GUIDELINES FOR MANUFACTURE/REPAIRERS/DEALERS OF WEIGHTS AND MEASURES FOR APPLYING OF LICENSE ETC.

A. The policy for fresh license for manufacture, repair and sale of Weights and Measures.

1. Every license shall be issued in a prescribed form on a payment of prescribed fee and shall be valid for a prescribed period.

2. Every license application shall be entertained in the prescribed form along with the supporting documents/papers etc. required for the particular license i.e. manufacturer, repairer of sale of Weights and Measures.

3. Applications for licenses shall be examined the Inspector, Legal Metrology as mentioned below:

   i) Manufacturer                      Grade I ILM
   ii) Repairer                         Grade I ILM
   iii) Dealer                          Grade II ILM

   In case Grade II Inspector, Legal Metrology (ILM) has not been posted in the Zone due to some administrative reasons, the application for fresh dealer license shall be processed by the Senior Grade III Inspector, LM posted in the Zone. The Grade II or Grade III ILM as the case may be shall furnish a detailed report along with the clear observations, recommendations etc. to Grade I ILM who is the Incharge of the Zone. If Grade I Inspector Legal Metrology is satisfied with the report and recommendation of Grade II or Grade III ILM he will refer the case to the concerned Asst. Controller along with his observation and recommendations. Grade I Inspector may visit the premises of the applicant for any clarification etc if has is not satisfied with the report etc of Grade II or Grade III ILM of his Zone.

4. No incomplete application shall be sent to Headquarter by the Grade I ILM.

5. The supporting documents etc are mentioned against the heading Manufacturer License, Repairer License or seller/Dealer license.

6. Assistant Controller shall visit the premises of the applicant as a test check, if he thinks so.

7. Incomplete application shall not be entertained by Zones/HWQ. And such applications shall be deemed to have filed by the Department without intimating to the applicant.

8. The fresh application shall be entertained at the Zones level and shall be processed by the Zones itself. The report along with clear recommendations may be sent to HW within 30 days. The entire period for disposal of case will be of 60 days.

I GUIDELINES FOR FRESH MANUFACTURER LICENCE OF WEIGHTS AND MEASURES:

The license application to manufacture Weight & Measures shall be furnished in the prescribed proforma i.e. LM-I along with supporting documents/papers etc. and the following points are to be examined:-
L PREMISES:

(A) Proof of Legal Possession of the premises:

The applicant must have legal & physical possession of the premises and furnish a latest rent receipt/Sale Deed/House Tax Receipt/any other legal document and No Objection Certificate from the owner of the premises the case of rented premises as the case may be.

(B) Minimum space required for smooth and proper working

(i) The Workshop premises/manufacturing premises should be suitable and adequate and it would not be less than the area specified below for the different items as mentioned against each:

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Area Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Casting of weights--50 kgs. To 50 gm</td>
<td>100 Sq. m</td>
</tr>
<tr>
<td>Manufacturing of B/Scales, 'A' 'B' 'C' 'D'</td>
<td>40 Sq. m</td>
</tr>
<tr>
<td>Counter Scale</td>
<td>30 Sq. m</td>
</tr>
<tr>
<td>Platform Machines/Non/automatic Weighing sale/Automatic weighing scale</td>
<td>40 Sq. m</td>
</tr>
<tr>
<td>Weigh Bridge/electronic/Digital Bridge Mech</td>
<td>80 Sq. m</td>
</tr>
<tr>
<td>Conical Measures, Dipping type measures</td>
<td></td>
</tr>
<tr>
<td>Length measures, brass weights/Bullion Weights</td>
<td>40 Sq. m</td>
</tr>
<tr>
<td>Taxi Meter/Auto Rickshaw/Fare Meter</td>
<td>30 Sq. m</td>
</tr>
<tr>
<td>Self/Semi/Self weighing Machines/Person</td>
<td></td>
</tr>
<tr>
<td>Weighing Machines/Spring Balance</td>
<td>40 Sq. m</td>
</tr>
<tr>
<td>Clinical Thermometer</td>
<td>10 Sq. m</td>
</tr>
<tr>
<td>Domestic Water Meter</td>
<td>20 Sq. m</td>
</tr>
<tr>
<td>Kitchen scale/tubular balances/Bathroom scales</td>
<td>40 Sq. m</td>
</tr>
<tr>
<td>Sphygmonometers to measure blood pressure</td>
<td></td>
</tr>
<tr>
<td>Note: (any other item not covered above)</td>
<td></td>
</tr>
<tr>
<td>The area will be considered by the licencing authorities at the time of granting licence)</td>
<td>15 Sq. m</td>
</tr>
</tbody>
</table>

However, if more than one item of manufacturing is applied for, the adequacy of the premises is to be assessed by licencing authority, but in no case the manufacturing premises should be less than the minimum area prescribed to manufacture a particular item listed therein applied for (e.g. an applicant intends to manufacture C. I. weights-B/S, C/S other than the area should be 100 Sq. m. Which being the requirement for C. I. weights castings. 13. In case of manufacturing of electronic weighing/measuring instruments production of SSI Registration. (Permanent) should be must.

(ii) The workshop/manufacturing premises must be on the ground floor or basement. The workshop/manufacturing premises to manufacture the following items may be at any floor of the multi storied commercial complexes/industrial estates/flatted factories of industries Dept./flatted factories of DDA/DSIDC or any other Govt. or local body subject to condition that suitability of premises will be assessed by the licencing authority before grant of licence.

<table>
<thead>
<tr>
<th>Item Description</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Thermometer</td>
<td></td>
</tr>
<tr>
<td>Sphygmonometers to measure blood pressure</td>
<td></td>
</tr>
<tr>
<td>Non automatic electric digital weighing scales upto 20 kg.</td>
<td></td>
</tr>
<tr>
<td>Electronic digital meters</td>
<td></td>
</tr>
<tr>
<td>Kitchen scale/Tubular Balances/Bath Room Scales</td>
<td></td>
</tr>
</tbody>
</table>
II. WORKSHOP TOOLS AND EQUIPMENTS:
1. All necessary equipment required for the concerned items applied for manufacturing.
2. All necessary tools required for manufacturing the concerned items.
3. Testing provisions facilities for the manufactured items.
4. Hardness testing equipment for Platform Machines and weigh bridges.
2. The proof of procuring the workshop tools and equipment.

III. CONSTITUTION OF THE FIRM:
In case the firm is not a Proprietorship concern, the firm should submit a copy of Partnership deed duly attested by First Class Magistrate/Notary Oath Commissioner and in case of Private Ltd. Company or Limited Company, Memorandum and Articles of Association approved by the Registrar, Ministry of Company Affairs, Govt. of India & certificate of Incorporation.

III. M.C.L./ORIGINAL LAL DORA CERTIFICATE:
Attested copies of MCI/Original Lal Dora Certificate of SDM of the area is to be furnished by the applicant along with the application. No. M. C. L. & Certificate is required for the firm in industrial area approved by the Govt. of India, Delhi Administration. Etc. of the Govt. Policy or where the manufacturing Industries is registered under SSI permanent basis the registration certificate is to be submitted for that address and trade.

IV. EXPERIENCE CERTIFICATE:
The applicant is required to furnish the experience certificate for at least 2 years for the items applies in the name of skilled work proprietor/partner/Director of the firm or diploma in Electrical/Electromc-Mechanical Engineering or Certificate of Instrument Mechanic from the I.I.I.

V. LITERATURE:
The applicant shall furnish a copy of literature containing the details/specifications/design of the items to be manufactured.

VI. PROOF OF FINANCIAL STATUS:
The applicant shall furnish the proof of financial status to the manufacturer of any weights and measures. The licencing authority shall assess the financial status before granting licence

VII. TRADE MARK:
A copy of the approved trademark duly registered with MRPC shall be furnished by the applicant at the time of submitting the application for grant of manufacturing licence.

VIII. SITE PLAN:
A site plan of the premiss shall also be furnished by the applicant.

IX. SANCTIONED POWER LOAD:
A proof of sanctioned and installed and energized power load required for proper manufacturing of the items shall also be furnished by the applicant.
The licence shall be granted in view of the section 36, 37, 38, of Standards of Weights and Measures Act, 1976 and Section 73 of the Standard of Weights and Measures (Enforcement) 1985 and also under the Standard of Weights and Measures (Approval of Models) Rules 1987.

X. The licencing authority may relax any of the condition referred above.

XI. If the manufacturing is to be done under the proviso I-B(II) above, the licence is required to provide all the facilities to the officer/inspector of Deptt. during the visit to his premises for inspection and verification especially in handling the balances/Testing equipment etc.

DOCUMENTS TO BE ATTACHED WITH THE PRESCRIBED APPLICATION FORM:

1. Proof of the legal title of the premises attested copy of the sale deed/lease deed/Allotment letter, Property Taxi Receipt.
2. Rent Receipt/N. O. C. from the owner.
3. Tools and Equipment list.
5. Copy regarding Constitution of the firm.
8. Copy of the Literature of the items to be manufactured.
10. Proof for Power Load Sanctioned/Installed/energized by DESU
11. Copy of permanent SSI Registration.
12. List of skilled/unskilled workers with their names & addresses.

17. GUIDELINES FOR GRANT OF REPAIRER'S LICENCE:

The licence application to repair weights and measures shall be furnished in the prescribed proforma i.e. L.R.-1 along with supporting documents/papers etc. and the following point are to be examined.

I. Premises:

A. Proof of Legal possession of the workshop premises

The applicant must have legal & physical possession of the premises and furnish latest Rent receipt/Sale deed/House Tax Receipt/any other documents and No Objection Certificate from the owner of the property.

B. Minimum area required for the smooth and proper working:

The workshop premises should be suitable and adequate not less than the area as detailed below.

i) Weights, measures, weighing and measuring instruments

ii) 15 Sq. m.

iii) Taxi & Auto Rickshaw Fare Meters  4.5 Sq. m.

iv) Electronic Weighing Scales  15 Sq. m.
The workshop must be with an adequate entrance without opening to any residential part of the premises. The workshop premises must be on ground floor or basement.

The workshop/Repairing premises to repair the following items may be at any floor of the multi stored commercial complexes/industrial estates/flated factories of industries Deptt./flated factories of 'DDA/DSIDC' or any other Govt. or local body subject to condition that suitability of premises will be assessed by the licencing authority before granting licence.

1. Auto Rickshaw/Taxi Fare Meter.
2. Electronic weighing scales up to 20 kg.
4. Electronic Digital Meter
5. Sphygmonanometer to measure blood pressure.

II. THE WORKSHOP TOOLS AND EQUIPMENT:

The firm shall have sufficient Tools and Equipment to carry out the repairing work of weights, measures, weighing and measuring instruments.

1. Set of Files
2. Set of screw Drivers
3. Set of punches (A to Z)
4. Drill Machines
5. Set of spanners
6. Set of ring spanner
7. Hammers and Cutters
8. Stove/Bhatti Heating arrangement
9. Melting Pot
10. Pouring Pot
11. Tota Plass
12. Set of number punches (1 to 9)
13. Plass
14. Baunk
15. Sand paper
16. Oil Cane
17. Stop Watch (For Taxi/Auto Rickshaw fare meter only)
18. Bench Machine
19. Any other necessary equipment required for smooth working.

The proof of procuring the workshop tools and equipment etc. shall also be furnished by the applicant at the time of applying for repairing licence.

III. TEST EQUIPMENT:

The applicant firm must have the following test equipment:

1. 50 kg. Balance ‘B’ Class
2. 5 kg. ‘-do-
3. 200 g. balance ‘B’ Class
4. 2 g. ‘-do-
   50 kg. to 10 gm. Brass Weights.
   10 kg. to 1 mg. Bullion Weights.
iii) Test capacity Measures: 20 l. to 100 ml-Conical
iv) 2 l. to 10 ml-Cylindrical
v) Test length Measures: 1 Meter Rod
vi) Addl. Weights for testing Beam scales and platform scales One ton.
vii) In case of weigh bridges: 1 ton and additional weights upto 1/2 capacity
    of the weight bridge will be required for testing the weigh bridge at the
    site.
viii) Arrangement for testing the beam scale in the workshop.
ix) Arrangement for testing the capacity measure length measure peg measure

LOAN ARTICLES:

1. Beam Scales - 'B' class-2 kg 1, 1 kg 1, 500 gm 1
2. 'C' class-500 kg 1, 200 kg 1, 100 kg 1
3. -50 kg 2. 20 kg 2, 10 kg 2, 5 kg/2
4. -2 kg 2, 1 kg 2, 500 gm 2
5. - 'D' class-As above
18. C. I. Weights : i) 50 kg to 50 gm 2 sets
19. ii) 20 kg to 50 gm 2 sets
20. iii) 2 kg to 50 gm 2 sets
21. Brass Weights: 1 kg. to 1 mg. 1
22. Conical Measures: 20 Ltr to 10 Ltr 1
23. 5 Lts to 10 ml/1
24. Cylindrical measures 2 Ltr to 5 ml 1
25. Meter Rod: 1 meter 1
26. Counter Scales: 20 kg 1, 10 kg 1, 5 kg 1, 2 kg 1, 1 kg 1.

The applicant will submit a proof of all the loan articles produced from the sources. All the
loan articles should be duly verified and stamped by the weights and measures
Department and verification certificate shall be attached by the applicant.

IV. CONSTITUTION OF THE FIRM:
In case the firm is not a Proprietorship concern, the firm should submit a copy of
Partnership Deed duly attested by the first class Magistrate Notary-Oath
Commissioner and in case of Private Company or Limited Company, Memorandum
of Association approved by the Ministry of Company Affairs, Govt. of India.

V. EXPERIENCE CERTIFICATE:
The applicant is required to furnish an Experience Certificate for at least one year
for the items applied for Repairing in the name of a skilled worker/Proprietor/
Partner/Director of the firm or certificate from I. T. I. in Instrument Mechanic &
Electronics and no repairing work shall be taken in the absence of a skilled worker.

VI. SITE PLAN:
A site plan of the premises shall also be furnished by the applicant.

The Licensing Authority may relax any of the condition or the part of the condition
referred above.
DOCUMENTS TO BE ATTACHED WITH THE PRESCRIBED APPLICATION FORM:

1. Proof of the legal title of the premises attested copy of the Sale Deed/Lessee Deed/Allotment letter Property Tax receipt.
2. Rent Receipt 'N.O.C. From the owner.
3. Tools & Equipment list.
4. Test Equipment.
5. List of loan Articles with verification Certificate.
6. Copy of the Constitution of the firm.
7. Experience Certificate.
8. Site Plan.
10. List of skilled & unskilled workers with their names & addresses.

3. GUIDELINES FOR THE GRANT OF DEALERS' LICENCE:

The Licence application to sell the weights and measures shall be furnished in the prescribed proforma i.e. I.D.-1 along with supporting documents papers etc. and the following points are to be examined.

I. PREMISES:

A. Proof of legal possession of the shop premises.

The applicant must have legal & physical possession of the premises and furnished latest Rent receipt Sale Deed/ House Tax receipt any other document and No objection Certificate from the owner of the property.

B. Minimum area required:

The shop premises should be suitable and adequate and must be of independent entrance without opening any residential part of the premises.

II. CONSTITUTION OF THE FIRM:

In case the firm is not a proprietary-ship concern the firm should submit a copy of Partnership Deed duly attested by First Class Magistrate/Notary Oath Commissioner and in case of Private Company or Limited Company, Memorandum of Association approved by the Ministry of Company Affairs, Govt. of India.

III. SITE PLAN:

A site plan of the premises shall also be furnished by the applicant.

IV. PROOF OF FINANCIAL STATUS:

The applicant shall furnish the proof of Financial Status to sell any weights and measures. The Licensing Authority shall assess the Financial status before granting the licence.

V. SALES TAX REGISTRATION NUMBER:

The applicant shall furnish a copy of Sales Tax Registration Number, if registered with the concerned department.
DOCUMENTS TO BE ATTACHED WITH THE PRESCRIBED APPLICATION FORM:

1. Proof of the legal title of the premises attested copy of the Sale Deed/Lease Deed/Allotment letter/Property tax receipt.
2. Rent Receipt/N.O.C. from the owner.
3. Copy of the Constitution of the firm.
5. Site Plan.
7. Sales Tax Registration Number, if registered.

C. NEW POLICY FOR RENEWAL OF LICENCES FOR MANUFACTURING, REPAIRING, AND SALE OF WEIGHTS AND MEASURES:

General

1. All the licences shall be renewed in accordance with the provision of the Standards of Weights and Measures (Enf.) Act, 1985 and Delhi Standards of Weights & Measures (Enf.) Rules, 1988.
2. Licence renewal application shall be furnished in the prescribed proforma.
3. The renewal of Licence should be completed latest by 31st December of each calendar year.
4. Licence renewal application shall be received in the Zones.
5. All the application for renewal will be processed in the same manner by the concerned Inspector as in the case of fresh licence.

I. RENEWAL OF MANUFACTURING LICENCE:

The licence renewal application shall be furnished in the prescribed form with the following supporting documents/papers etc.

1. Proof of continued legal possession.
2. Change in constitution of the firm, if any.
4. All the documents as required for fresh licence except experience certificate/copy of the literature of the item being manufactured/Lal Dora certificate/ MCL.
5. List of workers skilled & unskilled with names and addresses.
6. Attested copy of renewed M. C. I., certificate, where required.
7. Prescribed licence renewal fee receipt.
8. Sales Tax registration number, if registered.

II. RENEWAL OF REPAIRING LICENCE:

The licence renewal application shall be furnished in the prescribed form with the following supporting document/papers etc.

1. Proof of the legal title of the premises attested copy of the sale deed/lease deed/allotment letter/property tax receipt.
2. Rent receipt/N. O. C. from the owner.
3. Tools & Equipment list.
4. Test equipment.
5. List of loan articles with verification certificate.
6. Copy of the constitution of the firm.
7. Month-wise statement of repairing job conducted during the year.
8. Site plan, if any change.
10. List of workers, skilled and unskilled with names and addresses.
11. Prescribed licence renewal fee receipt.

III. RENEWAL OF DEALERS LICENCE:

The licence renewal application shall be furnished in the prescribed form with the following supporting documents papers etc.

1. Proof of the legal title of the premises attested copy of the sale deed lease deed allotment letter property tax receipt.
2. Rent Receipt N.O.C from the owner
3. Copy of the constitution of the firm.
4. Month-wise statement of sale of weights and measures.
5. Site plan, if any change.
7. Sales Tax Registration Number, if registered.
8. Prescribed licence renewal fee receipt.

AMENDMENT IN LICENCE:

In case of any amendment in the existing licence of manufacturer repairer dealer with reference to change in constitution business premises item of manufacturer repair sale the relevant part of laid down in case of the licensing policy is to be observed and adhered to.