

GOVERNMENT OF WEST BENGAL Application for Issue of Licences for FPS Dealership against a New/Resultant Vacancy along with Checklist [Vide clause 11 & 13 of WBTPDS (M&C) Order, 2024]	FORM-C Photograph(s) of applicant/all partners/all office-bearers fetched from Aadhaar
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Authentication

Aadhaar	(eKYC to be done through OTP to Aadhaar-linked mobile)
Mobile No.	(to be validated through OTP)
E-Mail ID	(to be validated through OTP)

No field should be left blank. If not applicable, write "Not Applicable"

Part-I (Details of vacancy)

1. Area of Vacancy:
i. District/ Sub-Control-> Sub-division/Sub-area-> Block/Municipality/ Municipal Corporation-> GP/Ward/-> Village / Para
ii. Police Station
iii. Post Office
iv. PIN Code
2. Vacancy Notification No. with Date :

Part-II (Primary details of applicant)

3. Name of the applicant (as in Aadhaar):
4. Type of the applicant: Individual /Registered Partnership / registered co-operative society/SHG/Sangha of SHG/Mahasangha of SHG

Part-III (Status of the Applicant)

5	Status of the Applicant	Please tick in the appropriate box
a	Widow/Divorcee	
b	SHG or Sangha/Mahasangha of SHG	
c	Unmarried Woman	
d	Individual other than (a) and (c)	
e	Others	

Part – IV (Category of Individual Applicant)- to be filled by individual applicants only

6	Category of Applicant	Please tick in the appropriate box
a	Scheduled Tribe	
b	Scheduled Caste	
c	Other Backward Classes	
d	Others	

Part-V (For individual/registered partnership firm)

	Individual/ Partner-1	Partner-2	Partner-3
7. Name(s) of individual or partner(s)			

8. Citizenship 9. Date(s) of birth 10. Aadhaar number(s) (all Aadhaars except the one used to enter the application, would be eKYC verified) 11. PAN of the individual / partners /firm 12. Name(s) of father(s) 13. Residential address(es) 14. Permanent address(es) 15. Mobile No.(s) and E mail address of individual/ partners (all except the ones used to enter the application, will be OTP verified) 16. Educational qualification of individual/ partners 17. If partnership firm, partner who would be responsible for day-to-day functions/ signatory authority 18. Whether individual/signatory partner is physically and mentally fit			
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Part – VI (Domicile of Individual Applicant) (would be auto-filled based on Part-V response)

19	Domicile	Please tick in the appropriate box
a	A resident of the GP/Ward in which vacancy has been notified	
b	Non-resident of the GP/Ward in which vacancy has been notified	

Part-VII (For SHG or Sangha or Mahasangha of SHG/registered Co-operative Societies)

20. Date of formation :			
21. Registration No. & Date of registration:			
22. Names of office bearers 23. Aadhaar nos. of office bearers (all Aadhaars except the one used to enter the application, would be eKYC verified) 24. Citizenship of office bearers 25. EPIC nos. of office bearers	Office Bearer 1	Office Bearer 2	Office Bearer 3

26. PAN of the organization :
27. Office address of the organization :
28. Name of office bearer who would be responsible for day to day functions/signatory authority :
29. Residential address of such office bearer :
30. Educational qualification of such office bearer :
31. Whether such office bearer is physically and mentally fit :
32. Mobile No.(s) and E mail of such office bearer (all except the ones used to enter the application, will be OTP verified) :

Part-VIII (Storage Godown and Office/Shop-Counter Details)

33. Godown with separate Office/Shop Space but within same building / premises:

- a. Full address of the Shop-cum-Godown with :
Dag No., Khatian No., Mouza, Village, Gram Panchayat, Block, Police Station and Pin Code (in case of rural area) or Holding No., Street Name, Ward No. Municipality, Police Station and Pin Code (in case of Municipal Area)
- b. If godown has multiple compartments (not more than 2):

No. of compartments	Total area in sq. ft. (L x B compartment-wise)

- c. Size of the shop-counter/office (Area in sq. ft):

Length	ft.
Width	ft.
Area	Sq. ft.

- d. Whether godown and adjoining/connected :

shop-counter/office are Yes/ No

34. If Office/Shop Space is within the Godown:

- a. Full address of the Shop-cum-Godown :
with Dag no., Khatian No., Mouza, Village, Gram
Panchayat, Block, Police Station and Pin
Code (in case of rural area) or holding No.,
Street Name, Ward No., Municipality,
Police Station and Pin Code(in case of Municipal Area)
- b. Size of the shop-cum-godown (Area in sq.ft.):
Length x Breadth:

35. Boundary of the godown:

East	
West	
North	
South	

36. Whether the Shop-cum-godown has averandah with shade to : Yes/No
accommodate at least 5 (five) people, who may wait in the queue.

37. Height of the Godown (in ft.):

38. Whether constructions of shop- counter/office
and godown are pucca, brick or mortar wall :

Select the option

39. Structure of roof of the godown:

	Structure of roof	Please tick in the appropriate box
a	Made of concrete slab/brick slab	
b	Made of asbestos/tin sheet with coating of bitumen	
c	Made of asbestos/tin sheet without coating of bitumen	

Note: Kutcha or thatched roof is not allowed.

40. Structure of floor (cemented/tiles):

41. Construction status of floor, wall and roof of the proposed godown is: (Please tick in the appropriate box)

a	Complete in all respect	
b	Floor is otherwise ready but tiles/cement finishing is not done	
c	Roof is covered with asbestos sheet/tin but do not have bituminous coating	

42. Plinth height of each godown from the road level and ground level (in ft.):

43. Whether delivery truck can reach the godown for unloading: Yes/No
If not, whether the godown is accessible by small carts for loading: Yes/No

44. Character of land of the premises :
'commercial/ homestead/non-agricultural land'.

Part-IX (Nature of Possession of the Storage Godown and Office/Shop Counter)

45	Nature of possession	Please tick in the appropriate box
a	Ownership / Shared Ownership / NOC from family member/s who owns land	
b	Long-term rental/ Lease Agreement	

c	Any other form (please specify)	
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46. In case of ownership / shared ownership:

- a. Mode of acquisition: Gift/Purchase/Inheritance/Others :
- b. No. and date of execution of Registered deed of Conveyance/purchase/gift in the name of applicant/Mutation Certificate (enclose copy) :
- c. Extent of ownership: Absolute/ Shared :
- d. If shared, whether other co-owners have given NOC? :
If yes, attach the copy of NOC/Affidavit sworn in before a Magistrate

47. In case of property owned by a family member of the applicant:

- a. Name of the owner:
- b. Relationship with the applicants/s:
- c. Mode of acquisition by the owner : Gift/Purchase/Inheritance/Others :
- d. No. and date of execution of Registered deed of conveyance/purchase/gift in the name of applicant/Mutation Certificate (enclose copy) :
- e. Extent of ownership: Absolute/ Shared :
- f. If shared, whether other co-owners have given NOC? :
If yes, attach the copy of NOC/ Affidavit sworn in before a Magistrate

48. Leased/Rental Possession

- a. Name(s) of owner(s) of the premises :
- b. No. and date of execution of Registered deed of conveyance / purchase /gift in the name of applicant/ Mutation Certificate (enclose copy) :
- c. Extent of ownership: Absolute / Shared :
- d. No. and date of execution of Registered or Notarized Lease Deed/ Tenancy or Rental Agreement for at least 4 years/ leave & licence Agreement(enclose copy):
- e. Period of lease/tenancy under registered agreement deed :
- f. Whether expressly rented/leased for FPS as per deed :

Part-X (Other details)

49. Prior experience of business, if any :
50. If yes, give details with nature and area of business:
51. Whether applicant is holding a license of FPS Dealer or Distributor :
or wholesaler in his name or he is a relative to a person as per clause 2(1)(s) of the WBTPDS (M&C) Order, 2024, who already has a dealer or Distributor or Wholesaler license.
If yes, give details.
52. Whether the applicant is a Flour Mill or a Rice Mill and its Owner in any capacity
53. Whether applicant is a member of local bodies, local authority, Panchayati Raj Institutions, Board or corporation, Commission or Member of Legislative Assembly or a Member of Parliament during his tenure as such capacity
54. Whether the applicant is a Dealer, whose License has been cancelled / terminated for contravention of the provisions of the Act or the Control Order
55. Whether the applicant is a Dealer, who earlier has resigned or voluntarily surrendered his license
56. Whether the applicant or his/her spouse are holding any regular or temporary/contractual post, in the establishment of the State Government or Central Government or any authority or body or institution of self-government established or constituted by or under the Constitution or by any other law made by Parliament or a State Legislature in this behalf, or by notification issued or

order made by the Central Government or the State Government.

57. Whether applicant, partners, etc. ever been convicted under EC Act, 1955 :
or in any other criminal proceedings connected with essential
commodities or has/have litigation against the Department/Govt.
(If so, details thereof, else declaration in Annexure-I)
58. Whether involved in litigation against Govt. of WB or of India in :
any court of law
59. If yes, give details with case no. and name of court of law:

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 application or offer letter or licence granted to /us is liable to be cancelled at any stage without assigning any reasons.

Date:

Place:

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Signature of Applicant/Authorized Signatory

Checklist to Form C

Checklist of documents to be submitted with Application Form for New/Resultant Vacancy of FPS

Part-I: Application fees

1. Pay Application Fee through GRIPS	(Application fees deposit challan to be fetched from GRIPS)
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Part-II: For individual or partnership firm

2. Identity proof of the Individual/Partners [EPIC(S)/ Passport(s)]	Submitted (YES/NO) (to be uploaded by the applicant)
3. Proof of residential address of the Individual/Partners [Photocopy of EPIC/ Passport/recent Electricity Bill/Driving License]	
4. Proof of date of birth of the Individual/Partners [Birth certificate/Admit card of Madhyamik or equivalent/EPIC/ Passport /PAN Card]	
5. PAN Card of Individual/Firm	
6. In case of partnership firm, Registration Certificate of firm from the Registrar of Firms, WB and Partnership Deed Agreement registered by ADSR/DSR.	
7. Power-of-Attorney in favour of signatory partner for partnership firm	
8. Proof of educational qualification of individual/signatory partner [Certificate or Marksheet]	
9. Medical certificate of fitness of Individual/signatory partner from a Govt. Hospital	
10. For individuals, if SC/ST/OBC is selected as category of the individual, such caste certificate	

Part-III: For registered Co-operative Society, SHG or Sangha or Mahasangha of Self-Help Group

	Submitted (YES/NO) (to be uploaded by the applicant)
11. Identity proof of all the authorised office bearers [EPIC(s) / Passport(s)]	
12. Proof of residential address of the authorised office-bearers [Photocopy of EPIC/ Passport/recent Electric Bill/Driving License]	
13. PAN Card of the registered Co-operative Society, SHG or Sangha or Mahasangha of SHG	
14. Registration Certificate of the Co-operative Society	
15. Resolution of Board of Directors/Governing Body for venturing into FPS dealership	

16. Power of Attorney in favour of authorised office bearer	
17. Proof of educational qualification of authorised office bearer	
18. Medical certificate of fitness of the authorized office bearer from a Govt. Hospital	

Part-IV: Details of shop-cum-godown

	Submitted (YES/NO) (to be uploaded by the applicant)
19. A layout map showing clear boundary with dimensions showing offered godown, office, shed for persons in queue, space for unloading of stock of PDS commodities and approach road.	
20. In case of ownership (including NOC from family members)/shared ownership: a) photocopy of Record of Rights (Porcha)/ Registered Deed of Conveyance/purchase /gift in the name of applicant/ Mutation Certificate, b) Document showing character of land as ‘commercial/ homestead/ non-agricultural land’ if Record of Rights is not produced N.B.- If the land is of other character, the applicant needs to submit application for conversion on or before the date of application for FPS licence and also to submit Conversion Certificate within three months from the date of offer of FPS License. c) NOC of other co-owners (in case of shared ownership/family members of the offered shop- cum-godown) in the form of affidavit sworn before a Magistrate.	
21. For leased/rented property: a) Registered or Notarized Lease Deed/ Tenancy or Rental Agreement for at least 4 years/ leave & licence Agreement b) Registered or Notarized Lease Deed/ Notarized Tenancy Agreement/Rental Agreement for at least 4 years or notarized leave & licence Agreement, c) copies of rent receipts for all the months from the date of agreement till date of application, d) Registered Deed/RoR in the name of the land owner (or lessor), e) Any other proof of ownership, if ROR/Deed is not submitted.	

Part V: Financial solvency

	Submitted (YES/NO) (to be uploaded by the applicant)
22. Proof of financial solvency [Bank Account statement/ Deposit Certificate (FD/TD/RD/Flexi)]/ photo copy of updated passbook issued by a recognized bank/or Post Office as reflected on the date of application. N.B.: The Name of the applicant and that of the Bank Account holder should be same.	
23. In case the aforesaid account/ deposit is held jointly, written NOC of such joint holder for investment in FPS Dealership	

Part VI: Affidavit and others

	Submitted (YES/NO) (to be uploaded by the applicant)
24. Affidavit in Annexure-I format 25. Income Tax Return for last 3 Financial Years, if applicable 26. Audit Report for last 3 Financial Years, if applicable	

Date:
Place:

Signature of Applicant/Signatory Authority

Acknowledgment
(System-generated pdf will also be sent to the email ID of the applicant)

Vacancy ID:	Notification no.:
Application ID:	Time of Application:
	Date of Application:

Name of the Applicant:
Mobile no.:

Residential Address: Village/Municipality/Municipal Corporation P.O.
P.S., District.....

Place of vacancy: (Detailed location of the vacancy as published in the notification)
Type of Vacancy: Fresh/ Resultant

The application with the above-mentioned details has been submitted.

(this is a system-generated acknowledgment with no signature required)

DEMO

ANNEXURE-I

To Form C, C1, & C2 to the WBTPDS (M&C) Order, 2024

[To be customized as per requirement]

AFFIDAVIT

I, Sri/Smt..... S/O or D/O or
W/O..... aged about years, by religion
..... by occupation by nationality

residing at..... P.O.....

P.S..... Dist..... West Bengal, do hereby solemnly affirm
and declare as follows:

1. That I am Citizen of India.
2. That I have made an application for grant of license of an FPS Dealer.
3. That I am not a person holding a license of FPS dealer or distributor or wholesaler in my name or not a person whose any relative, as defined in the Control Order, already has a Dealer or Distributor or wholesaler license, as an individual or as a partner or as an office bearer of Self-Help Group or sangha or Mahasangha of Self Help Groups or registered co-operative. **(Not applicable if the applicant is applying for grant of license due to death of an existing licensee or on grounds of medical incapacitation)**
4. That I am not a member of local bodies, local authority, Panchayati Raj Institutions, Board or Corporation, Commission or Member of Legislative Assembly or a Member of Parliament during his tenure in such capacity.
5. * That I am presently holding the post /employment in (mention the name of the organization, office, institution, etc.)

Or

That neither I nor my spouse are holding any regular or temporary/contractual post in the establishment of State Government or Central Government or any authority or body or institution of self- government established or constituted by or under the Constitution or by any other law made by the Parliament or a State Legislature in this behalf, or by notification issued or order made by the Central Government or the State Government.

6. That my occupation is Business/Unemployed (in case of business, give details, i.e. Company / Firm name, Address, phone no. etc.).

7. I am an Income Tax assessee registered in the Income Tax Ward Nowith Permanent Account No.and my Taxable income in the last three assessment year are as follows:

Assessment Year	Taxable Income	Total Income Tax paid

Or

That I am not an Income Tax assessee and my income is not taxable under the Income Tax Act in the last three assessment year and

8. That I have not been convicted by any Court of India under the Essential Commodities Act, 1955 or in any other criminal proceedings connected with essential commodities at any time prior to the date of application.
9. That no offence as premised in the previous clause has been committed by me and no criminal proceedings thereof is before any Court of India.
10. That I was never a licensee for FPS or distributorship or wholesalership whose license has been cancelled/ terminated or who has resigned or voluntarily surrendered his license;
11. That, being a family member of the deceased or incapacitated licensee, I reside with his/her family and I undertake that my earning from the FPS dealership business will be a source of support for myself and the other members of the family (applicable in case of death or incapacitation of the existing FPS dealer).

That I also undertake to accept the liabilities of the deceased or incapacitated licensee regarding any shortfall of stock or damage of stock of public distribution commodities pertaining to the fair price shops for which he was the licensee.

12. That the statements made in above paragraphs are true to the best of my knowledge and belief.

Place:

Date:

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Signature of deponent

Identified by me

[Advocate]