

No. P-19011/12/2001-IOC (Pt. II)  
Government of India  
Ministry of Petroleum & Natural Gas

Shastri Bhawan, New Delhi  
Dated : the 21<sup>st</sup> September, 2004

To

The Chairman,  
Indian Oil Corporation Limited,  
New Delhi.

The Chairman & Managing Director,  
Bharat Petroleum Corporation Limited,  
Mumbai.

The Chairman & Managing Director,  
Hindustan Petroleum Corporation Limited,  
Mumbai.

The Managing Director,  
IBP Co. Ltd.,  
Kolkata.

The Executive Director (AOD),  
Indian Oil Corporation Limited,  
Guwahati.

**Subject : Policy guidelines on re-constitution, resitment, revival of dealerships / distributorships.**

Sir,

Please refer to this Ministry's letter of even number dated 13.9.2004, forwarding therewith a copy of the minutes of the meeting taken on the subject by Minister (P & NG) on 23.8.2004. The question of formulating policy guidelines on re-constitution, revival etc., of dealerships/ distributorships has been under consideration of the Government for some time. I am now directed to convey the following guiding principles (as already mentioned in the said minutes) for the oil marketing companies to frame guidelines on reconstitution, resitment and revival of dealerships/distributorships, etc :-

(i) Reconstitution

- In cases where the original signatory retains majority share and proposes induction of a partner of his choice, OMCs should evolve a transparent procedure to evaluate the incoming partner's eligibility, in line with the present selection policy for dealerships/ distributorships. Upon the candidate satisfying the criteria, the partner may be inducted and in case he does not fulfil the criteria, he may be rejected.

- If the original partner resigns/retires from the dealership, the dealership may be terminated unless it is within the family, and fresh selection held.

- In case of all reserved categories, reconstitution can be done with the incoming partner belonging to the same category and the majority holding must remain with the original allottee after reconstitution. In other words, the incoming partner should hold only a minority share.

(ii) Resitement

- The emphasis should be to reach out to the remote/ low service areas.

- Proper planning should be there to serve the high density areas, middle density areas and low density areas.

(iii) Revival

- No revival in respect of termination on account of malpractices/ irregularities.

- No objection in respect of other cases ( to be decided on merit).

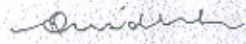
2. The OMCs are requested to finalise a common industry guidelines on these three issues after incorporating the above parameters. All other aspects mentioned in the minutes on these three issues should also be suitably incorporated in those guidelines.

3. Further, while framing the guidelines on the resitement, the contents of this Ministry's letter No. P-19011/12/2001-IOC dated 10.7.2002 may also be kept in view. With the coming into force of the industry's guidelines on reconstitution, revival, etc., the instructions issued vide this Ministry's letter No. P-19011/15/97-IOC dated 15.1.99 and

the related advise issued vide letter No. P-19011/56/97 JOC dated 28.7.99 shall stand abrogated.

4. 20 sets (each set in the form of a single compilation) of the guidelines thus finalised and adopted by the OMCs, may also be forwarded to this Ministry for reference and record.

Yours faithfully,



(Tarun Shridhar)  
Director

Copy to

1. Director (PN)
2. Guard File

2.1.2

Reservation for women :

33% of the dealerships/distributorships in each category mentioned above will be reserved for women belonging to that category. *Other things being equal, widows and unmarried women above 40 years of age without earning parents will be given priority over others in all categories. In the case of widows a death certificate in respect of husband and an affidavit that she has not remarried will have to be submitted.*

*In case no eligible/suitable woman candidate is available after second advertisement, the location will be removed from the reserved category for women (applicable for all categories) and re-advertised under the respective categories without reserving the location for women only. In this case, the shortfall for women in the respective category will be made good in the ensuing marketing plan.*

2.2 Defence Personnel (DC) - (Reservation 3%) :

2.2.1 Inter-se priority under Defence Personnel (DC) Category :

- (a) Widows/dependents of posthumous gallantry award winners.
- (b) War widows/dependents of those who died in war.
- (c) War disabled/disabled on duty.
- (d) Widows/dependents of those who died in harness due to attributable causes.
- (e) Disabled in peace due to attributable causes.

2.2.2 Proof of Eligibility :

Candidates under Defence Personnel (DC) Category will produce Eligibility Certificate issued from Directorate General Resettlement (DGR), Ministry of Defence, sponsoring the candidate for the dealership / distributorship for which he / she has applied. Certificate of Eligibility issued for one dealership / distributorship is not valid for another dealership / distributorship and, therefore, a candidate can be considered to be eligible only if he / she has been sponsored for the particular location with reference to current advertisement. In case of any doubt, DGR should be consulted before calling the candidate for interview.

2.3 Freedom Fighters (FF) - (Reservation 2%) :

2.3.1 Proof of Eligibility:

Persons applying for dealerships/distributorships under this category should attach a certificate or Tamrapatra or an attested copy of the pension order issued by the Accountant General in pursuance of the sanction letter from the Ministry of Home Affairs, Government of India of their having been Freedom Fighters.

2.4 Paramilitary / Police / Government Personnel (PMP) - (Reservation 8%) :

2.4.1 The following persons will be eligible under this category:

- i) The personnel of Paramilitary / Police Personnel including persons having served in BSF, CRPF, CISF, ITBP, Railway Protection Force, Special Reserve Police, Special Armed

Police, Coast Guards, Assam Rifles, etc. as designated by Central Government and Police Forces of the States, Customs and Central Excise Department, Narcotics Control Bureau, Enforcement Directorate, Economic Intelligence Bureau, Directorate General of Anti-Evasion and Directorate of Revenue Intelligence and those serving in different departments of Central / State Governments who are incapacitated or disabled while performing their duties will be eligible under this category. In case of death, while performing duties, their widows/dependents will also be eligible under this category.

- ii) Inter-se priority under Paramilitary/ Police/ Government Personnel (PMP) Category :
- (a) Widows/dependents of posthumous gallantry award winners.
  - (b) Widows / dependents of persons having died on duty.
  - (c) Personnel disabled on duty.
  - (d) Widows / dependents of persons who died while in service; and
  - (e) Disabled in peace due to attributable causes.

2.4.2 Proof of eligibility :

The candidate should attach a copy of relevant certificate from the concerned organisation/Government Department signed by the Head of the Office or an Officer not below the rank of Under Secretary to the Government.

2.5 Physically Handicapped Persons (PH) – (Reservation 5%):

2.5.1 The Person should be orthopaedically handicapped to the extent of a minimum of 40% permanent/ partial disability of both upper and lower limbs or 50% permanent/partial disability together. For this purpose, the standards contained in the "Manual for Orthopedic Surgeon in Evaluating Permanent Physically Impairment" brought out by the American Academy of Orthopaedic Surgeons, USA and published on its behalf by the Artificial Limbs Manufacturing Corporation of India, G.T.Road, Kanpur, shall apply.

2.5.2 Deaf, dumb and blind persons will also be eligible to apply for all dealerships/distributorships.

2.5.3 Proof of Eligibility :

Persons applying for dealership/distributorship under 'Physically Handicapped Persons (PH)' category should produce a certificate from Civil Surgeon/Chief Medical Officer or Superintendent of a Government Hospital that he/she is orthopaedically handicapped to the extent of minimum 40% permanent/partial disability of either upper or lower limbs or 50% permanent/partial disability of both upper and lower limbs together.

2.6 Open Category (O) – (Reservation 50%) :

2.6.1 Apart from individuals and partnerships, the following are eligible to apply :

2.6.2 Registered Cooperative Societies & Consumer Co-operative Societies / Government Organisations :

2.6.3 The Society has to furnish appropriate resolution to show that the person making the application is empowered to make the same. In addition, the Society should

135