

ANTYODAYA-SARAL



Home Department

NOC required for setting up of Petroleum Diesel and Naphtha

DOCUMENTS REQUIRED:

- 1) License to Import and Storage
 - a. Format of No Objection Certificate under the explosive act 2008
 - b. Site and Layout plan approved by Join Chief Controller of Explosive
 - c. Copy of Approved letter from Explosive Department
 - d. Aadhar Card
 - e. Pan Card
 - f. Site Ownership proof
 - i. Rent deed
 - ii. Lease deed
 - iii. Copy of mutation
 - iv. Jamabandi
 - v. Girdawari
 - g. Allotment letter of HSVP (if required)
- 2) License to Store and Sale
 - a. Covering Letter (if required)
 - b. Site and Layout plan approved by Join Chief Controller of Explosive
 - c. Letter of Intent (LOI)
 - d. Copy of Approved letter from Explosive Department
 - e. Revenue Record
 - i. Lease Agreement
 - ii. Copy of mutation
 - iii. Jamabandi
 - iv. Girdawari
 - v. Akshjara
 - f. Allotment letter of HSVP (if required)

FEES FOR THE SERVICE:		
Govt. Charges	Kendra Service Charges	Atal Seva Kendra (CSC) Service Charges
-	50	30

RTS TIME LIMIT: 3 Weeks

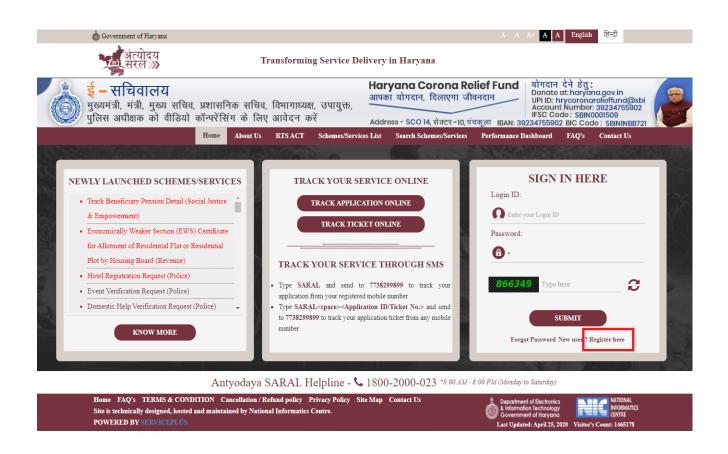
PROCEDURE

NOC Required for Setting Up of Petroleum Diesel and Naphtha Storage and Sale

Instructions:

1) To avail this service, one has to register him/herself on Antyodaya Saral Portal as a citizen.

For Registration Process, Go to https://saralharyana.gov.in



Click on Register here and enter valid Mobile number, Email Id for OTP confirmation and followed the registration process.

- 2) If you have already registered User, Go to Saral Portal: <u>https://saralharyana.gov.in/</u>
 - **2.1**) Login with your Registered Id and Password.

How to Apply Services

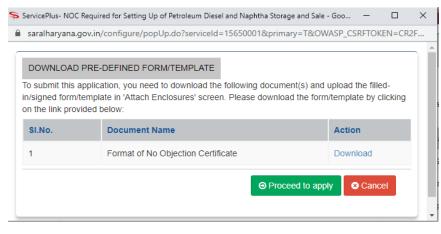
After login, On the left menu bar, Click on Apply Services>> View All Available services

Search For "NOC Required for Setting Up of Petroleum Diesel and Naphtha Storage and Sale"

Step 1) Click on NOC Required for Setting Up of Petroleum Diesel and Naphtha Storage and Sale

268	Mukhya Mantri Samajik Suraksha Yojna for registered worker of HBOCWW Board	Labour Department	HARYANA	^
269	Mukhya Mantri Sharam Puruskar scheme - Haryana Labour Welfare Board	Labour Department	HARYANA	
270	Mutation Request	Revenue and Disaster Management Department	HARYANA	
271	Nakal of RoR (Jamabandi)	Revenue and Disaster Management Department	HARYANA	
272	National family benefits scheme for BPL families	Social Justice & Empowerment	HARYANA	
273	NOC in respect of Forest or Restricted lands or PLPA Section 4 and 5 Areas	Forests Department	HARYANA	
274	NOC Required for Setting Up of Explosives Manufacturing, Storage, Sale, Transport	Department of Home	HARYANA	
275	NOC Required for Setting Up of Petroleum Diesel and Naphtha Storage and Sale	Department of Home	HARYANA	
276	noname	Health Services Department	HARYANA	
277	Nursery License Application Form	Horticulture Department	HARYANA	
278	Old Age Samman Allowance	Social Justice & Empowerment	HARYANA	
279	OID AGE SAMMAN ALLOWANCE	Electronics & Information Technology Department	HARYANA	
280	Orphan Certificate	Revenue and Disaster Management Department	HARYANA	
281	Paternity Benefit Scheme for male registered worker of HBOCWW Board	Labour Department	HARYANA	
282	Pension Application for Media Person	Information, Public Relations and Languages Department	HARYANA	

Download the Predefined document



Click on Proceed to apply

Step 2) After the click on service, Application form will be open. Please fill all required Mandatory fields (*). Enter all required field detail. *Kindly refer to screenshot*

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	Applicant's Details				
	Applicant Name *	ABC			
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	E-Mail			Mobile Number *	
	Purpose of Application *	Import and Storage	~		7654321234
	Situtation of the permises w	here Petrroleum is to	be stored		
	District *	PANCHKULA	~	Tehsil *	Panchkula 🗸
	Area *	Urban	~	City/Village	PKL
	Nearest Police Station *	Panchkula		Nearest Railway Station *	Chandigarh
	Quantities (in Liters) of Petro	oleum proposed to be	importe	d &: stored	
	Petroleum Class A			Quantities (in Liters)	-
	Petroleum Class B	In Bulk	~	Quantities (in Liters)	234
	Petroleum Class C	Not in Bulk	~	Quantities (in Liters)	345
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	total of all olasses of recoleum	813.00			
	Quantities (in Liters) of Petro	oleum already stored i	in the pre	emises	
	Petroleum Class A	Not in Bulk	~	Quantities (in Liters)	456
	Petroleum Class B	Total	~	Quantities (in Liters)	24
	Petroleum Class C	In Bulk	~	Quantities (in Liters)	456
	Total of all Classes of Petroleum already stored	936.00			
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	License Details				
	License Number *	234234		Full Name of the License Holde	MNP
	Declaration				
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Step 3) Click on Submit button. When you click on submit button application preview window will be open.

Step 4) After preview of application, click on Attach Annexure button.





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📽 Apply for services	~	Applicant's Details	
View all available services			
		Application Reference Number : Applicant Name :	Draft_NPSS/2020/00005 ABC
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		Applicant Caling . Applicant Address :	#768
		Mobile Number :	7654321234
		Purpose of Application :	Import and Storage
		Situtation of the permises where Petrroleum	
		District :	PANCHKULA
		Tehsil :	Panchkula Urban
		Area : City/Village :	PKL
		Nearest Police Station :	Panchkula
		Nearest Railway Station :	Chandigarh
		Quantities (in Liters) of Petroleum proposed	
		Petroleum Class A :	In Bulk
		Quantities (in Liters) :	234
		Petroleum Class B :	Not in Bulk
		Quantities (in Liters) :	345
		Petroleum Class C : Quantities (in Liters) :	In Bulk 234
		Total of all Classes of Petroleum :	813.00
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		Quantities (in Liters) :	456
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		Total of all Classes of Petroleum already stored :	936.00
		License Details	
		License Number :	234234
		Full Name of the License Holder :	MNP
		Declaration	
			I above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In o or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.
		Additional Details	
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		Apply to the Office	Office of District Collector(DISTRICT - PANCHKULA)
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You will see list of enclosures which are mentioned below:

- Resident Proof of Applicant/Firm
- NOC required from the land of owner of the Land/Building/Place.
- Firm Registration Certificate

Now, attach the related enclosure and click on Save Annexure Button.

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	ATTACH ENCLOSURE(S)							
	Pre-defined Form/Template:							
of Application <	Note:To submit this application, you need to attach some document(s) as prescribed. Please click here to download the pre-defined form/template and upload the filled- in/signed form/template at the below grid wherever required \$LNo. Document Name Action							
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Step5) Preview of Annexure Screen window will be open. Kindly refer to screenshot

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Step 6) Click on Submit button and you will get a final Acknowledgement slip.

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	Date: 17/11/2020
	Dear Citizen Profile Haryana, Thank you for using ServicePlus.
	Your application for NOC Required for Setting Up of Petroleum Diesel and Naphtha Storage and Sale has been successfully submitted to Office of District Collector(DISTRICT - DatarcHarl II a) HadYAMA
	Thank you for using ServicePlus. Your application for NOC Required for Setting Up of Petroleum Diesel and Naphtha Storage and Sale has been successfully submitted to Office of District Collector(DISTRICT - PANCHKULA), HARYANA.
	Application Summary
	Application Reference Number is NPSS/2020/00004
	Your application was received by Online mode on 17/11/2020. The service will be delivered on or before 08/12/2020.
	List of Enclosures with Application Type of document(s) Document(s) Attached
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	Name: DC Panchkula
	Address: NIC,, Email: shvetas459@gmail.com
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Note down your new Application Reference ID or Saral ID for further process.

Step 7) You can track your application, On the left side, you have to click on "Track application Status" under View Status of Application and Enter your Saral Reference Id and click on submit button. Kindly refer to screenshot

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OR

You will also get an SMS & Email notification on your registered mobile number and Email ID.

For Any Query:

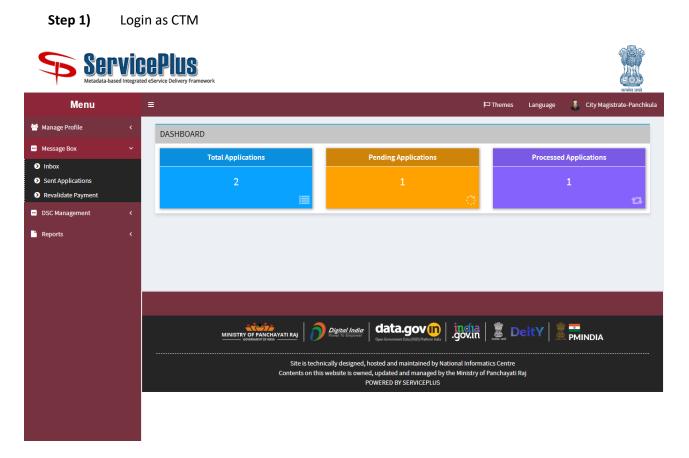
Contact Antyodaya Saral Helpline Toll Free Number: 1800-2000-023 (Monday to Saturday, 8:00 AM to 8:00 PM)

Email Id: saral.haryana@gov.in

Official Workflow:

After the Application is submitted by the Applicant, the Application is Comes in the CTM (City Magistrate) Login for the scrutiny.

Task Name: Scrutiny by CTM (City Magistrate)



- Step 2) On the Left side, Message Box → Inbox → Select your Service >> Version >> Task Name
- Step 3) Click on Get Data button
- **Step 4)** Click on **Application Number** to view the application form.
- **Step 5)** Click on **Pull** link button to take action on the application

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- **Step 6)** Click on **View Processing History** to see the Processing History of the Application.
- Step 7) Take Action Forward to Superintendent and enter the Remarks
- Step 8) Click on Submit Button for forwarding.

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Step 9) After Successful submission a message will appear on the Screen. *Please refer the Screenshot.*

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Task Name: Scrutiny by Superintendent

Step 1) Login as Superintendent

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- Step 2) On the Left side, Message Box → Inbox → Select your Service >> Version >> Task Name
- Step 3) Click on Get Data button
- **Step 4)** Click on **Application Number** to view the application form.
- Step 5) Click on Pull link button to take action on the application

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- **Step 6)** Click on **View Processing History** to see the Processing History of the Application.
- **Step 7)** Take Action **Forward to Superintendent** and enter the **Remarks**
- Step 8) Click on Submit Button for forwarding.





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Task Name: Scrutiny by Assistant

Step 1) Login as Assistant



- Step 2) On the Left side, Message Box → Inbox → Select your Service >> Version >> Task Name
- Step 3) Click on Get Data button
- **Step 4)** Click on **Application Number** to view the application form.

Click on Take Action link button to take action on the application

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- Step 5) Click on View Processing History to see the Processing History of the Application.
- Step 6) Take Action
 - a. **Return to Applicant to Correction:** if any changes are required in the Application form Assistant will send it back to the Applicant.
 - b. **Forward:** if the data is complete the assistant will forward the application to the various related departments.
- Step 7) Click on Submit Button for forwarding.





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Task Name: Verification by Respective Departments

For all the other departments who are related for granting the NOC to the application

For example, we are going to use the SDM login to show the process of issue the NOC for the application

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Step 1) Login as SDM (respective department)

- Step 2) On the Left side, Message Box → Inbox → Select your Service >> Version >> Task Name
- Step 3) Click on Get Data button
- **Step 4)** Click on **Application Number** to view the application form.

Click on **pull** link button to take action on the application

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- Step 5) Click on View Processing History to see the Processing History of the Application.
- Step 6) Select Action Approval of NOC or Rejection for NOC
- Step 7) Mark Application Forward to Application
- Step 8) Tick the Checkbox the Issued by SDM
- Step 9) Enter Remarks
- Step 10) Click on Submit Button

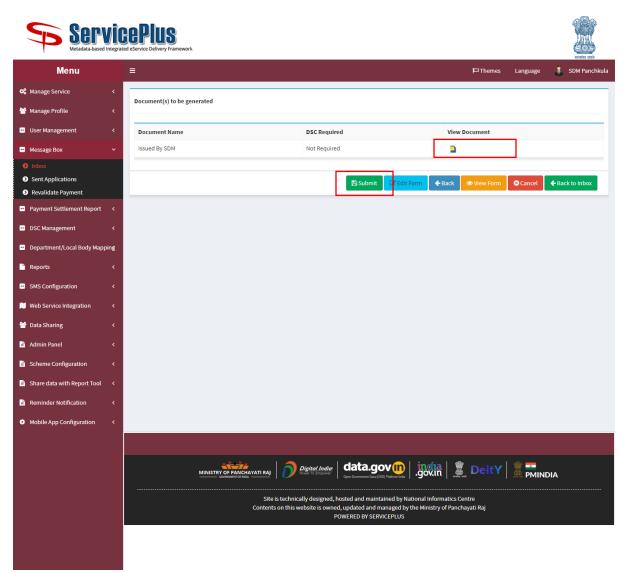
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Step 11) After submit the Application, on next screen **Choose** NOC file by the respective department.

Step 12) Click on Submit Button to upload the File.

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- Step 13) On next screen you can view the uploaded document or file.
- **Step 14)** Click on **Submit** Button for final Submission of the NOC of the respected department.



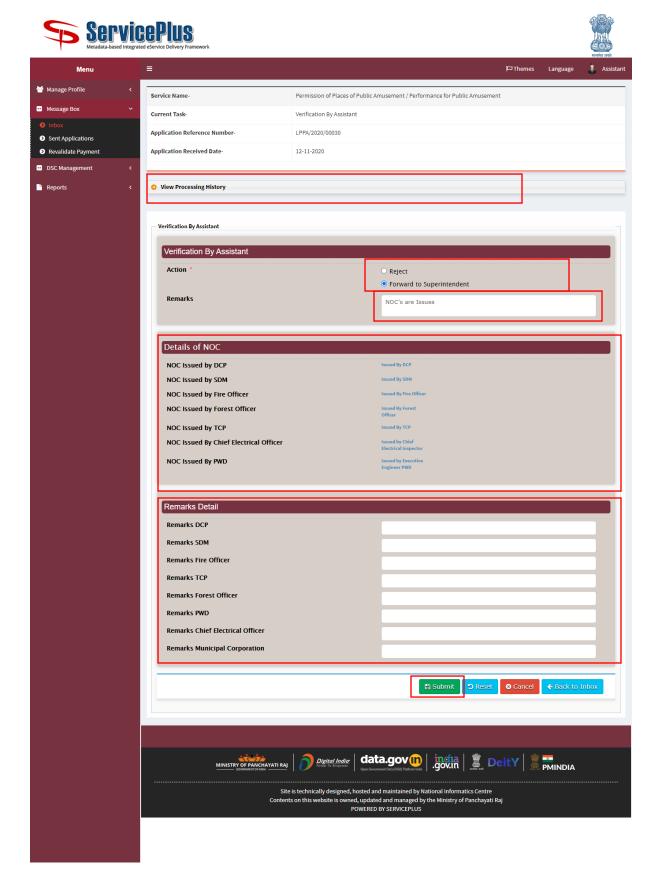
Task Name: Verification by Assistant

- Step 1) Login as Assistant
- Step 2) On the Left side, Message Box → Inbox → Select your Service >> Version >> Task Name
- Step 3) Click on Get Data button
- Step 4) Click on Application Number to view the application form.

Click on **pull** link button to take action on the application

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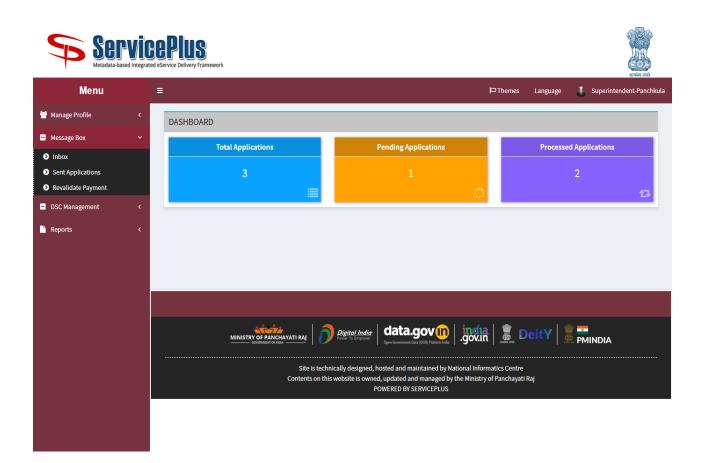
- Step 5) Click on View Processing History to see the Processing History of the Application.
- Step 6) Take Action
 - a. **Reject:** if a single department is denied to give the NOC the Application is rejected by the Assistant.
 - b. **Forward to Superintendent:** it the assistant is satisfy with all the NOC's come from all the departments he/she will forward the application to the Superintendent.
- **Step 7)** Assistant will check the NOC by clicking on the **NOC Link**, remarks will also be visible to assistant.
- Step 8) Click on Submit Button for forwarding.
 - Please refer the Screenshot.



Task Name: Verification by Superintendent

- Step 1) Login as Superintendent
- Step 2) On the Left side, Message Box → Inbox → Select your Service >> Version >> Task Name
- Step 3) Click on Get Data button
- Step 4) Click on Application Number to view the application form.

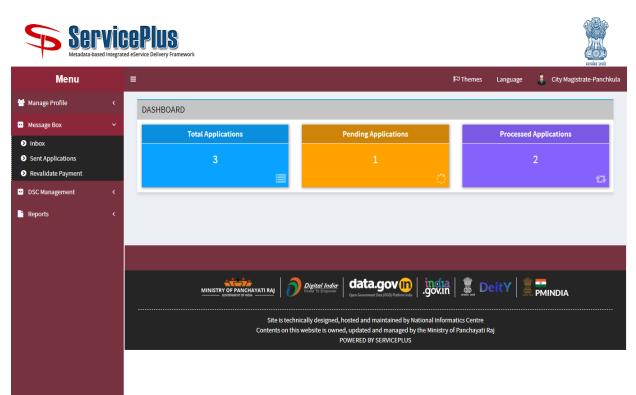
Click on **pull** link button to take action on the application



- **Step 5)** Click on **View Processing History** to see the Processing History of the Application.
- Step 6) Forward to CTM
- **Step 7)** Superintendent will check the NOC by clicking on the **NOC Link.**
- Step 8) Click on Submit Button for forwarding.

	Service Name-	Permission of Praces of Public Amusement / Performance for Public Amusement
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	NOC Issued By Fire Officer	Issued by Fire Officer
	NOC Issued By TCP	Issued By TCP
	NOC Issued By PWD	Issued by Executive Engineer PWD
	NOC Issued By Forest Officer	Issued By Forest Officer
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Task Name: Verification by CTM (City Magistrate)



Step 1) Login as CTM

- Step 2) On the Left side, Message Box → Inbox → Select your Service >> Version >> Task Name
- Step 3) Click on Get Data button
- **Step 4)** Click on **Application Number** to view the application form.

Click on **pull** link button to take action on the application

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- **Step 5)** Click on **View Processing History** to see the Processing History of the Application.
- Step 6) Forward to DC
- **Step 7)** CTM (City Magistrate) will check the NOC by clicking on the **NOC Link.**
- Step 8) Click on Submit Button for forwarding.

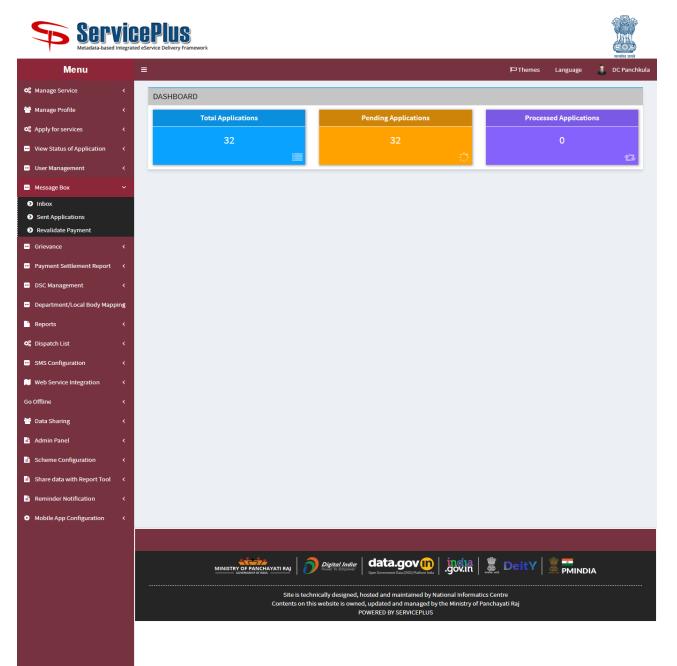




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	Verification of CTM	City Magistrate-Panchkula	12/11/2020	NA		Under Processing	NA
	Verification By Superintendent	Superintendent-Panchkula	12/11/2020	12/11/2020	16:07:59	Forwarded to CTM	NA
	Verification By Assistant	Assistant	12/11/2020	12/11/2020 1	16:05:34	Forwarded to Superintendent	NA
	Verification By TCP	Nodal Officer TCP	12/11/2020	12/11/2020 1	15:42:02	Forwarded to Assistant	NA
	Verification By Fire Officer	Fire Officer Panchkula	12/11/2020	12/11/2020 1	15:37:24	Forwarded to Assistant	NA
	Verification By Forest	Nodal Officer Forest	12/11/2020	12/11/2020 1	15:51:20	Forwarded to Assistant	NA
	Verification By Municipal Corporation	MC Municipal Commissoner Panchkula	12/11/2020	NA		Waiting to be Pulled	NA
	Verification by SDM	SDM Panchkula	12/11/2020	12/11/2020 1	15:57:51	Forwarded to Assistant	NA
	Verification of Police	Police Commissionerate Panchkula	12/11/2020	12/11/2020 1	15:55:02	Forwarded to Assistant	NA
	Verification By PWD	Nodal Officer PWD	12/11/2020	12/11/2020		Forwarded to Assistant	NA
	Verification By Chief Electrical Officer	Nodal Officer Electrical	12/11/2020	12/11/2020 1	15:44:47	Forwarded to Assistant	NA
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Task Name: Approval/Rejection by DC

Step 1) Login as DC



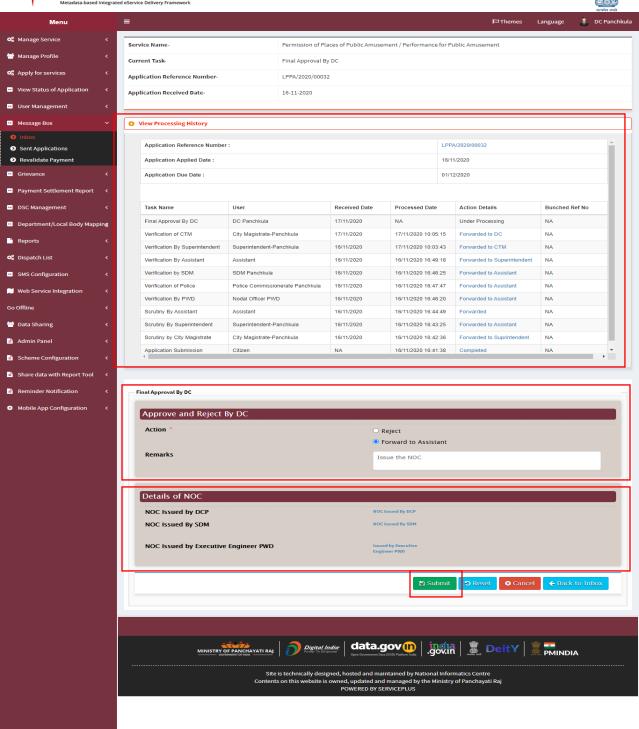
- Step 2) On the Left side, Message Box → Inbox → Select your Service >> Version >> Task Name
- Step 3) Click on Get Data button
- **Step 4)** Click on **Application Number** to view the application form.

Click on **pull** link button to take action on the application

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- **Step 5)** Click on **View Processing History** to see the Processing History of the Application.
- Step 6) Take Action
 - a. **Reject:** if workflow player chooses reject option application will completely rejects.
 - b. **Forward to Assistant:** Application will be forwarded to the assistant for uploading the final document (**NOC**).
- Step 7) DC will check the NOC by clicking on the NOC Link.
- **Step 8)** Click on **Submit** Button for forwarding.

ServicePlus Metadata-based Integrated eService Delivery Framework



Task Name: Upload final Document (NOC) by Assistant

Step 1) Login as Assistant

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- On the Left side, Message Box → Inbox → Select your Service >> Version >> Task Name Step 2)
- Step 3) Click on Get Data button
- Click on Application Number to view the application form. Step 4)

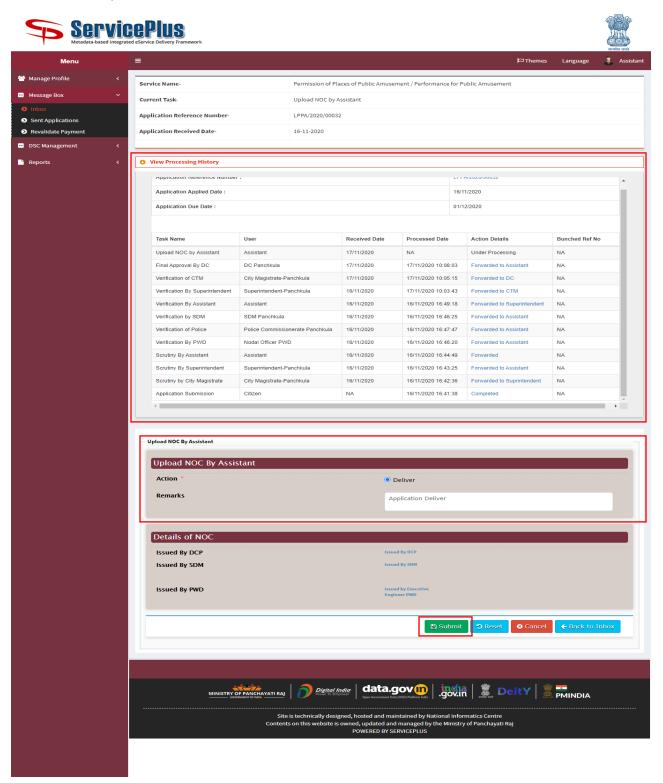
Click on **pull** link button to take action on the application

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Step 5) Click on View Processing History to see the Processing History of the Application.

Task Action: Deliver Step 6)

Step 7) Click on Submit Button.



- **Step 8)** On next Screen Please **choose file** to be upload.
- Step 9) Click on Submit to upload the document.

Please refer the Screenshot.

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Step 10) On next Screen you can view the uploaded document.

Step 11) Click on **Submit** to deliver the NOC to the Applicant.

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