



## DEALERSHIP SELECTION

# USER MANUAL FOR APPLIANTS TO SUBMIT APPLICATION

## 1) INTRODUCTION

Welcome to the Retail Outlet Dealer Selection Portal of Chennai Petroleum Corporation Limited (CPCL) — a Government of India Enterprise and a group company of Indian Oil Corporation Limited (IOCL).

This online portal is designed to streamline the process of selecting and appointing dealers for petrol and diesel retail outlets across India. If you are looking to partner with CPCL as a fuel station dealer, this platform allows you to:

- Register as an applicant
- Log in to track your application
- View available dealership locations
- Submit required documents and receive updates

### ➤ PORTAL ADDRESS

CPCL portal can be accessed via URL Address below, where all the applicants can register and login on portal through registered Mobile number & OTP.

**URL Address:** <https://cpclretail.in>

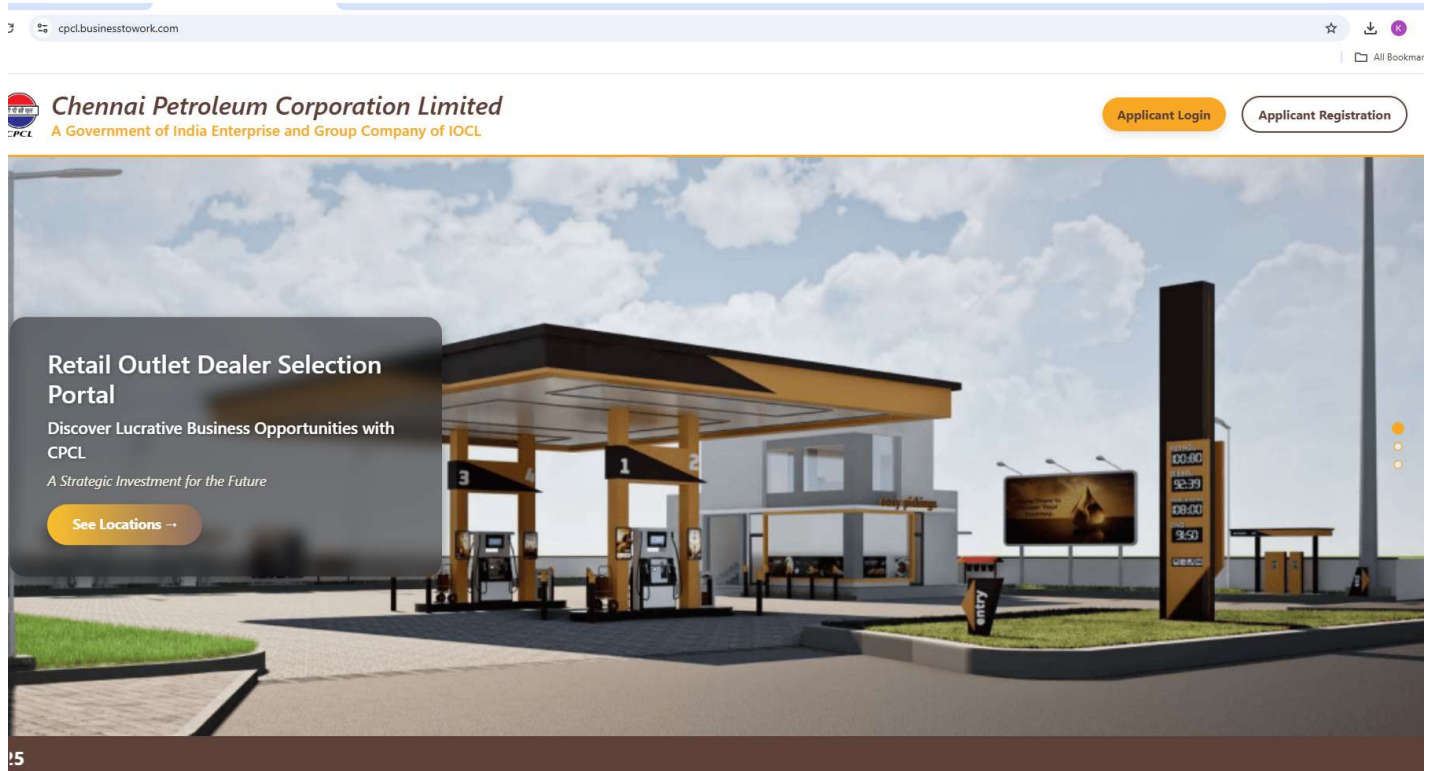
## 2) CPCL HOME PAGE

### ➤ INTRODUCTION

This manual serves as a comprehensive guide to help you navigate the portal and make the most of its features. It provides detailed instructions, tips, and best practices for using the portal efficiently.

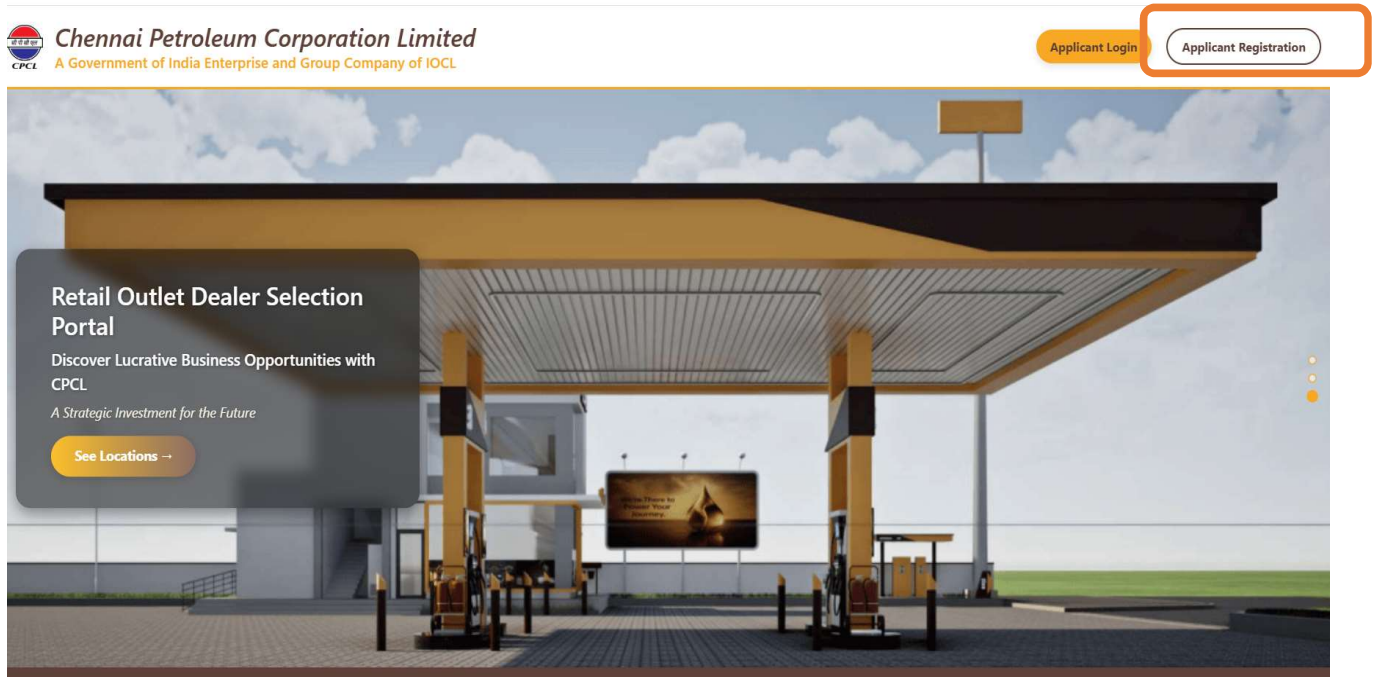
- **HOME PAGE**

Home page is main dashboard for the site where you can access all the available functionalities.



### 3) APPLICANT REGISTRATION

- For new applicant registration click on **Applicant Registration** button on home page



- **Applicant Registration Button** will open new registration page. Here you can select type of user you want to register with radio buttons and have to fill the details for the registration and after filling the mandatory details.

- **Individual Registration**

This page allows **new applicants** to register either as **Individual** users in the CPCL system. The form requires name information, Email ID , Mobile and OTP verification to complete registration.



## Registration

☒ Individual ☐ Non-Individual

First Name\* (As per Aadhaar)

FIRST NAME

Middle Name

MIDDLE NAME

Last Name\* (As per Aadhaar)

LAST NAME

Mobile Number\*

Mobile Number

Get OTP

OTP

Verify

Email ID\*

Email ID

Get OTP

OTP

Verify

Captcha Code



Captcha Code



## Step-by-Step Instructions:

### 1. Select User Type

At the top of the form:

- Choose between:
  - ☒ **Individual** (*default selected*)
  - ☐ **Non-Individual**

### 2. Enter Personal Information

- **First Name\*** (As per Aadhaar): Type your **first name** exactly as mentioned in your Aadhaar card.
- **Middle Name** (*Optional*): Enter your **middle name**, if applicable.
- **Last Name\*** (As per Aadhaar): Enter your **last name** as per Aadhaar.


### 3. Verify Mobile Number

- In the **Mobile Number** field, enter a valid **10-digit Indian mobile number**.
- Click on **Get OTP**. (you will receive an OTP on your mobile number)
- Enter the **OTP received on your mobile** in the next field.
- Click **Verify** to confirm mobile number.

### 4. Verify Email ID

- In the **Email ID** field, type your **valid email address**.
- Click **Get OTP**. (you will receive an otp on your mail)
- Enter the **OTP received in your email inbox**.
- Click **Verify** to confirm your email.

### 5. Captcha Code Verification

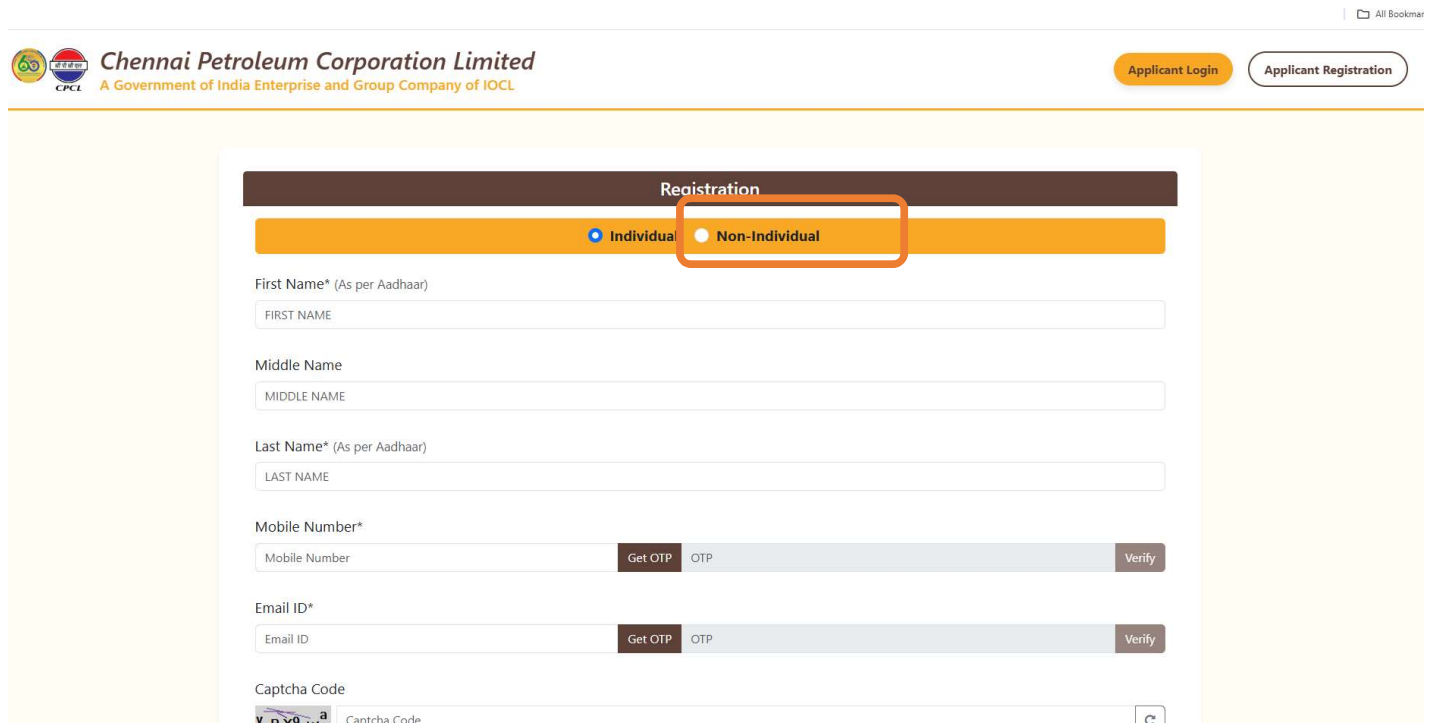
- Enter the **Captcha Code** as shown in the image beside the field.
- Click the  **Refresh Icon** if the image is not readable.

### 6. Submit Registration

- After all fields are correctly filled and both OTPs are verified, click the **blue "Register" button** to complete registration.

## ▪ Non-Individual Registration

This page is used to register **Non-Individual entities** (e.g., companies, partnerships, organizations) as applicants on the CPCL portal. The registration involves contact details of an authorized person, business credentials, and OTP-based verification.



The screenshot shows the CPCL (Chennai Petroleum Corporation Limited) portal. The header includes the CPCL logo and the text "Chennai Petroleum Corporation Limited" and "A Government of India Enterprise and Group Company of IOCL". There are buttons for "Applicant Login" and "Applicant Registration". The main form is titled "Registration" and has two radio buttons: "Individual" (selected) and "Non-Individual" (highlighted with an orange box). Below the radio buttons are input fields for "First Name\*", "Middle Name", and "Last Name\*", each with a label "(As per Aadhaar)". There are also input fields for "Mobile Number\*" and "Email ID\*", each with a "Get OTP" button and an "OTP" input field, and a "Verify" button. At the bottom, there is a "Captcha Code" input field with a captcha image and a "Captcha Code" label.

## Step-by-Step Instructions:

### 1. Select Registration Type

At the top of the form:

- Choose:
  - **Individual**
  - **Non-Individual** (*selected for this form*)

### 2. Fill in Organization Details


- **Company Name\***  
Enter the **full legal name** of your organization or business entity.

- **GST Number (Optional)**  
Provide your valid **GSTIN** (Goods and Services Tax Identification Number), if applicable.

### 3. Enter Authorized Contact Details

- **Authorized Person Name\***  
Type the **full name** of the person authorized to represent the organization.
- **Authorized Person Mobile\***
  - Enter a **valid 10-digit mobile number**.
  - Click **"Get OTP"**.
  - Enter the **OTP received on the mobile**.
  - Click **"Verify"** to confirm.
- **Authorized Person Email\***
  - Type the **official or personal email address** of the authorized person.
  - Click **"Get OTP"**.
  - Enter the **OTP received in the email**.
  - Click **"Verify"** to confirm.

### 4. Captcha Verification

- Enter the **Captcha Code** as shown in the image.
- Click the  **Refresh Icon** if the code is not readable.

### 5. Submit Registration

- After **completing all required fields** and successful OTP verifications, click the **blue "Register" button** to finish the process.

## Mails and Messages

### Message for mobile verification OTP.

**OTP for new registration in <https://cpclretail.in> portal is 088877.**

OTP valid for 10 minutes.

### Message for successful registration acknowledgement.

**Your registration in <https://cpclretail.in> portal is successful with user id 8860587852.**

Check email for details

## OTP for Your Account Verification - CPCL



**Chennai Petroleum Corporation Limited**

*(A Government of India Enterprise and Group Company of IOCL)*

**Dear User,**

Thank you for registering with CPCL.

Please use the following One-Time Password (OTP) to verify your email address:

**4 1 3 9 4 9**

This OTP is valid for **10 minutes** only.

If you did not request this OTP, please ignore this email or contact our support team.

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## Account Registration Confirmation



**Chennai Petroleum Corporation Limited**

*(A Government of India Enterprise and Group Company of IOCL)*

**Welcome to CPCL!**

We are pleased to confirm that your registration with Chennai Petroleum Corporation Limited (CPCL) has been successfully completed. Thank you for taking the time to join our platform. We value your interest and look forward to engaging with you.

You can now access your account and explore available services and features by visiting the CPCL portal: [CPCL](#)

Your Registration Details:

**Name:** CHETAN JORWAL

**Mobile No:** 8860587XXX

**Email:** cheXXX@mailinator.com

If you have any questions or need assistance, please feel free to reach out to our support team.

Best regards,  
**CPCL Support Team**

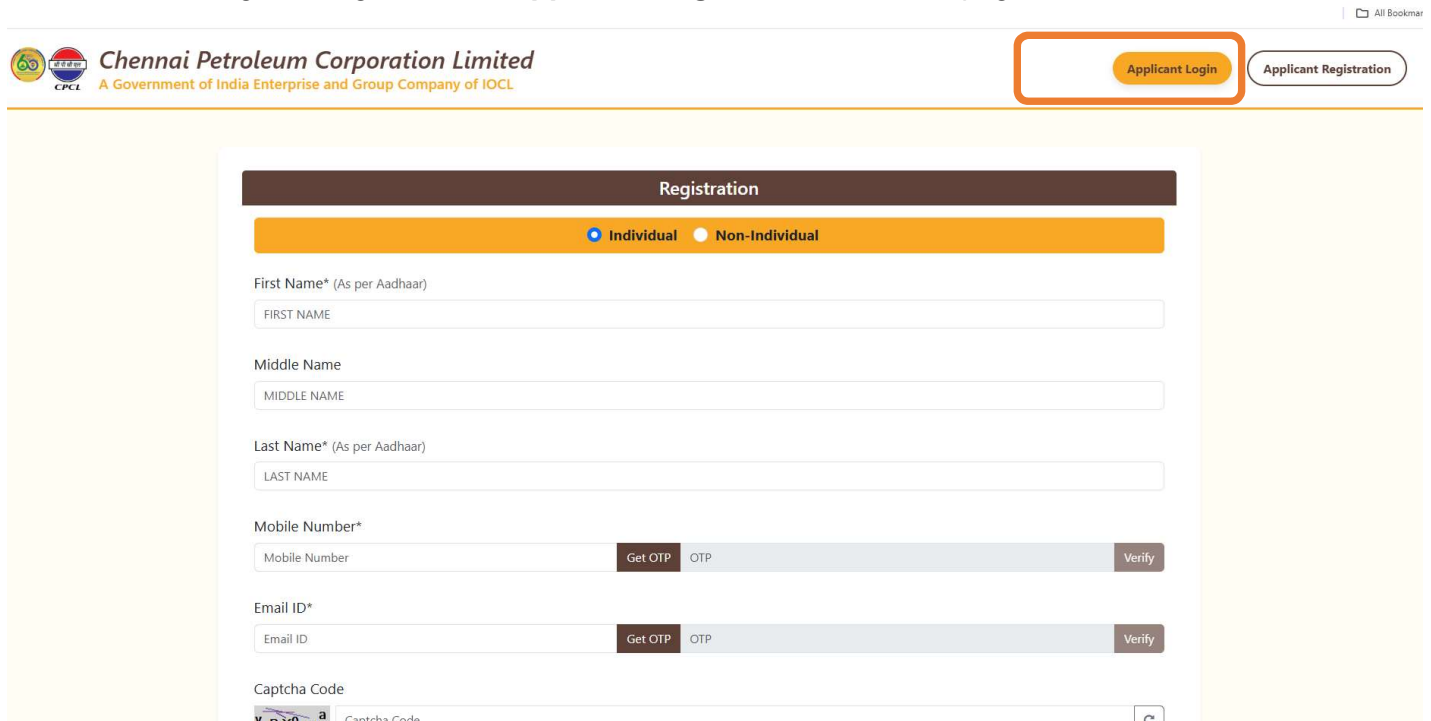
This is an auto-generated message. Please do not reply to this email.

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## 4)SIGN IN EXISTING USER

- For existing user login click on **Applicant Login** button on home page.



Chennai Petroleum Corporation Limited  
A Government of India Enterprise and Group Company of IOCL

Applicant Login Applicant Registration

**Registration**

☒ Individual ☐ Non-Individual

First Name\* (As per Aadhaar)  
FIRST NAME

Middle Name  
MIDDLE NAME

Last Name\* (As per Aadhaar)  
LAST NAME

Mobile Number\*  
Mobile Number **Get OTP** OTP **Verify**

Email ID\*  
Email ID **Get OTP** OTP **Verify**

Captcha Code  
V P Y 9 a **Get OTP** OTP **Verify**

This login page is designed to allow registered users (individual or non-individual) to securely sign in using **OTP-based authentication** via their registered **mobile number**.

### Step-by-Step Instructions to Login:

#### 1. Enter Mobile Number

- Type your **registered mobile number** in the field labelled: Mobile Number


#### 2. Generate OTP

- Click the **“Get OTP”** button next to the mobile number field.
- You will receive a **One-Time Password (OTP)** via SMS on the entered mobile number.

### 3. Enter OTP

- In the `OTP` field, enter the **6-digit OTP** received on your mobile.
- Make sure to enter it before it expires (usually within a few minutes).

### 4. Enter Captcha Code

- Look at the image displaying the **Captcha Code** (e.g., b2nwp).
- Enter the exact characters shown in the adjacent text box labelled: `Captcha Code`
- If the captcha is not clear, click the **refresh icon** () next to the box to load a new one.

### 5. Sign In

- Once all fields are filled in correctly: Click the **brown "Sign In"** button to log in.
- If the credentials and OTP are valid, you will be redirected to your **user dashboard**.

### ☒ Sign up Option

- If you are a **new applicant** and do not have an account: Click the **"Sign Up"** button to go to the **Applicant Registration** page.

### Message for Mobile login OTP.

**OTP for login registration in <https://cpclretail.in> portal is 181957.**  
OTP valid for 10 minutes

## 5) WORK FLOW INDIVIDUAL USER

- **Dashboard**

This dashboard provides an overview of your application activities and access to essential sections such as personal details, retail outlet applications, after registration on the **CPCL Retail Portal**.

The screenshot displays the CPCL Retail Portal dashboard. On the left, there is a sidebar with the CPCL logo and a menu containing four items: 'Dashboard' (selected), 'Personal Details', 'Apply for Retail outlet', and 'Payment Details'. The main content area has a dark header bar with the title 'Dashboard' and the user's name 'Hii CHETAN JORWAL' next to a profile icon. Below the header, the dashboard is divided into three sections: 'Locations Applied', 'Rejected Application', and 'Application in Draft'. Each section contains a message indicating that no records have been added or found yet.

**Dashboard**

Hii CHETAN JORWAL

**Locations Applied**

No records has been added yet.

**Rejected Application**

No records has been added yet.

**Application in Draft**

No records found.

- **Personal Details**

This page is used to **enter, review, and upload your personal information** required for applying to retail outlets under **Chennai Petroleum Corporation Limited (CPCL)**. The form collects details as per official documents.

≡

Dashboard

Hi! CHETAN JORWAL

Personal Info

Educational Details

Spouse Details

Address Proof

○ Dashboard

○ Personal Details

○ Apply for Retail outlet

○ Payment Details

Name should be same as per Aadhaar Card

Note: File should be less than 1MB for PDFs

Name As mentioned in aadhaar card

Email Id

Mobile Number

Father / Husband Name

Category

Address

State

District

Pincode

PAN Number

PAN Card

Aadhaar Number

Aadhaar Card

Indian Citizen

Resident of India

Gender

Date of Birth

Proof of Age

Marital Status

CHETAN JORWAL

CHETAN@MAILINATOR.COM

8860587852

FATHER/HUSBAND NAME

-Select-

ADDRESS

-Select-

-Select-

Pincode

PAN NO

Choose File
No file chosen

Upload
View

Aadhar Number

Choose File
No file chosen

Upload
View

☒ Yes ☐ No

☒ Yes ☐ No

☐ Male
☐ Female

dd/mm/yyyy

Age in Years :

-Select-

Choose File
No file chosen

Upload
View

☐ Single
☐ Married
☐ Widow/Widower

☐ Divorcee

Applicant Photo

Choose File
No file chosen

Upload

Applicant Signature

Choose File
No file chosen

Upload

Save & Next

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## Step-by-Step Field Instructions:

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**Name (As mentioned in Aadhaar card)** : Auto-filled from Aadhaar-linked name. Cannot be edited.

**Email ID**: Auto-filled. Ensure its correct and accessible.

**Mobile Number**: Auto-filled from registration. Cannot be changed here.

**Father/Husband Name**: Enter the full name of your father or husband.

**Category**: Select your social category from the dropdown (e.g., General, SC, ST, OBC).

**Address**: Enter your complete residential address as per ID proof.

**State, District, Pin code**: Select state and district from the dropdown menus. Enter your **6-digit PIN code** manually.

**PAN Number & PAN Card Upload**: Enter your 10-digit PAN number.

Click **Choose File** to upload PAN card in PDF (max 1MB).

Click **Upload** and then **View** to verify.

**Aadhaar Number & Aadhaar Card Upload**: Enter your 12-digit Aadhaar number.

Upload Aadhaar card file in JPG/PNG/PDF. Click **Upload** → **View**.

**Indian Citizen**: Select **Yes** or **No**.

**Resident of India**: Select **Yes** or **No**.

**Gender**: Select either **Male** or **Female**.

**Date of Birth & Age**: Use calendar to pick your birthdate. Age is calculated and displayed automatically.

**Proof of Age Document Upload**: Choose a valid document (e.g., birth certificate, school certificate).

Upload supporting file via **Choose File** → **Upload**.

**Marital Status**: Choose from: **Married**, **Unmarried**, **Widow/Widower** and **Divorce**.

**Applicant Photo**: Upload a recent passport-size photo.

Formats: JPG, PNG, JPEG | Size: 100x120 to 200KB max.

**Applicant Signature**: Upload scanned image of your signature.

Formats same as photo.

## Final Step:

- After filling all required fields, click “**Save & Next**” to continue to the next tab:  
→ **Educational Details**

- **Educational Details**

This page is used to **enter and upload your educational qualifications** as part of your application to Chennai

The screenshot shows the CPCL dashboard with a sidebar on the left containing navigation links: Dashboard, Personal Details, Apply for Retail outlet, and Payment Details. The main content area is titled 'Dashboard' and has a sub-header 'Hi! CHETAN JORWAL'. Below this are four tabs: Personal Info, Educational Details, Spouse Details, and Address Proof. The 'Educational Details' tab is active, showing a form with the following fields: Educational Qualification (a dropdown menu with '10th' selected), Name of Board / University / Institution (a text input field with placeholder 'NAME OF BOARD'), Name of School / Institute (a text input field with placeholder 'NAME OF SCHOOL'), Year of Passing (a text input field with placeholder 'YEAR OF PASSING'), and Proof of Education (a file upload section with a 'Choose File' button, 'No file chosen' text, and 'Upload' and 'View' buttons). A green 'Save & Next' button is at the bottom of the form. A red note at the top right of the form states 'Note: File should be less than 1MB'. The footer of the page includes the URL 'https://cpcl.buinessstowork.com/applicant/Advertisement', copyright information 'Copyright © 2025 CPCL All rights reserved.', and 'Powered by PECS'.

## Step-by-Step Field Instructions:

**Educational Qualification:** Select your **highest qualification** from the dropdown. Example: 10<sup>th</sup>, 12<sup>th</sup>, Graduate, etc.

**Name of Board / University / Institution:** Enter the full name of your board or university. Example: *Maharashtra State Board, CBSE, Mumbai University*, etc.

**Name of School / Institute:** Provide the name of your school or college. Example: *St. Xavier's High School, ABC College of Commerce*, etc.

**Year of Passing:** Enter the year you successfully completed the qualification. Example: 2016, 2022, etc.

**Proof of Education (Document Upload):** Click **Choose File** to select your **mark sheet, passing certificate**, or equivalent proof.

Allowed file types: .pdf, .jpg, .png

Max file size: **Less than 1MB** (*shown on the top right*)

**Upload:** Click this button to upload the selected file to the portal.

**View:** Click this to verify that the uploaded document is correct and readable.

## Save & Next

Once all required fields are filled and the document is uploaded, click **Save & Next** to move to the next tab:

→ **Spouse Details**

- **Spouse Details**

This section is designed to collect details about the **spouse of the applicant**, where applicable. These details help validate identity and familial association for compliance and verification purposes.

**NOTE: Spouse details are only valid when marital status was selected married in personal information.**

The screenshot shows a web dashboard with a sidebar on the left containing navigation links: Dashboard, Personal Details, Apply for Retail outlet, and Payment Details. The main content area is titled 'Dashboard' and has a sub-header 'HII CHETAN JORWAL'. Below this, there are four tabs: Personal Info, Educational Details, Spouse Details (which is active), and Address Proof. The Spouse Details form includes the following fields: Spouse Title (a dropdown menu), Name of Spouse (a text input), Spouse Employed (radio buttons for Yes and No), Spouse Mobile Number (a text input), Spouse Email Id (a text input), Spouse Aadhaar Number (a text input), and Spouse Aadhaar (a file upload section with 'Choose File', 'No file chosen', 'Upload', and 'View' buttons). Below these is a 'Proof of Spouse' section, also with a file upload section and 'Upload' and 'View' buttons. A green 'Save & Next' button is at the bottom right of the form. A red note at the top right of the form states: 'Note: File should be less than 1MB'. The footer of the page contains 'Copyright © 2025 CPCL All rights reserved.' and 'Powered by PECS'.

## Instructions for Filling Spouse Details Form:

**Spouse Title:** Select the correct title from the dropdown list: *Mr.*, *Mrs.*, *Ms.*, etc.

**Name of Spouse:** Enter the **full name** of your spouse as per official documents. Example: *Rohini Sharma*

**Spouse Employed:** Select whether your spouse is **employed**: Yes/No

**Spouse Mobile Number:** Enter a **valid 10-digit mobile number**. Example: 9876543210

**Spouse Email Id:** Enter your spouse's **email address** (optional if not available). Example: [rohini@example.com](mailto:rohini@example.com)

**Spouse Aadhaar Number:** Enter the **12-digit Aadhaar Number** of your spouse. Ensure it is accurate and matches the uploaded document.

### Spouse Aadhaar Upload:

Click **Choose File** to upload the **Aadhaar card of your spouse**.

Click **Upload** to save it to the portal.

Click **View** to preview the uploaded file.

**File size must be less than 1MB** and format can be .pdf, .jpg, or .png.

**Proof of Spouse (Document Upload):** Upload any **additional proof of relationship** such as: Marriage Certificate, Joint Affidavit, Ration Card (with spouse name), Upload and view using the same method as Aadhaar upload.

## Save & Next

Once you've filled all required fields and uploaded documents, click **Save & Next** to move to the next section:  
→ **Address Proof**

- **Address Proof**

This section allows the applicant to upload a valid **Government-issued address proof document** as part of identity and address verification.

The screenshot displays the CPCL dashboard interface. On the left, there is a sidebar menu with options: Dashboard, Personal Details, Apply for Retail outlet, and Payment Details. The main content area is titled 'Dashboard' and includes tabs for Personal Info, Educational Details, Spouse Details, and Address Proof. The 'Address Proof' tab is active, showing a section for uploading a government-issued address proof document. A note specifies that the file should be less than 1MB. Below this, there is a 'Choose File' button, a 'No file chosen' text, and 'Upload' and 'View' buttons. A green 'Save' button is located at the bottom of the upload section. The footer of the dashboard indicates 'Copyright © 2025 CPCL All rights reserved.' and 'Powered by PECS'.

## Instructions for Uploading Address Proof:

1. **Document Requirement**

Upload any **one valid Government-issued document** that clearly shows your address. Accepted proofs include:

- Aadhaar Card
- Driving Licence
- Passport
- Voter ID
- Any other valid document issued by Govt.

2. **Choose File**

- Click on **"Choose File"** to browse and select your address proof document from your device.
- Make sure the selected file is:
  - **Clear and legible**
  - **Less than 1MB** in size
  - In one of the **supported formats**: .pdf, .jpg, .jpeg, or .png

3. **Upload**

- After selecting the file, click the **blue "Upload"** button to attach the document to your application.

4. **View**

- After uploading, click the **blue "View"** button to preview the uploaded file to confirm it is correct and legible.

5. **Save**

- Once the document is uploaded and verified by you, click the **green "Save"** button to finalize this step.



## After uploading and saving the address proof:

- You can proceed with the next section (if applicable), such as **Apply for Retail Outlet** or **Payment Details** from the left-side menu.

- Apply For Retail Outlet**

This section allows applicants to view and apply for available Retail Outlet Dealership opportunities advertised by CPCL (Chennai Petroleum Corporation Limited) across various states and districts.

The screenshot displays the CPCL Retail Outlet Dealership Application Dashboard. The left sidebar contains navigation links: Dashboard, Personal Details, Apply for Retail outlet, and Payment Details. The main content area shows a table of advertisements with columns for Action, SL.No, Location, Location Name, Revenue District, State/UT, Division, and Site. The table lists five advertisements for the state of Punjab, each with a 'Details' and 'Apply' button. The top of the dashboard includes filters for State and District, a search box, and an Excel button.

Action	SL.No	Location	Location Name	Revenue District	State/UT	Division	Site
<a href="#">Details</a> <a href="#">Apply</a>	1	Amritsar-317	Appointment of Retail outlet Dealerships in the State of Punjab Amritsar-317 by CPCL	Amritsar	Punjab	PUNJAB	
<a href="#">Details</a> <a href="#">Apply</a>	2	Bhatinda-318	Appointment of Retail outlet Dealerships in the State of Punjab Bhatinda-318 by CPCL	Bhatinda	Punjab	PUNJAB	
<a href="#">Details</a> <a href="#">Apply</a>	3	FIROZPUR-320	Appointment of Retail outlet Dealerships in the State of Punjab FIROZPUR-320 by CPCL	FIROZPUR	Punjab	PUNJAB	
<a href="#">Details</a> <a href="#">Apply</a>	4	LUDHIANA-323	Appointment of Retail outlet Dealerships in the State of Punjab LUDHIANA-323 by CPCL	LUDHIANA	Punjab	PUNJAB	
<a href="#">Details</a> <a href="#">Apply</a>	5	Fazilka-319	Appointment of Retail outlet Dealerships in the State of Punjab Fazilka-319 by CPCL	Fazilka	Punjab	PUNJAB	

## Filter Options (Top of Page):

**State:** Dropdown to select the desired **State/UT**.

→ Use this to narrow down the dealership ads for a specific state.

**District:** Dropdown to filter based on a **District** under the selected State.

→ Displays only those dealership opportunities available in the selected district.

**Search Box (Right Side):**

→ Type in keywords (e.g., district name, location number, etc.) to instantly filter results.

**Entries per page dropdown (150 by default):**

→ Choose how many advertisement records to display per page.

**Excel Button (Top Right):**

→ Click to **download** the advertisement list in **Excel format** for offline reference.

- **Apply:**  
Takes you to the application form for that specific dealership location.  
*You must fill in personal, site, and financial details and upload relevant documents.*

## How to Apply: Step-by-Step

- **Filter** the list by State and District or use the Search bar.
- Click **Details** to view complete advertisement information.
- If interested and eligible, click **Apply**.
- Fill in the application form.
- Upload required documents.
- Proceed to **Payment Details** section to complete application fee, if applicable.

This is the primary form for submitting your preferred dealership location and financial commitment details.

**Apply for Retail Outlet**

Application Location Detail

Applicant Id	63
Advertisement Year	2025
Advertisement Id	1
Advertisement Date	26/06/2025
Location	Appointment of Retail outlet Dealerships in the State of Punjab Amritsar-317 by CPCL
Loc. No.	1
Type of Site	DODO
Type of RO	Rural
District	Amritsar
Division	PUNJAB
State	Punjab
Fund for Development (in Rs. Lakhs)	25
Working Capital for Operation of RO (in Rs. Lakhs)	35
Security Deposit (in Rs. Lakhs)	5
Fixed Fee (in Rs. Lakhs)	30
Type of Applicant	<input checked="" type="radio"/> Individual <input type="radio"/> Partner

Save & Next

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- **Select Type of Applicant :** (Radio button selection) **Individual** or **Partner**
- **Save & Next:** Click this green button to save your filled-in details and proceed to the next section (typically Payment Details).
- **Retail Outlet as Individual Land Details.**



- Use **Viewd** to preview uploaded files.

## B. Land Information

Field	Description/Instructions
<b>Land Type</b>	Select the type of land from dropdown (e.g., agricultural, commercial).
<b>Land Holder Name</b>	Enter the name of the registered landholder, then click <b>Add</b> .
<b>Date Of Registration</b>	Provide the date of registration/mutation/affidavit in dd/mm/yyyy format.
<b>Location / Landmark / Reference Point</b>	Provide exact location or nearby landmark.
<b>Distance from Landmark (kms)</b>	Distance from the reference point in kilometers.
<b>Khasra No. / Khatouni / Gut No. / Survey No. / Patta / Chitta</b>	Provide land identification numbers (alphanumeric allowed).
<b>Frontage (in meters)</b>	Actual frontage measurement of the land. Minimum is 20m (read-only field).
<b>Depth (in meters)</b>	Actual depth measurement of the land. Minimum is 20m (read-only field).
<b>Area (in sq. meters)</b>	Actual land area. Minimum is 400 sq. meters (read-only field).

## C. Consent and Sketch Uploads

- **Consent of Land Owner** (If not owned/leased by applicant): Upload consent document.
- **Land Sketch**: Upload a sketch map of the land.

Click **Choose File**, then **Upload** to add files. Use **View** to preview.

## D. Geographical Coordinates

- **Latitude & Longitude** (Optional): Enter coordinates in the format, e.g., 12.3456N, 77.1234E.

## E. Declarations



You must affirm the following by selecting **Yes** for each statement:

1. The land is owned or leased for the required period as per advertisement terms.
2. The land is offered as a firm offer for purchase/lease as per advertisement conditions.
3. Complete land details are entered if multiple land plots/survey numbers exist.

## F. Upload Minimum 1 Document

- Choose document type (Sale Deed, Lease Deed, etc.) from the dropdown.
- Click **Choose File** and select the document.
- Click **Upload** to submit.
- Uploaded documents will appear in the table below with status and action options.
- **Save & Next** (Green): Save the entered details and proceed to the next step.
- **Cancel Application** (Red): Cancel and discard your application process.

- Financial Requirement



Dashboard

Personal Details

Apply for Retail outlet

Payment Details

Apply for Retail Outlet

Hi CHETAN JORWAL

Location Details

Land Details

Financial Requirement

Declaration

Fee Details

Financial Requirement

Note: Documents size should be less than 3MB

1. Requirement of Finance: We hereby undertake that the funds, as specified in the advertisement, will be made available by us and when required for the setting up and operation of the Retail Outlet (RO), subject to the category of the RO site.  
a) Infrastructure Development Fund for RO: Rs. 25 lakhs  
b) Working Capital for RO Operations: Rs. 35 lakhs

Finance Details

Liquid Assets

Finance (Please read Clause no. 9 of Brochure before providing the information below) (Please attach copies of relevant supporting documents / certificates as applicable)  
A) AMOUNT IN SAVINGS BANK ACCOUNT IN BANK/ POST OFFICE as on the date of application in the name of applicant and members of "family unit". Attach notarized affidavit as per format given in Appendix 5 from member(s) of 'family unit'.

S.N.	Name of Bank	S.B. A/c. No	Name of Account Holder	Relationship with Applicant	Amount in Rs. as on date of application	Document	Action
1				Select Relationship		Choose File No file chosen	Remove

Add Bank Row

TOTAL AMOUNT (in Rs.)  
0

TOTAL AMOUNT IN WORDS (in Rs.)  
Rupees

B) Free and un-encumbered Fixed Deposits in Banks, Post Office, Listed Companies / Government Organisation / Public Sector Undertaking of State and Central Government, Kisan Vikas Patra, NSC (Redemption value of the instruments as certified by Chartered Accountant will be considered. Certificate from Chartered Accountant to be attached.)

S.N.	Type of Financial Instrument - FD / NSC / KVP, etc.	Reference Number with date (ref/ dd-mm-yyyy)	Name(s) of the holder	Relationship with Applicant	Initial Investment Amount	Redemption Value (Amount in Rs.)	Document	Action
1		0000/dd-mm-yyyy		Select Relation			Choose File N...n	Remove

Add FD Row

TOTAL AMOUNT (in Rs.)  
0

TOTAL AMOUNT IN WORDS (in Rs.)  
Rupees

C) Free and un-encumbered Bonds, Shares of Listed Companies in demat form and Listed Mutual Funds (Certificate to be enclosed from a Chartered Accountant / Depository Participant certifying the market value based on NAV on last working day of previous month of application for mutual funds. For shares of listed companies in demat form, the market value on last working day of previous month of application to be considered). For these Funds only 60% of the value as certified by the chartered accountant / Depository Participant to be given.

S.N.	Type of Financial Instrument - Bonds / Shares / MF	Reference Number with date (ref / dd-mm-yyyy)	Name(s) of the holder	Relationship with Applicant	Initial Investment Amount	Certified Value (Amount in Rs.)	60% of the certified value	Document	Action
1		0000/dd-mm-yyyy		Select Relatic				Choose File N...	Remove

Add MF Row

TOTAL AMOUNT (in Rs.)  
0

TOTAL AMOUNT IN WORDS (in Rs.)  
Rupees

Total Liquid Assets (A+B+C) (in Rs.): 0

Total Liquid Assets in Words (in Rs.): Rupees

Fixed Assets

D) Land & Buildings, Commercial and residential (Valuation certificate to be enclosed from a Govt. certified valuer). \*Only 50% of the certified value (of fixed asset) will be considered for the purpose of evaluation.

S.N.	Name(s) of the Owner	Relationship with Applicant	Certified Value (Amount in Rs.)	50% of the certified value	Document	Action
1		Select Relationship			Choose File No file chosen	Remove

Add Asset Row

TOTAL AMOUNT (in Rs.)  
0

TOTAL AMOUNT IN WORDS (in Rs.)  
Rupees

Total Amount (A+B+C+D) (in Rs.): 0

Total Amount in Words (in Rs.): Rupees

Are you or any member of your "family unit" (as defined in Brochure for Dealership Selection) holding RO dealership/Distributorship of a PSU OMC or holding an LOI for such Dealership/Distributorship?  
☐ Yes ☒ No

Save & Next

Cancel Application

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## 1. Overview

You must declare financial assets demonstrating your ability to meet the following:

- **Infrastructure Development Fund:** Rs. 25 lakhs
- **Working Capital for RO Operations:** Rs. 35 lakhs

Upload notarized and certified supporting documents wherever applicable.

## 2. Sections to Fill

### A) Savings Bank Account Details

- Enter savings bank account details for yourself or family members.
- Click **Add Bank Row** to add multiple accounts.
- Fields to fill:
  - Name of Bank
  - Savings Bank Account Number
  - Name of Account Holder
  - Relationship with Applicant (select from dropdown)
  - Amount in Rs. as on application date
  - Upload supporting bank statement or certificate (max file size 1MB)
- Use **Remove** button to delete any row.
- Total amount is displayed automatically both in numbers and words.

### B) Fixed Deposits (FD), NSC, KVP, etc.

- Enter details of unencumbered fixed deposits, government instruments, and listed securities.
- Click **Add FD Row** to add multiple entries.
- Fields to fill:
  - Type of Financial Instrument (FD/NSC/KVP etc.)
  - Reference Number with Date (dd-mm-yyyy)
  - Name(s) of holder
  - Relationship with Applicant (dropdown)
  - Initial Investment Amount
  - Redemption Value (Amount in Rs.)
  - Upload certificate from Chartered Accountant (max 1MB)
- Use **Remove** to delete unwanted rows.
- Total fixed deposit amount will calculate automatically.

### C) Bonds, Shares, Mutual Funds

- Enter bonds, shares, and mutual funds in demat form.
- Click **Add MF Row** to add entries.
- Provide:
  - Type of Financial Instrument (Bonds/Shares/MF)
  - Reference Number with Date (dd-mm-yyyy)
  - Name(s) of holder
  - Relationship with Applicant (dropdown)
  - Initial Investment Amount
  - Certified Value (Amount in Rs.)

- 60% of Certified Value (calculated automatically)
  - Upload certificate from Chartered Accountant/Depository Participant (max 1MB)
- Remove rows as necessary.
- Total amount reflects combined certified values.

#### D) Fixed Assets (Land & Buildings)

- Enter details of commercial or residential properties.
- Valuation certificate from Govt. certified valuer must be attached.
- Only 50% of the certified value is considered for evaluation.
- Click **Add Asset Row** to add properties.
- Fill in:
  - Name(s) of Owner
  - Relationship with Applicant (dropdown)
  - Certified Value (Amount in Rs.)
  - 50% of Certified Value (calculated automatically)
  - Upload valuation certificate (max 1MB)
- Remove any unnecessary rows.
- Total fixed assets amount will be displayed.

### 3. Total Amount Summary

- **Total Liquid Assets (A + B + C)** and **Fixed Assets (D)** are automatically summed.
- Grand total of all assets (A + B + C + D) is shown both in numbers and words.
- Verify the totals before proceeding.

### 4. Additional Question

- Answer if **you or any member of your family unit holds an RO dealership/distributorship or LOI** with a PSU OMC.
- Select **Yes** or **No** accordingly.

### 5. Final Actions

- Click **Save & Next** to save your entries and proceed to the next step.
- Click **Cancel Application** to discard the application.

## • Declaration

This page contains the **Undertaking by the Applicant** and is a mandatory declaration before submitting your application for a Retail Outlet dealership.



Dashboard

Personal Details

Apply for Retail outlet

Payment Details

Location Details Land Details Financial Requirement Declaration Fee Details

## UNDERTAKING BY THE APPLICANT

- a. I am aware that eligibility for Retail Outlet Dealership will be decided based on the information given in the application above. On verification by CPCL if it is found that the information given by me is incorrect/ false/ misrepresented, then my candidature will stand cancelled, and I will be declared ineligible for the Retail Outlet Dealership.
- b. I also confirm that I am in possession of the supporting documents in original in respect of the information given by me in this application and if selected, failure to present these documents in original will result in cancellation of selection due to submission of false/unsupported information in this application.
- c. I am fully aware that if I am unable to provide suitable site mentioned above for setting up of the Retail Outlet as per CPCL's requirement, then the offer / allotment of dealership made to me will be cancelled.
- d. I am also aware that in the event of my inability to develop the requisite infrastructure and facilities as per specification and timelines stipulated by CPCL in the advertisement/LOI, the allotment can be withdrawn, and I will have no claim/damages whatsoever against CPCL.
- e. I am also aware that in the event of my inability to arrange the funds required towards working capital for operation of the RO as specified by CPCL in the advertisement or in the event of non-fulfilment of LOI conditions, the allotment can be withdrawn, and I will have no claim/damages whatsoever against CPCL.
- f. I am fully aware that I will not be appointed as Retail Outlet Dealer if I am employed. I shall have to resign from the service and produce proof of acceptance of my resignation from my employer before issuance of Letter of Appointment.
- g. I am also aware that I cannot take up any other employment nor can draw any salary/perks/emoluments from State/Central Government upon my appointment as a dealer and during the tenure of dealership.
- h. I confirm that none of the members of my "family unit" (as per definition of family unit in Brochure) are employees of Chennai Petroleum Corporation Ltd. Or Indian Oil Corporation Ltd.
- i. I am fully aware that if selected, I shall be paying attention towards day to day working of the dealership by personally managing the affairs of the dealership and will not be eligible for taking up any employment.
- j. That, if selected, I undertake that I will be submitting an interest free Security deposit for **Rs 5 lakhs** as per the policy of CPCL.
- k. That, if selected, I undertake that I will pay the non-refundable Fixed fee of **Rs 30 lakhs** as per the policy of CPCL.
- l. I confirm that I am of sound mental health, and I am not totally paralysed.
- m. I confirm that I have never been convicted for any criminal offence involving moral turpitude and/or economic offences (other than freedom struggle).
- n. I hereby confirm that neither I nor any member of my "family unit" (as per definition of family unit in Brochure), was ever a signatory to dealership/distributorship agreement of any Oil Company, which was terminated for proven malpractices and / or for violations of provisions of the Marketing Discipline Guidelines.
- o. I do hereby confirm that I am eligible for allotment of Retail Outlet dealership as per applicability of Multiple Dealership Norm as per PSU OMC norms/guidelines and do not disqualify for allotment of Retail Outlet dealership.
- p. I confirm that in the event of any proceedings pending against the dealership/distributorship (Court cases, Show Cause notices, etc.), on account of critical/major irregularities for violation of Marketing Discipline Guidelines/Dealership Agreement, Control Orders or ESMA, held by me or my family unit (as per definition of family unit in Brochure), the allotment made will be conditional and subject to the outcome of such proceedings. I understand that I will also not be entitled for any claim, damages, etc. in case of cancellation of allotment in the event of adverse verdict in such pending proceedings.
- q. I hereby confirm that my candidature has never been rejected/selection cancelled/dealership or distributorship terminated by any OMC for providing false information/misrepresentation of facts/submitting false/fake documents while applying for RO/SKO-LDO Dealership / LPG Distributorship
- r. I confirm that the mobile no., e-mail Id and address mentioned in this application form belongs to me.
- I, **CHETAN JORWAL** daughter of /son of/ wife of Shri **RAKESH YUTY** hereby confirm that the information given above is true and correct. Any wrong information /misrepresentation/ suppression of facts will make me ineligible for this RO dealership. That if any information/declaration given by me in my application or in any document submitted by me in support of application for the award of the RO dealership shall be found to be untrue or incorrect or false, CPCL would be within its rights to withdraw the letter of intent / terminate the dealership (if already appointed) and that I would have no claim, whatsoever, against the Corporation for such withdrawal / termination.

Name of Applicant: CHETAN JORWAL

Signature of Applicant:



☒ I agree to the Terms and Conditions of CPCL.

Save & Next

Cancel Application

## Agreement Checkbox

- You must check the box **"I agree to the Terms and Conditions of CPCL"** before you can proceed.
- This confirms that you have read, understood, and accepted all terms.
- Click **Save & Next** to save your acceptance and move to the next step.
- Click **Cancel Application** if you wish to abort your application.



- **FEE Details**

This page displays the application fee details for your Retail Outlet dealership application.

The screenshot shows a web application interface for 'Apply for Retail Outlet'. On the left is a sidebar with navigation links: Dashboard, Personal Details, Apply for Retail outlet (highlighted), and Payment Details. The top header includes the CPCL logo, the title 'Apply for Retail Outlet', and the user name 'HIJ CHETAN JORWAL'. Below the header is a tabbed interface with 'Fee Details' selected. The main content area, titled 'Application Fee Details', displays a table with two rows: 'CHETAN JORWAL' with a fee of '10', and 'Total Application Fee' with a fee of '10'. At the bottom of the table are three buttons: 'Preview' (orange), 'Submit' (green), and 'Cancel Application' (red). The footer contains copyright information 'Copyright © 2025 CPCL. All rights reserved.' and 'Powered by PECS'.

Application Fee Details	
CHETAN JORWAL	10
Total Application Fee	10

[Preview](#) [Submit](#) [Cancel Application](#)

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- **Preview:**

Click this button to preview your application details before submission.  
Use this to double-check all the information you have entered.

- **Submit:**

Click this button to submit your application along with the fee details.  
Once submitted, your application moves to the payment phase or further processing.

- **Cancel Application:**

Click this button to cancel your current application.  
Use this if you want to stop the application process.

- **FEE Payment**

This page allows you to view and pay the application fee for your Retail Outlet dealership application.

The screenshot shows a web application interface. On the left is a sidebar with four orange buttons: 'Dashboard', 'Personal Details', 'Apply for Retail outlet', and 'Payment Details'. The top of the main area has a dark brown header with a hamburger menu icon, the word 'Dashboard', and a user profile section showing 'HI CHETAN JORWAL' with a profile picture. Below the header, the main content area is titled 'Application Fee Payment'. It contains a table with one row: 'Application Fee' with a value of '10' and a blue 'Pay Now' button. At the bottom of the page, there is a footer with 'Copyright © 2025 CPCL All rights reserved.' on the left and 'Powered by PECS' on the right.

- **Application Fee:** The total fee amount required to process your application is shown. The fee is displayed clearly to ensure transparency.
- **Pay Now:** Click this button to proceed with the payment of your application fee. This will redirect you to the payment gateway or payment interface.

### Viewing of application submitted

After successful payment of application fee, application can view the application and the documents submitted and can download from the Dashboard

The payment transaction details can be seen under “Payment details:”

## 6) WORK FLOW NON-INDIVIDUAL APPLICANT

- **Personal Details**

This page is used to collect and upload essential personal and company identification details for the applicant authorized to apply on behalf of an entity or themselves.



Dashboard

Personal Details

Apply for Retail outlet

Payment Details

Personal Info

Educational Details

Spouse Details

Address Proof

Name should be same as per  
Aadhaar Card)Note: File should be less than  
1MB for PDFs

Name As mentioned in aadhaar card

CHETAN JORWAL

Email Id

CHETAN@MAILINATOR.COM

Mobile Number

8860587852

Father / Husband Name

FATHER/HUSBAND NAME

Category

-Select-

Address

ADDRESS

State

-Select-

District

-Select-

Pincode

Pincode

PAN Number

PAN NO

PAN Card

Choose File No file chosen

Upload

View

Aadhaar Number

Aadhar Number

Aadhaar Card

Choose File No file chosen

Upload

View

Indian Citizen

☒ Yes ☐ No

Resident of India

☒ Yes ☐ No

Gender

☐ Male ☐ Female

Date of Birth

dd/mm/yyyy

Proof of Age

Age in Years :

-Select-

Choose File No file chosen

Upload

View

Marital Status

☐ Single☐ Married☐ Widow/Widower☐ Divorcee

Applicant Photo

Choose File No file chosen

Upload



Applicant Signature

Choose File No file chosen

Upload



Save &amp; Next

## Step-by-Step Field Instructions:

**Authorized Person Name:** Auto-filled from registration. Cannot be edited.

**Authorized Person Email ID:** Auto-filled. Ensure it is correct and accessible.

**Authorized Person Mobile Number:** Auto-filled from your registration. Cannot be changed here.

**Father / Husband Name:** Enter the full name of your father or husband (as per your official records).

**Authorized Person Designation:** Mention your official role/title (e.g., Director, Proprietor, Partner).

**Authorized Person Department:** Enter your department name (if applicable) – e.g., Admin, Operations, Sales.

**Authorized Person Office Landline Number / Mobile No.:** Optional. Enter an additional contact number or landline if available.

**Category:** Select your applicant type from the dropdown.

**Address:** Enter your full address including building/flat number, locality, city/town.

**State, District, Pincode:**

- **State:** Select from dropdown.
- **District:** Auto-updates based on selected state.
- **Pincode:** Enter your 6-digit area PIN code manually.

**PAN Number:** Enter your 10-character PAN (e.g., ABCDE1234F).

**PAN Card Upload:**

- Click **Choose File** to upload your PAN card in **PDF format**.
- File size must be **less than 1MB**.
- Click **Upload**, then click **View** to verify upload.

**Applicant Photo:**

- Click **Choose File** and select a recent passport-size photo in JPG/PNG format.
- Click **Upload** to attach it.

**Applicant Signature:**

- Click **Choose File** to upload your scanned signature (JPG/PNG).
- Click **Upload**.



**Company Authorization Letter** (if applicable):

- Upload a signed authorization letter from the company empowering you to apply.
- File should be in **PDF format**, less than **1MB**.
- Click **Upload**.

## Final Step:

- After filling all required fields, click “**Save & Next**” to continue to the next tab:  
→ **Company Details**
  - **Company Details**

This page is used to **enter and upload your educational qualifications** as part of your application to Chennai Petroleum Corporation Limited (CPCL).

Dashboard

Personal Info

Company Details

Registration certificate

Dashboard

Personal Details

Apply for Retail outlet

Payment Details

Company Name \*

ASDF COMP

Type of Company \*

-Select-

GST Number

09AAACH7409R1ZZ

PAN Number \*

COMPANY PAN NUMBER

PAN Card \*

Choose File

No file chosen

Upload

View

Company Nature Of Business \*

Company Nature Of Business

Company Description \*

Company Description

Contact Person \*

ANIKET

Contact Email \*

RAHUL@MAILINATOR.COM

Contact Mobile \*

8010419831

Address \*

COMPANY ADDRESS

Proof of Address \*

Choose File

No file chosen

Upload

View

State \*

-Select-

District \*

-Select-

Pincode \*

Company Address Pin Code

Alternate Person Name

Company Alternate Person Name

Alternate Person Designation

Company Alternate Person Designation

Alternate Mobile Number

Company Alternate Mobile Number

Alternate Emailid

Company Alternate Emailid

Date Of Registration \*

dd/mm/yyyy

Registration Certificate \*

Choose File

No file chosen

Upload

View

Registered of India \*

☐ Yes ☒ No

Are you offering existing operational ALDS Site \*

☐ Yes ☒ No

Are you an existing dealer of any Retail Outlet \*

☐ Yes ☒ No

Profit / Loss during last financial year as certified by CA.

(Copy of certificate will be required to be produced as and when advised)

Profit/Loss After Tax (Rs)

File

FY 2024-25

Profit/Loss

Choose File

No file chosen

Upload

View

Note : Only registered Societies / Companies making profit in the last financial years as certified by chartered account are eligible to apply.

Save & Next

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## Step-by-Step Field Instructions:

**Company Name:** Auto-filled from registration. Cannot be edited.

**Type of Company:** Select your company type from the dropdown (e.g., Proprietorship, Partnership, Pvt Ltd, LLP, and Society).

30

**GST Number:** Enter your 15-digit valid GST number (e.g., 09AAACT7409R1ZZ).

**PAN Number:** Enter the 10-character PAN of your company (e.g., AABCU1234A).

**PAN Card Upload:**

Click **Choose File** to upload a clear scanned copy of the PAN card (PDF only, max 1MB).

Click **Upload**, then **View** to verify.

**Company Nature of Business:** Mention the primary business activity (e.g., Petroleum, Transport, Retail).

**Company Description:** Briefly describe your company's operations and relevant experience.

**Contact Person:** Auto-filled. Name of the authorized person handling the application.

**Contact Email:** Auto-filled. Ensure the email is valid and accessible for official communication.

**Contact Mobile:** Auto-filled from profile. Used for verification and updates.

**Address:** Enter the complete registered business address (as per proof of address).

**Proof of Address Upload:**

Click **Choose File** to attach a supporting document (e.g., utility bill, registration paper).

Click **Upload** → **View** to check.

**State:** Select the company's state of registration from the dropdown.

**District:** Select the correct district matching the address.

**Pincode:** Enter the 6-digit postal PIN code.

**Alternate Person Name:** Optional. Provide another contact person for communication backup.

**Alternate Person Designation:** Mention their position (e.g., Manager, Partner, Director).

**Alternate Mobile Number:** Enter an alternate valid mobile number (10 digits).

**Alternate Email ID:** Provide a secondary company email address.

**Date of Registration:** Use the calendar picker to select the official company registration date.

**Registration Certificate Upload:**

Click **Choose File** to upload the company registration certificate (PDF only, max 1MB).

Click **Upload** → **View** to confirm.

**Registered in India:** Select **Yes** if your company is legally registered in India.

**Are you offering existing operational ALDS site:** Select **Yes** if your company already runs an Auto LPG Dispensing Station.

**Are you an existing dealer of any Retail Outlet:** Select **Yes** if your company holds a PSU retail outlet dealership.

**Profit / Loss During Last Financial Year:** Enter your **Profit/Loss after tax (Rs)** as certified by CA for FY 2024-25.

**Upload Profit/Loss Certificate:**

Click **Choose File** to upload a CA-signed profit/loss certificate (PDF only).

Click **Upload** → **View** to verify.

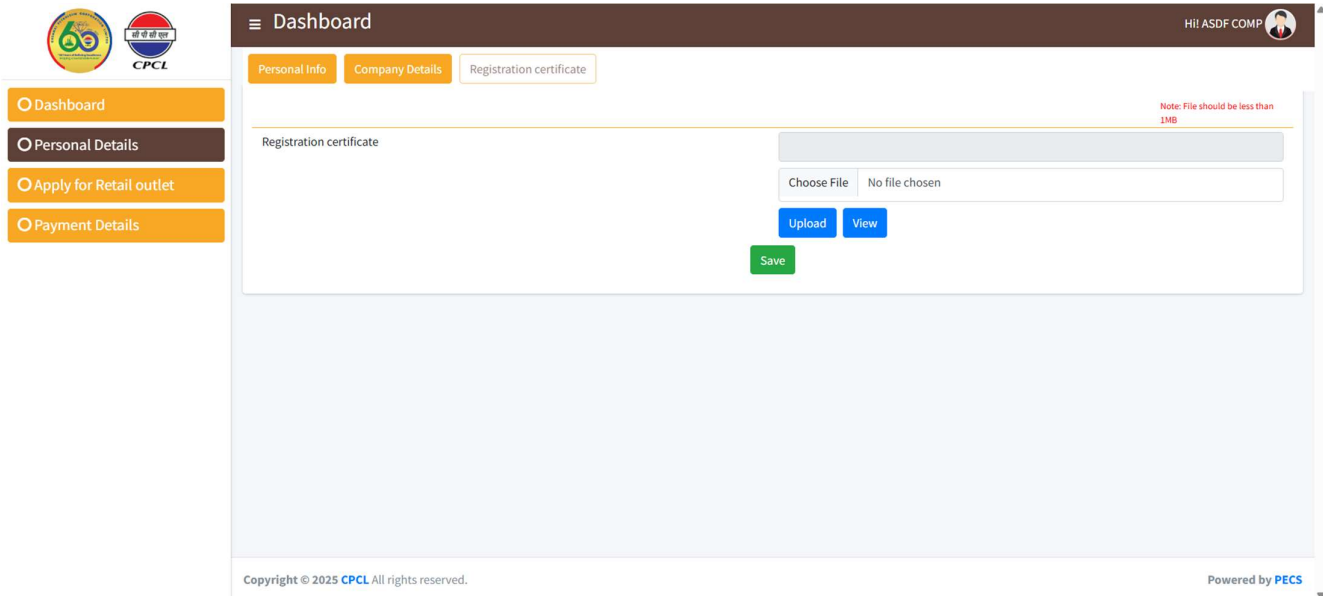
## **Final Step:**

Click **Save & Next** to proceed to the **Registration Certificate** tab.

- **Registration Certificate**

The **Registration Certificate** page is the final section under the "Personal Details" tab in the CPCL Retail Outlet Dealership Application. This section is specifically for uploading the **Company Registration Certificate**, which acts as proof that your business entity is legally registered in India.





The screenshot shows a web application interface for CPCL. On the left is a sidebar with navigation links: Dashboard, Personal Details, Apply for Retail outlet, and Payment Details. The main area is titled 'Dashboard' and contains three tabs: Personal Info, Company Details, and Registration certificate. The 'Registration certificate' tab is active, displaying a file upload area. A note at the top right of the upload area states: 'Note: File should be less than 1MB'. Below this, there is a 'Choose File' button, a text box showing 'No file chosen', and 'Upload' and 'View' buttons. A green 'Save' button is located below the 'Upload' and 'View' buttons. The footer of the page includes 'Copyright © 2025 CPCL All rights reserved.' and 'Powered by PECS'.

#### Choose File:

Click this button to browse your device and select the **Company Registration Certificate**.

- **Accepted Format:** PDF
- **Maximum File Size:** Less than **1MB**
- **Naming Suggestion:** Use a clear and identifiable filename (e.g., ABC\_Company\_Registration.pdf)

#### Upload:

After selecting your file, click **Upload** to attach the document to your application.

#### View:



Once the upload is complete, click **View** to preview the uploaded document and confirm it's the correct file.

#### Save:

After verifying the uploaded file, click **Save** to finalize the upload and complete this section. This will enable you to proceed further in the application process.

#### • Apply For Retail Outlet

**This section allows applicants to view and apply for available Retail Outlet Dealership opportunities advertised by CPCL (Chennai Petroleum Corporation Limited) across various states and districts.**

Dashboard

Personal Details

Apply for Retail outlet

Payment Details

Dashboard

Advertisement List

State

-- Select State --

District

-- Select District --

150

entries per page

Search:

Excel

Action	Sl.No	Location Sl.No	Location Name	Revenue District	State/UT	Division	Site Mi Frontag In Me
<div>Details</div> <div>Apply</div>	1	1	Appointment of Retail outlet Dealerships in the State of Punjab Amritsar-317 by CPCL	Amritsar	Punjab	PUNJAB	
<div>Details</div> <div>Apply</div>	2	2	Appointment of Retail outlet Dealerships in the State of Punjab Bhatinda-318 by CPCL	Bhatinda	Punjab	PUNJAB	
<div>Details</div> <div>Apply</div>	3	3	Appointment of Retail outlet Dealerships in the State of Punjab FIROZPUR-320 by CPCL	FIROZPUR	Punjab	PUNJAB	
<div>Details</div> <div>Apply</div>	4	4	Appointment of Retail outlet Dealerships in the State of Punjab LUDHIANA-323 by CPCL	LUDHIANA	Punjab	PUNJAB	
<div>Details</div> <div>Apply</div>	5	5	Appointment of Retail outlet Dealerships in the State of Punjab Fazilka-319 by CPCL	Fazilka	Punjab	PUNJAB	

## Filter Options (Top of Page):

**State:** Dropdown to select the desired **State/UT**.

**District:** Dropdown to filter based on a **District** under the selected State.

**Search Box (Right Side):** Type in keywords (e.g., district name, location number, etc.)

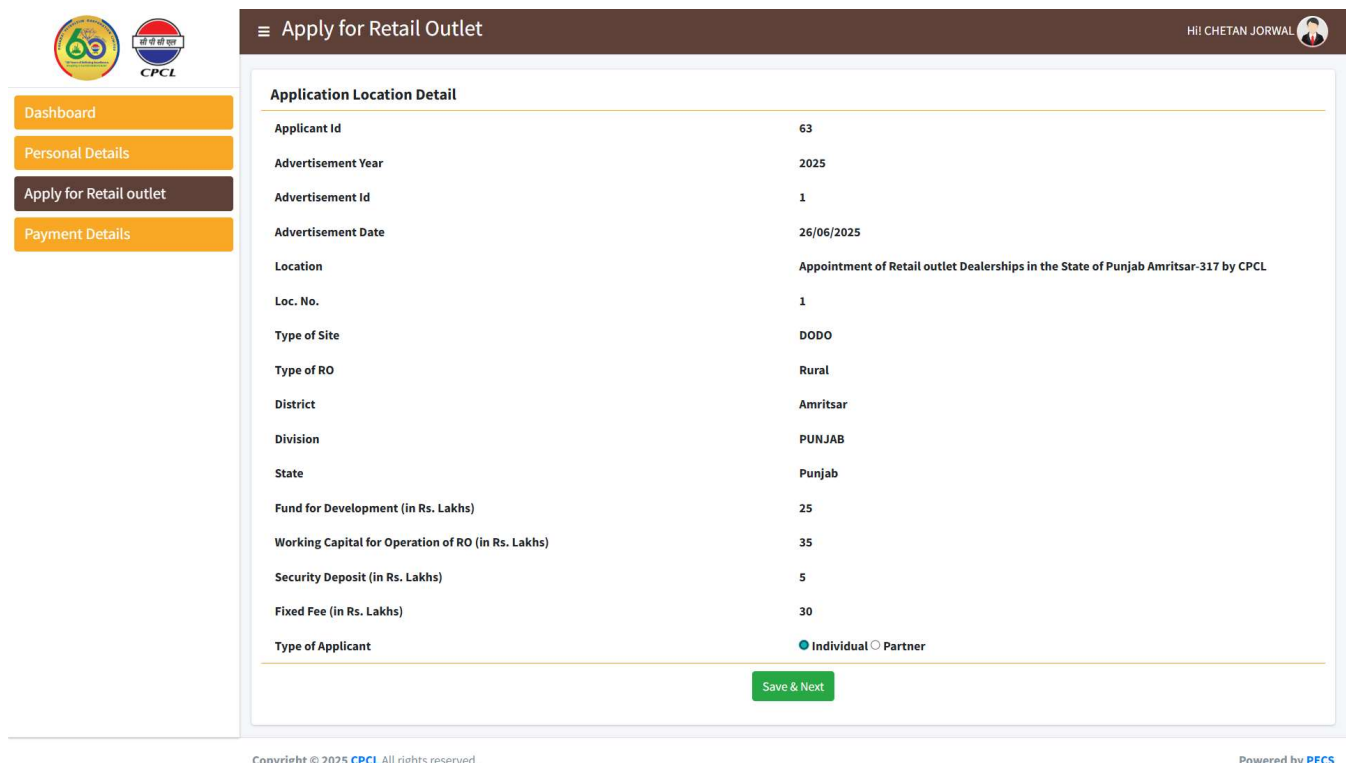
**Excel Button (Top Right):** Click to **download** the advertisement list in **Excel format** for offline reference.

- **Apply:**  
Takes you to the application form for that specific dealership location.  
*You must fill in personal, site, and financial details and upload relevant documents.*

## How to Apply: Step-by-Step

- **Filter** the list by State and District or use the Search bar.
- Click **Details** to view complete advertisement information.
- If interested and eligible, click **Apply**.
- Fill in the application form.
- Upload required documents.
- Proceed to **Payment Details** section to complete application fee, if applicable.

This is the primary form for submitting your preferred dealership location and financial commitment details.



**Apply for Retail Outlet** Hi! CHETAN JORWAL

**Application Location Detail**

Applicant Id	63
Advertisement Year	2025
Advertisement Id	1
Advertisement Date	26/06/2025
Location	Appointment of Retail outlet Dealerships in the State of Punjab Amritsar-317 by CPCL
Loc. No.	1
Type of Site	DODO
Type of RO	Rural
District	Amritsar
Division	PUNJAB
State	Punjab
Fund for Development (in Rs. Lakhs)	25
Working Capital for Operation of RO (in Rs. Lakhs)	35
Security Deposit (in Rs. Lakhs)	5
Fixed Fee (in Rs. Lakhs)	30
Type of Applicant	<input checked="" type="radio"/> Individual <input type="radio"/> Partner

**Save & Next**

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- **Save & Next:** Click this green button to save your filled-in details and proceed to the next section (typically Payment Details).

## • Retail Outlet as Individual Land Details.



Dashboard

Personal Details

Apply for Retail outlet

Payment Details

### Apply for Retail Outlet

Hi! ASDF COMP

Location Details Land Details Company Details Financial Requirement Declaration Fee Details

#### Application Land Details

Note: Documents size should be less than 1MB and Land Documents size should be less than 5MB

Appendix 6A / 6B

1110\_64\_Appendix\_6A\_6B .pdf

Choose File No file chosen

Upload

View

Land Type

Own Land / Registered Lease Land

Land Holder Name

fhfhfh

Add

Date Of Registration

12/07/2025

📅

*sale deed/gift deed / lease deed/ date of mutation / date of Notarized affidavit for offer of land as per Appendix 2*

Location / Landmark /Reference Point

srtdwd

Distance from Location / Landmark /Reference Point (kms)

324

Khasra No. / Khatouni / Gut No. / Survey No / Patta / Chitta.

324

*Allow alphanumeric, space, underscore, hyphen, dot, backslash, and comma*

Frontage

*In Metre*

34.0

Minimum Site Dimension

20

Depth

*In Metre*

4.0

20

Area

*In Sq. Metre*

43.0

400

Land Sketch

*Appendix 3*

1110\_64\_LandSketch.pdf

Choose File No file chosen

Upload

View

Latitude

23.65566N

Longitude

77.4534343E

*Lat Long details not mandatory field.*

The above plot owned by us either by way of ownership / long term lease, would be made available for a period as per the terms and condition of the advertisement published by CPCL. ☒ Yes

That as per the documents available with us, our offer qualifies for being considered as defined in clause 5 (iii) of the brochure for retail outlet dealer selection by CPCL.

In case the offered land has multiple Khasra/ Khatauni / Gut / Gatta / Patta / Plot / Survey Nos. etc., complete details of land to be entered in the application ☒ Yes

#### Upload Minimum 1 Documents

Sale Deed

Upload additional documents from the drop down

Sale Deed

Choose File No file chosen

Upload

S.No	Document Type	File	Status	Action
1	GiftDeed	1110_64_GiftDeed.pdf	Uploaded	<div>Delete</div> <div>View</div>

Save & Next

Cancel Application

## A. Upload Documents

- **Appendix 6A / 6B:** Upload related documents such as sale deed, gift deed, lease deed, or affidavit related to land offer.
- Click **Choose File** to select your document.
- Click **Upload** to submit the file.
- Use **Viewd** to preview uploaded files.

## B. Land Information

Field	Description/Instructions
<b>Land Type</b>	Select the type of land from dropdown (e.g., agricultural, commercial).
<b>Land Holder Name</b>	Enter the name of the registered landholder, then click <b>Add</b> .
<b>Date Of Registration</b>	Provide the date of registration/mutation/affidavit in dd/mm/yyyy format.
<b>Location / Landmark / Reference Point</b>	Provide exact location or nearby landmark.
<b>Distance from Landmark (kms)</b>	Distance from the reference point in kilometers.
<b>Khasra No. / Khatouni / Gut No. / Survey No. / Patta / Chitta</b>	Provide land identification numbers (alphanumeric allowed).
<b>Frontage (in meters)</b>	Actual frontage measurement of the land. Minimum is 20m (read-only field).
<b>Depth (in meters)</b>	Actual depth measurement of the land. Minimum is 20m (read-only field).
<b>Area (in sq. meters)</b>	Actual land area. Minimum is 400 sq. meters (read-only field).

## C. Consent and Sketch Uploads

- **Consent of Land Owner** (If not owned/leased by applicant): Upload consent document.
- **Land Sketch:** Upload a sketch map of the land.

Click **Choose File**, then **Upload** to add files. Use **View** to preview.

## D. Geographical Coordinates

- **Latitude & Longitude** (Optional): Enter coordinates in the format, e.g., 12.3456N, 77.1234E.

## E. Declarations

You must affirm the following by selecting **Yes** for each statement:

4. The land is owned or leased for the required period as per advertisement terms.
5. The land is offered as a firm offer for purchase/lease as per advertisement conditions.
6. Complete land details are entered if multiple land plots/survey numbers exist.



## F. Upload Minimum 1 Document


- Choose document type (Sale Deed, Lease Deed, etc.) from the dropdown.
- Click **Choose File** and select the document.

- Click **Upload** to submit.
- Uploaded documents will appear in the table below with status and action options.
- **Save & Next** (Green): Save the entered details and proceed to the next step.
- **Cancel Application** (Red): Cancel and discard your application process

- **Apply For Retail Outlet**

The Company Details section is part of the "Apply for Retail Outlet" process on the CPCL portal. This page captures the legal, operational, and contact information of your business entity. To verify all the data.


Hi! ASDF COMP

[Dashboard](#)  
[Personal Details](#)  
[Apply for Retail outlet](#)  
[Payment Details](#)

≡ Apply for Retail Outlet

Location Details
Land Details
Company Details
Financial Requirement
Declaration
Fee Details

### Company Details

Company Name	ASDF COMP	
GST Number	09AAACH7409R1ZZ	
PAN Number	ASDFG1234E	
PAN Card	64_CompanyPanCopy.pdf	<a href="#">Download</a>
Company Nature Of Business *	Company Nature Of Business	
Company Description *	Company Description	
Contact Person	ANIKET	
Contact Email	RAHUL@MAILINATOR.COM	
Contact Mobile	8010419831	
Address	RET RETWTR WRE	
Proof of Address	64_CompanyAddressProof.pdf	<a href="#">Download</a>
State	Kerala	
District	Ernakulam	
Pincode	232342	
Alternate Person Name *	grdsgret sre	
Alternate Person Designation *	ertw ret	
Alternate Mobile Number	4523452452	
Alternate EmailId	ANYEND66@GAMIL.COM	
Date Of Registration	22/05/2025	
Registration Certificate	64_CompanyRegistrationCertificate.pdf	<a href="#">Download</a>

Profit / Loss during last financial year as certified by CA. <small>(Copy of certificate will be required to be produced as and when advised)</small>	Profit/Loss After Tax (Rs)	File
FY 2024-25	34	64_FinYear1Copy.pdf <a href="#">Download</a>



[Save & Next](#)

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Verify all the data and Click **Save & Next** to proceed to the next tab (**Land Details**).

## • Financial Requirement



Dashboard

Personal Details

Apply for Retail outlet

Payment Details

≡ Apply for Retail Outlet

HEI CHETAN JORWAL

Location Details

Land Details

Financial Requirement

Declaration

Fee Details

Financial Requirement

Note: Documents size should be less than 1MB

1. Requirement of Finance: We hereby undertake that the funds, as specified in the advertisement, will be made available by us as and when required for the setting up and operation of the Retail Outlet (RO), subject to the category of the RO site.  
a) Infrastructure Development Fund for RO: Rs. 25 lakhs  
b) Working Capital for RO Operations: Rs. 35 lakhs

Finance Details

Liquid Assets

Finance (Please read Clause no. 9 of Brochure before providing the information below) (Please attach copies of relevant supporting documents / certificates as applicable)  
A) AMOUNT IN SAVINGS BANK ACCOUNT IN BANK/ POST OFFICE as on the date of application in the name of applicant and members of "family unit". Attach notarized affidavit as per format given in Appendix 5 from member(s) of 'family unit'.

S.N.	Name of Bank	S.B. A/c. No	Name of Account Holder	Relationship with Applicant	Amount in Rs. as on date of application	Document	Action
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select Relationship	<input type="text"/>	<div>Choose File No file chosen</div>	<div>Remove</div>

Add Bank Row

TOTAL AMOUNT (in Rs.)  
0

TOTAL AMOUNT IN WORDS (in Rs.)  
Rupees

B) Free and un-encumbered Fixed Deposits in Banks, Post Office, Listed Companies / Government Organisation / Public Sector Undertaking of State and Central Government, Kisan Vikas Patra, NSC (Redemption value of the instruments as certified by Chartered Accountant will be considered. Certificate from Chartered Accountant to be attached.)

S.N.	Type of Financial instrument - FD / NSC / KVP, etc.	Reference Number with date (ref / dd-mm-yyyy)	Name(s) of the holder	Relationship with Applicant	Initial investment Amount	Redemption Value (Amount in Rs.)	Document	Action
1	<input type="text"/>	<input type="text" value="0000/dd-mm-yyyy"/>	<input type="text"/>	Select Relation	<input type="text"/>	<input type="text"/>	<div>Choose File N...n</div>	<div>Remove</div>

Add FD Row

TOTAL AMOUNT (in Rs.)  
0

TOTAL AMOUNT IN WORDS (in Rs.)  
Rupees

C) Free and un-encumbered Bonds, Shares of Listed Companies in demat form and Listed Mutual Funds (Certificate to be enclosed from a Chartered Accountant / Depository Participant certifying the market value based on NAV on last working day of previous month of application for mutual funds. For shares of listed companies in demat form, the market value on last working day of previous month of application to be considered). For these Funds only 60% of the value as certified by the chartered accountant / Depository Participant to be given.

S.N.	Type of Financial instrument - Bonds / Shares / MF	Reference Number with date (ref / dd-mm-yyyy)	Name(s) of the holder	Relationship with Applicant	Initial investment Amount	Certified Value (Amount in Rs.)	60% of the certified value	Document	Action
1	<input type="text"/>	<input type="text" value="0000/dd-mm-yyyy"/>	<input type="text"/>	Select Relatic	<input type="text"/>	<input type="text"/>	<input type="text"/>	<div>Choose File N...</div>	<div>Remove</div>

Add MF Row

TOTAL AMOUNT (in Rs.)  
0

TOTAL AMOUNT IN WORDS (in Rs.)  
Rupees

Total Liquid Assets (A+B+C) (in Rs.): 0

Total Liquid Assets in Words (in Rs.): Rupees

Fixed Assets

D) Land & Buildings, Commercial and residential (Valuation certificate to be enclosed from a Govt. certified valuer). \*Only 50% of the certified value (of fixed asset) will be considered for the purpose of evaluation.

S.N.	Name(s) of the Owner	Relationship with Applicant	Certified Value (Amount in Rs.)	50% of the certified value	Document	Action
1	<input type="text"/>	Select Relationship	<input type="text"/>	<input type="text"/>	<div>Choose File No file chosen</div>	<div>Remove</div>

Add Asset Row

TOTAL AMOUNT (in Rs.)  
0

TOTAL AMOUNT IN WORDS (in Rs.)  
Rupees

Total Amount (A+B+C+D) (in Rs.): 0

Total Amount in Words (in Rs.): Rupees

Are you or any member of your "family unit" (as defined in Brochure for Dealership Selection) holding RO dealership/Distributorship of a PSU OMC or holding an LOI for such Dealership/Distributorship?  
☐ Yes ☒ No

Save & Next

Cancel Application

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## 1. Overview

You must declare financial assets demonstrating your ability to meet the following:

- **Infrastructure Development Fund:** as given in the advertisement
- **Working Capital for RO Operations:** as given in the advertisement

Upload notarized and certified supporting documents wherever applicable.

## 2. Sections to Fill

### A) Savings Bank Account Details

- Enter savings bank account details for yourself or family members.
- Click **Add Bank Row** to add multiple accounts.
- Fields to fill:
  - Name of Bank
  - Savings Bank Account Number
  - Name of Account Holder
  - Relationship with Applicant (select from dropdown)
  - Amount in Rs. as on application date
  - Upload supporting bank statement or certificate (max file size 1MB)
- Use **Remove** button to delete any row.
- Total amount is displayed automatically both in numbers and words.

### B) Fixed Deposits (FD), NSC, KVP, etc.

- Enter details of unencumbered fixed deposits, government instruments, and listed securities.
- Click **Add FD Row** to add multiple entries.
- Fields to fill:
  - Type of Financial Instrument (FD/NSC/KVP etc.)
  - Reference Number with Date (dd-mm-yyyy)
  - Name(s) of holder
  - Relationship with Applicant (dropdown)
  - Initial Investment Amount
  - Redemption Value (Amount in Rs.)
  - Upload certificate from Chartered Accountant (max 1MB)
- Use **Remove** to delete unwanted rows.
- Total fixed deposit amount will calculate automatically.

### C) Bonds, Shares, Mutual Funds

- Enter bonds, shares, and mutual funds in demat form.
- Click **Add MF Row** to add entries.
- Provide:
  - Type of Financial Instrument (Bonds/Shares/MF)
  - Reference Number with Date (dd-mm-yyyy)
  - Name(s) of holder
  - Relationship with Applicant (dropdown)
  - Initial Investment Amount
  - Certified Value (Amount in Rs.)



- 60% of Certified Value (calculated automatically)
  - Upload certificate from Chartered Accountant/Depository Participant (max 1MB)
- Remove any unnecessary.
- Total amount reflects combined certified values.

#### D) Fixed Assets (Land & Buildings)

- Enter details of commercial or residential properties.
- Valuation certificate from Govt. certified valuer must be attached.
- Only 50% of the certified value is considered for evaluation.
- Click **Add Asset Row** to add properties.
- Fill in:
  - Name(s) of Owner
  - Relationship with Applicant (dropdown)
  - Certified Value (Amount in Rs.)
  - 50% of Certified Value (calculated automatically)
  - Upload valuation certificate (max 1MB)
- Remove any unnecessary rows.
- Total fixed assets amount will be displayed.

### 3. Total Amount Summary

- **Total Liquid Assets (A + B + C)** and **Fixed Assets (D)** are automatically summed.
- Grand total of all assets (A + B + C + D) is shown both in numbers and words.
- Verify the totals before proceeding.

### 4. Additional Question



- Answer if **you or any member of your family unit holds an RO dealership/distributorship or LOI** with a PSU OMC.
- Select **Yes** or **No** accordingly.

### 5. Final Actions

- Click **Save & Next** to save your entries and proceed to the next step.
- Click **Cancel Application** to discard the application.

## • Declaration

This page contains the **Undertaking by the Applicant** and is a mandatory declaration before submitting your application for a Retail Outlet dealership.



[Dashboard](#)  
[Personal Details](#)  
[Apply for Retail outlet](#)  
[Payment Details](#)

### Apply for Retail Outlet

[Location Details](#)[Land Details](#)[Financial Requirement](#)[Declaration](#)[Fee Details](#)

**UNDERTAKING BY THE APPLICANT**

a. I am aware that eligibility for Retail Outlet Dealership will be decided based on the information given in the application above. On verification by CPCL if it is found that the information given by me is incorrect/ false/ misrepresented, then my candidature will stand cancelled, and I will be declared ineligible for the Retail Outlet Dealership.

b. I also confirm that I am in possession of the supporting documents in original in respect of the information given by me in this application and if selected, failure to present these documents in original will result in cancellation of selection due to submission of false/unsupported information in this application.

c. I am fully aware that if I am unable to provide suitable site mentioned above for setting up of the Retail Outlet as per CPCL's requirement, then the offer / allotment of dealership made to me will be cancelled.

d. I am also aware that in the event of my inability to develop the requisite infrastructure and facilities as per specification and timelines stipulated by CPCL in the advertisement/LOI, the allotment can be withdrawn, and I will have no claim/damages whatsoever against CPCL.

e. I am also aware that in the event of my inability to arrange the funds required towards working capital for operation of the RO as specified by CPCL in the advertisement or in the event of non-fulfilment of LOI conditions, the allotment can be withdrawn, and I will have no claim/damages whatsoever against CPCL.

f. I am fully aware that I will not be appointed as Retail Outlet Dealer if I am employed. I shall have to resign from the service and produce proof of acceptance of my resignation from my employer before issuance of Letter of Appointment.

g. I am also aware that I cannot take up any other employment nor can draw any salary/perks/emoluments from State/Central Government upon my appointment as a dealer and during the tenure of dealership.

h. I confirm that none of the members of my "family unit" (as per definition of family unit in Brochure) are employees of Chennai Petroleum Corporation Ltd. Or Indian Oil Corporation Ltd.

i. I am fully aware that if selected, I shall be paying attention towards day to day working of the dealership by personally managing the affairs of the dealership and will not be eligible for taking up any employment.

j. That, if selected, I undertake that I will be submitting an interest free Security deposit for **Rs 5 lakhs** as per the policy of CPCL.

k. That, if selected, I undertake that I will pay the non-refundable Fixed fee of **Rs 30 lakhs** as per the policy of CPCL.

l. I confirm that I am of sound mental health, and I am not totally paralysed.

m. I confirm that I have never been convicted for any criminal offence involving moral turpitude and/or economic offences (other than freedom struggle).

n. I hereby confirm that neither I nor any member of my "family unit" (as per definition of family unit in Brochure), was ever a signatory to dealership/distributorship agreement of any Oil Company, which was terminated for proven malpractices and / or for violations of provisions of the Marketing Discipline Guidelines.


o. I do hereby confirm that I am eligible for allotment of Retail Outlet dealership as per applicability of Multiple Dealership Norm as per PSU OMC norms/guidelines and do not disqualify for allotment of Retail Outlet dealership.

p. I confirm that in the event of any proceedings pending against the dealership/distributorship (Court cases, Show Cause notices, etc.), on account of critical/major irregularities for violation of Marketing Discipline Guidelines/Dealership Agreement, Control Orders or ESMA, held by me or my family unit (as per definition of family unit in Brochure), the allotment made will be conditional and subject to the outcome of such proceedings. I understand that I will also not be entitled for any claim, damages, etc. in case of cancellation of allotment in the event of adverse verdict in such pending proceedings.

q. I hereby confirm that my candidature has never been rejected/selection cancelled/dealership or distributorship terminated by any OMC for providing false information/misrepresentation of facts/submitting false/fake documents while applying for RO/SKO-LDO Dealership / LPG Distributorship

r. I confirm that the mobile no., e-mail id and address mentioned in this application form belongs to me.

l, **CHETAN JORWAL** daughter of /son of/ wife of Shri **RAKESH YUTY** hereby confirm that the information given above is true and correct. Any wrong information /misrepresentation/ suppression of facts will make me ineligible for this RO dealership. That if any information/declaration given by me in my application or in any document submitted by me in support of application for the award of the RO dealership shall be found to be untrue or incorrect or false, CPCL would be within its rights to withdraw the letter of intent / terminate the dealership (if already appointed) and that I would have no claim, whatsoever, against the Corporation for such withdrawal / termination.

**Name of Applicant:** CHETAN JORWAL  
**Signature of Applicant:**  


☒ **I agree to the Terms and Conditions of CPCL.**

[Save & Next](#) [Cancel Application](#)

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## Agreement Checkbox

- You must check the box **"I agree to the Terms and Conditions of CPCL"** before you can proceed.
- This confirms that you have read, understood, and accepted all terms.
- Click **Save & Next** to save your acceptance and move to the next step.
- Click **Cancel Application** if you wish to abort your application.

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- **FEE Details**

This page displays the application fee details for your Retail Outlet dealership application.

The screenshot shows a web application interface for 'Apply for Retail Outlet'. On the left is a sidebar with navigation links: 'Dashboard', 'Personal Details', 'Apply for Retail outlet' (highlighted), and 'Payment Details'. At the top left are logos for the Government of Punjab and CPCL. The main header is 'Apply for Retail Outlet' with a user profile 'HI CHETAN JORWAL'. Below the header is a tabbed interface with 'Location Details', 'Land Details', 'Financial Requirement', 'Declaration', and 'Fee Details' (selected). The 'Fee Details' section shows 'Application Fee Details' for 'CHETAN JORWAL' with a fee of '10'. Below this, 'Total Application Fee' is also '10'. At the bottom of this section are three buttons: 'Preview' (orange), 'Submit' (green), and 'Cancel Application' (red). The footer contains 'Copyright © 2025 CPCL All rights reserved.' and 'Powered by PECS'.

Application Fee Details	
CHETAN JORWAL	10
Total Application Fee	10

[Preview](#) [Submit](#) [Cancel Application](#)

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- **Preview:**

Click this button to preview your application details before submission.  
Use this to double-check all the information you have entered.

- **Submit:**

Click this button to submit your application along with the fee details.  
Once submitted, your application moves to the payment phase or further processing.

- **Cancel Application:**

Click this button to cancel your current application.  
Use this if you want to stop the application process.

- **FEE Payment**

This page allows you to view and pay the application fee for your Retail Outlet dealership application.

The screenshot shows a web application interface for 'Application Fee Payment'. On the left is a sidebar with four orange buttons: 'Dashboard', 'Personal Details', 'Apply for Retail outlet', and 'Payment Details'. The main content area has a dark brown header with a hamburger menu icon, the word 'Dashboard', and a user profile 'Hi! CHETAN JORWAL' with a profile picture. Below the header, the title 'Application Fee Payment' is followed by a horizontal line. Under this line, 'Application Fee' is displayed on the left, the amount '10' is in the center, and a blue 'Pay Now' button is on the right. At the bottom of the page, there is a copyright notice 'Copyright © 2025 CPCL All rights reserved.' on the left and 'Powered by PECS' on the right.

- **Application Fee:** The total fee amount required to process your application is shown. The fee is displayed clearly to ensure transparency.
- **Pay Now:** Click this button to proceed with the payment of your application fee. This will redirect you to the payment gateway or payment interface.

### Viewing of application submitted

After successful payment of application fee, application can view the application and the documents submitted and can download from the Dashboard

The payment transaction details can be seen under “Payment details:”