conviction or charges have been framed by Court of Law for any criminal offence involving moral turpitude and / or economic offence (other than freedom struggle).	Notorised Affidavit as per format given in Appendix - 1 to be submitted
14	Additional Information to be furnished by SKO (Kerosene) dealers for item No.i to viii.	<p>Notarised Affidavit as per format given in Appendix - 1 to be submitted.</p> <p>Month-wise Allocation letter(s) for preceding 12 months from the month of advertisement for this LPG Distributorship, issued by the allocating authority of the State Government or Divisional/Territory/ Regional office of the concerned OMC to be submitted.</p> <p>Copy of the SKO Dealership Agreement with the concerned OMC.</p>

Important Notes :

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

2. Applicant must provide all information sought against various items mentioned in the Application form. If selected, at the time of verification, the applicant will have to provide documents in original in support of the information furnished in the application. Failure to present these documents in original at the time of verification will result in cancellation of selection along with forfeiture of the amount deposited by the selected candidate before the FVC.

3. In case, applicant requires extra space for providing details on any point, the details can be provided by adding extra rows or by adding extra sheets. However, details should be given in the same format as mentioned in that particular point.