

Grant of a Authorisation Letter to a Fair Price Shop
under
RAJASTHAN FOOD GRAINS AND OTHER ESSENTIAL ARTICLES
(REGULATION OF DISTRIBUTION) OEDER, 1976

Check List: Competent, Authority, Documents, Required, Timeline, Fee & Mode-of-Payment etc.

Sr. no.	Work	Details
1	Request for application	Application for the grant of New authorization Letter as per Notification for inviting request of vacant shops and newly created shops. No physical/manual application is required
2	Competent Authority	District Collector of concern district.
3	Applicability Criteria	Applicants who fulfill criterion as per departmental circular dated 17.03.2016 and various orders read with circular dated 17.03.2016
4	Stage	Pre-Operations in case of fresh license. For deceased quota, from the death date of a working Fair Price Shop Keeper within 90 days in compliance of Order dated 29.07.2019
5	Number of Days for approval and issuance	In case of fresh application - 15 Days after order issued for successful candidates. In case of deceased quota application - 15 Days from the date of application.
6	Documents Required	<p style="text-align: center;"><u>Documents to be attached for FPS dealer</u></p> <ol style="list-style-type: none"> 1. Passport color photo of Applicant. 2. Address proof of applicant* (Ration Card/VIC) 3. Identity proof of applicant 4. Age proof. 5. Educational Qualification certificate along with RSCIT diploma. Such as secondary, higher secondary, graduation certificate/mark sheets 6. Original Capacity/Hasiyat certificate of minimum Rs.1,00,000 / - issued by the concerned Tehsildar (Not older more than six months) 7. Three blue print copies of map for the proposed shop with the site plan and route plan in the correct measurements. 8. If any Cooperative Society registered under the Rajasthan Cooperative Societies Act, applies for license, bye-laws are required along with Resolution of Board 9. Certificate of Health Department or Social Welfare Department to Disabled People, Certificate issued by Army to Veerangana, Certificate of Department related to widow and abandoned women, Ex-serviceman certificate for discharge from Army and a copy of the registration certificate of the Employment Exchange will have to be attached. 10. Caste certificate in case of Fair Price Shops of Scheduled Areas of Tribe Sub Plan. 11. Character certificate of two gazetted officers

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		<p>12. If any Cooperative Society registered under the Rajasthan Cooperative Societies Act, applies for license, bye-laws are required.</p> <p>13. Details of storage - the map of the storage site</p> <p>14. Leej deed/sale deed/Rent Deed of place of business which ever is applicable</p> <p>15. Photo of storage place.</p> <p style="text-align: center;"><u>Documents to be attached for FPS dealer in case of deceased quota</u></p> <p>1. Passport color photo of Applicant.</p> <p>2. Address proof of applicant.</p> <p>3. Identity proof of applicant.</p> <p>4. Authorization Letter issued to deceased dealer.</p> <p>5. Age proof.</p> <p>6. Ration Card.</p> <p>7. Death certificate of FPS dealer.</p> <p>8. Kursinama (कुर्सीनामा)/family tree in reference of demised dealer for details of Legal heirs.</p> <p>9. No objection certificate/Relinquish deed in favour of applicant by other Legal heir of demised dealer.</p> <p>10. Educational Qualification certificate along with RSCIT diploma. Such as secondary, higher secondary, graduation certificate/mark sheets.</p> <p>11. Original Capacity/Hasiyat certificate of minimum Rs.1,00,000 / - issued by the concerned Tehsildar (Not older more than six months)</p> <p>12. Three blue print copies of map for the proposed shop with the site plan and route plan in the correct measurements.</p> <p>13. Character certificate of two gazetted officers.</p> <p>14. Details of storage - the map of the storage site.</p> <p>15. Leej deed/sale deed/Rent Deed of place of business which ever is applicable.</p> <p>16. Photo of storage place.</p> <p style="text-align: center;"><u>Documents to be attached in case of wholesaler</u></p> <p>1. Passport photo of Applicant.</p> <p>2. Address proof of applicant.</p> <p>3. Identity proof of applicant.</p> <p>4. If any Limited Company or Firm applies for license, the following documents are also required in for wholeseller</p> <p style="padding-left: 20px;">(a) Memorandum Article</p> <p style="padding-left: 20px;">(b) Resolution of Board</p> <p style="padding-left: 20px;">(c) List of Directors</p> <p>5. If any Cooperative Society registered under the Rajasthan Cooperative Societies Act, applies for license, bye-laws are required.</p> <p>6. Proof of Sole Proprietor/partners/Directors.</p> <p>7. Industrial Licence in case of producer/miller/refinery</p>

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		<p>8. Packer registration no. in case of producer/miller/refinery/packer/re-packer.</p> <p>9. GSTN Registration.</p> <p>10. Details of storage - the map of the storage site In case of application for kerosene certified by the Explosives Controller's Department license.</p> <p>11. Leej deed/sale deed/Rent Deed of place of business which ever is applicable.</p> <p>12. Photo of storage place.</p> <p>13. Any other license already been given at the business place.</p>
7	Form Submission/Application website address	https://www.....
8	Procedure for getting license	<ol style="list-style-type: none"> 1. User login on SSO 2. Select Food Department application 3. Fill the relevant form 4. Attach mandatory documents 5. Make requisite payments via online procedure if any. 6. Submit the application
9	Fee & Mode of payment	<ul style="list-style-type: none"> • The authorization letter is granted to a person who is less than 21 years of age and not more than 45 years of age for the age of 60 years. • No renewal is required. • Rs. 100/- for an application. • Every successful applicant shall, before such authorisation is issued to him deposit with the Licensing Authority the sum specified below in cash by way of security for the due performance of the terms and conditions of the licence issued to him- <ul style="list-style-type: none"> (a) Authorised Wholesaler:- <ul style="list-style-type: none"> (i) At District Level Rs. 25000/- (ii) At Tehsil Level Rs. 10000/- for first Tehsil & Rs. 2500/- for each other Tehsil subject to a maximum of Rs. 25000/-. (b) Authorised Fair Price Shopkeeper Rs, 1000/-. <p>Provided that if the authorization holder is a Co-operative Society registered under the Rajasthan Co-operative Societies Act, 2001, the amount of Security to be deposited by it shall be equal to one-fourth of the amounts mentioned in paragraphs (a) and (b) above respectively.</p> <ul style="list-style-type: none"> • The payment of fees and security has to be made online.
10	Final Licence Delivery	<p>If application is approved, an applicant can download the final certificate from the portal.</p> <p>District authorities accept downloaded, certificate as valid and do not require physically signed/stamped certificate to be obtained.</p>

