



GOVERNMENT OF GOA
DEPARTMENT OF CIVIL SUPPLIES AND CONSUMER AFFAIRS
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Ref No.DCS/ S/FPS/List/2016-17/

Dated: - 10 February 2021

ISSUE OF NEW FAIR PRICE SHOP AUTHORISATION

FOR OBTAINING FAIR PRICE SHOP AUHTORISATION

1. Where to apply

- To the concerned Taluka office of Civil Supplies and Consumer Affairs or Head Office of Civil Supplies and Consumer Affairs, Panaji.

2. Documents to be attached and fees payable

- Application Form
- Bank Pass Book Copy
- Residence Certificate
- Birth Certificate
- Education Qualifications
- Labour & Employment Card
- House Tax Receipt
- Agreement of Lease and License if premises are rented.
- Caste Certificate
- Rs. 2500/- as Security Deposit if opening of FPS is approved

3. Detailed procedure after application

Stages	Time Line
<ul style="list-style-type: none"> • Applications alongwith relevant documents, inwarded in Head Office are forwarded to concern Taluka Office to conduct inquiry and submit report about viability of running a Fair Price Shop in the proposed locality. 	2 days
<ul style="list-style-type: none"> • Upon receipt of the report from the concern Taluka Office, file is processed to the Government seeking approval for opening of New Fair Price Shop in area sought. 	7 days
<ul style="list-style-type: none"> • If Government concurs/approves to the proposal Department releases advertisement in the local dailies inviting applications from the concerned area. Period of 30 days is given to submit applications. 	30 days
<ul style="list-style-type: none"> • Consequent to the Advertisement applicant has to apply again for opening of New Fair Price Shop. 	

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<ul style="list-style-type: none"> • Applications received alongwith relevant documents as per guidelines are forwarded to concern Taluka office for inquiry and to submit detailed report alongwith the recommendations. 	7 days
<ul style="list-style-type: none"> • Applications alongwith relevant documents are examined by the Taluka Inspector with respect to parameters mentioned in the guidelines published in Official Gazette Series-I No.30 dated 23rd October 2008 & Series-I No.42 dated 18th January 2018. 	15 days
<ul style="list-style-type: none"> • Concerned Taluka Inspector submits his detailed report alongwith recommendations to Head Office for further processing. 	
<ul style="list-style-type: none"> • Department submits the file alongwith the applications, relevant documents and report of the concern taluka office to the Minister (Civil Supplies) through Administrative Secretary, seeking for approval. 	2 days
<ul style="list-style-type: none"> • The Office of the Hon'ble Minister (Civil Supplies) decides on the applications for opening of New Fair Price Shop in the proposed area. 	2 days
<ul style="list-style-type: none"> • Decision of the Government is conveyed to the selected applicant and is asked to pay requisite Security Deposit (i.e Rs.2500/-) through chalan. 	2 days
<ul style="list-style-type: none"> • Upon payment of the Security deposit by the selected applicant, Fair Price Authorisation is granted to run the Fair Price Shop in the proposed locality. 	2 days
<ul style="list-style-type: none"> • In case the proposal is rejected at stage 3 the same is communicated to the applicant. 	



(Siddhivinayak S.Naik)
Director
Civil Supplies and Consumer Affairs &
Ex-Officio Joint Secretary

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- Rs. 2500/- as Security Deposit if opening of FPS is approved

3. Detailed procedure after application

Stages	Time
<ul style="list-style-type: none"> • Applications alongwith relevant documents, forwarded in their Office are forwarded to concern Taluka Office to conduct inquiry and submit report about viability of running a Fair Price Shop in the proposed locality. 	7 days
<ul style="list-style-type: none"> • Upon receipt of the report from the concern Taluka Office, file is processed to the Government seeking approval for opening of New Fair Price Shop in new locality. 	15 days
<ul style="list-style-type: none"> • If Government consents/approves to the proposal Department releases advertisement in the local dailies inviting applications from the concerned area. Period of 30 days is given to submit applications. 	30 days
<ul style="list-style-type: none"> • Consequent to the Advertisement applicant has to apply Rs.2500/- for opening of New Fair Price Shop. 	