



**9 Educational Qualification\* (s):** ( Attach copy of proof of Educational Qualifications.)

(\*)-Not applicable in case of Registered Societies, Corporates, Govt Organisations etc.

Qualification	Certificate/Degree	Board/University	Year of Passing
SSC/Matric or Equivalent			
Graduate			
Post-Graduate			
Professional Degree			
Additional Qualifications			

Note :Marks will be awarded based on the information given by the applicant on the education qualification. On verification if it is found that the information given above is incorrect/ false / misrepresented then the applicant's candidature will stand cancelled and will not be eligible for distributorship..

<b>10</b>	In case of partnership, please give name of each of the partners and <b>attach Proposed Partnership Deed.</b> Application of all the partner(s) should be attached together while submission: (Please note <b>each partner will have to pay separate application fee</b> and all the partners will have to appear for interview.)		
	<b>S.No</b>	<b>Names and address</b>	<b>Percentage Share</b>

<b>11</b>	<b>Registered. Society/ Government Organisations / Corporations / Undertakings, Public LTD. Companies, and Companies incorporated under Companies Act 1956</b>			
	<b>(Enclose affidavit as per Annexure 'A1')</b>			
	<b>Name</b>			
	<b>Address</b>			
		<b>Pin code :</b>		
<b>Telephone No</b>	-	email:		

<b>12</b>	<b>Experience</b>				
	Do you have experience of running or working in any of the establishment dealing in the following for minimum one year? Please give full details chronologically.				
	Type of Experience	Name and address of the establishment/Institution etc	Period		Number of years
			from	To	
	Direct Sale / Home Delivered products (including LPG distributorship)				
Other Petroleum products					
Any other Trade					

Note :Marks will be awarded based on the information given in the application and on answers to leading questions in connection with experience claimed during interview. On verification if it is found that the information given is incorrect/ false / misrepresented then the applicant's candidature will stand cancelled and will not be eligible for distributorship..

**NOTE: Candidates applying for LPG distributorships reserved for 'SC/ ST' category, need not provide details under Item 13 - Capability to arrange Infrastructure and Item 14 - capability to arrange funds .**

**13 Capability to Provide Infrastructure as on the Date of Application.**

**13(A) GODOWN FOR STORAGE OF LPG CYLINDERS**

**Specifications of Land for LPG godown Minimum Dimensions of plot : 27 m X 26.15 m**

The land should be suitable, in contiguous plot, freely accessible through all weather motorable approach road. The plot should be free from overhead power transmission and telephone lines. Pipelines / Canals / Drainage / Nullahs / Public Roads should not pass through the plot.

13A1	Do you have a suitable land at or within 15 km from the advertised location for LPG godown or LPG godown readily available <b>Owned/Leased (15 yrs minimum)</b> in your own name or in name any <i>member of your 'Family Unit'</i> .	<b>Yes</b> /	<b>No</b>
		Please strike off what is not applicable	
Note :('Family Unit' in case of married applicant, shall consist of applicant, his/her Spouse and their unmarried son(s)/daughter(s). In case of unmarried applicant, 'Family Unit' shall consist of Applicant, his/her parents and his/her unmarried brother(s) / sister(s))			

**If Yes to 13A1, Provide the following details and notarised affidavit as per Annexure - C**

Land is in the name of	Relationship with applicant	Date of registration of sale deed/mutation/gift / lease	Address of the location of the land for LPG Godown	Khasra No/Survey No	Dimensions L*B in M	Distance form advertised location ( in Km)

**If No to 13A1 then**

13A2	Do you have a <b>Firm offer</b> of sales/ Lease ( minimum 15 yrs) from any owner of a suitable land at or within 15 km from the advertised location for LPG godown or LPG godown	<b>Yes</b> /	<b>No</b>
		Please strike off what is not applicable	

**If Yes to 13A2, Provide the following details.**

Land is in the name of	Date of agreement to sale or lease on stamp paper.	Address of the location of the land for LPG Godown	Khasra No/Survey No	Dimensions L & B in M	Distance form advertised location ( in Km)

**If No to 13A2 then**

13A3	If you do not have a suitable piece of land for Godown and do not have firm offer, <b>can you arrange</b> the same in the location advertised or within 15 km from the advertised location, if selected within two months from the date of issue of LOI ?	<b>Yes</b> /	<b>No</b>
		Please strike off what is not applicable	

Note : Marks will be awarded to applicant either on ownership or firm offer or can arrange for LPG Godown/land for LPG godown based on the information given by the applicant . On verification if it is found that the information given above is incorrect/ false/ misrepresented then the applicant's candidature will stand cancelled and will not be eligible for distributorship.

13B SHOWROOM FOR LPG DISTRIBUTORSHIP

Specification for LPG Show Room

Minimum dimension of the showroom 3 m X 4.5 m

Showroom should be located in the location advertised and should have suitable approach road.

13B1	Do you have a suitable land in the location advertised for construction of showroom or showroom is readily available <b>Owned/Leased ( 15 yrs minimum)</b> in your own name or in the name of any member of your 'Family Unit' .	<b>Yes</b>	/	<b>No</b>
Please strike off what is not applicable				

**Note :('Family Unit' in case of married applicant, shall consist of applicant, his/her Spouse and their unmarried son(s)/daughter(s). In case of unmarried applicant, 'Family Unit' shall consist of Applicant, his/her parents and his/her unmarried brother(s) / sister(s))**

**If Yes to 13B1, Provide the following details and notarised affidavit as per Annexure - C.**

Land for showroom / showroom is in the name of	Relationship with applicant	Date of registration of sale deed/mutation/gift / lease	Address of the land for showroom /showroom	Dimension L& B in M

**If No to 13B1 then**

13B2	Do you have a <b>Firm offer</b> of sales/ Lease ( 15 yrs minimum) from any owner of the suitable land in the location advertised for showroom or showroom	<b>Yes</b>	/	<b>No</b>
Please strike off what is not applicable				

**If Yes 13B2, Provide the following details.**

Land for showroom / showroom is in the name of	Date of agreement to sale or lease on stamp paper.	Address of the land for showroom /showroom	Dimension L& B in M

**If No to 13B2 then**

13B3	If you do not have a suitable showroom and do not have firm offer, <b>can you arrange</b> the same in the location advertised, if selected?	<b>Yes</b>	/	<b>No</b>
Please strike off what is not applicable				

Note : Marks will be awarded to applicant either on ownership or firm offer or can arrange for showroom/land for showroom based on the information given by the applicant. On verification if it is found that the information given above is incorrect/ false/ misrepresented then the applicant's candidature will stand cancelled and will not be eligible distributorship.

**14 Capability to Arrange Finance**

Please note that marks will be awarded to applicant on capability to arrange finance based on the information given by the applicant on the Gross Annual Income, Amount in Savings Bank Account, Value of investments in FD/Shares/MF etc, value of assets and ability to get loan from Banks/Financial Institution. On verification if it is found that the information given by the applicant is incorrect/ false/ misrepresented then the applicant's candidature will stand cancelled and will be ineligible for this LPG distributorship.

14.1 **Gross Annual Income of Last Financial Year:**      Rs 

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Amount in words \_\_\_\_\_

Income pertaining to last Financial Year. Attach notarized affidavit as per **Annexure B**



15	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)? ?	Yes	/	No
		Please strike off what is not applicable		

**(If yes you are not eligible to apply.)**

**16 DECLARATION BY THE APPLICANT.**

I am aware that inter se suitability of candidates will be decided by evaluation of candidates on the document based marks and interaction (interview). Evaluation on document based marks will be done based on the information given by me/us in this application. On verification by the Oil Company if it is found that the information given by me/us is incorrect/ false/ misrepresented then my/our candidature will stand cancelled and I/We will be declared ineligible for LPG Distributorship. I also confirm that I am in possession of the supporting documents in original for the information given by me in this application and if selected, failure to present these documents in original will result in cancellation of selection due to submission of false/unsupported information in documents

I am fully aware that if I am unable to make Godown duly approved by the Chief Controller of Explosives on the land/godown indicated in the application and or Showroom as per the oil company's standard layout on the land/shop indicated in the application herein above after selection then the allotment of distributorship made to me will automatically stand cancelled.

I am fully aware that I will not be appointed as LPG distributor if I am employed. I shall have to resign from the service and produce proof of acceptance of my resignation from my employer before issuance of Letter of Appointment.

That, if selected, I undertake that I will be depositing an interest free Security deposit as per the policy of the Corporation. (Not applicable for distributorships reserved for SC/ST category)

I have read the condition for the distributorship mentioned in the advertisement and confirm that I fulfil the eligibility criteria for the LPG distributorship I have applied in this application.

**17 UNDERTAKING**

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

**Place :** \_\_\_\_\_ **Signature of applicant** \_\_\_\_\_

**Date :**

d	d	-	m	m	-	y	y	y	y
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**Name of applicant** \_\_\_\_\_  
(Name in block letters)

**List of Enclosures**

- 1 **Certificate from competent authority for the eligibility of the Category**
- 2 **Demand Draft No \_\_\_\_\_ dated \_\_\_\_\_**
- 3 **Proof of age**      4 **Proof of Education qualification**
- 5 **Affidavit as per the format in Annexure A or A1**
- 6 **Affidavit as per the format in Annexure B**
- 7 **Affidavit as per the format in Annexure C**
- 8 **Letter from Bank/Financial Institution as per format in Annexure - D**
- 9 **Draft of Partnership Deed - as applicable.**

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

**(Affidavit to be submitted by individuals and partners of partnerships)**

I, \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_  
Age \_\_\_\_\_ years residing at \_\_\_\_\_ do hereby solemnly affirm and say as under :

That I am an Indian National.

- 1 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 of any Oil Company.

**OR**

That I am married . 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 of any Oil Company:

- 2 @.That I am an unmarried woman above 40 years of age without earning parents
- 3 @.That I am a widow and not re-married
- 4 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).
- 5 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.
- 6 @ That against item no.14 of my application form details of various sources of funds required for setting up and operation of the distributorship has been furnished. I under take that these funds will be made available for the purpose of setting up and operation of distributorship. In case it is found that the same is not made available as and when required, the offer of distributorship, at any stage, can be withdrawn and that I will have no claim/damages whatsoever against the oil company.
- 7 That if any information/declaration given by me in my/our application or in any document submitted by me/us 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 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.**  
**(@ Delete these if not applicable)**

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

Solemnly affirmed and declared before me

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

Signature and Seal of  
Magistrate/Judge/Notary public

Signature of person making affidavit  
(Name in block letters)

**(NOTORISED AFFIDAVIT)**

**Annexure - A 1**

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

(To be submitted by Registered Co-operative Societies and Organised bodies like Government Organisations / Corporations / Undertakings, Public LTD. Companies, and Companies incorporated under Companies Act 1956)

In the matter of LPG distributorship of Indian Oil Corporation\* / Bharat Petroleum Corporation\* / Hindustan Petroleum Corporation\* at \_\_\_\_\_ (Location) whereas \_\_\_\_\_ (Name of the Registered Co-operative Society\*/Corporate Houses\*) \_\_\_\_\_ (Location) has applied for LPG distributorship of \_\_\_\_\_ (name of the oil company) Ltd., at \_\_\_\_\_.

I, \_\_\_\_\_ son / daughter / wife of \_\_\_\_\_ Age \_\_\_\_\_ years resident of \_\_\_\_\_ in the capacity of \_\_\_\_\_ do hereby solemnly declare :

- 1 That through a resolution passed by the Co-operative society\*/Corporate Houses\*, I have been authorised to apply for the said distributorship. A copy of the resolution/authorisation is enclosed herewith forming part and parcel of this affidavit.
- 2 That the said Co-operative Society\*/Corporate Houses \* is duly registered and a photocopy of the registration certificate is enclosed herewith forming part and parcel of this affidavit.
- 3 That on behalf of the Co-operative Society\*/Corporate Houses\*, I undertake that we will observe all the relevant guidelines with regard to award/operation of the said distributorship issued by Indian Oil Corporation\* / Bharat Petroleum Corporation\* / Hindustan Petroleum Corporation\* /Government of India or any other statutory body from time to time
- 4 \*That all members of the registered Co-operative Society belongs to the same category for which LPG distributorship has been advertised. A copy of certificate to this effect from Registrar of Co-operative society and a list giving names of all the members of the this coo-operative society is enclosed herewith forming part and parcel of this affidavit. None of the members of the society hold dealership/ distributorship of any Oil company for MS/HSD/SKO-LDO/LPG in India nor has/have been issued a letter of intent or appointment letter, and none of the members have either been convicted or charges have been framed against them by court of law for criminal offences involving moral turpitude and / or economic offences (other than freedom struggle) punishable under Law. **(Applicable for registered co-operative societies applying for LPG distributorships under reserved category only)**
- 5 \*That there are no charges framed against any member by any Court of Law, and / or no member of the registered Co-operative Society has ever been convicted for any criminal offence involving moral turpitude and/or economic offences (other than freedom struggle) punishable under Law.
- 6 That the registered Co-operative Society\*/Corporate Houses\* does not have any criminal records nor does it have any criminal charges framed against it by court of law involving moral turpitude and/or economic offences (other than freedom struggle) punishable under Law.
- 7 I hereby confirm that I was never a signatory to dealership/distributorship agreement of any oil company, which was terminated for malpractices and / or for violations of provisions of the Marketing Discipline Guidelines.
- 8 That If any information/declaration given by me in my/our application or in any document submitted in support of application for the award of the distributorship or in this affidavit shall be found to be untrue or incorrect or false, Indian Oil Corporation\* / Bharat Petroleum Corporation\* / Hindustan Petroleum Corporation\* would be within its rights to withdraw the letter of intent / terminate the distributorship (if already appointed) and that we would have no claim, whatsoever, against Indian Oil Corporation\* / Bharat Petroleum Corporation\* / Hindustan Petroleum Corporation\* for such withdrawal/termination.

**\*strike out whatever is not applicable.**

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

Solemnly affirmed and declared before me  
This \_\_\_\_\_ day of \_\_\_\_\_

Signature and Seal of  
Magistrate/Judge/Notary public

Signature of person making affidavit  
(Name in block letters)

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

**DECLARATION OF ANNUAL INCOME**

Please give details of income of the last financial year (20--/--)  
 Gross income should be indicated and not net income

**Details of Gross Annual Income in Rupees**

Relationship	Gross Salary	Property ( net income)	Interest/ Dividend	Business ( net profit)	Professional Income ( Net of expenses )	Income from Agriculture ( net of expenses )	Income from other sources e.g. pension, etc.	Total (I+II+III+IV+V+VI+VII)
	I	II	III	IV	V	VI	VII	VIII
1. Self								
2 Spouse								
3. Dependent children( Unmarried son/daughter)								
<b>In case Applicant is unmarried parents income can be given subject to enclosing affidavit as per format given in Annexure-C.</b>								
Father								
Mother								

Solemnly affirmed and declared before me

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

Signature and Seal of Magistrate / Judge / Notary Public

Signature of Person making affidavit  
Name in Block letter)

1 It is important to give precise information under each head i.e. I to VII, if income under any head is NIL, then it should be indicated specifically as NIL and not left blank.

2 If the applicant is payee of Income Tax, a copy of Income Tax Return should be attached

**(NOTORISED AFFIDAVIT) Annexure - C**  
**(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 my unmarried son\*/ unmarried daughter\*/wife\*/husband\*  
(Mr/Ms) \_\_\_\_\_ (name) has applied for LPG distributorship of  
IOC\*/BPC\*/HPC\* at \_\_\_\_\_ (location) under ' \_\_\_\_\_ ' category against the advertisement  
made in \_\_\_\_\_ news paper dated \_\_\_\_\_

\* Strike off whichever is not applicable.

- 2** That in case he/she is selected for LPG distributorship I will provide financial assistance to the extent of  
Rs \_\_\_\_\_ which is mentioned at Item no.14 under my name in the application submitted by  
(Mr/Ms) \_\_\_\_\_ .for LPG distributorship of IOC\*/BPC\*/HPC\* at  
\_\_\_\_\_
- 3** That in case he/she is selected for LPG distributorship I have no objection for construction of godown /  
showroom on the land specified in item no 13A1/13B1.

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 of persons making affidavit  
(Name in block letters)

**Annexure - D**

(To be submitted by all applicants: Credit worthiness certificate from the Bankers, from a Scheduled bank / Financial institution to be obtained in their **Letter Head** in the following format and enclosed with the application)

**TO WHOMSOEVER IT MAY CONCERN**

Shri / Smt / Kum / M/s- ..... is a customer of this bank for last .... Years and he / she / they is / are enjoying the following facilities from our bank / institution:

- a)
- b)
- c)

During the above period, the dealings of Shri / Smt / Kum / M/s- .....with the bank and his / her / their conduct has been satisfactory. In case, a distributorship is allotted to him / her /them, we will be willing to extend a loan of Rs.....

**Signature**  
**Name and Designation**  
**Office seal**  
**Date**

## STANDARD FORMAT FOR SC/ST CATEGORY

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

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

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

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956\*  
The Constitution (Andaman & Nicobar Islands) Scheduled Tribes Order, 1956\*  
The Constitution (Dadra & Nagar Haveli) Scheduled Castes Order, 1962\*  
The Constitution (Pondicherry) Scheduled Castes Order, 1964\*  
The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967\*  
The Constitution (Nagaland) Scheduled Tribes Order, 1970\*

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

Date : \_\_\_\_\_ Designation : \_\_\_\_\_  
(with seal of office)

State / Union Territory\*

\* Please delete the words which are not applicable.

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

# Officers competent to issue Caste / Tribe certificates.

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

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

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

iii. Revenue Officers not below the rank of Tehsildar.

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

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

**STANDARD FORMAT OF THE CERTIFICATE FOR PH CATEGORY**

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 \_\_\_\_\_

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

\*Strike out which is not applicable.

Sd/-  
/(DOCTOR)  
Seal

Sd/-  
(DOCTOR)  
Seal

Sd/-(  
(DOCTOR)  
Seal

Signature/Thumb impression off the patient

Medical Superintendent/CMO/Head of  
Hospital (with seal)

Recent Attested Photograph  
Showing the disability affixed here.

\*\*\*\*\*

## General Instructions to the applicant for making LPG Distributorship Application.

Item No	Instructions	Supporting Documents :- Applicants to provide them at the time of verification.
1	Write the name of the location for which application is made	As per advertisement
2	Write the name of the district of the location for which application is made	As per advertisement
3	Write the name of the State of the location for which application is made	As per advertisement
4	Write the name of the category of the location as per the advertisement	Certificate issued by the competent authority.
5	Write the dated and name of the news paper in which advertisement has appeared for the location mentioned in item 1.	As per advertisement
6	Write the status whether application is by individual or made in partnership or registered Cooperative Society or Company.	Affidavit -A or A1 as applicable
7	To be filled by individual applicants or applications made in partnership.	SSC / Matric or equivalent certificate.
8	Information is on multiple dealership/distributors norm. if answer is yes. Applicant is not eligible for LPG distributorship	Notorised Affidavit as per Annexure - A
9	Education : - Information in chronological order	Original certificate of each qualification
10	For Partnership Applications only. Separate individual application to be made by all the partners along with separate application fee. ( Not applicable for others).	Draft partnership deed
11	Registered cooperative societies/Companies:	Notorised Affidavit as per Annexure A1 alongwith its enclosures
12	Experience: Minimum one year experience in the capacity of supervisor/Manager / proprietor / partner involved in running a business/organisation will be considered. Provide information based on the type of experience. I - Direct Sales / Home delivered product in case experience is in the products or services which are delivered at residence of customer like LPG cylinders. II - Other Petroleum Products III - Any Other trade.	Experience certificate should be supported by Salary slips/ appointment letter etc.
13A	<b>Capability to Provide Godown for Storage of LPG cylinders: In case applicant does not provide any information from 13A1 to &amp; 13A3, then response to all will be taken as 'No'</b>	
13A1	In case applicant has suitable land for construction of godown or ready made godown for storage of filled LPG cylinders in his name or in the name of member of his 'family unit', then response should be 'Yes' so strike off 'No' and provide details.  In case the applicant does not have suitable land in own or in the name of member of family unit, then response should be "No" so strike off "Yes" and move to 13A2	Registered Sale Deed/ Mutation/ gift deed / lease (15yrs minimum ) agreement and government record etc. and their Date has to be before or on the date of application. Consent from the family member in form of Notorized affidavit is required

## General Instructions to the applicant for making LPG Distributorship Application.

Item No	Instructions	Supporting Documents :- Applicants to provide them at the time of verification.
13A2	In case 13A1 is "No", then only 13A2 should be filled. In case applicant has a Firm offer of Sale / lease from any owner of a suitable land or godown, then response should be "Yes" so strike off " No" and provide the details. In case the applicant does not have firm offer then response should be be "No" so strike off "Yes" and move to 13A3	Notorised Agreement to sale or lease ( 15 yrs minimum) from the owner . Date of agreement has to be on or before the date of application. Proof of ownership etc.
13A3	In case applicant 13A1 and 13A2 is "No" then only 13A3 should be filled. In case applicant has identified a suitable land but has not entered into sale agreement with the owner or is confident of arranging it within 2 months, then response should be "Yes" so strike off 'No'. Incase applicant has not identified suitable land and feels that he cannot arrange it within 2 months then response should be "No" so strike off "Yes"	
13B	<b>Capability to Provide showroom for LPG distributorship: In case applicant does not provide any information from 13B1 to 13B3, then response to all will be taken as 'No'</b>	
13B1	In case applicant has suitable land for construction of showroom or showroom in his name or in the name of member of his 'family unit', then response should be 'Yes' so strike off 'No' and provide details. In case the applicant does not have suitable land in own or in the name of member of family unit, then response should be "No" so strike off "Yes" and move to 13B2	Registered Sale Deed/ Mutation/ gift/ lease ( 15yrs minimum ) agreement and government record etc. Date of agreement/mutation has to be before or on the date of application. Consent from the family member in form of affidavit is required
13B2	In case13B1 is "No", then only 13B2 should be filled. In case applicant has a Firm offer of Sale / lease from any owner of a suitable land for showroom or showroom, then response should be "Yes" so strike off " No" and provide the details. In case the applicant does not have firm offer from then response should be be "No" so strike off "Yes" and move to 13B3	Notorized Agreement to sale or lease ( 15 yrs minimum) from the owner . Date of agreement has to be on or before the date of application. Proof of ownership etc.
13B3	In case applicant 13B1 and 13B2 is "No" then only13B3 should be filled. In case applicant has identified a suitable land/ showroom but has not entered into sale agreement with the owner or is confident of arranging it within 2 months, then response should be "Yes" so strike off 'No'. Incase applicant has not identified suitable land nor feels that he cannot arrange it within 2 months then response should be "No" so strike off "Yes"	
14	<b>Capability to Arrange Finance</b>	
14.1	Gross Annual Income of the "Family Unit" of the last financial year. The income will include income from all sources such as salary, property, interest, dividend, business/ profession/ vocation, agriculture and other sources, if any.	Notorised Affidavit as per Annexure - B

## General Instructions to the applicant for making LPG Distributorship Application.

Item No	Instructions	Supporting Documents :- Applicants to provide them at the time of verification.
	<p>If the applicant is an Income Tax Assessee, the details of income as shown in the Annual Income Declaration should conform to those indicated in the income tax return for the relevant financial year and the Assessment Order of the Income Tax Officer thereon.</p> <p>If, however, the applicant is not an Income Tax Assessee then the details are required to be supported with other relevant document some which are mentioned below by way of illustration:</p> <p>a) Gross Salary:- A certificate from the employer(s) indicating the total emoluments paid</p> <p>b) Income from property:- Rent as declared and assessed for the purpose of tax.</p> <p>c) Interest on Bank Deposits - Letter issued by competent authority from Bank(s) showing the actual amount paid/credited as interest.</p> <p>d) Income from business/profession/vacation/shares and other investment/other sources: Certificate from Chartered Account in support of the income indicated under each of these heads will be required. The applicant may also be required to produce any other documentary proof in support of the income indicated.</p> <p>e) Income from agriculture: A certificate from Mamlatdar/ Tehsildar</p>	
<b>14.2</b>	Amount in the Saving Account in the name of self & the member of the "Family Unit" as on the date of application. Amount in the name of joint account of the member(s) outside the "Family Unit" should not be mentioned.	Notorized Affidavit as per Anexure - C and Statement of Account from which amount as on the date of application can be verified.
<b>14.3</b>	Investment in Fix Deposit/Bonds/NSCs/Mutual Funds/Shares/ULIP value as on Date of Advertisement in the name of self and member of the "Family unit". Amount in the name of joint account of the member(s) outside the "Family Unit" should not be mentioned.	Notorised Affidavite as per Annexure - C
	Fix Deposit/Term Deposit etc in Bank- amount as on the date of advertisement should be taken from the Bank	Bank Statement or letter from the Bankers certifying the amount in FD/Term deposit as on the date of advertisement
	Investments in Mutual Funds/listed shares/ULIP based on the NAV on the date of advertisement.	Value on the date of advertisement as certified by the Government Approved Valuer or the concerned financial institution/ certified by Chattered Accountant.
	Amount of money which applicant can get on surrender of Insurance policy or as loan against the policy as on the date of advertisment.	Certificate from the Insurance Company
Please note that amount mentioned in the application at item 14.2 and 14.3 should be retained till the date of interview or three months from the date of application which ever is earlier.		

## General Instructions to the applicant for making LPG Distributorship Application.

Item No	Instructions	Supporting Documents :- Applicants to provide them at the time of verification.
14.4	Value of other assets / Property( immovable) in the name of the member of the "Family Unit" as on the date of advertisement. Assets/Property in the name of joint account of the member(s) outside the "Family Unit" should not be mentioned.( <b>Note: Gold should not be included</b> ). The valuation of assets with regard to Land for godown/ godown mentioned in item 13A1 and land offered for showroom/showroom mentioned in item 13B1 should not be included..	Value on the date of advertisement as certified by the Government Approved Valuer
14.5	Amount based on the certificate / letter from a Schedule Banks / Financial Institutions to extend loan as per Annexure D. In case no amount is mentioned then it shall be taken as nil and no marks will be awarded.	As per Annexure - D

**Note :**

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 should provide only that information in the application against various items, for which applicant is in possession of supporting documents in original as on the date of submission of application. Failure to present these documents in original will result in cancellation of selection due to submission of false/unsupported information.
3. Incase applicant require extra space on any point, the same can be given by adding more row or add extra sheets but details should be given in the same format as mentioned in that particular point.

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