

## STANDARD APPLICATION FORMAT

(FORM TO BE FILLED UP IN CAPITAL LETTERS USING BLUE/BLACK BALL POINT PEN) PLEASE READ GENERAL INSTRUCTIONS TO THE CANDIDATES BEFORE MAKING THE APPLICATION.																															
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 RAJIV GANDHI GRAMIN LPG VITRAK (RGGLV) OF																															
Please write name of Oil Company of the location (BPC or IOC or HPC)																															
Particular of application fee																															
Demand Draft Number										Date										D D - M M - Y Y											
Drawn on (name of the bank)										Payable At																					
In favour of ( Full name of the oil company)																															
(Enclose Application processing fee of Rs1000/ ( 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 RGGLV Location																													
2a		Gram Panchayat***																													
2b		Taluka/Tehsil***																													
3		District																													
4		State																													
5		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.																															
6		Advertised on				D D - M M - Y Y Y Y Y Y				in				(Please write Name of Newspaper)																	
7 Applicant should enclose Affidavit as per the format given in Appendix - A																															
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 :																															
7.4		Indian Citizen				Yes				No																					
7.5		Gender				Male / Female																									
7.6		Date of Birth				D D - M M - Y Y 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 (Minimum as per Eligibility Criteria)																															
Qualification										Board/University										Year of Passing											
Matriculation i.e. Xth Standard examination or equivalent from recognized Board.																															

Please read Item No. 9 of General Instructions before providing the information on 9 below.

9 Provide the following details of land owned by the applicant / family member of the 'Family Unit\*\*' or land belonging to Parents / Grand Parents (both Maternal and Paternal) of the applicant for construction of LPG godown / ready LPG cylinder storage godown at the advertised RGGLV location. In case the land belongs to member(s) of 'Family Unit\*\*' / Parents / Grand Parents of the applicant, a notarised affidavit as per Appendix - B has to be submitted. In case, land is jointly owned by the applicant/member(s) of the Family Unit\*\*/Parents/Grandparents of the applicant with any other person(s) and the share of the 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 the joint owner(s) in the form of a Notarised affidavit is to be provided as per Appendix-I.

Name(s) of the owner of Land	Relationship with applicant	Date of registration of sale deed/gift deed/ date of mutation	Address (including name of Village) of the location of land for LPG Godown	Khasra No./ Survey No	Dimensions of land *	
					Length (in metre)	Breadth (in metre)

\* Provide 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 21 M X 26 M will not be considered.

(2) Date of land documents should be on or before the last date of submission of application as specified in the advertisement or corrigendum (if any) and the same will be verified during Field Verification.

(3) The land shown above should not be offered by any other applicant for this RGGLV location and in case it is found that the same land is offered by more than one applicant, then all such applications will be rejected.

Please read Item No. 10 & 11 of General Instructions before providing the information on Point No. 10 & 11 below :

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

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

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

11 FIXED DEPOSIT/NSC/SHARES/MF etc in the name of applicant and member(s) of 'Family Unit\*\*'. Attach affidavit as per format given in Appendix - B from member(s) of 'Family Unit\*\*'.

S.N	Type of Investment - FD/ NSC/PPF Shares/MF etc.	Reference Number with date	Name(s) of the holder	Relation with applicant	Initial investment Amount	Value (Amount) as on Date of Application
1						Rs
2						Rs
3						Rs
4						Rs
<b>Total</b>						Rs
Total amount in words : Rupees						

Note :

(1) The above declared investments should be available on last date for submission of application as specified in the advertisement or corrigendum (if any) and the same will be verified during Field Verification.

(2) The value (Amount) shown above should be as on Date of application.

12	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		

<b>13 Additional Information to be furnished by existing SKO (Kerosene) Dealers of OMCs</b>												
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 Dealership	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 RGGLV	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 RGGLV, issued by the allocating authority of the State Government / Divisional / Territory / Regional Office of the concerned Oil Marketing Company.

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**14 DECLARATION BY THE APPLICANT.**

I am aware that eligibility for RGGLV 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 RGGLV.

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 RGGLV made to me will be cancelled.

I am fully aware that if employed, I will have to resign from the service and produce proof of acceptance of my resignation from my employer before issuance of Letter of Appointment for distributorship under RGGLV Scheme. 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 RGGLV. Failure to comply to this condition will lead to cancellation of my selection.

I am aware that if married, my spouse will be co-owner of RGGLV with me.

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

I am aware that if selected I have to deposit 10% of the security deposit, i.e. Rs. 20000/- before the FVC is carried out. In case if it is found that the information given by me is incorrect/ false/ misrepresented then my candidature will be liable to be cancelled along with forfeiture of Rs. 20000/- deposited before FVC.

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

The check list at Point No. 15 has been verified by me before the submission of this application form and the same is true and correct.

**Undertaking**

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

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

Date : 

d	d	-	m	m	-	y	y	y	y
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 Name of applicant \_\_\_\_\_

(Name in block letters)

15 Check list for Applicants				
(Note : Check Box against all the items in the checklist has to be compulsorily filled)				
S.N.	Document / Activity to be checked & confirmed			Check box # (P / X)
1	I have enclosed DD No. _____ dated _____ ( verified 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 Copies of eligibility certificate(s) for the category as applicable.			
4	I have enclosed copy of Residence Certificate as per Format given in Appendix C.			
5	I have enclosed Notarised Affidavit in original as per format given in Appendix A.			
6	I have enclosed Notarised Affidavit in original as per Appendix B as applicable.			
7	I have enclosed Notarised Affidavit in original for Joint Ownership of land as per Appendix I as applicable.			
8	I have enclosed Notarized Affidavit in Original - Declaration/Undertaking as applicable for OBC applicants as per <b>Appendix F</b> .			
9	I confirm my age as on date of application is as per the eligibility criteria.			
10	I confirm that I am a resident of Gram Panchayat or the corresponding revenue/adminstrative structure as applicable in the respective State/UT and specified in the advertisement as on date of this application, of the advertised RGGLV location for which this application is submitted.			
11	I confirm that while I am not a resident of the Gram Panchayat, I am a resident of Taluka/Tehsil or the corresponding revenue/adminstrative structure as applicable in the respective State/UT and specified in the advertisement as on date of this application, of the advertised RGGLV location for which this application is submitted.			
12	I confirm that I have passed minimum X standard examination or equivalent from a recognized Board			
13	I confirm that I am having Land for Godown in the advertized location owned in my name/member of the Family Unit** or owned in the name of my parents & grandparents (both maternal and paternal) and the same meets the eligibility conditions including the ownership criteria as per clause No. 3 (h) of the advertisement. (Please also refer to item No. 9 of "General Instructions to the candidates applying for RGGLV").			
14	I confirm that I am having minimum funds of Rs. 4.0 lakhs (Rs. 2.0 Lakhs for SC/ST category) as per the eligibility criteria given at clause No. 3 (g) of the advertisement. (Please also refer to item No. 10& 11 of "General Instructions to the candidates applying for RGGLV"). I also confirm that amount maintained in the joint account with members outside the "Family Unit*** are not mentioned in my application.			
15	I confirm that I have signed the undertaking at the end of application (Point No. 14) with name, date and place.			
16	I confirm that I have numbered and signed all the pages of the application.			
17	The total Number of pages of the application including attachments _____ Nos			
18	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.				

General Instructions to the candidates applying for RGGLV		
Item No	Instructions	Supporting Documents to be provided by applicant at the time of verification.
1	Write the name of the location for which application is made as per advertisement.	
2 (a) & 2(b)	Write the name of the Gram Panchayat & Tehsil/Taluka (or the name(s) as specified at item No. 1 in the advertisement) of the location for which application is made as per advertisement.	
3	Write the name of the District of the location for which application is made as per advertisement.	
4	Write the name of the State of the location for which application is made as per advertisement.	
5	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.
6	Write the date and name of the news paper in which advertisement has appeared for the location mentioned in item 1.	
7	For item no 7.1 to 7.8 : Personal Details are to be filled and Notarized affidavit as per format in Appendix-A to be submitted.	A residency certificate in the standard format from the competent authority. Proof of Date of Birth - 10th Standard Board Certificate/Birth Certificate/ Passport/PAN card.
8	Education	Original Matriculation certificate or certificate of recognized equivalent examination.
9	<p>Details of the plot of Land for godown or ready made godown which meets the following requirement:-</p> <p>The applicant should own :</p> <p>a plot of land of minimum dimensions 21 M x 26 M for construction of LPG Godown for storage of 5000 Kg of LPG in cylinders at the advertised RGGLV location. The plot of land for construction of godown not meeting the minimum dimensions of 21 M x 26 M will not be considered.</p> <p>Or</p> <p>A ready LPG cylinder storage godown of 5000 Kg capacity at the advertised RGGLV location.</p> <p>(Note : In case there are any state specific requirements/norms applicable for construction of the LPG Godown, then the same will be applicable for the respective RGGLV locations including revised minimum dimensions of the plot of land will be required as specified in the advertisement of that respective State.)</p> <p>The land for godown/godown can be offered by only one applicant for a particular RGGLV location. In case more than one application is received offering the same land for godown/godown, all such applications would be rejected.</p> <p>The plot of land or ready LPG cylinder storage godown should be freely accessible through all weather motorable approach road (public road or private road connecting to the public road). In case of private road connecting to the public road, the same should belong to the applicant/member(s) of family as per the ownership criteria defined in the advertisement under item No. 3 (h) (iii). The land should be plain, in one contiguous plot, free from live overhead power transmission or telephone lines. Canals/Drainage/Nallahs should not be passing through the plot. The land for construction of LPG godown/LPG Godown should also meet the norms of various statutory bodies such as PWD/Highway authorities/ Town and Country Planning Department etc.</p> <p>RGGLV would require a storage Godown approved and licensed by Chief Controller of Explosives of Petroleum and Explosives Safety Organisation (PESO) for storage of LPG in cylinders</p>	<p>Documents pertaining to land/Godown in the name of applicant/member of family unit/ parents/ grandparents (both maternal &amp; paternal) of the applicant : Registered Sale Deed/ gift deed / Mutation and government record etc.</p> <p>The Date of the land documents have to be on or before the last date of submission of application as mentioned in the advertisement or corrigendum (if any).</p> <p>In case land is in the name of member of 'Family Unit'/ Parents/ Grandparents (both maternal &amp; paternal) of the applicant, consent from such family members in the form of a Notarized Affidavit (Appendix B ) is required to be attached with the application.</p> <p>In case land is jointly owned by the applicant/member of the Family Unit/ Parents/ Grandparents of the applicant with any other person(s) and the share of the land in the name of the applicant/member of the Family Unit/ Parents/ Grandparents of the applicant meets the requirement of land for godown then an NOC from the joint owner(s) is to be provided as per Appendix-I</p> <p>'Family Unit' is defined below in Important Note.</p>

Item No	Instructions	Supporting Documents to be provided by applicant at the time of verification.
10	<p>Amount in the Saving Account in Bank/Post Office in the name of self &amp; the member(s) of the "Family Unit" should be available as closing balance on the last date of submission of application as specified in the advertisement or corrigendum (if any) and only such closing balance shall 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 Notarized Affidavit as per format given in Appendix-B.</p>	<p>Savings Bank Accounts Statement/Pass Book from which the amount mentioned in the application to be available as closing balance on the last date for submission of application as mentioned in the advertisement or corrigendum (if any) can be verified.</p>
11	<p>Investment in Bonds/NSC in the name of self and member of the "Family unit" - value (amount) as on date of application.</p> <p>Fixed Deposit/Term Deposit/PPF in Scheduled Bank/Post Office/listed Companies/Government organisation/PSU, Kisan Vikas Patra in the name of self and member of the Family Unit - value (amount) as on date of application.</p> <p>The investments as declared in the application must be available as on last date of submission of application as specified in the advertisement or corrigendum (if any), for verification.</p> <p>Attach Notarized Affidavit as per format given in Appendix - B, if applicable.</p> <p>Amount maintained in the joint account with member(s) outside the "Family Unit" should not be mentioned and will not be considered.</p>	<p>All supporting documents based on which the amount has been declared as on the date of application in Point No. 11 needs to be made available.</p> <p>Declared Value (amount) as on the date of application for the investment instruments as certified by the Bank/Post Office or the concerned financial institution/issuing organisation.</p> <p>In case fixed deposit(s)/PPF/Term Deposit/Bonds/NSCs have matured between the date of application and the last date for submission of application as mentioned in the advertisement or corrigendum (if any), then the applicant should present any other instrument as mentioned in Item 10 &amp; 11 of the application as a proof of having re-invested the declared amount. Date of such investment should be on or before the last date for submission of application as given in the advertisement or corrigendum (if any).</p>
	<p>Investments in Mutual Funds/listed shares/ULIP based on the NAV on the date of application.</p>	<p>Value on the date of application as certified by the Government Approved Valuer or the concerned financial institution/ certified by Chartered Accountant.</p>
	<p>Amount of money which applicant can get on surrender of Insurance policy.</p>	<p>Certificate from the Insurance Company</p>
12	<p>Conviction or charges have been framed by Court of Law for any criminal offence involving moral turpitude and / or economic offence (other than freedom struggle).</p>	<p>Notarised Affidavit as per format given in Appendix -A to be submitted</p>
13	<p>Additional Information to be furnished by SKO (Kerosene) dealers for item No.i to viii.</p>	<p>Notarised Affidavit as per format given in Appendix -A to be submitted.</p> <p>Month-wise Allocation letter(s) for preceding 12 months from the month of advertisement for this RGGLV, 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 Rs. 20000/- 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.

(Notarised AFFIDAVIT)

Appendix - A

(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 resident of ( name of Village), (Gram Panchayat)\*\*\*, (Taluka/Tehsil)\*\*\*, (District) in the State of \_\_\_\_\_.

2 That my date of birth is 

d	d	/	m	m	/	y	y	y	y
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 (in words \_\_\_\_\_)

3 That I have passed Std X or equivalent examination from a recognised Board in the year 

y	y	y	y
---	---	---	---

  
and  
That I have passed Senior Secondary i.e.(10+2) CBSE or equivalent examination in the year \* 

y	y	y	y
---	---	---	---

  
and  
That I have passed Graduation 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 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 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 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/

5 That I hereby confirm that none of my family members (as defined in clause 3(e) of the Advertisement) are employees of Oil Marketing Companies

6 That I am of sound 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 RGGLV

(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 RGGLV, 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 RGGLV, 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

10 I am aware that in case the same land /godown offered by me in my application for provision of LPG Godown facility is also offered by any other applicant for the same purpose, my candidature for RGGLV 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 RGGLV or in this affidavit shall be found to be untrue or incorrect or false, Indian Oil Corporation Limited\*/ Bharat Petroleum Corporation Limited\* /Hindustan Petroleum Corporation Limited\* 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.

\*\*\* Mention the corresponding Revenue/administrative structure as specified in the advertisement)

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

Solemnly affirmed and declared before me

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

Signature and Seal of  
Magistrate/Judge/Notary public

Signature of person making affidavit  
(Name in block letters)

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

**Appendix-B**

**(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 RGGLV 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 RGGLV 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 RGGLV I will provide financial assistance to the extent of amount mentioned at Item no.10 & 11 under my name in the application submitted by (Mr./Ms) \_\_\_\_\_ for RGGLV of IOC\*/BPC\*/HPC\* at \_\_\_\_\_

3 That I own a piece of land singly/jointly, bearing Gatta/ Khasra/Survey No. \_\_\_\_\_ at \_\_\_\_\_ (village/town), Taluka/Tehsil \_\_\_\_\_, Dist \_\_\_\_\_ in the State of \_\_\_\_\_ as per the following details :

Names of the owner(s)	Date of registration of Sale Deed / Gift Deed / Date of Mutation	Khasra no./ Gatta No./Survey 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)

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

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

**OR**

That in case he/she is selected for RGGLV I confirm that I do not have any objection for the construction of the LPG godown (as required by OMC) at the above mentioned land, as per the particulars given in (e) 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 (d) is offered to the above applicant particulars of which is mentioned in (e))

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 RGGLV 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.**



**STANDARD RESIDENCE CERTIFICATE**  
**( To be submitted by the applicant along with the application)**

This is to certify that Shri/Smt/Kum. \_\_\_\_\_  
son/daughter/wife of \_\_\_\_\_ is a resident of ( name of town/village) \_\_\_\_\_  
Gram Panchayat \* \_\_\_\_\_ Taluka/Tehsil \* \_\_\_\_\_  
District \_\_\_\_\_ State \_\_\_\_\_ since \_\_\_\_\_ (dd/mm/yy).

This certificate is issued for the purpose of applying for Rajiv Gandhi Gramin LPG Vitrak at \_\_\_\_\_.

Date \_\_\_\_\_

Place \_\_\_\_\_

( \_\_\_\_\_ )

signature of  
Dy. Tehsildar / Tehsildar  
Dy. Mamlatdar/Mamlatdar  
(Seal of Office)

\* The corresponding Revenue /Administrative structure as applicable and specified in the advertisement be mentioned

## STANDARD FORMAT FOR SC/ST CATEGORY CERTIFICATE

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

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

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

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

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

Date : \_\_\_\_\_ Designation : \_\_\_\_\_  
 (with 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 FOR OBC CATEGORY CERTIFICATE**

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

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

This is to certify that Shri / Smt. / Kum.\* \_\_\_\_\_ son/daughter\* of \_\_\_\_\_ of \_\_\_\_\_ Village/Town\* \_\_\_\_\_

District/Division\* \_\_\_\_\_ of the State/Union Territory\* of \_\_\_\_\_ belongs to the \_\_\_\_\_ Community which is recognized as a Backward Class by Government of India (Central Government) under:

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

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

This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt.(SCT) dated 08/09/93 which is modified vide Government of India, Department of Personnel & Training OM's No. 36033/3/2004- Estt(Res) dated 14.10.2008 & No. 36033/1/2013-Estt. (Res.) dated 27.05.2013 and any other subsequent amendments issued in this regard.

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

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

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

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

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

(with seal of office)

\* Please delete the words, which are not applicable

**NOTE:**

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

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

(i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner/Deputy Collector / 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 by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No.36012/22/93- Estt.(SCT), dated 8/9/1993. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the above referred Office Memorandum, dated 8/9/1993, which is modified vide Department of Personnel and Training OM 's No. 36033/3/2004- Estt(Res) dated 14.10.2008 & No. 36033/1/2013-Estt. (Res.) dated 27.05.2013 and any other subsequent amendments issued in this regard.

(Signature of the Candidate)

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

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

Declaration/undertaking not signed by Candidate will be rejected.

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

## STANDARD FORMAT FOR PH CATEGORY CERTIFICATE

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

Certificate No.

Date

## CERTIFICATE FOR THE PERSONS WITH DISABILITIES

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

Note: -

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

\*Strike out which is not applicable.

Sd/-  
 (DOCTOR)  
 Seal

Sd/-  
 (DOCTOR)  
 Seal

Sd/-  
 (DOCTOR)  
 Seal

Signature/Thumb impression of the patient

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

Recent Attested Photograph  
 Showing the disability affixed here.

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

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

Reference No.

Date

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

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

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

OR

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

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

OR

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

OR

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

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

OR

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

# Delete if not applicable.

Attested Signatures of applicant

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

Signature :

Name :

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

Designation :

Office Seal :

**Notarized Affidavit for offer of land from applicant/member of the family unit/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 bearing Gatta/ Khasra/Survey No. \_\_\_\_\_ at \_\_\_\_\_ (village/town), Taluka/Tehsil \_\_\_\_\_, Dist \_\_\_\_\_ in the State of \_\_\_\_\_ as per the following details :

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

- 2 That Shri/Smt \_\_\_\_\_ has applied for RGGLV 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 RGGLV I confirm that I do not have any objection for the construction of the LPG godown (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**