

DIPP EoDB FRAMEWORK: 2017

(DIPP Recommendation No. 386)

Procedures and List of Documents Required

A. License of Manufacturer of Weights and Measures-

1. Procedure:

- Any person desirous to obtain a license for manufacture of weights and measures may apply in the format appended (LM-1).
- Application to be submitted in the office of Local Senior Inspector/Inspector (Legal Metrology Officer).
- Local Senior Inspector/Inspector, will conduct the inspection of premises proposed by the applicant and also inspect the required documents, with a view to ascertain the capability and capacity to manufacture, and will prepare a report and recommendation and send it along with application to the Controller (Licensing Authority) through Divisional Assistant Controllers.
- The Assistant Controllers, after examining the application, Local LMOs report and documents will forward it along with the recommendations to the Controller.
- The Controller, after examining the application and finding it suitable for grant of License, may require the applicant to deposit the License fee of ₹ 500/- in the appropriate HEAD OF ACCOUNTS.
- After the fee is deposited and copy thereof is received in the Controller's office, the license would be issued in the prescribed format.

2. Documents to be annexed by the applicant-

- Photographs, Identity and Address proof of the applicant/partners.
- Proof of the Date of Birth of applicant/partners.
- Ownership or tenancy document of the proposed premises.
- Location map (Chauhaddi) of the proposed premises.
- Partnership deed, in case of partnership firms.
- Model approval certificate, granted by the Director, Legal Metrology, Govt. of India, if required under Legal Metrology General Rules, 2011 with respect to the proposed weighing and measuring instrument.
- No objection Certificate from pollution control Board, especially in Taj Trapezium zone.
- List of machinery and tools.
- Affidavit to state that applicant would adhere to the Legal provisions and the directions issued by the Controller.
- Affidavit to state that applicant had neither been punished by any Court nor is any criminal proceeding pending in any court.
- Registration document of factory/shop/establishment/municipal trade license, as the case may be.
- Copy of VAT/CST/GST Registration.
- Copy of PAN.