MEMORANDUM

Subject :- Inspection in connection with applications for licence / registration under the Legal Metrology Act / Rules.

Legal Metrology officers carry out inspections of the factory / workshop / business premises in connection with applications for licence / registration issued under the Legal Metrology Act / Rules to assess suitability of the applicants to get such licence / registration. In this connection following norms are specified to make the process of inspection transparent and hassle-free :-

1. Inspection shall be completed within the timeline specified vide Memorandum No.9(9-A)/WM/03/232 dt.19.01.2019.
2. Inspection should be carried out on working days between 1000 hrs and 1730 hrs.
3. Date and time of inspection shall be informed to the applicant well ahead.
4. Number of inspection in connection with new licence / registration shall not ordinarily be more than one. However, in the event of major deficiency in compliance requiring rectification, one more inspection may be carried out.
5. Compliance of relevant provisions of Act / Rules and Guidelines shall only be insisted for at the time of inspection and there shall be attempt to sort out minor issues at the time of inspection itself.
6. Procedure to be followed / documents required to be produced by the applicants in connection with inspection for different licences and registration of manufacturer / packer / importer shall be as specified in Annexure-A, Annexure-B, Annexure-C and Annexure-D.

All concerned Legal Metrology Officers shall follow the prescribed norms while dealing with the applications for licence / registration under the Legal Metrology Act / Rules.

To
All concerned Legal Metrology Officers

(H. Debbamia, TCS, SSG)
Controller
Legal Metrology
Annexure-A

**Licence for manufacturing weight or measure**

(1) Name of the Organization :- Legal Metrology

(2) Name of the service :- Licensing of manufacturers of weight or measure


(4) Procedure to be followed :-

- Application in prescribed format.
- Documents to be furnished with the application :-
  
  (i) Proof of legal title of the premises (attested copy of the sale deed/lease deed/allotment letter/property tax receipt
  
  (ii) Rent receipt / NOC from the owner of the land
  
  (iii) Proof of nationality
  
  (iv) Tax Clearance Certificate / GST Registration, if registered
  
  (v) Trade licence where applicable
  
  (vi) Certificate from local bodies / panchayat if situated outside AMC/MC/NAA
  
  (vii) Copy regarding constitution of the firm
  
  (viii) Experience certificate
  
  (ix) Tools and equipment list
  
  (x) List of testing equipment
  
  (xi) Copy of the literature of the items to be manufactured
  
  (xii) Proof of financial status
  
  (xiii) Proof of power load sanctioned / installed by the concerned Authority
  
  (xiv) Copy of permanent SSI Registration
  
  (xv) List of skilled / unskilled workers with their names and addresses
  
  (xvi) Site plan
  
  (xvii) Treasury challan in support of depositing prescribed fee (**Rs.500/-**)

- Scrutiny of application.
- Inspection of premises.
- Issue of licence by the Licensing Authority (Controller, Legal Metrology).
Licence for repairing weight or measure

(1) Name of the Organization :- Legal Metrology

(2) Name of the service :- Licensing of repairers of weight or measure


(4) Procedure to be followed :-
   ➢ Application in prescribed format.
   ➢ Documents to be furnished with the application :-
     (i) Proof of legal title of the premises (attested copy of the sale deed/lease deed/allotment letter/ property tax receipt
     (ii) Rent receipt / NOC from the owner of the land
     (iii) Proof of nationality
     (iv) Tax Clearance Certificate / GST Registration, if registered
     (v) Trade licence where applicable
     (vi) Certificate from local bodies / panchayat if situated outside AMC/MC/NAA
     (vii) Copy regarding constitution of the firm
     (viii) Memorandum of articles in case of Private Limited Company and Limited Company
     (ix) Experience certificate
     (x) Tools and equipment list
     (xi) List of test equipment
     (xii) List of loan articles with verification certificate
     (xiii) Proof of financial status
     (xiv) List of skilled / unskilled workers with their names and addresses
     (xv) Site plan
     (xvi) Treasury challan in support of depositing prescribed fee (Rs.200/-)

   ➢ Scrutiny of application.
   ➢ Inspection of premises.
   ➢ Issue of licence by the Licensing Authority (Controller, Legal Metrology) (Subject to making prescribed security deposit of Rs.2500/-).
Annexure-C

**Licence for dealing in weight or measure**

(1) Name of the Organization :- Legal Metrology

(2) Name of the service :- Licensing of dealers of weight or measure


(4) Procedure to be followed :-

- Application in prescribed format.
- Documents to be furnished with the application :-
  - Proof of legal title of the premises (attested copy of the sale deed/lease deed/allotment letter/property tax receipt)
  - Rent receipt / NOC from the owner of the land
  - Proof of nationality
  - Tax Clearance Certificate / GST Registration, if registered
  - Trade licence where applicable
  - Certificate from local bodies / panchayat if situated outside AMC/MC/NAA
  - Copy regarding constitution of the firm
  - Memorandum of articles in case of Private Limited Company and Limited Company
  - Proof of financial status
  - Site plan
  - Sales Tax Registration number, if registered
  - Treasury challan in support of depositing prescribed fee (Rs.100/-)

- Scrutiny of application.
- Inspection of premises.
- Issue of licence by the Licensing Authority (Controller, Legal Metrology).
Annexure-D

Registration of manufacturer / packer / importer of packaged commodities

(1) Name of the Organization :- Legal Metrology

(2) Name of the service :- Registration of Manufacturer / Packer / Importer

(3) Provision of Act / Rules applicable :- Rule 27 of the Legal Metrology (Packaged Commodities) Rules, 2011

(4) Procedure to be followed :-
   ➢ Application in prescribed format in duplicate.
   ➢ Documents to be furnished with the application :-
     (i) Document pertaining to possession of land / premises of business
     (ii) NOC from the owner of the land / building if taken on rental basis or lease
     (iii) Proof of nationality
     (iv) Tax Clearance Certificate / GST Registration, if registered
     (v) Trade licence where applicable
     (vi) Certificate from local bodies / panchayat if situated outside AMC/MC/NAA
     (vii) Registration with concerned authorities in case of companies/co-operative societies/SHGs
     (viii) Memorandum of Articles in case of companies / partnership deed in case of partnership firms
     (ix) Power of Attorney/Authorization in favour of the signatory in the application in case of companies/partnership firms /co-operative societies/SHGs/HUF
     (x) Site plan
     (xi) Treasury challan in support of depositing prescribed fee (Rs.500/-)

   ➢ Scrutiny of application.
   ➢ Inspection of premises.
   ➢ Issue of registration certificate by the Controller, Legal Metrology.