

Instructions for the Applicant for applying for New License of Fair Price Shop

- Please check whether the vacancy for Fair Price Shop License is available in Village/Ward where you want to apply.
- Applicant should be a resident of the locality for which the Fair Price Shop License is applied for.
- Age should be 21 to 45 Years.
- After successful submission of the online application, your application will be taken up for field verification by the concerned Area Inspector.
- Applicant are advised to keep the following original document/information readily available at the time of field verification to facilitate timely processing of their application:
 - Please ensure that all required documents are complete, valid and available in original along with self-attested photocopies (where applicable).
 - The concerned Area Inspector may verify the original documents and collect copies of it for uploading of the same online.
 - Non-availability of the required documents during field verification may result in delay in processing or rejection of the application, as per the applicable rules and guidelines.
 - The applicant or an authorized representative should remain available at the specified address during the verification visit and extend full cooperation to the verifying officer.
- Please refer to the following list of documents that must be kept ready for verification:
 - Recommendation for Fair Price Shop License
 - Certificate of Basic Computer Knowledge
 - Certificate of Education Qualification (min 10+2)
 - Photograph of the applicant
 - Photograph of Signature of the applicant
 - Rent/Lease/Agreement/Ownership proof
 - Site Map for Proposed FPS Premises
 - Undertaking applicant is not close family member of Sarpanch/MC (Section 2 (1)(r))
 - Undertaking FPS License has not been cancelled previously (Section 4(4))
 - Income Proof

उचित मूल्य की दुकान के नए लाइसेंस के लिए आवेदन करने वाले के लिए निर्देश

- कृपया जाँच करें कि जिस ग्राम/वार्ड में आप आवेदन करना चाहते हैं, वहाँ उचित मूल्य की दुकान के लाइसेंस हेतु स्थान रिक्त है या नहीं।
- आवेदक को उस क्षेत्र का निवासी होना चाहिए जिसके लिए उचित मूल्य की दुकान के लाइसेंस के लिए आवेदन किया गया है।
- आयु 21 से 45 वर्ष के बीच होनी चाहिए
- ऑनलाइन आवेदन सफलतापूर्वक जमा होने के बाद, संबंधित क्षेत्र निरीक्षक द्वारा आपके आवेदन का क्षेत्र सत्यापन किया जाएगा।
- आवेदक ध्यान दें कि फील्ड वेरिफिकेशन के वक्त अपने आवेदन के त्वरित काम के लिए निम्नलिखित मूल दस्तावेज/जानकारी साथ रखें:
 - कृपया सुनिश्चित करें कि सभी आवश्यक दस्तावेज पूर्ण, वैध और मूल रूप में स्व-हस्ताक्षरित फोटोकॉपी (जहां लागू हो) के साथ उपलब्ध हैं।
 - संबंधित क्षेत्र निरीक्षक मूल दस्तावेजों का सत्यापन कर सकते हैं और उन्हें ऑनलाइन अपलोड करने के लिए उनकी प्रतियां एकत्र कर सकते हैं।
 - फील्ड सत्यापन के समय आवश्यक दस्तावेजों की अनुपलब्धता के कारण, लागू नियमों और दिशा-निर्देशों के तहत, आवेदन की प्रक्रिया में देरी हो सकती है या उसे अस्वीकार किया जा सकता है।
 - सत्यापन के दौरान आवेदक या उनके प्रतिनिधि को निर्धारित पते पर मौजूद रहना होगा और अधिकारी की पूरी मदद करनी होगी।
- कृपया सत्यापन के लिए निम्नलिखित दस्तावेजों को तैयार रखें:
 - उचित मूल्य की दुकान के लाइसेंस के लिए संस्तुति
 - बुनियादी कंप्यूटर ज्ञान का प्रमाण पत्र
 - शैक्षणिक योग्यता का प्रमाण पत्र (न्यूनतम 10+2)
 - आवेदक का फोटो
 - आवेदक के हस्ताक्षर का फोटो
 - किराया/लीज/समझौता/स्वामित्व प्रमाण
 - प्रस्तावित एफपीएस परिसर का साइट मानचित्र
 - यह घोषणा कि आवेदक सरपंच/एमसी का निकट संबंधी नहीं है (धारा 2 (1)(आर))
 - यह घोषणा कि एफपीएस लाइसेंस पहले कभी रद्द नहीं किया गया है (धारा 4(4))
 - आय प्रमाण

Step-by-Step Guide for Applicants to Apply for a New Fair Price Shop (FPS) Licence through SARAL

Applicants intending to apply for a **New Fair Price Shop (FPS) Licence** in Haryana may follow the steps given below:

Step 1: Login to the SARAL Portal (<https://saralharyana.gov.in>)

Visit the Haryana SARAL Portal and log in using your registered login credentials to access the list of available services.

Step 2: Select the New FPS Licence Service

From the list of available services, select **“New FPS Licence”** to initiate the application process for a New Fair Price Shop Licence.

Step 3: Read the Instructions and Initiate the Process

Carefully read the instructions provided on the service page. Click on **“Click here to Initiate the Process”** to begin the application process.

Step 4: Navigate to the HPDS Portal

Upon clicking the initiation link, you will be redirected from the SARAL Portal to the **Haryana Public Distribution System (HPDS) Portal**, where you can access and complete the online application form for a New FPS Licence.

Step 5: Check Available FPS Vacancies

On the HPDS Portal, click on the **“Check Vacancy”** button to view the available FPS vacancies across Haryana. Select the vacancy available in your respective area against which you wish to apply for a New FPS Licence.

Step 6: Enter Your Family ID

Enter your **Family ID (PPP ID)** to proceed. Select your name from the list of family members displayed against the entered Family ID.

Step 7: Verify Your Personal Information

Your personal information will be automatically populated from the Haryana Parivar Pehchan Authority (HPPA) database, wherever available. If any mandatory information required for the New FPS Licence application is unavailable in the database, provide the missing details online.

Step 8: Enter the Proposed Place of Business

Provide the details of the proposed place of business where you intend to operate the Fair Price Shop against the selected vacancy in your respective area.

Step 9: Review and Submit the Application

Carefully review all the information entered in the application form. Ensure that the details provided are accurate and complete before submitting the application for a New FPS Licence online.

Step 10: Note Your Application Number

Upon successful submission, an application number will be generated. Keep this number safely for future reference and tracking the status of your New FPS Licence application. An SMS confirmation will also be sent to your registered mobile number.

Important Note

Applicants should apply only against an available FPS vacancy in their respective area and ensure that all information furnished in the application is correct and complete. Following submission, the application will undergo the prescribed verification and departmental scrutiny process. The final decision regarding the grant of the **New Fair Price Shop (FPS) Licence** will be taken by the competent Licensing Authority.