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Government of West Bengal  
Food and Supplies Department  
11A, Mirza Ghalib Street, Kolkata-700 087.

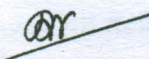
No. 2609-FS/Seectt/Sup/4M-16/2014

Date : 07<sup>th</sup> November, 2014.

**ORDER**

In view of the frequent wear and tear of paper-based licence documents of Petroleum products other than Kerosene Oil, and to overcome processing difficulties including the time lag and for better transparency, efficiency and accountability, the proposal for on-line submission of application for replacement and renewal of licence has been under consideration of this Department. Now, the Governor is pleased to order that submission of on-line renewal application is mandatory. Prescribed application forms are available at the official website of the Department, [www.wbpds.gov.in](http://www.wbpds.gov.in). Detailed modalities of using this electronic platform are given in Annexure to this order.

It shall be the only mechanism to apply for renewal. This order will take effect from 01<sup>st</sup> December, 2014.

  
Principal Secretary to the  
Government of West Bengal  
&  
Commissioner, Food.

No. 2609/1(104)-FS/Seectt/Sup/4M-16/2014

Date : 07<sup>th</sup> November, 2014.

Copy forwarded for information and necessary action to :

1. Pvt. Secretary to Hon'ble M.I.C., Department of Food and Supplies.
2. The Additional Secretary, Food and Supplies Department, Government of West Bengal.
3. The Director of Consumer Goods, Food and Supplies Department.
4. The District Magistrate, \_\_\_\_\_ (All)  
- With a request to input particulars of licensees of LPG/MS&HSD/Auto LPG/Naptha and Solvent/Lub Oil in the portal of the Department of Food and Supplies with the help of User ID and Password enclosed in a sealed packet for his district.
25. The District Controller, Food and Supplies, \_\_\_\_\_ (All)
45. The Sub-Divisional Controller, Food and Supplies, \_\_\_\_\_ (All)
101. The General Secretary, West Bengal MS & HSD Dealers' Association, \_\_\_\_\_
102. The General Secretary, West Bengal LPG Dealers' Association, \_\_\_\_\_
103. The General Secretary, West Bengal Naptha & Lubricant Dealers' Association, \_\_\_\_\_
104. The General Secretary, West Bengal Auto LPG Dealers' Association, \_\_\_\_\_

  
Joint Secretary to the  
Government of West Bengal.

  
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**Annexure to Order No.2609-FS/Sectt/Sup/4M-16/2014 dated 07<sup>th</sup> November, 2014 regarding online renewal of licences of all petroleum products other than kerosene oil.**

For performing the renewal work the following measures are required to be taken by licensees of petroleum products except kerosene oil :

- 1) The licensees of petroleum products except kerosene oil will be required to log in to the portal of the Department of Food and Supplies at [www.wbpds.gov.in](http://www.wbpds.gov.in). On opening the website an icon named "Renewal of Petroleum Products other than K. Oil" will appear. On clicking this icon a screen will appear where the particulars as stated therein such as mobile number, email ID etc. will need to be filled in. On filling up such information, a **USER ID and PASSWORD** will get generated automatically.
- 2) The User ID and Password will be informed by way of SMS to each licensee through their registered mobile.
- 3) The licensee can then log in at this portal using the **USER ID and PASSWORD** to complete the Application Form as the case may be online for renewal. All fields as mentioned in the said Form are to be filled up mandatorily. Additionally, the scanned copy of photograph will need to be uploaded in JPEG/PNG format.
- 4) The following scanned copy of the documents will need to be uploaded :
  - (i) Valid Licence / Token
  - (ii) Current Trade Licence
  - (iii) Current L.F.R. / Current Rent Bill / Tax Receipt (both for show room and godown in case of LPG)
  - (iv) Current Professional Tax Challan
  - (v) Current Income Tax Return
  - (vi) Current Sales Tax Challan / VAT (Not in case of Lub Oil)
  - (vii) Current Explosive Licence (Not in case of Lub Oil)
  - (viii) Current Fire Licence/(Declaration of keeping stock below 90 litres in case of Lub Oil only)
  - (ix) Licence to Store & Dispense ALPG in case of APLG only.
  - (x) No conviction Declaration of the Dealers/Distributors under E.C. Act in N.J. Stamp of Rs. 50/- (Rs. 10/- in respect of Retailers/Dealers/Agents of Lub Oil)
  - (xi) Renewal Fee via T.R. – 7.



- 5) Application for ON-line Renewal will not be accepted in case of :
  - a. If validity of Licence / Token has expired.
  - b. Non submission of no-conviction declaration in current N.J. Stamp.
  - c. If Licence Fees is submitted in a wrong Head of Account, i.e. not in "1456-00-800-001-Civil Supplies-27-Othjer Receipts" and A/c Code 14560080000127,
  - d. Non-submission of Licence Fee for correct amount.
- 6) On fulfilling all desired particulars and upload of documents, the icon "**Finalise**" will need to be clicked to finalise submission of the Form.
- 7) The licensee will have to take a print out of the submitted application form as an acknowledgement / receipt of acceptance which is generated on final submission. The licensee will have to sign on the printed application form, and the signed hard copy is to be submitted / sent to the concerned Licensing Authority.
- 8) After checking the online application and documents, the Licensing Authorities in Kolkata and Bidhannagar areas and other districts may renew the license for the year.
- 9) The licensee shall get an SMS alert on their mobile once the renewal has been done by the licensing authority in which case they may log in to the portal with their **USER ID** and **PASSWORD** to take a print of renewed license which will contain the image of the signature of the licensing authority and an identification code. This will complete the renewal process.
- 10) In case any clarification is sought for by the LA, such query will be communicated via SMS alert and may be seen also at the portal. On meeting such query by the licensee, the licence may be renewed. This will complete the renewal process
- 11) In case a renewal is refused, a SMS alert will be sent informing about the denial of renewal.
- 12) The licensees will be able to view status of renewal on log-in in the portal using their User ID and Password.