

General Instructions to the applicant for making NDNE LPG Retailer Application.

Item no	Instructions	Supporting Documents wherever applicable:- (Applicants to provide Originals at the time of interview and FIR)
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 date and name of the news paper in which advertisement has appeared for the location mentioned in item 1.	As per advertisement
5	Write the Status whether application is by individual or made in partnership or Company	Attach Notoraised Affidavit as per Annexure A or A-1 as applicable
6.1	Name to be filled by individual applicants or applications made in partnership or the authorised Director of the Companies who is also appearing for interview	a. As per 10th standard mark sheet /certificate. b. Companies should also attach Board resolution authorising the applicant to submit application form on thier behalf
6.6	The date of birth of the applicant	As given in 10th class marksheet/certificate/ copy of passport/Municipality birth certificate
7(a), 7 (b), 7 (c), 7 (d)	Information on multiple dealership/distributorship norm and details on NDNE Retailership etc. - Give details as required	Attach Notoraised Affidavit as per Annexure-A by Individfuals & partners of Partnership firms and in Annexure - A1 by Companies
8	Education : - Information in chronological order. (Not applicable for Companies)	attested certificate of each qualification
9	For Partnership Applications only. Separate individual applications to be made by all the partners along with separate application fee. (Not applicable for others).	Partnership Deed
9-A	For Companies Incorporated Under Companies Act 1956	Attach Notoraised Affidavit as per Annexure-A-1 & Enclosures
10	Provide information & documentary evidence on the type of experience. Experience of running or working in an establishment for minimum one year is required. Companies also require minimum 1 years experience. Experience if any, in sale of Petroleum or other products/ services to Industrial and commercial establishments, institutions, Business to Business (B to B) segment, etc. Details on sale of LPG/Propane/Butane, Business Associates of Oil Companies / Conversion to LPG from other fuels/providing LPG (Bulk/Packed) infrastructure facilities/Providing consultancy services in this field to be provided. Part time experience should also be considered.	In case of work experience, attested copies of the Salary slips or apponintment letter along with experience certificate issued by employer etc. are required. In case of sale of product /services, attested copies of work order /Purchase order copies, invoices raised, completion certificates etc.received from their clients are to be attached. Applicant with less than 1 (one) year experience is not eligible.
11	Capability to Provide Godown/Land for godown	
a & b	In case applicant has suitable land for construction of godown or ready made godown for storage of filled NDNE LPG cylinders in his name or in the name of member of his 'family unit', then respose should be 'Yes' and provide details. In case of the Comapnies, the godown/land for godown owned by Directors or Share holders having controlling stake is also considered as belonging to the Company	Registered Sale Deed/ Regiserterd lease (10 yrs minimum) agreement/Registered Power of attorney and government record etc. and their Date has to be before or on the date of application. Consent from the members of family unit/Directors/share holders having controlling stake in form of Notorized affidavit is required (Annex. -C for individuals or partners of partnership frms and as per Annex. C1 for Companies)
c	Provide information & documentary evidence	Attested copies of ownership of godown/ land for godown to be submitted along with application form.

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12	Capability to Arrange Finance	
12.1	<p>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.</p> <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 (Not applicable for companies)</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 stating out clearly the location of the agricultural land the income there from</p>	Notorised Affidavit as per Annexure - B by Individuals and partners of partnership firm and as per annexure - B1 by Companies.
12.2	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. In case of Companies, the amount in current account of company is to be given as on date of application. The amounts shown in Savings accounts /Current accounts in bank as on date of application should be maintained in the respective accounts/ certificates till the interview date or 90 days from the date of application whichever is earlier	Notorized Affidavit as per Anexure - C and Statement of Account from which amount as on the date of application can verified.
12.3	Investment in FDs / NSCs / Shares / MF/surrender value of insurance/Post Office Deposit/Kisan Vikas patra in the name of self or family members as on Date of application Amount in the name of joint account of the member(s) outside the "Family Unit" should not be mentioned. In case of Companies, the FDs / NSCs / Shares / MF/ insurance/Post Office Deposit / Kisan Vikas patra in the name of the Company should only be mentioned.	Affidavit as per Annexure - C by individuals or Partners of partnership firms and as per Annexure - C1 by Companies. The amounts should be maintained in the respective accounts/ certificates till the interview date or 90 days from the date of application whichever is earlier
	Fix Deposit/Term Deposit etc in scheduled Bank- amount as on the date of application should be taken from the Bank	Bank Statement or letter from the Bankers certifying the amount.
	Investments in Mutual Funds/listed shares on the NAV/share value on the date of application	Value on the date of 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 the date of application	Certificate from the Insurance Company
12.4	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.(Note: Gold should not be included). The valuation of assets with regard to Land for godown/ godown mentioned in item 11 should not be included. In case of Companies the assets /Proprties in the name of the Company should only be considered.	Value on the date of advertisement as certified by the Government Approved Valuer.
12.5	Amount based on the certificate / letter from a Schedule Banks 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
14	Annual turnover and Profits made by Companies	Companies are required to submit audited balance sheets & profit and loss statements of last two financial years (Apr-Mar)

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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, applicnat'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.**