



USER MANUAL

FOR

APPLICANTS

Of RO Dealership

Petrol Pump Dealer Chayan Portal



<https://www.petrolpumpdealerchayan.in>

<https://www.petrolpumpdealerchayan.in>



This portal has been created for the online selection process of Retail Outlet dealership for various locations. To apply for dealership, applicant is required to follow the steps outlined below:

- Register in the Portal - <https://www.petrolpumpdealerchayan.in>
- Login to the Portal
- Select the available advertisements
- Search location where to apply
- Fill the application form
- Make online payment

Step 1: Registration

Applicants have to register themselves on the portal to apply for dealership.

To register:

Go to www.petrolpumpdealerchayan.in

Click on the Register button available at the Home Page (See Screen Shot 1)

Fill the all details in the form. (See Screen Shot 3)

Click on Generate OTP button. OTP will be sent to given Mobile No.

Enter the OTP in the field and submit the form.

A success message will be displayed on the screen, confirming that registration has been completed successfully.

Note:

- ❖ Email ID will be used as username at the time of login.
- ❖ Password will be sent to the registered Email ID. User can change his/her password any time.
- ❖ Password must be strong. Minimum Length: 8 characters including 2 Upper Characters, 2 Lower Characters, 2 Numbers, 2 Special Characters Only.

For Example: ABab12#\$



Step 2: Login to the Portal

After registration, applicant can login to the portal with his/her login credentials.

Go to www.petrolpumpdealerchayan.in

Click on **Login Button** available at Home Page ([See Screen Shot 1](#))
Enter Email ID as username. ([See Screen Shot 2](#))

Enter the password that you received in your Email-ID.

Once applicant is logged in successfully, he/she will be redirected to the Applicant Dashboard.

Step 3: Fill the Application Form

After successfully logging in to the portal, applicant can see the following information:

1. Dashboard: Here user can see two options
 - A) Available Advertisements
 - B) Applied Advertisements
2. Available Advertisements: Here user can find all the advertisements, company- and state-wise, for which he/she has not applied.
3. Applied Advertisements: Here user can see the details of advertisements for which he/she has applied.
4. Profile: Here user can edit their details which have been filled at the time of registration. However details like Email ID and Mobile No cannot be changed.
5. Change Password: Here user can change the Password.

To Apply:

Applicant has to click on Available Advertisement Link/Button and select the advertisement (Company wise / State wise) for which he/she wants to apply.

All the locations under the selected advertisement will be displayed on clicking '**View Details**'. ([See Screen Shot 4](#))



To fill the application form, users must follow the below given process:

All the locations available under that advertisement will be displayed on the screen. ([See Screen Shot 5](#))

Select the location for which he/she wants to apply. (Click on Apply button).

After clicking Apply Button, applicant will be redirected to the Application form.

Note: Session of **40 minutes** for filling the Application form will be provided. Application form will not be saved unless inputs are provided in all the fields.

Here applicant will be given 3 options for choosing the category of Applicant:

- Individual
- Partnership
- Non-Individual

On choosing the option, complete application form will be opened ([See Screen Shot 6](#))

Scroll down to see application form and start filling the same. **Read the brochure carefully before applying** (Refer the link given)

Upon filling all the relevant details, Applicant can either save or **finally** submit the Application form, by clicking the respective Buttons.

Using the **'Save'** option, Applicant can as many times edit the application form before the final submission. To view and edit the application form Click the Applied Advertisement Link/Button available in the left side menu in the Applicant Dashboard.

After filling in all the details in the application form, click the **"Submit & Proceed to Pay"** button to pay the application fee online.

Note: Once application form is submitted successfully, same cannot be edited or changed.

If for some reason, Applicant wants to **'Cancel'** the Application form, the same can be cancelled by clicking the **'Cancel'** button, but the same has to be before the final submission of the Application form.

Step 4: Making Online Payment



After submitting the application form, applicant has to pay the application fee online. Application forms without payment of application fee, will not be processed and will be rejected.

To make online payment, follow the process below:

Go to '**Applied Advertisement**' link, the same is available on the Applicant Dashboard.

All the applications of applicant will be displayed on the screen.
([See Screen Shot 7](#))

If the application is submitted for a particular location and payment is pending to be done, the same can be paid by clicking on "**Pay Online**" button. On clicking, the applicant will be redirected to the next page giving the details for amount of application fee.

For making payment click on '**Proceed to Pay**'. ([See Screen Shot 8](#))

Applicant will be redirected to Payment Gateway page. ([See Screen Shot 9](#)) Multiple options are available for making the payment : Credit Card, Debit Card, & Internet Banking.

After successful payment is done, the applicant can download a PDF copy of the application from '**Applied Advertisement**' Link available on Applicants Dashboard.
([See Screen Shot 10](#))

A sample complete Application form in the PDF format is as shown in the Screen shot 11. ([See Screen Shot 11](#))

The Application is completed in all respects.

Note:

- Applicant cannot apply for the same location if already applied. However, he/she can apply for a different location.
- Applicant should fill the application form carefully. Once application form is submitted and a PDF copy of the online application is generated, **NO** details can be edited.



Screen Shots:

Screen Shot 1:

Click here to register Click Here to Login

IndianOil Bharat Petroleum HP Petrol Pump Dealer Chayan

Register Now Applicant Login Admin Login

Retail Outlet (Petrol Pump) Dealer Selection System for Oil Marketing Companies

Dealerships for Regular & Rural Retail Outlets (Petrol Pump)
Network expansion has been an important business activity of PSU Oil Marketing Companies (OMCs) for increasing the reach of petroleum products across the country.

LATEST UPDATES

IMPORTANT LINKS

- Brochure for selection of retail outlet dealers
- <https://bharatpetroleum.com>
- <http://hindustanpetroleum.com>
- <https://ioc.com>

Screen Shot 2:

IndianOil Bharat Petroleum HP Petrol Pump Dealer Chayan

Don't have an account? [Register Now](#)

Applicant Login Panel

[Forgot Password](#)



Screen Shot 3:

Create your account

Proof of age required to be submitted as and when asked by (X) Company



All fields (*) are required.



**Petrol Pump Dealer
Chayan**

Don't have an account? [Register Now](#)

Applicant Login Panel

You are successfully registered. Please check mail for password.

Screen Shot 4:

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Dashboard (Home)
Available Advertisements
Applied Advertisements
Profile
Change Password

Available Advertisements

Filter by: Company State

Show 10 entries Search:






Title	Company	State	Opening Date	Closing Date	Action
ADVT FOR NEW ROS IN ANDHRAPRADESH	BPC	ANDHRA PRADESH	01-Aug-2018	23-Nov-2018	View Details
ADVT FOR NEW ROS PUNJAB	IOC	PUNJAB	26-Jul-2018	30-Nov-2018	View Details
Appointment of Retail Outlet Dealerships in the State of Punjab By HPCL	HPC	PUNJAB	24-Jul-2018	02-Dec-2018	View Details

Showing 1 to 3 of 3 entries Previous 1 Next

Activate Windows
Go to Settings to activate Windows.



Screen Shot 5:



- Dashboard (Home)
- Available Advertisements
- Applied Advertisements
- Profile
- Change Password

Title: ADVT FOR NEW ROS IN ANDHRAPRADESH

Company Name: Bharat Petroleum Corporation Ltd

State Name: ANDHRA PRADESH

Published Date: 01 August 2018

Closing Date: 23 November 2018

[View Newspaper advertisement](#)

Advertisement Detail - Locations

Filter by:

Show entries

Territory	District	Location Description	Type of RO	Mode of selection	Category Name	Action
Nellore	YSR KADAPA	Porumamilla town (not on Badvel road nor Mydukur road)	Regular	Draw of Lots	OPEN	Apply Now
Nellore	CHITTOOR	Between Palamaneru & Gandrajupalli RHS on NH-4	Regular	Draw of Lots	SC	Apply Now
Nellore	NELLORE	Kavali Town Limits	Regular	Draw of Lots	ST	Apply Now

Activate Windows



Screen Shot 6:

Dashboard (name)

Available Advertisements

Applied Advertisements

Profile

Change Password

ASHISH SINGH SINGH

Time left : 11 : 53

Advertisement

Advertisement Title ADVT FOR NEW ROS IN ANDHRAPRADESH

Name of the Location 01-Aug-2016

District Guddibanda on NH-219 LHS towards Palamaneru

State / UT CHITTOOR

ANDHRA PRADESH

[View](#)

Apply as: Individual | Partnership

Category SC

Eligibility certificate(s) for the category applied as above is/are available with me/us and will be submitted as and when advised by Bharat Petroleum Corporation Ltd.

RO Type Regular

Application Fee(Rs.) 1

Type of site CFS

Personal Information

First Name **Middle Name**

Last Name **Gender** Male

Mob. No. **Landline No.**

Address* **Pin Code***

State* **Pin Code***

Email Id

PAN NO.

Whether Applicant is Indian Citizen* Yes No **Resident of India as per IT Rules*** Yes No

Date of Birth **Age** 23 Years 3 Months 8 Days

Father's / Husband's Name (In case of married women enter husband's name *)

Marital Status * Single Married Widower Divorcee

Applicant would be required to submit Affidavit in original as per the format given in Appendix - XA of the Brochure on intimation by the Oil Company (Bharat Petroleum Corporation Ltd) upon selection.

[View/Download Format](#)

Applicant's Education Qualification (Minimum 10th pass or equivalent)

Qualification * **Board/University/Institution *** **Degree** **Year of Passing *** [Add More](#)

Land Details (Please read Clause no. 4 (vi) of Brochure before providing the information below. Copy of proof of ownership of land would be required to be submitted (Group 1 & Group 2) as and when asked by the Oil Company (Bharat Petroleum Corporation Ltd).

Group Type*

(Group of the Applicant on the Basis of Advocate's letter with applicant on land being offered.)

Name(s) of the owner of Land / Leaseholder*	Relationship with applicant*	Date of registration of sale deed/gift deed / lease deed/ date of mutation*	Location of the land*	Khasra No./Khatouni/Gut No./Survey No*
<input type="text" value="Name"/>	<input type="text" value="Select"/>	<input type="text" value="DD-MM-YYYY"/>	<input type="text" value="Location of the land with respect to Reference point"/>	<input type="text" value="Khasra No./Khatouni/Gut"/>

Are you willing to transfer the land on sale/long lease to the Oil Company (Bharat Petroleum Corporation Ltd) ? Yes No

Please specify rate(Rs.) / terms*

Do you want to offer another plot of land under ? Yes No

Note: In case land belongs to member of Family / Others, notarized affidavit as per Appendix - III A should be available which is to be submitted when asked by (Bharat Petroleum Corporation Ltd). Each applicant should have a confirmatory letter from an advocate (Appendix - III B) giving details of the current ownership, documents relied upon and the category under which the land falls (Group 1 or Group 2) before submitting the application.

Site map/Lay out sketch giving dimensions of the plot that will be used for the proposed Retail Outlet out of the total land offered will be required to be submitted by applicant upon intimation by Bharat Petroleum Corporation Ltd.

Requirement of Finance : Not Applicable

Undertaking By The Applicant(Scroll down to accept)

- I am aware that eligibility for Retail Outlet Dealership will be decided based on the information given in the application above. On verification by the Oil Company (Bharat Petroleum Corporation Ltd) 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.
- 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.
- I am fully aware that if I am unable to provide suitable site mentioned above for setting up of the Retail Outlet as per the Oil Company (Bharat Petroleum Corporation Ltd)'s standard layout, then the allotment of dealership made to me will be cancelled.
- 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

Accept*

Declaration

I, **ASHISH SINGH SINGH** son of Shri 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, the Oil Company (Bharat Petroleum Corporation Ltd.) 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.

Applicant photo & signature

Applicant Photo * No file chosen
(Format: jpg/jpeg/png only, Size: 2 MB max)

Applicant Signature * No file chosen
(Format: jpg/jpeg/png only, Size: 1 MB max)



Screen Shot 7:

DAVINDER KUMAR GOYAL

Show 10 entries Search:

Title	Type of RO	Category	Mode Of Selection	Name Of Location	Closing Date	Applied On	Action
Appointment of Retail Outlet Dealerships in the State of Punjab By HPCL	Regular	OPEN	Draw of Lots	Within 4 Km Of Village Bargari On NH 15	02-Dec-2018	16-Nov-2018 12-21-48	Download PDF View Payment successful. View Receipt.
ADVT FOR NEW ROS PUNJAB	Rural	SC	Draw of Lots	VILLAGE HARIYAL BLOCK AND TEHSIL DHARKALAN	30-Nov-2018	16-Nov-2018 12-13-22	Download PDF View Payment successful. View Receipt.
ADVT FOR NEW ROS IN ANDHRAPRADESH	Regular	OPEN	Bidding	TADIPATRI TOWN	23-Nov-2018	13-Nov-2018 16-22-39	Download PDF View Status: Pending for Payment. PAY ONLINE
Appointment of Retail Outlet Dealerships in the State of Punjab By HPCL	Regular	OBC CC 2	Draw of Lots	On Paras Ram Nagar Road	02-Dec-2018	13-Nov-2018 16-09-42	Download PDF View Status: Pending for Payment. PAY ONLINE

Screen Shot 8:

DAVINDER KUMAR GOYAL

Advertisement: ADVT FOR NEW ROS IN ANDHRAPRADESH
 Name of the Location: TADIPATRI TOWN

Application Details

Applicant Name:

Mobile No:

Application Fee: Rs. 1.00


Terms & Conditions

I accept Terms & Conditions

[Proceed To Pay](#)



Screen Shot 9:



Payment Details

Debit/Credit Card

Internet Banking

Please enter your card details

Card Number

Expiry Date/Valid Thru CVV/CVC 4-DBC

Name of the card holder

[Pay Now](#) [Cancel](#)

Order Summary

Order No.: 15423648828901249

Merchant Name: Bharat Petroleum Corporation Limited

Amount: 1.00

Processing fee:

GST:

Total: [Activate Windows](#)

- Dashboard (Home)
- Available Advertisements
- Applied Advertisements
- Profile
- Change Password

Payment successful

We have emailed you the receipt.

Application Reference No.: 125128182171288

Order No.: 15428910249585300

[Go to My Applications](#)

After click on this, you can download PDF for this application there.



Screen Shot 10:

Dashboard (Home)

Available Advertisements

Applied Advertisements

Profile

Change Password

Applied Advertisements

Show 10 entries

Search:

Title	Type of RO	Category	Mode Of Selection	Name Of Location	Closing Date	Applied On	Action
ADVT FOR NEW ROS IN ANDHRA PRADESH	Regular	OSC	Draw of Lots	Between Narayanavaram & Nagalapuram RHS on SH	12-Dec-2018	01-Nov-2018 15-20-04	Download PDF View Application Payment successful. View Receipt.
ADVT FOR NEW ROS IN ANDHRA PRADESH	Regular	SC CC 1	Draw of Lots	Muthukar town	12-Dec-2018	01-Nov-2018 15-17-19	Download PDF View Application Payment successful. View Receipt.
ADVT FOR NEW ROS IN ANDHRA PRADESH	Regular	OSC	Draw of Lots	Medanapalli town near NTR circle	12-Dec-2018	22-Oct-2018 13-07-50	Download PDF View Status: Selected for further process
ADVT FOR NEW ROS HUNTER	Rural	SC	Draw of Lots	VILLAGE: PANIWAR, HUCEE AND THESI TARKI JARAN	16-Nov-2018	13-Oct-2018 11-07-09	Download PDF View Status: Selected for further process
ADVT FOR NEW ROS IN ANDHRA PRADESH	Regular	SI	Draw of Lots	Kowli town limits	12-Dec-2018	08-Oct-2018 16-27-12	Download PDF View Application Payment successful. View Receipt.
Appointment of Retail Outlet Dealership in the State of Punjab By HPCL	Regular	OPEN	Draw of Lots	On Salemsnki Road, From Furlka	05-Sep-2018	25-Sep-2018 15-17-32	Download PDF View Last Date/Time is Over!
ADVT FOR NEW ROS IN ANDHRA PRADESH	Regular	OPEN	Bidding	Sandy, Isla Mandla	12-Dec-2018	18-Sep-2018 12-02-16	Download PDF View Application Payment successful. View Receipt.
ADVT FOR NEW ROS IN ANDHRA PRADESH	Regular	SC	Draw of Lots	Between Salamandri & Gandrajupalli RHS on NH 4	12-Dec-2018	06-Sep-2018 11-52-24	Download PDF View Status: Selected for further process

Here you can download the pdf.



Screen Shot 11:

Application Format For Individual Applicants																
Application No.	1	5	4	1	0	6	5	7	6	7	9	3	7	5		
Application Date	0	1	-	N	O	V	E	M	B	E	R	-	2	0	1	8
APPLICATION FOR RETAIL OUTLET DEALERSHIP																
Name of oil company	Bharat Petroleum Corporation Ltd															
Name of Territory Office	Nellore															
Particulars of application fee (Rs.)	10,000.00															
Transaction Number	9048710615202															
Transaction Date & Time	01-11-2018 15:18:35															
Payment Mode	Credit Card															
Particulars of Applied location																
1	Sr. No. of location in the advertisement	36														
2	Name of the Location	Between Narayanavanam & Nagalapuram RHS on SH														
3	District	C	H	I	T	T	O	O	R							
4	State	A	N	D	H	R	A		P	R	A	D	E	S	H	
5	Category	O	B	C												
Eligibility certificate(s) for the category applied as above is/are available with me/us and will be submitted as and when advised by the Bharat Petroleum Corporation Ltd.																
6	Advertised on (Date of advertisement)	01-August-2018	In													
7	Type of Site	DC														
8	Type of RO	Regular														
9	Group of the Applicant on the Basis of Advocate's letter with applicant on land being offered.	Group 3														
10	Type of applicant	Proprietor														
11	Applicant would be required to submit Affidavit in original as per the format given in Appendix – XA of the Brochure on intimation by Bharat Petroleum Corporation Ltd upon selection.															
11.1	Name Mr.															
11.2	Father's / Husband's Name Mr.	DASD DAS DSAD														
11.3	Address	DSAD														
	District	DIBANG VALLEY	State	ARUNACHAL PRADESH	Pincode	312321										