

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
OFFICE OF THE COMM: FOOD SUPPLIES & CONSUMER AFFAIRS  
K- BLOCK, VIKAS BHAWAN, I.P. ESTATE, NEW DELHI-110002  
(Policy Branch)

F. No. F.3(6)/P&C/F&S/2017/680-687

Dated: 24.07.2019

**Sub: Guidelines for Online Renewal of License of Fair Price Shops**

In continuation of the instructions regarding renewal of License/ authorization of PDS outlet issued vide no. F. 3(34)/2005/F&S/P&C/1330-1430 dated 20.03.2006; the following guidelines are hereby issued on online renewal of license of Fair Price Shops:

1. The FPS License holder shall apply 'online' for renewal of License well before 30 days of expiry of license, along with mandatory information/ documents to be entered/uploaded on NFS Portal. FPS Licensee shall upload all the original documents/ receipts online.
2. If the online request is not received from the FPS Licensee on AC login before 30 days of expiry of license, the Assistant Commissioner will issue Show Cause Notice immediately notifying him about penalties to be levied and consequences of delayed/ non renewal of license.
3. The penalty for delay in applying for renewal of license shall be as under:
  - I. If FPS Licensee applies for renewal of license in less than 30 days before the expiry of license - A penalty Rs. 2, 500/- will be levied.
  - II. If FPS Licensee applies for renewal of license after expiry of license but up to 30 days of expiry of license - A penalty Rs. 5, 000/- will be levied.
4. While applying for renewal, In case of delay, the penalty order will be automatically generated online informing the FPS licensee about penalty and the amount to be paid.
5. It will be the duty of the licensee to deposit the penalty amount in the office of Zonal AC during the renewal process. Zonal AC shall ensure that the penalty amount has been deposited by the licensee before granting approval and issuance of the renewed license.
6. In case no application for renewal of FPS license is made online even after 30 days of the expiry of the license, the Zonal AC shall initiate necessary action for suspension & cancellation of the FPS license as per the provisions of Control Order, 1981.

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7. The request for renewal of license shall be disposed off by Zonal AC within 30 days from date of filing of online request for license renewal by the FPS holder.
8. The Zonal Assistant Commissioner shall adhere to all rule/ regulations/ directions/ guidelines issued from time to time regarding renewal of FPS license.

This issues with the prior approval of Secretary cum Commissioner, F&S.

DS 24.7.2019

(Desh Raj Singh)

Assistant Commissioner (Policy)

F. No. F.3(6)/P&C/F&S/2017/ 680-687

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Copy for necessary action to:-

1. All Zonal Assistant Commissioners, F&S
2. All Circle FSOs through Zonal ACs
3. Deputy Controller of Accounts, F&S
4. Senior System Analyst, IT Branch, F&S

Copy for information to:-

1. PS to Commissioner, F&S
2. PA to Special Commissioners, F&S
3. President, Delhi Sarkari Ration Dealers Sangh- Delhi
4. President, All India Fair Price Shop Dealers' Federation
5. All other registered Association.

DS 24.7.2019

(Desh Raj Singh)

Assistant Commissioner (Policy)