

Issue of New Licence to the MANUFACTURER of Weights and Measures

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 initially visible to district nodal officer, who depending on address of location of firm would simply forward to the respective 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.
- In case of any substantive shortcoming in application, query/objection may be raised by Local Inspector, Asstt. Controller or Controller, which would be visible to applicant who shall remove it.
- 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.

DOCUMENTS to be annexed:-

- 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.
- 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.
- NOC 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 GST Registration.
- Copy of PAN.

Issue of New Licence to the DEALER of Weights and Measures

PROCEDURE:-

- Any person desirous to obtain a license for Dealer of weights and measures may apply in the format appended (LD-1).
- Application to be initially visible to district nodal officer, who depending on address of location of firm would simply forward to the respective Local Senior Inspector/Inspector (Legal Metrology Officer).
- Local Senior Inspector/Inspector will conduct the inspection of premises proposed by the applicant and also the documents and will prepare a report and send it along with application and recommendation to the Assistant Controller (Licensing Authority under delegated powers).
- In case of any substantive shortcoming in application, query/objection may be raised by Local Inspector or Asstt. Controller, which would be visible to applicant who shall remove it.
- The Assistant Controller, after examining the application and finding it suitable for grant of License, may require the applicant to deposit the License fee of ₹ 100/- in the appropriate HEAD OF ACCOUNTS.
- Once the fee is deposited and copy thereof received in the Assistant Controller's office, he will issue the license in the prescribed format.

DOCUMENTS to be annexed:-

- Photograph, Identity and Address proof of the applicant.
- Proof of the Date of Birth of applicant
- Ownership or tenancy document of the proposed premises.
- Partnership deed in case of partnership firms.
- Affidavit to state that applicant would abide by 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 shop/establishment/municipal trade license, as the case may be.
- Copy of GST Registration.
- Copy of PAN.

Issue of New Licence to the REPAIRER of Weights and Measures

PROCEDURE:-

- Any person desirous to obtain a license for Repairer of weights and measures may apply in the format appended (LR-1).
- Application to be initially visible to district nodal officer, who depending on address of location of firm would simply forward to the respective Local Senior Inspector/Inspector (Legal Metrology Officer).
- Local Senior Inspector/Inspector will conduct the inspection of premises proposed by the applicant and also the documents and will prepare a report and send it along with application and recommendation to the Assistant Controller (Licensing Authority under delegated powers).
- The Assistant Controller, after examining the application, report by local LMO and documents, finding prima facie case suitable to grant the license, may constitute a three member committee to examine and test the capability and competence of the applicant to repair the weights and measure, accordingly the committee prepares and sends its report to the Assistant Controller.
- In case of any substantive shortcoming in application, query/objection may be raised by Local Inspector or Asstt. Controller, which would be visible to applicant who shall remove it.
- The Assistant Controller, after examining the application and finding it suitable for grant of License, may require the applicant to deposit the License fee of Rs. 100/- in the appropriate HEAD OF ACCOUNTS.
- Once the fee is deposited and copy thereof received in the Assistant Controller's office, he will issue the license in the prescribed format.
- **In case of repairing licence sought for the entire State, the application has to be sent to the Controller (Licensing authority) through divisional Assistant Controller.**

DOCUMENTS to be annexed:-

- Photograph, Identity and Address proof of the applicant.
- Proof of the Date of Birth of applicant.
- Ownership or tenancy document of the proposed premises.
- Partnership deed in case of partnership firms.
- Document regarding the qualification, in the case of electronic weighing machines.
- Experience certificate.
- Affidavit to state that applicant would abide by 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 shop/establishment/municipal trade license, as the case may be.
- List of Machinery and tools.
- Copy of PAN

Renewal of Licence to the MANUFACTURER of Weights and Measures

PROCEDURE:-

- Any person desirous to get his manufacture license renewed, may apply in the format appended (LM-2).
- Application is to be accompanied with fee of Rs 500/- for each number of years renewal requested (licence may be renewed from 1 year to 10 years at a time)
- In case renewal applied after expiry of validity (31st of December i.e., from 1st January to 31st March, late fee equal to above fee will also be payable in addition to the above.
- 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 and also inspect the required documents and will prepare an inspection report and send it along with application and recommendation to the Controller through Divisional Assistant Controller.
- 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 would renew the licence.

DOCUMENTS to be annexed:-

- Copy of licence
- Details of Weights and measures manufactured and sold in last 5 years.
- Copy of Registration document of valid factory/shop/establishment/municipal trade license, as the case may be.
- Copy of valid GST Registration.
- Copy of PAN.

Renewal of Licence to the DEALER of Weights and Measures

PROCEDURE:-

- Any person desirous to renew his Dealer license, may apply in the format appended (LD-2).
- Application is to be accompanied with fee of Rs 100/- for each number of years renewal requested (licence may be renewed from 1 year to 10 years at a time)
- In case renewal applied after expiry of validity (31st of December i.e., from 1st January to 31st March, late fee equal to above fee will also be payable in addition to the above.
- 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 the documents and will prepare a report and send it along with application and recommendation to the Assistant Controller.
- Assistant Controller finding the case suitable to renew the license, would renew such licences.

DOCUMENTS to be annexed:-

- Copy of licence
- Registration document of shop/establishment/municipal trade license, as the case may be.
- Copy of GST Registration.
- Copy of PAN.
- Details of weights and measures sold during last year.
- If import from other states is proposed, copy of manufacturer's licence.

Renewal of Licence to the REPAIRER of Weights and Measures

PROCEDURE:-

- Any person desirous to renew his license for Repairer of weights and measures, may apply in the format appended (LR-2).
- Application is to be accompanied with fee of Rs 100/- for each number of years renewal requested (licence may be renewed from 1 year to 10 years at a time)
- In case renewal applied after expiry of validity (31st of December i.e., from 1st January to 31st March, late fee equal to above fee will also be payable in addition to the above.
- 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 the documents and will prepare a report and send it along with application and recommendation to the Assistant Controller. (Licensing Authority under delegated powers in case of lab/district level licence).
- Assistant Controller being Licensing Authority in case of lab/district level licence would renew such licences.
- In Case of licence being state level, AC, after examining the application, report by local LMO and documents, finding prima facie case suitable to renew the license, may forward it to the Controller.
- The Controller finding the case suitable to renew the license will renew the license.

DOCUMENTS to be annexed:-

- Copy of licence
- Registration document of shop/establishment/municipal trade license, as the case may be.
- Copy of VAT/CST/GST Registration.
- Copy of PAN.
- Details of weights and measures repaired during last year.
- Copy of verification certificate of loan/master set.