

Government of West Bengal  
Office of the District Magistrate, Nadia  
Food Cell Section

**NOTICE FOR RENUAL PROGRAMME-2012**

The attention of the licensees of K.Oil Agent/Dealer (Storage)/ K.Oil Dealer (PDS)/ K.Oil Dealer (PMS)/M.S/H.S.D Dealer(Petrol Pump)/Registered Seller Certificate of H.S.D/ H.S.D Retailer under Court Case No. 23388(W) Of 1988/LPG Dealer/ Distributor / Auto LPG, is hereby drawn for completion of their renewal in Nadia District for the year -2012 by 31/12/2011, failing which the fines as per rule will be charged.

For the purpose of processing of renewal, all interested licensees are requested to deposit all relevant self attested documents as per check list to the Food Cell, 3<sup>rd</sup> floor, Nadia Collectorate, either personally or through his authorized representatives and get their Treasury Challans passed. They must bring the originals for verification. No application for renewal is accepted **by Post**.

The check- list will be available at Dist Web-Site as well as in the notice board of Food Cell.

**Detailed Programme**

Sl.	Category of licence	File No.	Date of Verification.	Arrival time.	Remarks.
1	K.Oil Agent	01-09	13/10/2011	10-30 A.M	
2.	K.Oil dealer (PDS)	01-20	17/10/2011	10-30 A.M.	
3.	K.Oil dealer (PDS)	21-40	19/10/2011	10-30 A.M	
4.	K.Oil dealer (PDS)	41-60	21/10/2011	10-30 A.M	
5.	K.Oil dealer(PDS)	61-74	25/10/2011	10-30 A.M	
6.	M.S/H.S.D Dealer(Petrol Pump)	01-20	27/10/2011	10-30 A.M	
7	M.S/H.S.D Dealer (Petrol Pump)	21-40	31/10/2011	10-30 A.M	
8.	M.S/H.S.D Dealer (Petrol Pump)	41-60	02/11/2011	10-30 A.M	
9.	M.S/H.S.D Dealer (Petrol Pump)	61-80	04/11/2011	10-30 A.M	
10	M.S/H.S.D Dealer (Petrol Pump)	81-95	08/11/2011	10-30 A.M	
11.	K.Oil dealer(PMS)	01-20	11/11/2011	10-30 A.M	
12.	K.Oil dealer(PMS)	21-41	14/11/2011	10-30 A.M	
13.	H.S.D Registered Seller Certificate.	01-30	16/11/2011	10-30 A.M	
14.	H.S.D Registered Seller Certificate	31-60	18/11/2011	10-30 A.M	
15.	H.S.D Registered Seller Certificate	61-90	22/11/2011	10-30 A.M	
16.	H.S.D Registered Seller Certificate	91-120	23/11/2011	10-30 A.M	
17.	H.S.D Registered Seller Certificate	121-151	24/11/2011	10-30 A.M	
18.	H.S.D Registered Seller Certificate.	152-179.	25/11/2011	10-30 A.M	
19	Auto LPG	01	25/11/2011	10-30 A.M.	
20	H.S.D. Retailer (Court Case)	01-15	28/11/2011	10-30 A.M	
21	LPG Dealer/Distributor	01-10	29/11/2011	10-30 A.M	
22	LPG Dealer/Distributor	11-25	30/12/2011	10-30 A.M	

*Rr*  
23/9  
For District Magistrate, Nadia.

*S*  
20/9/11

# Note Sheet

## Office Of The District Magistrate, Nadia

Food Cell Section

As no licence fee or Renewal fee for **Storage licence of Kerosene Oil** has been fixed in W.B. Kerosene Control Order, 1968, the Principal Secretary, Food & Supplies Deptt. & Director of Consumers Goods were requested for kind information vide this office Memo.No.292(3)/GL(CF), dt.09-08-2010.

In reply to the above memo, Dy. Secretary, Food & Supplies Deptt. in his Memo. No. 9144-FS FS/Sectt/Sup/4M-33/10 dt. Kolkata, the 27-09-2010 has informed that regarding **Storage licence**, the matter is within the jurisdiction of concerned District Authority and the related fees are imposed and collected by the District Authority.

Director of Consumers Goods, W.B. has also opined in memo no CG/K.Oil/Cell/Corres/25/2002/307, dt. 30-09-2010 that D.M. is competent enough as a Licensing Authority to impose the same in the district.

Hence, if allowed the Storage licence Fee and Renewal Fee may be imposed as per the following Schedule.

For Kerosene Oil **Agents** the **renewal fee of Storage licence** may be fixed as per receiving of average monthly supply :

- |   |               |
|---|---------------|
| a) Up to 100K.L. -----                    | Rs. 5000.00   |
| b) Above 100 K.L. and upto 150 K.L. ----- | Rs. 7500.00   |
| c) Above 150 K.L. and upto 250 K.L. ----- | Rs.10,000.00  |
| d) Above 250 K.L. -----                   | Rs. 25,000.00 |

For K.Oil Dealers, the **renewal fee of Storage licence** may be fixed as per receiving average monthly supply:

- |   |              |
|---|--------------|
| a) Up to 2 K.L. -----                     | Rs. 100.00   |
| b) Above 2 K.L. and up to 4 K.L. -----    | Rs.200.00    |
| c) Above 4 K.L. and up to 10 K.L. -----   | Rs. 500.00   |
| d) Above 10 K.L. and up to 25 K.L. -----  | Rs. 1,500.00 |
| e) Above 25 K.L. and up to 100 K.L. ----- | Rs. 5,000.00 |
| f) Above 100 K.L. -----                   | Rs. 7,500.00 |

The following amount may be realised as **Licence Fee** :

Kerosene Oil **Agent's** Storage Licence Fee----- Rs. 10,000.00

Kerosene Oil **Dealer's** Storage Licence Fee----- Rs. 3,000.00

Am (Dy)  
D.M (N)

Placed for kind approval,  
if considered, Dr 25/5/11

Contd.

Applied for Renewal for the year :-

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

**CHECK LIST**

Sl. No.	List of Documents Required	Submitted : Yes / No	Defects found /Comments (for office use)	Signature of the licensee(s)
1.	Licence in original			
2.	Application in form 'C'			
3.	Application to D.M. by the licensee(s)			
4.	Renewal fees by Treasury Challan,( in <b>original</b> ) as per Average Monthly Supply for K.Oil (PDS) amounting to Rs. _____			
5.	Current Fire Licence (valid up-to /from .... .....to.....) Note:- If schedule of land is not properly mentioned, submit affidavit(mentioning schedule of land) in this regard.			
6.	Self Declaration of Rs. 50/- in Non-Judicial Stamp			
7.	Current Income Tax (for the A.Y. _____ )/ if non-assessee, an affidavit in this regard.			
8.	Sale Tax/Vat (for non-assessee, an affidavit in this regard)			
9.	Current Trade licence receipt			
10.	Current Land Khajnas receipt			
11.	Current Profession Tax (Upto/ from..... ..... to.....)			
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 licence)			
13.	Explosive Licence ( Mention whether underground Storage exists or not)			
14.	Other documents (if required ):			

**For office use only**

Signature of Dealing Assistant

Signature of O/C

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

Applied for Renewal for the year :-

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

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**CHECK LIST**

Sl. No.	List of Documents Required	Submitted : Yes / No	Defects found /Comments (for office use)	Signature of licensee(s)
1.	Licence in original			
2.	Application to D.M. by the licensee(s)			
3.	Application in 'Form - C'			
5.	Renewal fees by Treasury Challan,( in <b>original</b> ) as per Average Monthly Supply for K.Oil (PDS) amounting to Rs.			
6.	Current Fire Licence (valid up-to /from .... .....to.....) Note:- If schedule of land is not properly mentioned, submit affidavit(mentioning schedule of land) in this regard.			
7.	Self Declaration of Rs. 50/- in Non-Judicial Stamp			
8.	Current Income Tax (for the A.Y. )/ for non-assessee, an affidavit in this regard.			
9.	Sale Tax/Vat (for non-assessee, an affidavit in this regard)			
10.	Current Trade licence receipt			
11.	Current Profession Tax (Upto/ from..... ..... to.....)			
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 licence)			
13.	Other documents (if required ):			

**For office use only**

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Signature of Dealing Assistant

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Signature of O/C

**Applied for Renewal for the year :-**

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

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**CHECK LIST**

Sl. No.	List of Documents Required	Submitted : Yes / No	Defects found /Comments (for office use)
1.	Licence 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. .... + Non-Judicial Stamp of Rs.200- (two-hundred) only		
5.	Current Fire Licence (valid up-to from .... .....to.....) Note:- If schedule of land is not properly mentioned, submit affidavit(mentioning schedule of land) in this regard.		
6.	Self Declaration of Rs. 50- in Non-Judicial Stamp		
7.	Current Income Tax (for the A.Y. .... .....) for non-assessee, an affidavit in this regard.		
8.	Sale Tax/Vat (for non-assessee, in affidavit in this regard)		
9.	Current Trade licence receipt		
10.	Current Profession Tax (Upto from ..... ..... to.....)		
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 licence)		
12.	Other documents (if required )		

Signature of licensee

**For office use only**

Signature of Dealing Assistant

Signature of O/C

Applied for Renewal for the year :

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

**CHECK LIST**

Sl. No.	List of Documents Required	Submitted :Yes / No	Defects found/ Comments  (for office use)	Signature of licensee(s)
1.	Licence in original			
2.	Application to D.M. by the licensee(s)			
3.	Application in Form A			
4.	Renewal fees (through Treasury Challan, in <b>original</b> ) amounting to Rs. _____			
5.	Current Fire Licence (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 Licence / Declaration of Oil Company (valid up-to / from.....  Note:- If schedule of land is not properly mentioned, submit affidavit(mentioning schedule of land) in this regard.			
7.	Self Declaration of Rs. 50/- in Non-Judicial Stamp			
8.	Current Income Tax (for the A.Y. _____ )			
9.	Sale Tax/Vat (for non-assessee, an affidavit in this regard)			
10.	Current Trade licence receipt			
11.	Current Profession Tax			
12.	Current land Khajnas receipt for business place			
13.	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 licence)			
14.	Other documents (if required ):			

**For office use only**

Signature of Dealing Assistant

Signature of O/C / Authority

**RENEWAL : L.P.G. / Cooking Gas Dealer  
/ Distributor's Licence**

Applied for Renewal for the year :-

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

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**CHECK LIST**

Sl. No.	List of Documents Required	Submitted :Yes / No	Defects found /Comments (for office use)
1.	Licence in original		
2.	Application to D.M. by the licensee(s)		
3.	Application in Form A		
4.	3) Renewal fees (through Treasury Challan. in original) amounting to Rs.		
5.	Current Fire Licence (valid up-to from .....to.....) Note:- If schedule of land is not properly mentioned, submit affidavit(mentioning schedule of land) in this regard.		
6.	Current Explosive Licence (valid up-to / from .....to.....) Note:- If schedule of land is not properly mentioned, submit affidavit(mentioning schedule of land) in this regard.		
7.	Self Declaration of Rs. 50/- in Non-Judicial Stamp		
8.	Current Income Tax (for the A.Y. ....)		
9.	Sale Tax/Vat (for non-assessee, an affidavit in this regard)		
10.	Current Trade licence receipt		
11.	Current Rent/Tax receipt of Godown(s)		
12.	Current Rent/Tax receipt of place of business		
13.	Current Profession Tax (Upto/ from.....to.....)		
14.	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 licence)		
15.	Other documents (if required):		

Signature of the licensee(s)

**For office use only**

Signature of Dealing Assistant

Signature of O/C / Authority

**RENEWAL AUTO-LPG LICENCE**

Applied for Renewal for the year :

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

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CHECK LIST

Sl. No.	List of Documents Required	Submitted : Yes / No	Defects found/ Comments  (for office use)
1.	Licence in original		
2.	Application to the D.M. by the licensee		
3.	Application in Form A		
4.	Renewal fees (through Treasury Challan, in <b>original</b> ) amounting to Rs. _____		
5.	Current Fire Licence (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 Licence (valid up-to from ..... to ..... Note:- If schedule of land is not properly mentioned, submit affidavit(mentioning schedule of land) in this regard.		
7.	Self Declaration of Rs. 50/- in Non-Judicial Stamp		
8.	Current Income Tax (for the A.Y. _____)		
9.	Sale Tax/Vat (for non-assessee, an affidavit in this regard)		
10.	Current Trade licence receipt		
11.	Current Profession Tax		
12.	Current land Khajnas receipt for business place <i>and Tax of Municipality/ Panchayat</i>		
13.	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 licence)		
14.	Other documents (if required):		

Signature of licensee

For office use only

Signature of Dealing Assistant

Signature of O/C

**RENEWAL : Registered Seller Certificate of HSD**

**Applied for Renewal for the year :-**

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

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**CHECK LIST**

Sl. No.	List of Documents Required	Submitted : Yes / No	Defects found /Comments (for office use)
1.	Licence in original		
2.	Application to D.M. by the licensee		
3.	Application in Form A		
4.	Renewal fees (through Treasury Challan, in <b>original</b> ) amounting to Rs. ....		
5.	Current Fire Licence (valid up-to /from .... .....to.....) Note:- If schedule of land is not properly mentioned, submit affidavit(mentioning schedule of land) in this regard.		
6.	Self Declaration of Rs. 50/- in Non-Judicial Stamp		
7.	Current Income Tax (for the A Y. )/ for non-assessee, an affidavit in this regard.		
8.	Sale Tax/Vat (for non-assessee, an affidavit in this regard)		
9.	Current Trade licence receipt		
10.	Current Profession Tax (Upto/ from..... .....to.....)		
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 licence)		
12.	Other documents (if required ):		

Signature of licensee

**For office use only**

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Signature of Dealing Assistant

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Signature of O/C

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

Applied for Renewal for the year :- 2011

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

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CHECK LIST

Sl. No.	List of Documents Required	Submitted : Yes / No	Defects found /Comments (for office use)	Signature of licensee
1.	Licence 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. _____ + Non-Judicial Stamp of Rs.100/-			
5.	Current Fire Licence (valid up-to /from .... .....to.....) Note:If schedule of land is not properly mentioned, submit affidavit(mentioning schedule of land) in this regard.			
6.	Self Declaration of Rs. 50/- in Non-Judicial Stamp			
7.	Current Income Tax (for the A.Y. _____) for non-assessee, an affidavit in this regard.			
8.	Sale Tax/Vat (for non-assessee, an affidavit in this regard)			
9.	Current Trade licence receipt			
10.	Current Profession Tax (Upto/ from..... .....to.....)			
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 licence)			
12.	Other documents (if required):			

For office use only

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Signature of Dealing Assistant

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Signature of O/C