

No.F.9(A)/WM/03/232  
GOVERNMENT OF TRIPURA  
OFFICE OF THE CONTROLLER OF LEGAL METROLOGY

Khadya-O-Bhokta Bhawan, P.N. Complex, Agartala  
Dated, Agartala the 19<sup>th</sup> January, 2019

**MEMORANDUM**

**Subject :- Timeline for disposal of applications for registration / licence issued by the Legal Metrology Organization.**

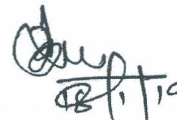
In order to ensure service delivery in a time bound manner, it has been felt necessary to specify timeline for disposal of the applications received for registration of manufacturers, packers and importers of pre-packed commodities and various licences issued under the Legal Metrology Act / Rules. Accordingly, following timeline is specified for disposal of applications for the aforesaid services :-

Sl. No.	Name of the services (Offline mode)	Timeline for completion of inspection of premises	Timeline for intimating deficiencies in the application / query	Timeline for issuance of registration / licence
1	2	3	4	5
1	Registration of manufacturer, packer and importer of pre-packed commodities	7(seven) days from the date of receipt of application	10(ten) days from the date of receipt of application	21(twenty one) days from the date of receipt of application in complete shape
2	Licence to manufacture weight or measure	10(ten) days from the date of receipt of application	15(fifteen) days from the date of receipt of application	30(thirty) days from the date of receipt of application in complete shape
3	Licence to repair weight or measure	10(ten) days from the date of receipt of application	15(fifteen) days from the date of receipt of application	30(thirty) days from the date of receipt of application in complete shape
4	Licence to deal in weight or measure	7(seven) days from the date of receipt of application	10(ten) days from the date of receipt of application	21(twenty one) days from the date of receipt of application in complete shape
5	Renewal of all categories of licences	7(seven) days from the date of receipt of application (if necessary)	10(ten) days from the date of receipt of application	21(twenty one) days from the date of receipt of application in complete shape

All concerned Legal Metrology Officers shall henceforth, deal with the applications for registration / licence in a manner to ensure compliance with the specified timeline.

**To**  
All concerned Legal Metrology Officers

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(Dr. D. Basu, IAS)  
Controller  
Legal Metrology