

Scrutiny Check list
For Issue of New Licence or renewal for Trading of Finished Lubricating Oils & Greases

Date of Scrutiny/Inspection.		[dd/mm/yyyy]
Application No. & date.		[No.]/[dd/mm/yyyy]
1	Style Name and the address of the Trader	[Name] [Address]
2	Name & address of proprietor/partners/directors of the firm.	[Name] [Address]
3	Name of proprietor/partners present at the time of Inspection.	[Name]
4	Status of Ownership etc. of the firm premises.	Owned/Rented/On lease
5	Type of application form	[New] [Renewal]
6	Whether the proposed premises is located at the specified	YES/NO
7	Whether copies of the following uploaded documents are correct in reference to particulars of the application?	Yes No Not applicable
	<ol style="list-style-type: none"> 1. Passport photo of Applicant. 2. Address proof of applicant 3. Identity proof of applicant 4. Partnership deed in case of Partnership firm if applicable 5. If any Limited Company or Firm applies for license, the following documents are also required in <ol style="list-style-type: none"> (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. Packer registration no. in case of producer/miller/refinery/packer/re-packer 9. GSTN Registration 10. Details of storage - the map of the storage site 11. Lej deed/Sale deed/Rent Deed of the Business Premises, and Godowns for legal and physical possession. which ever is applicable. 12. Photo of storage place. 13. Supplier details. 	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
8	Whether the details furnished in application are correct in material particulars. If, no then details	YES/NO
9	Whether the above mentioned documents are valid up-to-date. (wherever relevant)	YES/NO
10	Whether the applicant/firm has applied for or possessed the licence earlier. If Yes, when and with what results/reasons for cancellation.	_____ YES/NO

11	Whether the map of Storage / godown/ premises is verified by the committee/competent officer	YES/NO
12	Whether any proceeding for violation of provisions of Essential commodity Act or orders is pending against the licensee?	YES/NO
13	Details of defects found in application
14	Recommendation of scrutiny	Rejected or Recommended or Apply again after fulfilling the mentioned defects

