



इंडियन ऑयल कॉर्पोरेशन लिमिटेड

विपणन प्रभाग: इंडेन मंडल कार्यालय, 500, अण्णा सालै, तेनाम्पेट, चेन्नै - 600 018

Indian Oil Corporation Limited

Marketing Division, Indane Divisional Office, 500, Anna Salai, Teynampet, Chennai - 600 018. INDIA. Tel : 24339238



CHIDO:112
14.11.2025

M/s SRESHTA CITYSCAPES PVT LTD
Sreshta Narayanan,
No.185/99A Royapettah High Road Flyover,
Mylapore, Chennai – 600 004

Dear Sirs,

Sub: LPG supply to reticulated system installed at **M/s.' SRESHTA CITYSCAPES PVT LTD"**
site Sreshta Narayanan, No.185/99A Royapettah High Road Flyover, Chennai 600 004

We are in receipt of your letter dated 31.10.2025 supply of LPG cylinders for reticulated system installed at your above premises. We are pleased to advise you that we will be in a position to release LPG cylinders to your premises for operating the reticulated system through

M/s. RITHIKA GAS TECH, CHENNAI However, release of cylinders would be subject to the following terms and conditions in the interest of safety of our customers.

- 1 Release of Cylinders will be made after inspection of the premises by our Officer / distributor to ensure that the reticulated system comply with the relevant BIS specifications. A Certificate to the effect that LPG installation has been completed as per provision of IS 6044 should be produced to us. A test certificate of having checked the installation as per BIS norms issued by the contractor who installed the installation should be produced to IOC / our distributor.
- 2 Our distributor will release **(15 x 2 = 30)** 30 nos. of 14.2 kg capacity cylinders on payment of Security Deposit of Rs.2200/- per cylinder. The Subscription voucher containing details of the terms and conditions of loaning of cylinders and payment of security deposit will be issued to you or to the Housing Society In charge of Operation and Maintenance of the reticulation system at the time of release of connection.
- 3 You / Concerned of Housing society will be totally responsible for the layout design, construction supervision / inspection of the complete reticulation system as per BIS and OSID guidelines. The requirement of local authorities and necessary applicable statutory clearance from local / central authorities in respect of commissioning and operating the reticulated system should be obtained and copy of the same be submitted to us. Inspection Certificates as per the relevant standard should be kept by you and copies of periodic test certificate shall be made available to our distributor for maintaining supplies.

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- 4 It is required that you / the housing Society in charge of the reticulated system should enter in to a maintenance contract with a competent party experienced in LPG installations or with our distributor for regular upkeep and maintenance of the installation. A copy of the maintenance contract should be produced before resuming supplies. A quarterly inspection to be conducted on the installations by a competent maintenance contractor and certificates to the effect shall be maintained with you for records and in the interest of safety. Any observation / anomalies noticed pertaining to the safety of the installations to be rectified immediately.
- 5 There should not be any individual domestic connection in any of the house provided with reticulated LPG in the interest of safety. All the existing connections shall be surrendered and kept in safe custody. Termination vouchers can be issued to the customers as and when they shift to any other place. **The Builder / Housing Society in charge of the reticulation system should give an under taking that all the residence of the premises covered by reticulated LPG supplies have either terminated or surrendered their domestic LPG connections under the prevailing Corporation Policy / guidelines for Piped Natural Gas and or reticulated LPG customers.** This is required in line with the amended LPG control order (Regulation of Supply and Distribution) 2000.
- 6 You / Housing Society shall provide list of residents along with individual POI(Proof of Identity), POA(Proof of Address) and KYC (Know Your Customer Form) and standard declaration in the form of affidavit to the effect that they do not have any domestic LPG connection in their flat . The declaration shall be duly vetted by you/ Housing Society.
- 7 You/ Housing Society shall submit quarterly returns on the flat wise quantity of LPG consumed duly signed by the individual resident / household. You / Housing Society will submit an affidavit confirming that the statement is correct and they shall indemnify the Oil Company and distributors against any claim / loss on account of information found to be incorrect at a later date
- 8 Number of cylinders to be released to You/ Housing Society at subsidized rates shall be limited to the net entitled quantity based on individual consumption but not more than 12 cylinders(of 14.2 Kg cylinder) per household per annum (calculated on financial year basis). However, the no of subsidized cylinders per flat shall be limited to the prorata quantity for the period from the date of release of first supply to the end of financial year.
- 9 The entitlement on number of subsidized LPG cylinders shall be fixed based on the number of flats actually occupied at the beginning of the capping year. You / Housing Society shall submit the list of Occupants from the beginning of each financial year. KYC declaration have to be fulfilled in each case of change of occupant during the year.

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- 10 You/ The Housing Society shall be responsible to account for the subsidized / non subsidized domestic LPG , in case of change of occupant during the year considered for capping i.e. cap will be on per flat basis which are occupied at the beginning of the capping year.
- 11 Supplies of subsidized LPG in such reticulated system will be regulated by You / the Housing Society on per kg basis limited to the capped quantity.
- 12 Distributor shall reconcile the quantity of supply against the quarterly statement given by You / Housing Society and make final adjustment at the end of the financial year. Our distributors shall provide you / Housing Society the required format to be filled in and submitted by you on quarterly basis. The format should be filled and submitted to the distributor to enable them to keep control on the subsidized cylinders being released to the Housing Society
- 13 The Housing Society / Builder who is responsible for operation and maintenance of the reticulated system should take fire and third party public liability insurance of the entire reticulated system , piping manifold , LPG storage etc. **A copy of the insurance should be submitted to Indian Oil Corporation for records. The policy need to be renewed from time to time.**
- 14 The Builder / Housing Society shall indemnify the Corporation against all losses , damages, claims , suits ,actions which may arise or result out of any injury or loss to any person or propriety or from violation of any statutory enactment rule or regulation or from loss and / damaged suffered at the site and / or installation or any part thereof while using Indane cylinders and / or due to poor operation and maintenance of the reticulated system including LPG storage facilities by the Housing Society / Builder / their appointed service provider. The indemnity should be executed in the stamp paper of required value and submitted before commencement of supplies.
- 15 The Builder / Housing Society should allow IOC Officers or their authorized agency by third party inspection agency to carry out inspection of the reticulated LPG system without any restriction to ensure safety and proper of working of the systems.
- 16 Standard certified drawings on the reticulated system must be kept with you for inspection by any statutory authorities. Any modifications of the reticulated system can be carried out only after prior intimation and our approval.
- 17 The cylinders storage room should be kept neat and clean and should not be used for storage of other materials. The key for the cylinders storage room should be kept in an easily accessible place to open the storage room during emergency.
- 18 The manual shut off valve for shutting off LPG supplies should be provided in a manifold at a place accessible and visible to all. Indication/ Board showing "CLOSE THE VALVE IN CASE OF EMERGENCY "should be kept near the valve with directional arrow for closure.
- 19 Two nos. of 10 kg DCP Fire extinguishers and required sand buckets filled with dry sand should be kept near the cylinder storage room. Fire Extinguishers have to be tested periodically (once in three months) and kept in good working condition at all times. Wherever it is possible water sprinklers of adequate capacity should be provided in the cylinder storage room.



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20 Since LPG cylinders are to be supplied to you by our distributor, it would not be possible for our distributor to collect charges directly from the residents of the flats. Housing Society / the Builder shall be responsible for taking meter readings and charging the customers, rates in line with the rate of LPG. However, the product charges should not be clubbed with the service charges. This is line with the statutory regulations in vogue. Our distributor shall collect the money from the Bank or Housing Societies for the number of cylinders supplied and shall not be responsible for interacting with the customers and collecting charges from individual customers. It is advised that the Housing Society / Builder should maintain proper records on consumption of LPG of individual households and payments received by them at regular interval for records and submission to the concerned statutory authorities if called for. Payments against refill supplies to our distributor will be made through instruments like cheque, RTGS, NEFT etc.

Kindly acknowledge copy of this letter and return back to us for our records.

Thanking You,

Yours faithfully,
For Indian Oil Corporation Limited



DIVISIONAL LPG SALES HEAD

CC to: Shri. BORRA JEEVAN TEJA, Sr. Sales Officer (LPG-S), Chennai Indane DO

Please inspect the site at the time of installation and advise the distributor / customer to carry out any modifications required in the interest of the safety.

CC to: M/s. VATHSALA AGENCIES, CHENNAI

You are advised to release **15 x 2 = 30** nos. of 14.2 kg capacity LPG cylinders through the above housing unit for operating the LPG reticulated system subject to compliance of above terms and conditions. It will be your responsibility to ensure that the customer maintain the reticulated system as per standards. If you find that reticulated system is not maintained properly by the customer, you are advised to stop supplies to the customer after prior intimation to them with a copy to us. You are also advised to keep a copy of the test certificates issued by the installer and copy of the drawing of the installation at your end. Any unauthorized modifications in the installations by the customer should be notified for taking further action. It will be also your responsibility to periodically inspect the reticulated system for safety and advise customer any corrections for anomalies noticed. You may also please render necessary assistance to the customer for maintenance of the installation and upkeep of fire fighting equipments. You may please note that the requirement in regard to Insurance , indemnity to be submitted by the Builder / Housing Society .

Note:- The balance pending KYC documents when residents occupy to be collect and submit.