

## Standard Operating Procedure and Checklist

Name of Department/Office	Office of the District Magistrate (Arms)
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**Application Type: NoC**

Standard Operating Procedure for Applicant

Application for	<b>NOC required for setting up of petroleum, diesel &amp; Naphtha manufacturing, storage, sale, transport</b>
Application Type	No Objection Certificate (NoC)
Mandatory supporting documents required(enclosures)	<ol style="list-style-type: none"> <li>1. EPIC/Aadhar/Declaration from Headman</li> <li>2. Original Site Plan</li> <li>3. NOC from Headman for the proposed site plan for rural areas and NOC from local authority for urban areas</li> <li>4. Proof of ownership of land: lease deed or agreement of sale or Deed of Declaration etc.</li> <li>5. NoC from Fire Department</li> <li>6. NoC from Meghalaya State Pollution Control Board</li> </ol> <p>If the location is on highway:</p> <ol style="list-style-type: none"> <li>7. For national highways: NOC from National Highways Authority of India (NHAI)</li> <li>8. For state highways: NOC from concerned Executive Engineer (PWD - Roads)</li> </ol> <p>In case the permission is for Petrol Pump:</p> <ol style="list-style-type: none"> <li>9. Letter of Intent</li> </ol>
Process description	<ul style="list-style-type: none"> <li>➤ Step 1: Applicant fills the online form addressing to District Magistrate along with Enclosures; and receives an acknowledgement</li> <li>➤ Step 2: Dealing Assistant reviews the application and enclosures; and forwards to Magistrate Incharge - Arms</li> <li>➤ Step 3: Magistrate Incharge - Arms reviews and forwards to Additional District Magistrate (ADM)</li> <li>➤ Step 4: ADM either asks applicant to provide clarification or rejects the application with remarks shared with applicant or in case of go ahead, instructs Magistrate Incharge - Arms to undertake inspection</li> <li>➤ Step 4: Magistrate Incharge - Arms informs applicant about the date of inspection</li> <li>➤ Step 5: Inspection visit take place involving representative(s) from DM office, State Pollution Control Board, Police and applicant; Magistrate Incharge - Arms uploads inspection report</li> <li>➤ Step 6: In case if applicable, applicant addresses the observations from inspection report</li> <li>➤ Step 7: ADM reviews the file and forwards to DM</li> <li>➤ Step 8: DM issues NoC and uploads</li> <li>➤ Step 9: Applicant downloads the NoC</li> </ul>
Procedure for Fees payment	<p>No application fees.</p> <p>Rs. 10 of court fee stamp to be pasted on the enclosure "EPIC/Aadhar/Declaration from Headman"</p>

<b>List of Reference Documents</b>	The Petroleum Rules, 2002
<b>Timeline for completing the process</b>	60 days
<b>Checking of Application Status</b>	Application status can be tracked through Single window portal
<b>Departmental Workflow</b>	Applicant >DM>Magistrate Incharge - Arms>ADM>Inspection (involving officials from DM office, State Pollution Control Board, Police and Applicant) > Magistrate Incharge - Arms > ADM > DM

#### A. InspectionProcedure:

##### A. Pre-Inspection

1. A quality check shall be done on the documents submitted by the applicant in terms of completeness and correctness of the information furnished by Dealing Assistant.
2. Verification of compliance of submitted document done by Dealing Assistant.

##### B. Inspection

1. Authenticity of land document
2. Site of the location
3. Condition of Surrounding areas
4. Consent of neighbours
5. NOC from Headman for the proposed site plan for rural areas and NOC from local authority for urban areas

##### C. PostInspection

1. Inspection report would be uploaded post completion of the inspection and a copy of the same provided to the applicant.
2. All observations of the inspection along with photographic evidence of non-compliance should be included as part of the report.
3. Noncompliance areas should be listed in the report along with additional measures that need to be taken by the applicant to ensure compliance.

##### D. Checklist of Documents for Inspection

1. Land document proving bona fide possession
2. NOC from Headman for the proposed site plan for rural areas and NOC from local authority for urban areas