



# SOP for Distributorship/Wholesalership New/Resultant Vacancy Application Module



Version 2.0

Date of Release: 18.03.24

The Government in Food & Supplies Department has brought out amendment in Form G and Form A2 - application form for Distributorship vacancy in WBPDS (M&C) Order, 2013 and WBUPDS (M&C) Order, 2013 respectively. Consequently, the following changes have been introduced in the online application form:

1. In Part-2 of the application, details of the proposed storage godown are entered.

**Godown Details**

10. Location of the Proposed Godown(s)

Plot/Holding no.  Khatian no.  Street  Mouza Name/Ward No.

District  SubDivision  Block/Municipality/Municipal Corporation  Pin Code

Police Station

**Boundary**

North  South  East  West

11.a) Size and measurement of the proposed Godown

Length (in ft.)  Breadth (in ft.)  Height (in ft.)  Area (in sq. ft.)

Plinth level (in ft.)

**Rolling/Sliding/Folding Shutters:**

Numbers  Size ((Length x Breadth) in ft.)

**Bottom ventilators:**

Numbers  Size ((Length x Breadth) in ft.)

2. If the applicant possesses more than one godown for the purpose, he will press 'Add more godown' to repeat same details for multiple godowns. Maximum 3 godowns can be shown.

Length (in ft.)  Breadth (in ft.)  Height (in ft.)  Area (in sq. ft.)

Plinth level (in ft.)

**Rolling/Sliding/Folding Shutters:**

Numbers  Size ((Length x Breadth) in ft.)

**Bottom ventilators:**

Numbers  Size ((Length x Breadth) in ft.)

**Top ventilators:**

Numbers  Size ((Length x Breadth) in ft.)

(b) Nature (tick whichever is applicable)

Registered Rental/Lease Agreement  Ownership  Notorised Rental/Lease Agreement

12. Storage Capacity (in MT.)

13. Whether the godown is having (tick whichever is applicable)

14. Classification/Character of the land on which the proposed godown(s) is/are situated:

**Add More Godown**



# SOP for Distributorship/Wholesalership New/Resultant Vacancy Application Module



Version 2.0

Date of Release: --.03.24

- In the checklist at sl. no. 15 'Copy of sanctioned plan/completion certificate of the offered godown' will feature.

The screenshot shows the 'DIGITAL PDS' application form. Item 15, 'Sanctioned plan of offered godown', is highlighted with a red box. The form includes various upload fields for documents like registration certificates, board resolutions, medical certificates, and financial solvency proofs. A table at the bottom allows for multiple entries based on the type of godown (ownership or rental).

Sl.No.	gono	a. Land Conversion Certificate	b. Registered tenancy/lease agreement for a period of at least 10 years	c. Uptodate Rent Receipt	d. Proof of...
1	1	Choose File No file chosen Upload	Choose File No file chosen Upload	Choose File No file chosen Upload	Choose F...

- Sl. no. 17 and 18 of the checklist allow upload based on type of possession of the godown – ownership or rental.

This screenshot is similar to the previous one but highlights items 17 and 18, which relate to the type of godown possession (ownership or rental). The table structure is identical, showing options for uploading documents based on the selected possession type.

Sl.No.	gono	a. Land Conversion Certificate	b. Registered tenancy/lease agreement for a period of at least 10 years	c. Uptodate Rent Receipt	d. Proof of...
1	1	Choose File No file chosen Upload	Choose File No file chosen Upload	Choose File No file chosen Upload	Choose F...



# SOP for Distributorship/Wholesalership New/Resultant Vacancy Application Module



Version 2.0

Date of Release: --.03.24

5. All other facets of the application is continued unchanged. When all required uploads are done, the applicant will click on 'Submit' button to finally submit the application.

The screenshot displays the 'DIGITAL PDS' application interface. The main content area is titled 'truck and approach road'. It contains several sections for document uploads:

- 17. In case OF own godown (if selected 'Ownership' in sl. no. 14 of Form G/A2) (no. of godowns shown in 11 of Form G/A2 will be shown here)**
- 18. In case rental godown (if selected 'Rental' in sl. no. 12 of Form G/A2) (no. of godowns shown in 11 of Form G/A2 will be shown here)**

Sl.No.	gono	a. Land Conversion Certificate	b. Registered tenancy/lease agreement for a period of at least 10 years	c. Uptodate Rent Receipt	d. Proof of...
1	1	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	<input type="button" value="Choose f"/>

Below the table, there are four more upload sections:

- 19. Proof of financial solvency (account statement/deposit certificate/updated passbook issued by a recognized bank as reflected on the day of application) \***  No file chosen
- 20. If the aforesaid account is held jointly, NOC of such joint holder for investment in PDS Distributorship/Wholesalership**  No file chosen
- 21. Income Tax Return for last 3 FYs, if applicable**  No file chosen
- 22. Audit report for last 3 FYs, if applicable**  No file chosen

A red box highlights the **Submit Application** button at the bottom center of the form.

Developed by [Department Of Food & Supplies](#). Version 2.0