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1.1 Introduction

Import, transport, storage, production, refining and blending of petroleum, Diesel, LPG, Naphtha has been restricted by Government of India, without license.

License should be issued by the State Government or the District Magistrate or any other Officer authorized by the Central or State Governments.

1.2 Entrepreneur Workflow

Entrepreneur should seek license from concerned department to order to Import, transport, storage, production, refining and blending of petroleum, Diesel, LPG, Naphtha

*Workflow of Entrepreneur*
1.2.1 Login AP industries

**Link:** [https://www.apindustries.gov.in/APIndus/Default.aspx](https://www.apindustries.gov.in/APIndus/Default.aspx)

**Path:** AP industries → Investor Services → Single Desk Portal → Entrepreneur Login

1.2.1.1 Entrepreneur needs to login using SDP user ID and Password.

1.2.1.2 Incase User doesn’t have account/Login in SDP portal, kindly register Single desk Portal(SDP)

1. **Login** (as shown in Pic – 1)

![Pic – 1](https://example.com/pic1.png)

2. Select the desire industry from Entrepreneur Dashboard and Click on **PROCEED**

**Note:** Pre-requisite – Fill CAF-II form (as shown in Pic – 2)

![Pic – 2](https://example.com/pic2.png)
1.2.2 View Pre-Operational Details

1. Select **Pre-Operational Services** (as shown in Pic – 3)

2. Answer to the queries (as shown in Pic – 4)
3. Select NOC and License for storage of Petroleum, Diesel, LPG, Naptha clearance (as shown in Pic – 5)

![Pre-Operations Clearance Desk](image)

**Pic – 5**

4. Submit the enclosure individual (as list below Pic – 6)
   a. Choose file
   b. Click on Enclosure Document
   c. Once uploading all the documents, click in **SENT TO DEPARTMENT**

![Payment Details](image)

**Pic – 6**
5. Click on **OK** to send the enclosure to respective department. (as shown in Pic - 7)

```
<table>
<thead>
<tr>
<th>SL No.</th>
<th>Select</th>
<th>Attachment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SRI / IEM / LOI / EDU Registration (As per GOI).</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Affidavit on Rs. 10/- (Notary) (As per GOI).</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Site map (As per GOI).</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>VAT Certificate (As per GOI).</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Copy of letter issued by the Oil Companies (As per GOI).</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Sale/Deed/Rental Deed (As per GOI).</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Explosive License (As per GOI).</td>
<td></td>
</tr>
</tbody>
</table>
```

**Pic – 7**
1.3 Department Workflow

Once the enclosure are submitted by entrepreneur, the documents are sent to respective department for inspection and final approvals. The application will be visible to below Login

- DRO/JC (District Revenue Officer [DRO]/ Joint Collector)
- Revenue Divisional Officer(RDO)
- DFO (District fire officer)
- DMHO (District Medical and Health Officer)
- Commissioner IALA(If applicable)
- Superintendent of police

**Workflow of Department**

DMHO, RDO, SP, COI IALA, DFO inspects the details and upload the inspection copy. Copy of inspection resultant and recommendation from these authorities will be considered by DRO for final approvals.

1.2.3 DMHO Login

District Medical and Health Officer will be able view the NOC and License for storage of Petroleum, Diesel, LPG, Naptha clearance details under Pending Clearance. Authorized DMHO should login Single desk portal using SDP user id and Password.(as shown Pic – 8)
DMHO Inspects the industry and upload the inspection report (as show Pic - 9)

**Pic – 9**

1.3.2 **SP Login**

a. Submitted details will be visible to Superintendent of police. SP verifies the details and upload the inspection report.(as shown in Pic – 10)

**Pic – 10**
b. Upon click of Verify, below screen will be populated along with documents which are enclosed.(as shown in Pic -11)

![Pic – 11](image)

c. Upload inspection report(as shown in Pic – 12)

![Pic – 12](image)
1.3.3 COI IALA login

a. Submitted details will be visible to COI IALA, verifies the details and upload the inspection report. (as shown in Pic -13)

![Image](image13.png)

Pic – 13

b. Upon click of Verify, below screen will be populated along with documents which are enclosed by entrepreneur (as shown in Pic – 14)

![Image](image14.png)

Pic – 14

c. Upload inspection report (as shown in Pic – 15)

![Image](image15.png)

Pic – 15
1.3.4 District Fire Officer (DFO) login

a. Submitted details will be visible to DFO, verifies the details and upload the inspection report. (as shown in Pic -16)

Pic – 16

b. Upon click of Verify, below screen will be populated along with documents which are enclosed. (as shown in Pic – 17)

Pic – 17
c. **Upload** inspection report (as shown in Pic – 18)

![Upload Details](image)

**Pic – 18**

1.3.5 **Revenue Divisional Officer (RDO)**

Application will be visible to RDO. RDO verifies the details and uploads the inspection report like SP or DFO.

1.3.6 **DRO login**

a. DRO will be able to view all the inspection report submitted by DMHP, SP, COI, IALA, DFO. DRO can approve or reject the application (as shown in Pic – 19)

![Pending Clearances](image)

**Pic – 19**
b. Upon click of Verify, below screen will be populated along with documents which are enclosed (as shown in Pic – 20a, 20b)

![Pic - 20a]

- **Pic - 20a**

- c. **Upload** inspection report. **APPROVE** or **REJECT** the application form.

![Pic - 20b]

- **Pic - 20b**
d. **Status** of the application is showed as **APPROVED** or **REJECTED** (as shown in Pic – 21)

**Pic – 21**

1.3.7 **Obtain NOC**

Once the application is finally approved by DRO, entrepreneur obtain license.

(as shown in Pic – 22)

a. Entrepreneur login into Single Desk Portal, navigates to **Pre-operational**.

b. Clearance status will be changed to **APPROVED** and File ID is generated for tracking purpose.

c. Entrepreneur can download PDF version of NOC by clicking on **APPROVED**

**Pic – 22**
Subject: No Objection Certificate.

With reference to the application No. [Redacted] dated 09.07.2019 submitted by the Authorized Signatory M/s [Redacted] and in pursuance of rule 144 of the Petroleum Rules, 2002, there is no objection for granting license under petroleum Rules, 2002 to Shri/Smt./M/s [Redacted] address [Redacted] for storage of petroleum products in their premises at Survey No. [Redacted], Gat No. [Redacted]/Khasra No. Plot No. [Redacted] Mandal District [Redacted], State Andhra Pradesh as shown in the site plan duly endorsed and enclosed herewith.

(1) The following particulars have been considered while issuing this no objection certificate, that –
(a) Possession of the site by the applicant is lawful and authorization from land owner or lease holder for developing premises under these rules for storage of petroleum products;
(b) Interest of public, specially the facilities like schools, hospitals or proximity to places of public assembly and the mitigating measures, if any, is provided;
(c) Traffic density and impact on traffic;
(d) Conformity of proposal to the local or area development planning.
(e) Accessibility of the site to fire tenders in case of emergency and preparedness of fire fire services for combating the emergencies;
(f) Goodness of purpose.
(g) Any other matter pertinent to public safety.

Note: The licensing authority shall accept the no objection certificate within a period of three years from the date of its issue for considering grant of license.”

[Redacted]

Joint Collector
&
Additional District Magistrate,
Visakhapatnam.