

Online Renewal of Licenses of K.Oil Agents and K.Oil Dealers

Annexure to Order No. 2608-FS dated 07.11.2014 regarding online renewal of licenses of K. Oil Agents and K. Oil Dealers

For performing the renewal work the following measures are required to be taken by licensees of kerosene oil:

1) The licensees of petroleum products except kerosene oil will be required to log in to the portal of the Department of Food and Supplies at www.wbpds.gov.in. On opening the website an icon named "K. Oil Agents and K. Oil Dealers" will appear. On clicking this icon a screen will appear where the particulars as stated therein such as mobile number, email id etc. Will need to be filled in. On filling up such information, a USER ID and PASSWORD will be generated automatically.

2) The User ID and Password will be informed by way of SMS to each licensee through their registered mobile.

3) The licensee can then log in at this portal using the USER ID and PASSWORD to complete the Application Form as the case may be online for renewal. All fields as mentioned in the said Form are to be filled up mandatorily. Additionally, the scanned copy of photograph will need to be uploaded in JPEG/PNG format.

4) The following scanned copy of the documents will need to be uploaded:

i) Valid Licence/Token of last year

ii) Current Trade Licence

iii) Current L.RR/Current Rent Bill/Tax Receipt

iv) Current Professional tax Challan

v) Current Income Tax Return in case of SKO agents only

vi) Current Sales Tax Challan/VAT

vii) Current explosive Licence/Licence to store & dispense in respect of SKO agents only

viii) Current Fire Licence

ix) No conviction Declaration of the Dealers/Distributors under E.C Act in N J. stamp of Rs. 50.00

x) Renewal Fee via T.R.-7

5) Application for Online Renewal will not be accepted in case of:

a) If validity of Licence/Token is expired.

b) Non-submission of no-conviction declaration in current N.J. Stamp

c) If Licence Fees is submitted in a wrong Head of Account, i.e. not in “1456-00-800-001-Civil Supplies-27 Other Receipts” and A/c Code 14560080000127

d) Non-submission Licence Fee for current amount.

6) On fulfilling all desired particulars and upload of documents, the icon, “Finalise”, will need to be clicked to finalise submission of the Form.

7) The licensee will have to take a print out of the submitted application form as an acknowledgement/receipt of acceptance which is generated on final submission. The licensee will have to sign on the printed application form, and the signed hard copy is to be submitted/sent to the concerned Licensing Authority.

8) After checking the online application and documents, the Licensing Authorities in Kolkata and Bidhannagar areas and other districts may renew the licence for the year.

9) The licensee shall get an SMS alert on their mobile once the renewal has been done by the licensing authority in which case they may log in to the portal with their USER ID and PASSWORD to take a print of renewed license which will contain the image of the signature of the licensing authority and an identification code. This will complete renewal process.

10) In case any clarification is sought for by the LA, such query will be communicated via SMS alert and may be seen also at the portal. On meeting such query by the licensee, the licence may be renewed. This will complete the renewal process.

11) In case of a renewal is refused, an SMS alert will be sent informing about the denial of renewal.

12) The licensee will be able to view status of renewal on logging in the portal using their USER ID and PASSWORD.

GOVERNMENT OF WEST BENGAL
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No. 2715-FS/O/Sectt/Sup/4M-16/2014 Date: 18th November, 2014

CORRIGENDUM

SL No. (1) of Annexure to this Department Order No. 2608-FS/O/Sectt/SUP/4M-16/2014 dated 07.11.2014 which appears as:

1) The licensees of petroleum products except kerosene oil will be required to log in to the portal of the Department of Food & Supplies at www.wbpds.gov.in. On opening the website an icon named “K.Oil Agents and K. Oil Dealers” will appear. On clicking this icon, a screen will appear where the particulars as stated therein such as mobile number, email id etc. will need to be filled in. On filling up such information, a USER ID and PASSWORD will get generated automatically.

2) The licensees of kerosene oil will be required to log in to the portal of the Department of Food & Supplies at www.wbpds.gov.in. On opening the website an icon named “K.Oil Agents and K. Oil Dealers” will appear. On clicking this icon, a screen will appear where the particulars as stated therein such as mobile number, email id etc. will need to be filled in. On filling up such information, a USER ID and PASSWORD will get generated automatically.

