

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DEPARTMENT OF FOOD SUPPLIES & CONSUMER AFFAIRS  
K-BLOCK, VIKAS BHAWAN, I.P. ESTATE, NEW DELHI-110002.  
(POLICY BRANCH)**

No. F.5 (7)/P&C/Misc./P.File/1071-1075  
ORDER

Dated: 27.07.2015

**Subject: Policy for issue of licence of Fair Price Shops (FPS) in Delhi**

In supersession of orders issued under Essential Commodity Act, 1955, Delhi Specified Articles (Regulation of Distribution) Order, 1981 & Public Distribution System (Control) Order, 2001, except as respects things done or omitted to be done before such supersession and save otherwise provided hereunder, order is made for smooth functioning of Fair Price Shop as under:-

**(1) Types of licenses: Three types of licenses:-**

- (i) Regular license: Regular license will be issued for a period of three years and may be renewed as per the laid down procedure.
- (ii) Mobile FPS license :- License to run a mobile FPS may be issued in areas where it is not possible to issue a regular license due to non-availability of premises for FPS or where the concentration of ration card holders is too less for a viable FPS. This license will also be valid for a period of 3 years and may be renewed as per the laid down procedure.
- (iii) Temporary license: This type of license will be valid only for a period of 3 months. It will be granted only in case of immediate necessity when it is not possible to supply Specified Food Articles (SFAs) through the existing network of FPS. The guidelines have been already approved and issued vide circular no. F.5(7)/Misc./P.file/534-536 dated 18.03.2015.

**(2) Eligibility criteria:**

**A. General criteria:**

- (i) An individual or partnership firm (registered under Partnership Act), limited liability partnership, companies incorporated under the Companies Act, 2013. Women Self Help Group, self help group of educated unemployed youth, local authority, government, semi government organisation, Non-

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Government Organisations (NGOs), Cooperatives, organised groups of ration card holders will be eligible to apply for an FPS license.

- (ii) Non-Government Organisations and Groups of Ration Card Holders must be registered under the Societies Registration Act 1860 within the NCT of Delhi.

**B. Age:**

- (i) In case of an individual, partnership, including the limited liability partnership, the person including all the partners should not be less than 18 years and more than 60 years of age.
- (ii) In case of Self Help Groups, NGOs and other groups, there shall not be any member in the Group who is below 18 years of age and above 60 years of age.
- (iii) In case of ex- servicemen, there will be relaxation of up to 5 years in the upper age limit in all categories.
- (iv) The age shall be calculated on the last date of submitting application for a fresh license or renewal of an existing license.

In any case upper age limit enhancement shall not be allowed.

**C. Educational Qualifications:**

- (i) In case of an individual candidate, he must be at least class 10 pass from any recognised Board in India.
- (ii) In case of Partnership, Limited Liability Partnership Women Self Help Group, Self Help Group of Educated Unemployed Youth, Organized Groups of Ration Card Holders, NGOs, Cooperatives at least 2 members of the group or partnership must be class 10 pass.
- (iii) In case of a Company, at least two of the Directors of the Company must be class 10 pass.

**D. Financial Standing:** The applicant must have an account in a bank branch in the NCT of Delhi.

**(3) Specification of Fair Price Shop:****Proposed premises to be used as FPS:**

- (i) The proposed premises must be at least 15 square meters in area and must have a height of 3 meter.
- (ii) In case of slums and colonies of F, G and H category, smaller premises of minimum 8 square metres will be considered provided that the applicant also has legal possession of a godown of at least 7.5 sq. meter size within one km distance of the proposed FPS.
- (iii) In case of Mobile FPS, the capacity of the vehicle should be at least 3 metric tonnes and the applicant must also have valid possession of a godown of at least 15 sq. meters area with height of at least 3 meters.
- (iv) In such cases of FPS requiring godown as per aforesaid guidelines, the license for the FPS and the godown will be issued together.
- (v) The proposed premises should be situated on at least 12 feet wide road.
- (vi) The applicant must have valid possession over the proposed premises and the godown wherever applicable.
- (vii) The proposed premises should be a pakka structure and should not have more than one door and should not have any window or any other opening.
- (viii) The applicant must be able to prove his possession over the premises either by ownership document, rent agreement, allotment letter or any other document.
- (ix) There should be no atta chakki adjoining the proposed premises

**(4) Residence of the applicant:** The applicant, except a Company, local body or a Government entity must be the resident of the district in which the FPS is to be located. In case of group societies, at least 50% of the members of the group societies must be resident of the circle concerned.

**(5) Disqualifications:** The following shall not be qualified to obtain an FPS license:-

- a. Person of unsound mind.

- b. Proprietor or partner of a cancelled FPS or a Kerosene Oil Depot.
- c. If the applicant already has an FPS licence.
- d. The applicant convicted for an offence under the Essential Commodities Act 1955 or for any other offence under the Indian Penal Code or any other law in force in India from time to time.

In case of groups, disqualification of any member of the groups shall disqualify the entire group.

**(6) Preferential allotment:** While issuing the license for an FPS the preference will be given to the following:

- (i) Companies, Boards, Societies and other entities owned by the Government of NCT of Delhi and the Central Government,
- (ii) Local Bodies, Panchayat Raj Institutions,
- (iii) Ration card holders groups representing at least 100 ration card holders,
- (iv) Women Self Help Group, Groups of unemployed youth,
- (v) Physically handicapped person who are not totally incapable of running the FPS,
- (vi) Ex servicemen,
- (vii) Person having Graduate/Post Graduate educational qualification
- (viii) Cooperative Societies,
- (ix) Nominated agency of the Government like Kendriya Bhandar,

Person holding license of kerosene oil depot in the past.

**(7) Submission of the application:**

The application must be submitted in the prescribed proforma duly filled in along with the following documents:

- i. Proof of identity.
- ii. Proof of residence if the residential address is not mentioned in the identity proof.
- iii. Proof of educational qualification.
- iv. Proof of legal possession of the proposed premises.
- v. Copy of passbook or bank statement.
- vi. If the application is being submitted under any preferential allotment category document showing that the applicant belongs to that particular category.

- vii. Copy of Aadhaar card or Aadhaar enrolment slip containing the EID of the applicant; if available.
- viii. Self declaration that the applicant has read the terms and conditions and is eligible for getting an FPS license.
- ix. Age proof.

**Note: All the documents must be self attested by the applicant.**

**(8) Availability of the Application Form:** The application form will be available in the Circle office. The application form will be made available on the website of the Department as well as in the Offices of the Assistant Commissioner of respective district of the Department of Food Supplies and Consumer Affairs.

**(9) Application fee:** The application must be deposited along with following non-refundable fee:-

- (i) Regular License: Rs. 100/-
- (ii) Mobile FPS License: Rs. 100/-
- (iii) Temporary License: No fee

**(10) Place of submission of applications:**

Till the facility for online submission of application is developed, the applications along with the supporting documents should be submitted in the Office of the Assistant Commissioner of the Department of Food Supplies and Consumer Affairs of the District in which the proposed FPS is located. In case of mobile FPS, application should be submitted to the Assistant Commissioner of the district where godown of FPS is located.

**(11) Processing of the applications received**

- (i) All the applications received in the Office of the Assistant Commissioner on or before within the prescribed time limit shall be scrutinized to ascertain the eligibility of the applicant as per the above eligibility criteria and other guidelines.
- (ii) Inspection of the proposed premises of the applicants found eligible shall be conducted by the Food and Supply Officer of the Circle concerned who will submit the report to the Assistant Commissioner clearly

mentioning whether the proposed premises meet the criteria lay down in the guidelines or not.

(iii) Applicants who are found eligible and whose premises meet the criteria specified in the guidelines will be called for interview by a Committee comprising of the following:-

- a. District Magistrate/Deputy Commissioner(Revenue)of the District-  
**Chairperson**
- b. Assistant Commissioner, Food & Supply, other than concerned District in-charge, nominated by the Commissioner, F&S - **Member**
- c. Assistant Commissioner, Food & Supply, in-charge of the District in which the proposed applicant is located- **Member Secretary**

**Abolishing the Screening Committee to save time, the Selection Committee will design its own marking scheme to select the best candidates as per the aforesaid guidelines and recommend the allotment of FPS license.**

**12. Security Deposit:**

- A) The successful applicant shall deposit an amount of Rs. 10,000/- as Security with the department before issue of license.
- B) Fee for issuance of license – Rs. 1000/-
- C) Fee for renewal of license – Rs. 500/-
- D) Fee for issue of duplicate license – Rs. 250/-

**This issue with the prior approval of Competent Authority.**

  
(S.S.GHONKROKTA)  
Spl. Commissioner (P&C)

To:

**All Zonal Assistant Commissioners**

No. F.5 (7)/P&C/Misc./P.File/1071-1075

Dated: 27.07.2015

Copy for information to:-

1. Secretary to Hon'ble Minister Food Supplies & Consumer Affairs, Govt. of NCT of Delhi.
2. Special Commissioner /Jt. Commissioner, Food Supplies & Consumer Affairs Department.
3. PS to Commissioner-cum-Secretary, F&CS.
4. FSOs of all the 70 circles.
- ✓ 5. SA (IT) to upload on website.

  
(S.S.GHONKROKTA)  
Spl. Commissioner (P&C)