

भारत पेट्रोलियम कॉर्पोरेशन लिमिटेड
12 / ई एण्ड एफ, मेकर टावर्स, कफ पारेड, पोस्ट बॉक्स क्र. 19949
मुंबई - 400 005. तार : पेट्रोटावर
फोन : 22175000



BHARAT PETROLEUM CORPORATION LTD.
12 / E & F, Maker Towers, Cuffie Parade, Post Box No. 19949
Mumbai - 400 005. Gram : PETROWER
Phone : 2217 5000

RSHQ. PACS

23rd June 2023

**The Director Marketing,
Ministry of Petroleum and Natural Gas,
Shastri Bhavan, New Delhi – 110 001.**

Kind Attn: Shri Deepak Srivastava

Dear Sir,

SUB: Conversion of PACS CPs to Retail Outlet

This has reference to MOPNG letter No.M-12043(11)/52/2023-OMC-PNG dated 13th April 2023 & 1st June 2023 on the subject and our letter of even reference dated. 12.05.2023.

OMCs have framed the detailed process note/guideline to offer one-time irrecoverable option of Conversion of existing Primary Agricultural Credit Society (PACS) Consumer Pumps (CPs) to Retail Outlet dealership.

We are enclosing the industry process note and guidelines on the conversion of existing PACS CPs to Retail Outlet dealership by the OMCs for your information.

This letter is being issued on behalf of Oil Industry.

Thanking you,

Yours faithfully,

For **Bharat Petroleum Corporation Ltd.**

**R Krishna Prasad
CGM Sales Coordination (Retail) HQ**

Encls : As above

रजिस्टर्ड ऑफिस : भारतभवन, 4 & 6, करीमभोय रोड, बलार्ड एस्टेट, पोस्ट बॉक्स क्र. 688, मुंबई - 400 001 टेलीक्स : 86488, 86470
तार : केरोपेट, फोन : 022-22713000, 22714000 फैक्स : 022-22713874

Registered Office : Bharat Bhavan, 4 & 6, Currimbhoy Road, Ballard Estate, PB.No. 688, Mumbai- 400 001. Telex : 86488, 86470
Gram : KEROPET, Phone : 22713000 / 4000, Fax : 22713874, CIN:L23220MH1952GOI008931

21.06.2023

Guidelines / Process for converting existing PACS CPs to retail outlets:

- All relevant norms of DSG 2018 are applicable for the conversion existing Primary Agricultural Credit Society (PACS) Consumer Pumps (CPs) to retail outlet in Non-individual open category as a one time basis.
- I & C /IB of respective oil company shall obtain the details of existing PACS CPs functioning under their control.
- I&C /IB will address the letter as per format to the individual PACS CPs giving one-time irrevocable option of conversion from CP to Retail outlet dealership by within 10 days.
- I&C /IB will address the letter with a copy to Retail Divisional Office (IOC)/ Regional Office (HPC)/ Territory Office (BPC) and CPs of PACS will respond to respective retail office to take the conversion process forward.
- Existing PACS CPs should exercise the option by submitting application form (**(Format Non-Individual Applicants)**) along with relevant documents and an acceptance of the offer in the form of affidavit within 30 days.
- PACS will have to furnish appropriate resolution to show that person making the application on its behalf is empowered / authorized to make the same. Authorized signatory on behalf of the entity will also have to furnish an undertaking that it will observe the relevant guidelines.
- Following details to be submitted by the CPs along with application.
 1. PACS Registration document.
 2. Site dimensions along with sketch.
 3. Affidavit - XB
 4. Land and other relevant documents as per application.
 5. Copy of NOC of CP.
 6. Copy of explosive license from PESO.
- On receipt of above from concerned PACS, the site offered by PACS would be evaluated by the respective Retail office.
- The offered site must meet the current Dealer Selection Guidelines (2018) norms on Land Evaluation. LEC format to be used to do the valuation as per guideline of DSG 2018.
- PACS sites not meeting the technical requirements for setting up a RO dealership, shall be given an option to offer additional area adjoining to the existing CP unit/site.

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- The sites would be developed under “Open” category as “DC/B” site dealerships and the required investments to be done by PACS.
- The following eligibility criteria are relaxed (as per extant DSG norms applicable for non-Individual entity) for existing PACS CPs to be converted to RO dealerships:
 - Age: The date of registration of the society / entity should be at least 3 years prior.
 - Finance: Registered societies / companies should have made a net profit for previous 3 consecutive years.
- The title of the land proposed for RO dealership should be in the name of the PACS.
- On finding the offered site suitable, a LOI shall be issued to the concerned PACS by the respective OMC for setting up a RO dealership in the offered plot.
- NOC/PESO license to be transferred / re-issued in favour of concerned OMC or obtained afresh, if required.
- Applicable non- refundable fixed fee and interest free refundable security deposit as applicable for “B/DC” site RO are to be paid by the PACS.
- **All** requisite Statutory licences / approvals required for conversion of CPs to Retail Outlets and for their operation as ROs are to be obtained by the concerned PACS before LOA and signing of DPSL/ Dealership agreement.
- PACS to enter into the standard dealership agreement with OMCs for operating the Retail Outlet dealership and will be governed by Marketing Discipline Guidelines and applicable laws and norms. On fulfilment of LOI conditions by the PACS, the existing CP agreement will be terminated, and RO dealership agreement shall be executed.
- Retail outlet shall be commissioned after construction activity as per norms.
