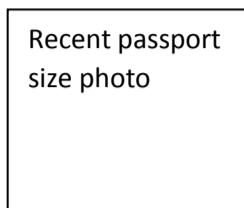


FORM I

(Application form for Fair Price Shop License)
FOOD & CIVIL SUPPLIES DEPARTMENT
GOVERNMENT OF SIKKIM
(see clause)

Recent passport
size photo



Applicant No:

To,

District Civil Supplies Officer
(East/ West / North / South)
Food & Civil Supplies Department
Government of Sikkim

Sir,

I, Mr/Mrs/Ms..... request you to grant Fair price shop License to sell essential commodities under Public Distribution System at the premises situated at under Gram Panchayat Census code no: / Town Census Code: Village/Town name under.....Constituency.

The details are as under :-

1. Name of the Applicant (IN BLOCK LETTER) :
 2. Name of the Society with registration no. and Name of President:
 3. SSC/COI/RC certificate:
 4. Educational Qualification : (minimum qualification is metric pass)
 5. Age of the applicant (attach Birth certificate or School certificate with DoB)
 6. Residential address (Permanent)
 7. Residential Address (Present)
 8. Godown name :
 9. Total No. of ration cards :
- AAY(HoF) - (Member)-.... FORM III
- PHH (HoF)- (Member) - FORM III
- OPHH(G) (HoF)..... (Member) - FORM III
- OPHH(S)(HoF) (Member) - FORM III
- 10.NOC from Gram Panchayat for opening of shop FORM III
 - 11.NOC from Councillor for opening of shop FORM V
 - 12.NOC of House Owner incase of rented premises FORM VI
 - 13.Storage available (Yes/No)
 - 14.Parking facility available (if applicable) (Yes/No)
 - 15.UD & HD Trade License for Urban areas and Block Administrative Centre Trade Licence for Rural areas.
 - 16.Disability Certificate in case of applicant being a Person with Disability.

Undertaking

- a) I am not employed in any Government organization
- b) I abide that the license shall be exhibited in applied place and shall be produced for verification by the Government as and when demanded.
- c) That in the case of contravention of any aforementioned rules, the Government may cancel the license
- d) I abide by all the conditions laid down in the license notification.
- e) That all the information given are true to my knowledge and belief.

Dated :

Yours sincerely,

Name and Signature of the applicant

Documents Submitted:-

1. SSC/COI/RC
2. Society registration certificate
3. School/College certificate
4. Birth Certificate
5. Voter ID card
6. Aadhar card
7. Bank Account number
8. Mobile Number
9. Gram Panchayat/Nagar Panchayat/Councilor recommendation certificate for ration card scheme wise and kilometres in distance of FPS
10. NOC of House owner for shop
11. NOC for storage room of House owner if rented
12. Copy of trade license of UD & HD
13. NOC of fire department
14. Police verification report from concerned Police station
15. Disability Certificate if the applicant is a Person with Disability

FORM II

(Renewal of License form for Fair Price Shop)
FOOD & CIVIL SUPPLIES DEPARTMENT
GOVERNMENT OF SIKKIM
(see clause

Recent passport size photo

Renewed Date:

Valid upto :

To,

District Civil Supplies Officer
(East/West/North/South)
Food & Civil Supplies Department
Government of Sikkim

Sir,

I, Mr/Mrs/Ms..... request you to grant renewal of the Fair Price Shop License to sell essential commodities under Public Distribution System at the premises situated at under Gram Panchayat Census code no: / Town Census Code: Village/Town name under.....Constituency.

The details are as under :-

1. Name of the Applicant (IN BLOCK LETTER) :
2. Name of the Society with registration no. and Name of President:
3. SSC/COI/RC certificate:
4. Mobile Number
5. Educational Qualification : (minimum qualification is metric pass)
6. Age of the applicant (attach Birth certificate or School certificate with DoB)
7. Residential address (Permanent)
8. Residential Address (Present)
9. Godown name :
10. Total No. of ration cards :

AAY(HoF) - (Member)-.... FORM III

PHH (HoF)- (Member) - FORM III

OPHH(G) (HoF)..... (Member) - FORM III

OPHH(S)(HoF) (Member) - FORM III

11. NOC from Gram Panchayat for opening of shop FORM III
12. NOC from Councillor for opening of shop FORM V
13. NOC of House Owner incase of rented premises FORM VI
14. NOC of the house owner incase storage house is rented. FORM VI
15. UD & HD Trade License
16. NOC of House Owner incase of rented premises
17. Storage available (yes/No)
18. UD & HD Trade License
19. Disability Certificate (if applicable)

Undertaking

- f) I am not employed in any government organization
- g) I abide that the license shall be exhibited in applied place and shall be produced for verification by the Government as and when demanded.
- h) That in the case of contravention of any aforementioned rules, the Government may cancel the license
- i) I abide by all the conditions laid down in the license notification.
- j) That all the information given are true to my knowledge and belief.

Dated :

Yours sincerely,

Name and Signature of the
applicant

FORM III

See rule

RECOMMENDATION OF GRAM PANCHAYAT FOR RATION CARD HOLDERS AND THIER FAMILY MEMBERS

We, the Panchayat members of theGram Panchayat Unit (GPU) under Gram Panchayat (GP) census code no: of village do hereby certify that Shri/Smt.....

S/O, D/O/ W/O..... resident of is a bonafide resident of our area.

We certify that applicants ration card holders and family members under Antyodaya Anna Yojana (AAY), Priority Households (PHH), Other Priority Households (OPH)(General), Other Priority Households (OPH)(Special) are correct . The AAY and PHH Head of Family and members are genuine under National Food Security Act, 2013.

The family under Other Priority Households (OPHH)(General and Special) are also genuine under Non National Food Security Act, 2013.

We also certify that on verification we found that Shri/Smt is not employed in any Government organisation and hence can operate Fair Price Shop to sell essential commodities under Public Distribution System in his own house / leased out property of Shri/Smt S/o, D/o, W/o

The said Fair Price shop is in the distance ofkilometres from the other Fair Price shop namely The public are convenient to walk forKms to this shop to take their entitlement.

Hereby, we the Panchayat members recommend him/her for the issuance of fair price shop License in favour of Shri/Smt.....by the department.

Date:

Seal and signature of

Member (1)

Member (2)

Member (3)

FORM IV

VERIFICATION REPORT SUBMITTED BY FIELD INSPECTOR

See rule

1. This is to certify that Shri/Smt applicant no :
.....resident of having aadhar card no
2. Has shop located at under Gram panchayat census code no
: / Gangtok Municipal Corporation (GMC) Census code no.
3. He /she has sufficient storage capacity and is rented under the House owner
name / or in his own house .
4. Nearest distance between two fair price shop is inKMs
5. Distance from Departments food godown is atKMs
6. Godown name :
7. Category of the area (SC/ST/ General)
8. Total number of ration cards :-
- No. of Antyodaya Anna Yojana (AAY) head of family AAY (Member) -
.....
- No. of Priority Households (PHH) head of family (Members) -.....
- No. of Other Priority Households (OPH)(General) head of family Members
:.....
- No. of Other Priority Households (OPH)(Special) head of family (Members
) :
- No. of Visually impaired and disable persons with proof of certificate of Social
Welfare Deptt. :
9. Fair Price Shop photos at least 02 (two) numbers.

Signature :

Name :

Designation :

Date:

FORM V

See rule

RECOMMENDATION OF COUNCILLOR FOR RATION CARD HOLDERS AND THIER FAMILY MEMBERS

I, Councillor of Ward, do hereby certify that Shri/Smt..... S/O, D/O/ W/O..... resident of is a bonafide resident of our area.

I certify that applicants ration card holders and family members under Antyodaya Anna Yojana (AAY) , Priority Households (PHH), Other Priority Households (OPH)(General), Other Priority Households (OPH)(Special) are correct . The AAY and PHH Head of Family and members are genuine under Antyodaya (National Food Security Act,2013)

The family under Other Priority Households (OPHH)(General and Special) are also genuine under Non National Food Security Act,2013.

I also certify that on verification we found that Shri/Smt is not employed in any Government organisation and hence can operate Fair Price Shop to sell essential commodities under Public Distribution System in his own house or leased out property of Shri/Smt S/o, D/o, W/o

The said Fair Price shop is in the distance ofkilometres from the other Fair Price shop namely The public are convenient to walk forKms to this shop to take their entitlement.

I, Councillor, hereby, recommend him/her for the issuance of fair price shop License in favour of Shri/Smt.....by the department.

Date:

Seal and signature of
Councillor

FORM VI
TO WHOM IT MAY CONCERN

I, Shri/Smts/o, D/o, W/o.....resident of
..... Police stationDistrict have no
objection , if the Food & Civil supplies Department awards Fair Price Shop license to
.....Shri/Smt S/o, D/o, W/o resident of
..... Police station located at in my house
/premises for opening fair price / storage for fair price shop.

Signature of House Owner

Dated :

Witness (1)

Witness (2)



GOVERNMENT OF SIKKIM
FOOD & CIVIL SUPPLIES DEPARTMENT
SECRETARIAT ANNEXE - I, GANGTOK, SIKKIM-737101
Tel: Office (03592-202708) Fax: (03592-202215)
Email: secy-food@sikkim.gov.in

FAIR PRICE SHOP LICENSE

License No:

File No:.....

Recent Passport
Photo

Issue date:

Valid Till :

To,

Mr/Mrs.

Address:.....

The Food and Civil Supplies Department hereby grants license to carry out Fair price Shop to the terms and conditions mentioned below and acknowledge to receive sum of Rs. 5000/- for Urban areas and Rs. 2,500/- for Rural areas as Security Deposit and Rs.1500.00 /Rs.500.00 as New license fee / or Rs. 1500.00/Rs. 500.00 as renewal fee for Urban/Rural areas.

Terms and Conditions of License:-

1. The license of the FPS owner to be displayed in a prominent place.
2. Display of category wise ration cards on a board
3. Shall abide by the orders, notices given by Food & Civil supplies department.
4. Shall undertake all transactions through ePOS device provided by the Department.
5. Shall distribute the allocated ration to the beneficiaries through ePOS device
6. Shall not close business without prior approval of the department.
7. Shall not sublet the license to another persons
8. Shall produce account of sale and balance stock to authorised officers of department
9. Shall keep the premises neat , clean and free from sanitary defects
10. Shall display the rates of essential commodities category wise on a board
11. Shall issue receipts to the beneficiaries of every sale.
12. Shall renew license on every month of April of CFY
13. Shall not sell any adulterant as defined in the prevention of Food Adulteration Act, 1995
14. Shall deposit the amount of sale as prescribed by department.

LICENSING AUTHORITY
FOOD & CIVIL SUPPLIES DEPARTMENT