

FLOW CHART FOR THE GRANT OF NAPHTHA LICENSE

STEP 1: application is given to the DSO with fees

An application for the renewal of License shall be made before the date of expiry of the existing license.

No separate application format is prescribed for renewal, an option may be given in application FORM

STEP 2: An application shall be made in prescribed Application Form together with a fee as follows

In case of fresh lic. Rs. 500/-

In case of renewal Rs 250/-

STEP 3: Application's scrutiny is done by by area inspector

STEP 4: On the basis of report form inspector the DSO may after making such investigation as it may deem fit, issue, renew or refuse to renew a license having due regard to:-

(a) The suitability of the premises regarding safety of neighborhood for which license has been applied for:

(b) Any other relevant factor.

STEP 5: License is issued for a period of one year with fee of Rs 500/- and thereafter shall be renewed for two years by with a renewal fee of Rs 250/-

How to apply

- Every application for a License or renewal thereof shall be made to the District Supply Officer in prescribed Form for issue of License under the Naphtha (Acquisition, Sale, Storage and Prevention of use in Automobiles) Order, 2002 along with information/documents as given in check list showing truthfully the particular asked for.
- An application for the renewal of a License shall be made as to reach the Licensing Authority not less than thirty days before the date on which the license expires.

Documents to be attached for New License

1. Passport photo of Applicant.
2. Address proof of applicant
3. Identity proof of applicant
4. Partnership deed in case of Partnership firm
5. If any Limited Company or Firm applies for license, the following documents are also required in

- (a) Memorandum Article
- (b) Resolution of Board
- (c) List of Directors
6. If any Cooperative Society registered under the Rajasthan Cooperative Societies Act, applies for license, bye-laws are required.
7. Proof of Sole Proprietor/partners/Directors
8. Industrial License
9. Packer registration no. in case of producer/miller/refinery/packer/re-packer
10. GSTN Registration
11. Explosive License with approved map
12. Details of storage - the map of the storage site certified by the Explosives Controller's Department license.
13. Leej deed/Sale deed/Rent Deed of the Business Premises, and Godowns for legal and physical possession. which ever is applicable
14. Comercial conversion letter of place of business
15. Any other license already been given at the business place.
16. Photo of storage place.
17. Naphtha Supplier details.

Procedure for issue of License

- On receipt of an application for license under this Order, the DSO may after making such investigation as it may deem fit, issue, renew or refuse to renew a license having due regard to:-
 - (a) the suitability of the premises regarding safety of neighborhood for which license has been applied for:
 - (b) Any other relevant factor.
- The licenses are granted for a period of one year with fee of Rs 500/- and thereafter shall be renewed for two years by with a renewal fee of Rs 250/-
- The licensee shall file shall file end-use certificates of Naphtha from consumers to whom he sells and furnish customer-wise sales to the District Magistrate or to the State Civil Supplies Authorities on a quarterly basis.

Documents to be attached for Renewal and Modification

- All the documents mentioned in List of Documents to be attached for New License.
- In case of Modification/Alteration, Support documents regarding the item/s
- No Fees shall be charged for Modification/Alteration.
- License shall be renewed for two years by with a renewal fee of Rs 250/-

List of acceptable Documents as Proof of Identity and Proof of Address

For Proof of Identity (All Identity proof to have photo)	For Proof of Address
Passport	Passport
Arms License	Arms License
Driving License	Driving License
Election Commission ID Card	Election Commission ID Card
Ration Card with Photo, for the person whose photo is affixed	Ration Card with address
Kissan Passbook having photo	Kissan Passbook with address
Aadhaar Card/e-Aadhaar letter downloaded from UIDAI website	Aadhaar Card/e-Aadhaar letter downloaded from UIDAI website
Janadhar Card/Bhamashah Card	Janadhar Card/Bhamashah Card
Income Tax PAN Card	Registered Sale/Lease Agreement
	Fixed line Telephone/Electricity /Water bill (not older than last three months)
	Vehicle Registration Certificate