

**STANDARD OPERATING PROCEDURE FOR ISSUING OF FRESH LICENSE AS
MANUFACTURER, DEALER & REPAIRER IN WEIGHTS AND MEASURES**

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| <p><u>Step 1.</u> : Applicant may submit his application in prescribed format attach with required documents online to the Office of the Inspector of Legal Metrology at his respective jurisdiction. <i>(2 working days)</i></p> <p><u>Step 2.</u> : Inspector of Legal Metrology will check and scrutiny the fill-in application form and documents if in order he will communicate to the applicant and fix the date of inspection for his premises. If the documents are not in order he will inform the applicant the discrepancies. <i>(13 working days)</i></p> | } | 15
Working
Days
(Tentative) |
| <p><u>Step 3.</u> : The Inspector of Legal Metrology will prepare the inspection report the nature of the Premises and its location where the applicant intends to carry his business and forward to the respective Zonal Officer. <i>(2 working days)</i></p> <p><u>Step 4.</u> : The Assistant Controller of Legal Metrology will scrutinize the fill-in application form and the attached documents and inspection reports of the Inspector of Legal Metrology and make a recommendation and forward to the Office of the Controller of Legal Metrology. <i>(3 working days)</i></p> | } | 5
Working
Days
(Tentative) |
| <p><u>Step 5.</u> : The Deputy Controller of Legal Metrology will examine all the fill-in Application and all the attached documents and forward to the Joint Controller of Legal Metrology with necessary remarks. <i>(2 working days)</i></p> <p><u>Step 6.</u> : The Joint Controller of Legal Metrology will examine the fill-in application form and all the attached documents and advise the Controller of Legal Metrology for approval. <i>(2 working days)</i></p> <p><u>Step 7.</u> : The Controller of Legal Metrology will examine the fill-in application form and attached documents and remarks made by his subordinate Officer. If in his opinion that the license to be granted, he will inform the applicant to deposit the license fee Online. After depositing the fee, the license will be granted and the same may be downloaded. <i>(3 working days)</i></p> | } | 7
Working
Days
(Tentative) |
