

CHECK LIST

RENEWAL : MS/HSD Retail Outlet LICENCE

Applied for Renewal / Reconstitution for the year : 2022

Name , Address and Phone No. of the Licensee (S) with title name of firm/agency etc. (if any):

.....

.....

Sl. No.	List of Documents Required	Submitted :Yes / No	Defects found /Comments (for office use)	Signature of Licensee (s)
1.	License in original			
2.	Application to D.M. by the licensee(s)			
3.	Application in Form C1			
4.	Renewal fees (through Treasury Challan, in original) amounting to Rs._8000/-			
5.	Current Fire License Note :- If schedule of land is not properly mentioned, submit affidavit (mentioning scheduled of land in this regard.			
6.	Current Explosive License / Declaration from Oil Company (Valid up-to.....) Note :- If schedule of land is not properly mentioned, submit affidavit (mentioning scheduled of land in this regard.			
7.	a) Current Income Tax (for the year.....) b) Current Professional Tax c) Self Declaration			
8.	Sale Tax / Vat (for non-assesses, an affidavit in this regard)			

9.	Current Trade License & Current Receipt of Municipal Tax / Gram Panchyat Tax			
10.	Current Land Khajnas (Commercial) & LR Parcha / Land Certificate			
11.	Current Pollution Certificate			
12.	Affidavit(in case of partnership business, that all the partners are alive and one of the partner shall empowered to perform the duties of renewal of license)			

For office use only

Signature of Dealing Assistant
Authority

Signature of O/C /

CHECK LIST

RENEWAL : L.P.G. (Cooking Gas) License

Applied for Renewal for the year :- 2022

Name , Address and Phone No. of the Licensee (S) with title name of firm/agency etc. (if any):

<i>Sl. No.</i>	<i>List of Documents Required</i>	<i>Submitted :Yes / No</i>	<i>Defects found /Comments (for office use)</i>	<i>Signature of the licensee(s)</i>
1.	License in original			
2.	Application to D.M. by the licensee(s)			
3.	Application in Form A			
4.	Renewal fees (through Treasury Challan, in original) amounting to Rs.8000/-			
5.	Current Fire License Note :- If schedule of land is not properly mentioned, submit affidavit (mentioning scheduled of land in this regard..			
6.	Current Explosive License / Declaration from Oil Company (Valid up-to.....) Note :- If schedule of land is not properly mentioned, submit affidavit (mentioning scheduled of land in this regard.			
7.	a) Current Income Tax (for the year.....) b) Current Professional Tax			
8.	Sale Tax / Vat (for non-assesses, an affidavit in this regard)			
9.	Current Trade License & Current Receipt of Municipal Tax / Gram Panchyat Tax			
10.	Current Land Khajnas (Commercial) & LR Parcha / Land Certificate			
11.	Current Pollution Certificate			

12.	Affidavit(in case of partnership business, that all the partners are alive and one of the partner shall empowered to perform the duties of renewal of license)			
-----	--	--	--	--

For office use only

Signature of Dealing Assistant

Signature of O/C / Authority

CHECK LIST

RENEWAL : Registered Seller Certificate of HSD

Applied for Renewal for the year :- 2022

Name , Address and Phone No. of the Licensee (s) with title name of firm/agency etc. (if any):

<i>Sl. No.</i>	<i>List of Documents Required</i>	<i>Submitted : Yes / No</i>	<i>Defects found /Comments (for office use)</i>	<i>Signature of licensee</i>
1.	License in original			
2.	Application to D.M. by the licensee			
3.	Application in Form C2			

4.	Renewal fees (through Treasury Challan, in original) amounting to Rs.50/-			
5.	Current Fire License (valid up-to /fromto.....) Note:-If schedule of land is not properly mentioned, submit affidavit (mentioning schedule of land) in this regard.			
6.	a) Current Income for non-assesses, an affidavit in this regard. b) Current Professional Tax			
7.	Sale Tax/Vat (for non-assesses, an affidavit in this regard)			
8.	Current Trade License & Current Receipt of Municipal Tax / Gram Panchyat Tax			
9.	Current Land Khajnas (Commercial) & LR Parcha / Land Certificate			
10.	Affidavit(in case of partnership business, that all the partners are alive and one of the partner shall empowered to perform the duties of renewal of license)			
11.	Other documents (if required):			

For office use only

Signature of Dealing Assistant

Signature of O/C / Authority

CHECK LIST

RENEWAL : Kerosene Oil DEALER (P.D.S.)

Applied for Renewal for the year :- 2022

Name , Address and Phone No. of the Licensee (S) with title name of firm/agency etc. (if any):

-

Sl. No.	List of Documents Required	Submitted : Yes / No	Defects found /Comments (for office use)	Signature of licensee(s)
1.	License in original			
2.	Application to D.M. by the licensee(s)			
3.	Application in 'Form – F'			
4.	Renewal fees by Treasury Challan, in original) as per average monthly supply for K. Oil (PDS) amounting to Rs. _____			
5.	Current Fire License (valid up-to /fromto.....) Note:- If schedule of land is not properly mentioned, submit affidavit(mentioning schedule of land) in this regard.			
6.	Current Income Tax of (I non-assesses , an affidavit in this regard)			
7.	Sale Tax/Vat (for non-assesses, an affidavit in this regard)			

8.	Current Trade License & Current Receipt of Municipal Tax / Gram Panchyat Tax			
9.	Current Land Khajnas (Commercial) & LR Parcha / Land Certificate			
10.	Current Profession Tax of.....			
11.	Affidavit(in case of partnership business, that all the partners are alive and one of the partner shall empowered to perform the duties of renewal of license)			
12.	Explosive License (Mention whether underground storage exists or not)			
13.	Other documents (if required):			

For office use only

Signature of Dealing Assistant

Signature of O/C

CHECK LIST

RENEWAL : Kerosene Oil AGENT (PDS)

Applied for Renewal for the year :- 2022

Name , Address and Phone No. of the Licensee (s) with title name of firm/agency etc. (if any):

<i>Sl. No.</i>	<i>List of Documents Required</i>	<i>Submitted : Yes / No</i>	<i>Defects found /Comments (for office use)</i>
1.	License in original		
2.	Application in form 'C'		
3.	Application to D.M. by the licensee(s)		
4.	Renewal fees (through Treasury Challan, in original) amounting to Rs._____		
5.	Current Fire License (valid up-to /fromto.....) Note:- If schedule of land is not properly mentioned, submit affidavit(mentioning schedule of land) in this regard.		
6.	Current Income Tax of (I non-assesses , an affidavit in this regard)		
7.	Sale Tax/Vat (for non-assesses, an affidavit in this regard)		
8.	Current Trade License & Current Receipt of Municipal Tax / Gram Panchyat Tax		
9.	Current Land Khajnas (Commercial) & LR Parcha / Land Certificate		
10.	Current Profession Tax of.....		
11..	Affidavit(in case of partnership business, that all the partners are alive and one of the partner shall empowered to perform the duties of renewal of license)		
12.	Explosive License (Mention whether underground Storage exists or not)		

Signature of the licensee(s)

13.	Other documents (if required):			

For office use only

Signature of Dealing Assistant

Signature of O/C

CHECK LIST

RENEWAL : Kerosene Oil DEALER (P.M.S.)

Applied for Renewal for the year :- 2022

Name , Address and Phone No. of the Licensee (s) with title name of firm/agency etc. (if any):

<i>Sl. No.</i>	<i>List of Documents Required</i>	<i>Submitted : Yes / No</i>	<i>Defects found /Comments (for office use)</i>	<i>Signature of licensee</i>
1.	License in original			
	Application to D.M. by the			

2.	licensee(s)		
3.	Application in Form A		
4.	Renewal fees (through Treasury Challan, in original amounting to Rs.50/- + Non-Judicial Stamp of Rs.200/- (two hundred) only		
5.	Current Fire License (valid up-to /fromto.....) Note:- If schedule of land is not properly mentioned, submit affidavit(mentioning schedule of land) in this regard.		
6.	a) Current Income for non-assesses, an affidavit in this regard. b) Current Professional Tax		
7.	Sale Tax/Vat (for non-assesses, an affidavit in this regard)		
8.	Current Trade License & Current Receipt of Municipal Tax / Gram Panchyat Tax		
9.	Current Land Khajnas (Commercial) & LR Parcha / Land Certificate		
10.	Affidavit(in case of partnership business, that all the partners are alive and one of the partner shall empowered to perform the duties of renewal of license)		

For office use only

Signature of Dealing Assistant

Signature of O/C

CHECK LIST

RENEWAL : H.S.D. Retailer Under Court case No. W.P.23388(W)1998

Applied for Renewal for the year :- 2022

Name , Address and Phone No. of the Licensee (S) with title name of firm/agency etc. (if any):

Sl. No.	List of Documents Required	Submitted : Yes / No	Defects found /Comments (for office use)	Signature of licensee
1.	License in original			
2.	Application to D.M. by the licensee(s)			
3.	Application in Form A			
4.	Renewal fees (through Treasury Challan, in original) amounting to Rs50/-			
5.	Current Fire License (valid up-to /fromto.....) Note: If schedule of land is not properly mentioned, submit			

	affidavit(mentioning schedule of land) in this regard.			
6.	a) Current Income for non-assesses, an affidavit in this regard. b) Current Professional Tax			
7.	Sale Tax/Vat (for non-assesses, an affidavit in this regard)			
8.	Current Trade License & Current Receipt of Municipal Tax / Gram Panchyat Tax			
9.	Current Land Khajnas (Commercial) & LR Parcha / Land Certificate			
10.	Affidavit(in case of partnership business, that all the partners are alive and one of the partner shall empowered to perform the duties of renewal of license)			
11.	Other documents (if required):			

For office use only

Signature of Dealing Assistant

Signature of O/C

CHECK LIST

RENEWAL : AUTO-LPG LICENCE

Applied for Renewal for the year : 2022

Name , Address and Phone No. of the Licensee (s) with title name of firm/agency etc. (if any):

<i>Sl. No.</i>	<i>List of Documents Required</i>	<i>Submitted : Yes / No</i>	<i>Defects found/ Comments (for office use)</i>	<i>Signature of licensee</i>
1.	License in original	.		
2.	Application to the D.M. by the licensee			
3.	Application in Form A			
4.	Renewal fees (through Treasury Challan, in original) amounting to Rs.8000/-			
5.	Current Fire License (valid up-to /from . Note:- If schedule of land is not properly mentioned, submit affidavit(mentioning schedule of land) in this regard.			
6.	Current Explosive License / Declaration of Oil Company (valid up-to / from..... to Note:-			

	If schedule of land is not properly mentioned, submit affidavit(mentioning schedule of land) in this regard.			
7.	a) Current Income Tax b) Current Profession Tax			
8.	Sale Tax/Vat (for non-assessee, an affidavit in this regard)			
9.	Current Trade License & Current Receipt of Municipal Tax / Gram Panchyat Tax			
10.	Current Land Khajnas (Commercial) & LR Parcha / Land Certificate			
11.	Affidavit(in case of partnership business, that all the partners are alive and one of the partner shall empowered to perform the duties of renewal of license)			

For office use only

Signature of Dealing Assistant

Signature of O/C

FORM-'A'

[See Paragraph 4 (1)]

Form of application for License / Renewal

I hereby apply for a license under the West Bengal Cooking Gas (Licensing and Control) order, 1985 and furnish the following particulars in connection therewith :

1. Applicant's Name :

- 2 Applicant's Father's :
(in case of an individual)

- 3 Applicant's residential address :

- 4 Situation of applicant's place of business :
and godown with particulars

5. Name of the Oil Company from which the :
Applicant will get his supply

6. Particulars of fire service / explosive license :

7. Particulars of current municipal trade license :
If the business is carried on within the
Jurisdiction of a corporation or a municipality :

I declare that the following quantity of cooking gas is in my possession this day and is held at the following place, namely.

I declare that I am the Proprietor / Manager / Partner / Director / Secretary / Lessee of the firm or organization on behalf of which the application is made.

Date :.....

.....

impression

(signature of left thumb
of the applicant)

FORM-'A'

[See Paragraph 4 (1)]

Form of application for Grant Or Renewal of License

I hereby apply for a license under the West Bengal AUTO-LPG (Licensing and Control) order, 2004 and furnish the following particulars in connection therewith :

- 1.Applicant's Name :

2.Applicant's Father's :
(in case of an individual)

3.Applicant's residential address :

4.Situation of applicant's place of business :
and godown with particulars

5.Name of the Oil Company from which the :
Applicant will get his supply

6.Particulars of fire service / explosive license :

7. Particulars of current municipal trade license :
If the business is carried on within the
Jurisdiction of a corporation or a municipality

I declare that the following quantity of AUTO-LPG is in my profession this day and is held at the following place, namely.

I declare that I am the Proprietor / Manager / Partner / Director / Secretary / Lessee of the firm or organization on behalf of which the application is made.

Date :.....

.....

impression

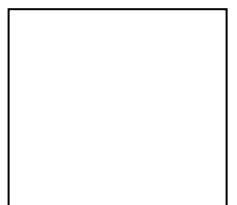
(signature of left thumb

of the applicant)

Form- C1

Application for renewal of License of M.S./H.S.D. or M.S. and H.S.D. Dealer

Address of the Licensing Authority



To
The.....(Concerned Licensing Authority)

Sir,

I hereby apply for renewal of License to act as a Dealer of MS/HSD/MS & HSD under the West Bengal Motor Spirit and High Speed Diesel (Licensing & Regulation of Supply) Order , 2000 as amended from time to time and furnish the following particulars in connection there with :-

1.	Name of the Firm, if any :
2.	Name of the Applicant (in case of Proprietorship Business) :
3.	Applicant's father's / Husband's Name (in the case of an individual) :
4.	Applicant's / Applicant's Residential Address :
5.	Applicant's / Applicant's Permanent Address :
6.	Telephone No. , Mobile No. , and Email Account :
7.	Location of applicant's / firm's Retail Outlet / godown of M.S./H.S.D. or MS and HSD with particulars as to be Village, Municipality, Police-Station, District, Pin Code :
8.	Nature of possession, i.e. rental or ownership (enclose copies of acceptable documents like "LFR/Property Tax / Rental Receipt") :
9.	Current Trade License :
10.	IT,ST,PT Clearance Certificate for the current year :
11.	Whether the applicant was previously convicted by any criminal court under WBEC Act, 1955. If so, particular to be enclosed :
12.	Whether the applicant filed during last one year any case against the State Govt. If yes, give details :
13.	Area proposed to be served :
14.	Details of Fee : (a) Amount :- (b) T.R. Challan No. with date : (c) Name of the Treasury / Bank :-

Declaration

I/We certify that the statements above are true to the best of my / our knowledge and that for any suppression of fact (s) detected later on, the license granted to me / us is liable to be cancelled.

I/We also declare that I/we am / are the proprietor / Manager / Partner / Director, Secretary/ Lessee of the Firm or organization on behalf of which the application is made.

Date :...../...../.....

Place :

(Signature or L.T.I. of the
Applicant(s)



- 1) Name of the applicant (in block letters) :
- 2) Father's / Husband's name (in case of individual) :
- 3) Residential Address :
- 4) Permanent Address :
- 5) Telephone No /Mobile No / Email Account :
- 6) Whether the applicant is a Self-Help Group / Semi-Govt. Body / Registered Co-operative society :
- 7) Applicant's date of birth :
- 8) Address of the place where business is conducted :
- 9) Particulars of the Agency outlet with Plot No. , Khatian No, Name of Mouza, Holding No, Road / Lane, Boundary etc.(Copy of the sanctioned plan to be attached) :
- 10) Size of outlet with length, breadth, height and area in Sq. Ft. , length of the frontage on the street / lane mentioned at Sl. No. 9 :
- 11) Name of the possession, i.e. rental or ownership (enclose copies of acceptable document like "ROR and rent receipts" / "copy of deed / copy of lease deed and rent receipt" and no objection from the land lord wherever applicable) :
- 12) Whether the godown has enough storage space :
- 13) Whether the godown is pucca :
- 14) Character of the land on which the godown and / or agents outlet is situated :
- 15) Address of godown :
- 16) Whether any charge has been proposed for shifting the outlet or storage space :
- 17) If so, consent of the land owner:
- 18) Name of the Oil Marketing company with whom registered :
- 19) No. and date of the dealership agreement with that OMC (copy to be enclosed) :
- 20) In case of the applicant is a partnership firm, No. and date of the original partnership deed (copy to be enclosed) :
- 21) Whether any reconstitution made during the previous year :
- 22) If so, copy to be attached :
- 23) If reconstitution by OMC takes time, whether written consent has been issued by OMC for continuation of business :
- 24) If so, copy of the written consent issued by OMC be attached :
- 25) Whether the applicant was at any time convicted by any criminal court. If so, self declaration to be enclosed vide annexure -I :
- 26) Whether the applicant is under litigation against the Govt. If yes, give details :
List of documents submitted with the application :
 - (1) Details of Renewal Fee :
 - (a) Amount :-
 - (b) T.R. Challan No. with date :-
 - (c) Name of the Treasury :-
 - (2) Valid Explosive License :-
 - (3) Valid Fire License :-
 - (4) IT, ST, PT Clearance Certificate for the current year :-
 - (5) Valid Trade License :-
 - (6) Valid Storage License :-

Declaration

I/We certify that the statements above are true to the best of my / our knowledge and that for any suppression of fact(s) detected later on, the license granted to me / us is liable to be cancelled.

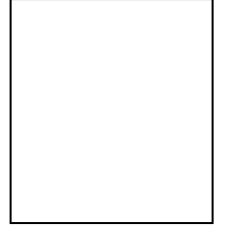
Dated, the.....

Place.....

.....

applicant

Form F
(Application for Renewal of Agent's License)
[Paragraph 7 of this Order]



- 1) Name of the applicant (in block letters) :
- 2) Father's / Husband's name (in case of individual) :
- 3) Residential Address :
- 4) Permanent Address :
- 5) Telephone No /Mobile No / Email Account :
- 6) Applicant's date of birth :
- 7) Address of the place where business is conducted :
- 8) Particulars of the Dealers outlet with Plot No. , Khatian No, Name of Mouza, Holding No, Road / Lane, Boundary etc.(Copy of the sanctioned plan to be attached) :
- 9) Size of outlet with length, breadth, height and area in Sq. Ft. , length of the frontage on the street / lane mentioned at Sl. No. 9 :
- 10) Name of the possession, i.e. rental or ownership (enclose copies of acceptable document like "ROR and rent receipts" / "copy of deed / copy of lease deed and rent receipt" and no objection from the land lord wherever applicable) :
- 11) Whether the godown is pucca :
- 12) Character of the land on which the godown and / or agents outlet is situated :
- 13) Address of godown :
- 14) Whether any charge has been proposed for shifting the outlet or storage space :
- 15) If so, consent of the land owner to be attached :
- 16) Name of the S. K. Oil Agent with whom tagged :
- 17) In case of the applicant is a partnership firm, No. and date of the original partnership deed (copy to be enclosed) :
- 18) Whether any reconstitution made during the previous year :
- 19) If so, copy to be attached :
- 20) Whether, after dissolution,prior written approval of DCG was obtained in case of reconstitution of partnership firm :
- 21) If so, copy thereof be attached :
- 22) Whether the applicant was at any time convicted by any criminal court. If so, self declaration to be enclosed vide annexure -I :
- 23) Whether the applicant is under litigation against the Govt. If yes, give details :
- 24) List of documents submitted with the application :
 - (i) Details of Renewal Fee :
 - (a) Amount :-
 - (b) T.R. Challan No. with date :-
 - (c) Name of the Treasury :-
 - (d) Valid Explosive License :-
 - (e) Valid Fire License :-
 - (f) IT, ST, PT Clearance Certificate for the current year :-
 - (g) Valid Trade License :-
 - (h) Valid Storage License :-

Declaration

I/We certify that the statements above are true to the best of my / our knowledge and that for any suppression of fact(s) detected later on, the license granted to me / us is liable to be cancelled.

Dated, the.....

Place.....

.....

Signature of the

applicant

Form- C2
Application for renewal of License of Registered Seller of H.S.D.
Address of the Licensing Authority



To
The.....(Concerned Licensing Authority)

Sir,

I hereby apply for renewal of License to act as a Dealer of MS/HSD/MS & HSD under the West Bengal Motor Spirit and High Speed Diesel (Licensing & Regulation of Supply) Order , 2000 as amended from time to time and furnish the following particulars in connection there with :-

1.	Name of the Firm, if any :
2.	Name of the Applicant (in case of Proprietorship Business) :
3.	Applicant's father's / Husband's Name (in the case of an individual) :
4.	Applicant's / Applicant's Residential Address :
5.	Applicant's / Applicant's Permanent Address :
6.	Telephone No. , Mobile No. , and Email Account :
7.	Location of applicant's / firm's Retail Outlet / godown of M.S./H.S.D. or MS and HSD with particulars as to be Village, Municipality, Police-Station, District, Pin Code :
8.	Nature of possession, i.e. rental or ownership (enclose copies of acceptable documents like "LFR/Property Tax / Rental Receipt") :
9.	Particulars of Current Trade License :
10.	IT,ST,PT Clearance Certificate for the current year :
11.	Whether the applicant was previously convicted by any criminal court under WBEC Act, 1955. If so, particular to be enclosed :
12.	Whether the applicant filed during last one year any case against the State Govt. If yes, give details :
13.	Area proposed to be served :
14.	Details of Fee : (a) Amount :- (b) T.R. Challan No. with date : (c) Name of the Treasury / Bank :-

Declaration

I/We certify that the statements above are true to the best of my / our knowledge and that for any suppression of fact (s) detected later on, the license granted to me / us is liable to be cancelled.

I/We also declare that I/we am / are the proprietor / Manager / Partner / Director, Secretary/ Lessee of the Firm or organization on behalf of which the application is made.

Date :...../...../.....

Place :

Applicant(s)

(Signature or L.T.I. of the

This order will take immediate effect.

By order of the Governor,

ANIL VERMA, IAS
Principal Secretary to the Government of West Bengal
& Commissioner, Food

Form – A

Application for licenses or renewal of licenses under paragraph 6 (1) of the West Bengal Parallel Marketing System Kerosene Control Order 2000.

[See Paragraph – 6 (1)]

Class of Licenses required – Importer / Dealer / Retailer / Hawker.

- 1) Name of the applicant / Firm / Company :

- 2) Fathers Name ad Permanent Address :

- 3) Address of the place where business is to be
Conducted in the case of an Importer, Dealer,
Or a Retailer :

- 4) Area where the business is to be conducted (in case
Of a hawker) :

- 5) Address of the place of storage of kerosene :

- 6) Whether the applicant is engaged in the business
Of K. Oil under West Bengal Kerosene Oil Control
Order, 1968. If yes details thereof :

- 7) Service from which the applicant expects.....
..... to get his supply :

- 8) Actual on estimated sale of kerosene per year :

I certify that the statements above are true to the best of my knowledge.

Date :
applicant

Signature of the

Note : In the case of a firm, the names, father's names and address of all the partners, in the case of ad joint stock company, the names. Fathers names and address of all directors and agents and in the case of a co-operative society, the names, fathers names and address of members of the managing body or officials appointed for the purpose must be given and in such cases all the persons referred to above or a Managing Director, Director, Secretary or any other individual legally authorized to act so on behalf of a Corporate body must sign the application.

T.R. Form No. 7

[See sub-rule (2) (b) of T.R. 3.06]

Challan for deposit of money in the account of Government of West Bengal

1. Name of the Bank & Branch **State Bank of India, Krishnagar**

2. (a) Name of the Treasury **Krishnagar Try-I**

(b) Treasury Code.

N	A	A
---	---	---

3. Account Code

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(14-Digits must be filled up properly)

4 Details Head of account

5. (a) Amount Rs.

--

(b) In words (**Rupees.....**) **only**

6. By whom tendered, Name & Address :

7. Name / Designation & Address of the Departmental Officer on whose behalf / favour money in paid.

8. (a) Particulars and Authority of Deposit :

(b) T.V. No. & Date of A.C. Bill

9. Accounts Officer by whom adjustable **Accountant General (A&E), West Bengal**

Verified

Signature of Departmental / Treasury Offices

Depositor's Signature

Date

Treasury Receipted Challan No.

Received Payment

Bank Scroll Serial No.

Receipt by Bank / Treasury

Signature with seal of the Bank

Date

To n respect of Challan relating to refund unspent amount of A.C. Billo