

- **DEPARTMENT** :- Department of Food & Civil Supply and Consumer Affairs.
- **BRANCH** :- Legal Metrology Section.
- **SERVICES NAME** :-
 1. Grant of License for manufacture of Weights , Measures, Weighing, Measuring instruments:-
 2. Grant of License for Dealer of Weights, Measures, Weighing, Measuring instruments:-
 3. Grant of License for Repairing of Weights, Measures, Weighing, Measuring instruments:-
 4. Renewal of License for Manufacturer of Weights, Measures, Weighing, Measuring instruments:-
 5. Renewal of License for Dealer of Weights, Measures, Weighing, Measuring instruments:-
 6. Renewal of License for Repairing of Weights, Measures, Weighing, Measuring instruments:-
 7. Grant of Registration Certificate under Rule – 27 of The Legal Metrology (Packaged Commodity) Rules-2011:-
- **Category of Application (Service) :- Pre-establishment /Operation.**
 1. Grant of License for manufacture of Weights , Measures, Weighing, Measuring instruments:-
 2. Grant of License for Dealer of Weights, Measures, Weighing, Measuring instruments:-
 3. Grant of License for Repairing of Weights, Measures, Weighing, Measuring instruments:-

- **Category of Application (Service) :- Post-establishment /Operation.**

1. Renewal of License for Manufacturer of Weights, Measures, Weighing, Measuring instruments:-
2. Renewal of License for Dealer of Weights, Measures, Weighing, Measuring instruments:-
3. Renewal of License for Repairing of Weights, Measures, Weighing, Measuring instruments:-
- .4. Grant of Registration Certificate under Rule – 27 of The Legal Metrology (Packaged Commodity) Rules-2011:-

- **Approval of Service :-**

[1] GRANT OF LICENSE FOR MANUFACTURE OF WEIGHTS, MEASURES, WEIGHING MEASURING INSTRUMENTS:-

- **How to Apply :-**

Applicant shall make an application in the prescribed form (LM-1). Form shall be filled in by the applicant carefully. Documents pertaining to information provided in the application form and as per check list shall be furnished by the applicant alongwith the application adders to the Controller of Legal Metrology.

- **Procedure :-**

- Applicant shall make an application addressed to the controller of Legal Metrology at CAMS (Computerized application Monitoring system) Single Windows at The Office of The Deputy Commissioner, Food & Civil Supply, Silvassa.
- CAMS (Single Window) shall forward it to the Controller of Legal Metrology within 2 days.
- Controller of Legal Metrology shall forward it to the Deputy commissioner (F&CS) within 5 days.
- Deputy Commissioner (F&CS) shall forward it to the LDC dealing with Legal Metrology work within 3 days.
- LDC of Legal Metrology Section will forward it to the Inspector of Legal Metrology with details of the application and brief note within 5 day.
- Inspector of Legal Metrology will forward it to the Deputy Commissioner (F&CS) alongwith his recommendation for grant of License within 5 days.
- Deputy Commissioner (F&Cs) will forward it to the Controller of Legal Metrology within 5 days for Final Approval.

- Controller of Legal Metrology will give Final approval within 5 days for grant of License.
- Thus License shall be issued within one month period.

- **TIME LINE FOR APPORVAL :-**

Within 30 days from the date of submission of application complete in all respect alongwith documents as per check list.

- **CHECK LIST :-**

- Application in prescribed form LM-1.
- Attested copy of Model approval certificate issued by the Govt. of India.
- Attested copy of Proof of ownership of business premises/rent agreement.
- Attested copy of power sanctioned letter.
- Attested copy of Partnership deed.
- Attested copy of Memorandum & Articles of Association.
- Attested copy of Power of attorney of authorized signatory.
- Attested copy of Project Report.
- List of Raw Material Required.
- List of Machinery & Tool required.
- List of Weight & Measures used and maintained.
- Attested copy of S.S.I. Registration or N.O.C. from D.I.C. office.
- List of Directors/ Partners of the Company as amended time to time.
- All documents as per information provided in the application form.

• **Inspection Procedure :-**

On receipt of the application for Grant of manufacturing License inspecting official shall inform the date of inspection to the applicant. On the day of inspection inspecting official shall verify the information provided by the applicant in the application form and documents as per check list. After verification inspecting official shall give his comments in the column provided in the application form as below.

Sr No.	Information filled in the application by Applicant	Comments of Inspecting Officer
1.	Name of the manufacturing concern for which license desired.	
2.	Complete address of the concern. Whether premises are owned/rented/taken on lease/leave license, duly supported by documents.	
3.	Date of Establishment of workshop/factory	
4.	Name (s) and address (s) along with their father's husband's name of proprietor (s) and/or Partners and Managing Director (s) in the case of Limited company.	
5.	The date and current registration number of factory/shop/establishment/Municipal Trade license.	
6.	Nature of manufacturing activities at present.	
7.	The type of weights and measures proposed to be manufactured viz : (i) Weights (ii) Measures (iii) Weighing Instruments (iv) Measuring Instruments with details in each case.	
8.	The number of persons employed/proposed to be employed : (i) Skilled (ii) Semi-Skilled (iii) Unskilled (iv) Specialist trained in the line	
9.	Details of qualified personnel	
10.	The monogram or trade mark intended to be Imprinted on weights and measures to be manufactured.	
11.	Details of machinery, tools accessories, owned and used for manufacturing weights measures etc.	
12.	Details of foundry/workshop facilities	

	arranged whether ownership, long term lease etc.	
13.	Facilities of steel casting and hardness testing of Vital parts etc or other means.	
14.	Availability of electric energy	
15.	Details of loan received from Government or Financial Institution. If so, give details.	
16.	Name of Bankers, if any.	
17.	Vat/Sales Tax Registration Numbers/CST Number/Professional Tax registration Number/It Number.	
18.	Have you applied previously for a manufacturer's license ? Is so. when and with what results ?	
19.	(a) Whether the item (s) proposed to be manufactured will be sold within the State or out side the state or both. (b) Details of Model Approval received from Government of India. (c) When can you produce for inspection samples of your products for which license is desired.	

To be filled in by Department Officer of the Administration

Date of Receipt of Application :-

Serial Number of Application :-

Date of inspection :-

Recommendation of Inspecting Officer :-

Place :-

.....

Date :-

Signature and Designation of Inspecting Officer

Final orders of License Authority

License Granted / refused :-

License Number :-

Valid till :-

Place :-

.....

Date :-

Signature and Designations

[B] Comments of Inspecting Officer:-

Sr No.	Documents Furnished by application as per check list	Comments of the inspecting officer
1.	Application in prescribed form LM-1	
2.	Attested copy of Model approval certificate issued by the Govt. of India	
3.	Attested copy of Proof of ownership of business premises/rent agreement	
4.	Attested copy of power sanctioned letter	
5.	Attested copy of Partnership deed	
6.	Attested copy of Memorandum & Articles of Association	
7.	Attested copy of Power of attorney of authorized signatory	
8.	Attested copy of Project Report	
9.	List of Raw Material Required	
10.	List of Machinery & Tool required	
11.	List of Weight & Measures used and maintained	
12.	Attested copy of S.S.I. Registration or N.O.C. from D.I.C. office	
13.	List of Directors/ Partners of the Company as amended time to time	
14.	Fee Receipt	

After completion of the inspection, inspecting official shall give his opinion for grant of license. Inspecting official shall forward inspection report to the department.

• **FORM FOR APPLICATION :-**

SCHEDULE – II “A”

[See rule 11 (1)]

Form - LM – 1

[Application Form for License as Manufacture in Weights & Measures under the Legal Metrology Act, 2009]

To.
**The Controller of Legal Metrology,
 Department of Legal Metrology,
 Dadra and Nagar Haveli
 Silvassa,**

Sr No.	To be filled by the Applicant	Comments of Inspecting Officer
1.	Name of the manufacturing concern for which licenses desired.	
2.	Complete address of the concern. Whether premises are owned/rented/taken on lease/leave license, duly supported by documents.	
3.	Date of Establishment of workshop/factory	
4.	Name (s) and address (s) along with their father's husband's name of proprietor (s) and/or Partners and Managing Director (s) in the case of Limited company.	
5.	The date and current registration number of factory/shop/establishment/Municipal Trade license.	
6.	Nature of manufacturing activities at present.	
7.	They type of weights and measures proposed to be manufactured viz : (v) Weights (vi) Measures (vii) Weighing Instruments (viii) Measuring Instruments with details in each case.	
8.	The number of persons employed/proposed to be employed : (v) Skilled (vi) Semi-Skilled (vii) Unskilled (viii) Specialist trained in the line	
9.	Details of qualified personnel	
10.	The monogram or trade mark intended to be Imprinted on weights and measures to be manufactured.	
11.	Details of machinery, tools accessories, owned and used for manufacturing weights	

	measures etc.	
12.	Details of foundry/workshop facilities arranged whether ownership, long term lease etc.	
13.	Facilities of steel casting and hardness testing of Vital parts etc or other means.	
14.	Availability of electric energy	
15.	Details of loan received from Government or Financial Institution. If so, give details.	
16.	Name of Bankers, if any.	
17.	Vat/Sales Tax Registration Numbers/CST Number/Professional Tax registration Number/It Number.	
18.	Have you applied previously for a manufacturer's license ? Is so. when and with what results ?	
19.	(a) Whether the item (s) proposed to be manufactured will be sold within the State or out side the state or both. (b) Details of Model Approval received from Government of India. (c) When can you produce for inspection samples of your products for which license is desired.	

To be certified by the applicant (S)

Certified that I/We have read the Legal Metrology Act,2009 and the Dadra and Nagar Haveli Legal Metrology (Enforcement) Rules, 2011 and agree to abide by the same and also the same and also the administrative orders and instructions issued or to be issued there under.

I/We agree to deposit the Scheduled license fees with Government as soon as required to do so by the Licensing Authority.

All the information furnished above is true to the best of my/our knowledge.

Place :-

Date :- Signature and Designation

To be filled in by Department Officer of the Administration

Date of Receipt of Application :-

Serial Number of Application :-

Date of inspection :-

Recommendation of Inspecting Officer :-

Place :-

Date :- Signature and Designation of Inspecting Officer

Final orders of License Authority

License Granted / refused :-

License Number :-

Valid till :-

Place :-

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Date :-

Signature and Designation

- **FEE :-** License fee Rs. 500/- (Five Hundred) Per Year.
-

(2) GRANT OF LICENSE FOR DEALER OF WEIGHTS, MEASURES, WEIGHING MEASURING INSTRUMENTS:-

• How to Apply:-

Applicant shall make an application in the prescribed form (LD-1). Form shall be filled in by the applicant carefully. Documents pertaining to information provided in the application form and as per check list shall be furnished by the applicant alongwith the application adders to the Controller of Legal Metrology.

• Procedure :-

- Applicant shall make an application addressed to the controller of Legal Metrology at CAMS (Computerized application Monitoring system) Single Windows at The Office of The Deputy Commissioner, Food & Civil Supply, Silvassa.
- CAMS (Single Window) shall forward it to the Controller of Legal Metrology within 2 days.
- Controller of Legal Metrology shall forward it to the Deputy commissioner (F&CS) within 5 days.
- Deputy Commissioner (F&CS) shall forward it to the LDC dealing with Legal Metrology work within 3 days.
- LDC of Legal Metrology Section will forwarded it to the Inspector of Legal Metrology with details of the application and brief note within 5 day.
- Inspector of Legal Metrology will forward it to the Deputy Commissioner (F&CS) alongwith his recommendation for grant of License within 5 days.
- Deputy Commissioner (F&Cs) will forward it to the Controller of Legal Metrology within 5 days for Final Approval.
- Controller of Legal Metrology will give Final approval within 5 days for grant of License.
- Thus License shall be issued within one month period.

- **TIME LINE FOR APPORVAL :-**

Within 30 days from the date of submission of application complete in all respect alongwith documents as per check list.

- **CHECK LIST :-**

- Application in prescribed Form LD-1.
- Attested copy of Model approval certificate issued by the Government of India.
- Attested copy of Proof of ownership of business premises/rent agreement.
- Attested copy of power sanctioned letter.
- Attested copy of Partnership deed.
- Attested copy of Memorandum & Articles of Association.
- Attested copy of Power of attorney of authorized signatory.
- Attested copy of Project Report.
- List of Raw Material required.
- List of machinery & Tool required.
- List of Weight & Measures used and maintained.
- Attested copy of S.S.I. Registration or N.O.C. from D.I.C. office.
- List of Directors/partners of the company as amended time to time.
- All documents as per information provided in the application form.

- **Inspection Procedure :-**

On receipt of the application for Grant of Dealer License inspecting official shall inform the date of inspection to the applicant. On the day of inspection inspecting official shall verify the information provided by the applicant in the application form and documents as per check list. After verification inspecting official shall give his comments in the column provided in the application form as below.

Sr No.	Information filled in the application by Applicant	Comments of Inspecting Officer
1.	Name of the establishment/shop/person seeking the license	
2.	Complete address of the establishment etc...	
3.	Date of establishment	
4.	Name (s) and address (s) of proprietors and / or partners and Managing Director (s) in the case of Limited company.	
5.	Number and date of Registration Number of current shop/establishment/Municipal Trade license.	
6.	Categories of weights and measures sold/proposed to be sold at present.	
7.	Registration Number of VAT/CST/Sales Tax/Professional Tax/Income Tax	
8.	Do you intend to import weights etc. from places... outside the State/Country ? If so indicate sources of supply. (Give details of manufacture's trade mark/monogram and his license number) and provide (a) Registration of importer of Weights and Measures, if any... (b) Approval of model imported into India by Central Government...	
9.	Have you applied previously for a dealer's license,.... Either in this state or elsewhere? If so give details ?	

To be filled in by Department Officer of the Administration

Date of Receipt of Application :-

Serial Number of Application :-

Date of inspection :-

Recommendation of Inspecting Officer :-

Place :-

.....

Date :-

Signature and Designation of Inspecting Officer

Final orders of License Authority

License Granted / refused :-

License Number :-

Valid till :-

Place :-

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Date :-

Signature and Designations

[B] Comments of Inspecting Officer:-

Sr No.	Documents Furnished by application as per check list	Comments of the inspecting officer
1.	Application in prescribed form LD-1	
2.	Attested copy of Model approval certificate issued by the Govt. of India	
3.	Attested copy of Proof of ownership of business premises/rent agreement	
4.	Attested copy of power sanctioned letter	
5.	Attested copy of Partnership deed	
6.	Attested copy of Memorandum & Articles of Association	
7.	Attested copy of Power of attorney of authorized signatory	
8.	Attested copy of Project Report	
9.	List of Raw Material Required	
10.	List of Machinery & Tool required	
11.	List of Weight & Measures used and maintained	
12.	Attested copy of S.S.I. Registration or N.O.C. from D.I.C. office	
13.	List of Directors/ Partners of the Company as amended time to time	
14.	Fee Receipt	
15.	Manufacturing license for manufacturing of weight & Measure Firm or company from whom you went to purchase Weights & Measures.	
16.	Dealer license for sale of weights of Measures of a Firm or company	
17	Dealer appointment letter from Manufacturing company	

After completion of the inspection, inspecting official shall give his opinion for grant of license. Inspecting official shall forward inspection report to the department.

• **FORM FOR APPLICATION :-**

SCHEDULE – II “A”

[See rule 11 (1)]

Form - LD – 1

[Application Form for License as Dealers in Weights & Measures under the Legal Metrology Act, 2009]

To.
**The Controller of Legal Metrology,
 Department of Legal Metrology,
 Dadra and Nagar Haveli
 Silvassa,**

Sr No.	To be filled by the Applicant	Comments of Inspecting Officer
1.	Name of the establishment/shop/person seeking the license	
2.	Complete address of the establishment etc...	
3.	Date of establishment	
4.	Name (s) and address (s) of proprietors and / or partners and Managing Director (s) in the case of Limited company.	
5.	Number and date of Registration Number of current shop/establishment/Municipal Trade license.	
6.	Categories of weights and measures sold/proposed to be sold at present.	
7.	Registration Number of VAT/CST/Sales Tax/Professional Tax/Income Tax	
8.	Do you intend to import weights etc. from places... outside the State/Country ? If so indicate sources of supply. (Give details of manufacture's trade mark/monogram and his license number) and provide (a) Registration of importer of Weights and Measures, if any... (b) Approval of model imported into India by Central Government...	
9.	Have you applied previously for a dealer's license,.... Either in this state or elsewhere? If so give details ?	

To be certified by the applicant (S)

Certified that I/We have read the Legal Metrology Act,2009 and the Dadra and Nagar Haveli Legal Metrology (Enforcement) Rules, 2011 and agree to abide by the same and also the same and also the administrative orders and instructions issued or to be issued there under.

I/We agree to deposit the Scheduled license fees with Government as soon as required to do so by the Licensing Authority.

All the information furnished above is true to the best of my/our knowledge.

Place :-

Date :- Signature and Designation

To be filled in by Department Officer of the Administration

Date of Receipt of Application :-
Serial Number of Application :-
Date of inspection :-
Recommendation of Inspecting Officer :-

Place :-

Date :- Signature and Designation of Inspecting Officer

Final orders of License Authority

License Granted / refused :-
License Number :-
Valid till :-

Place :-

Date :- Signature and Designa

- **FEE :-** License fee Rs. 100/- (One Hundred) Per Year.

(3) GRANT OF LICENSE FOR REPAIRING OF WEIGHTS, MEASURES, WEIGHING MEASURING INSTRUMENTS:-

- **How to Apply:-**

Applicant shall make an application in the prescribed form (LR-1). Form shall be filled in by the applicant carefully. Documents pertaining to information provided in the application form and as per check list shall be furnished by the applicant alongwith the application adders to the Controller of Legal Metrology.

- **Procedure :-**

- Applicant shall make an application addressed to the controller of Legal Metrology at CAMS (Computerized application Monitoring system) Single Windows at The Office of The Deputy Commissioner, Food & Civil Supply, Silvassa.
- CAMS (Single Window) shall forward it to the Controller of Legal Metrology within 2 days.
- Controller of Legal Metrology shall forward it to the Deputy commissioner (F&CS) within 5 days.
- Deputy Commissioner (F&CS) shall forward it to the LDC dealing with Legal Metrology work within 3 days.
- LDC of Legal Metrology Section will forwarded it to the Inspector of Legal Metrology with details of the application and brief note within 5 day.
- Inspector of Legal Metrology will forward it to the Deputy Commissioner (F&CS) alongwith his recommendation for grant of License within 5 days.
- Deputy Commissioner (F&Cs) will forward it to the Controller of Legal Metrology within 5 days for Final Approval.
- Controller of Legal Metrology will give Final approval within 5 days for grant of License.
- Thus License shall be issued within one month period.

- **TIME LINE FOR APPORVAL :-**

Within 30 days from the date of submission of application complete in all respect alongwith documents as per check list.

- **CHECK LIST :-**

- Application in prescribed form LR – 1.
- Attested copy of Proof of ownership of business premises/rent agreement.
- Attested copy of power sanctioned letter.
- Attested copy of Partnership deed.
- Attested copy of Memorandum & Articles of Association.
- Attested copy of Power of attorney of authorized signatory.
- Attested copy of Project Report.
- List of Raw Material required.
- List of machinery & Tool required.
- List of Weight & Measures used and maintained.
- Attested copy of S.S.I. Registration or N.O.C. from D.I.C. office.
- List of Directors/partners of the company as amended time to time.
- Attested copy of Educational Qualification Certificate.
- All documents as per information provided in the application form.

- **Inspection Procedure :-**

On receipt of the application for Grant of Repairing License inspecting official shall inform the date of inspection to the applicant. On the day of inspection inspecting official shall verify the information provided by the applicant in the application form and documents as per check list. After verification inspecting official shall give his comments in the column provided in the application form as below.

Sr No.	Information filled in the application by Applicant	Comments of Inspecting Officer
1.	Name of the concern seeking the license.	
2.	Complete address of the workshop	
3.	(a) Whether premises are owned/rented/taken. On lease dully supported by documents. (b) Date of establishment.	
4.	Name (s) and address (s) along with their father's.... husband's name of proprietor (s) and/or Partners and Managing Director (s) in the case of Limited company...	
5.	Number and date of shop/ establishment/current..... Municipal Trade License.	
6.	Professional tax/IT Tax registration Number etc if any....	
7.	The type of weights and Measures proposed to repaired....	
8.	Area in which you wish to operate.	
9.	Previous experience in the line.	
10.	Number of Skilled staff employed or proposed to be employed : (i) Skilled (ii) Semi-Skilled (iii) Unskilled (iv) Employees trained in the line	
11.	Details of the qualified personnel.	
12.	Details of machinery/tools/accessories available.	
13.	Availability of electric energy.	
14.	Have you sufficient stock of loan/ test weights..etc?...Give details.	
15.	Have you applied previously for a repairer's license ? ... If so, when and with what results ?	

To be filled in by Department Officer of the Administration

Date of Receipt of Application :-

Serial Number of Application :-

Date of inspection :-

Recommendation of Inspecting Officer :-

Place :-

.....

Date :-

Signature and Designation of Inspecting Officer

Final orders of License Authority

License Granted / refused :-

License Number :-

Valid till :-

Place :-

.....

Date :-

Signature and Designation

[B] Comments of Inspecting Officer:-

Sr No.	Documents Furnished by application as per check list	Comments of the inspecting officer
1.	Application in prescribed form LR-1	
2.	Attested copy of Proof of ownership of business premises/rent agreement	
3.	Attested copy of power sanctioned letter	
4.	Attested copy of Partnership deed	
5.	Attested copy of Memorandum & Articles of Association	
6.	Attested copy of Power of attorney of authorized signatory	
7.	Attested copy of Project Report	
8.	List of Raw Material Required	
9.	List of Machinery & Tool required	
10.	List of Weight & Measures used and maintained	
11.	Attested copy of S.S.I. Registration or N.O.C. from D.I.C. office	
12.	List of Directors/ Partners of the	

	Company as amended time to time	
13.	Attested copy of Educational Qualification Certificate.	
14.	Fee Receipt	

After completion of the inspection, inspecting official shall give his opinion for grant of license. Inspecting official shall forward inspection report to the department.

• **FORM FOR APPLICATION :-**

SCHEDULE – II “A”

[See rule 11 (1)]

Form - LR – 1

[Application Form for License as repairers of Weights & Measures under the Legal Metrology Act, 2009]

To.
**The Controller of Legal Metrology,
 Department of Legal Metrology,
 Dadra and Nagar Haveli
 Silvassa,**

Sr No.	To be filled by the Applicant	Comments of Inspecting Officer
1.	Name of the concern seeking the license.	
2.	Complete address of the workshop	
3.	(a) Whether premises are owned/rented/taken. On lease dully supported by documents. (c) Date of establishment.	
4.	Name (s) and address (s) along with their father's.... husband's name of proprietor (s) and/or Partners and Managing Director (s) in the case of Limited company...	
5.	Number and date of shop/ establishment/current..... Municipal Trade License.	
6.	Professional tax/IT Tax registration Number etc if any....	
7.	The type of weights and Measures proposed to repaired....	
8.	Area in which you wish to operate.	
9.	Previous experience in the line.	
10.	Number of Skilled staff employed or proposed to be employed : (v) Skilled (vi) Semi-Skilled (vii) Unskilled	

	(viii) Employees trained in the line	
11.	Details of the qualified personnel.	
12.	Details of machinery/tools/accessories available.	
13.	Availability of electric energy.	
14.	Have you sufficient stock of lone/teat weights..etc.?...Give details.	
15.	Have you applied previously for a repairer's license ? ... If so, when and with what results ?	

To be certified by the applicant (S)

Certified that I/We have read the Legal Metrology Act,2009 and the Dadra and Nagar Haveli Legal Metrology (Enforcement) Rules, 2011 and agree to abide by the same and also the same and also the administrative orders and instructions issued or to be issued there under.

I/We agree to deposit the Scheduled license fees with Government as soon as required to do so by the Licensing Authority.

All the information furnished above is true to the best of my/our knowledge.

Place :-

Date :- Signature and Designation

To be filled in by Department Officer of the Administration

Date of Receipt of Application :-
Serial Number of Application :-
Date of inspection :-
Recommendation of Inspecting Officer :-

Place :-

Date :- Signature and Designation of Inspecting Officer

Final orders of License Authority

License Granted / refused :-
License Number :-
Valid till :-

Place :-

Date :- Signature and Designa

- **FEE :-** License fee Rs. 100/- (One Hundred) Per Year.

(4) RENEWAL OF LICENSE AS MANUFACTURER OF WEIGHTS, MEASURES, WEIGHING, MEASURING INSTRUMENTS:-

• **How to Apply:-**

Applicant shall make an application in the prescribed form (LM-2). Form shall be filled in by the applicant carefully. Documents pertaining to information provided in the application form and as per check list shall be furnished by the applicant alongwith the application adders to the Controller of Legal Metrology.

• **Procedure :-**

- Applicant shall make an application addressed to the controller of Legal Metrology at CAMS (Computerized application Monitoring system) Single Windows at The Office of The Deputy Commissioner, Food & Civil Supply, Silvassa.
- CAMS (Single Window) shall forward it to the Controller of Legal Metrology within 2 days.
- Controller of Legal Metrology shall forward it to the Deputy commissioner (F&CS) within 5 days.
- Deputy Commissioner (F&CS) shall forward it to the LDC dealing with Legal Metrology work within 3 days.
- LDC of Legal Metrology Section will forwarded it to the Inspector of Legal Metrology with details of the application and brief note within 5 day.
- Inspector of Legal Metrology will forward it to the Deputy Commissioner (F&CS) alongwith his recommendation for grant of License within 5 days.
- Deputy Commissioner (F&Cs) will forward it to the Controller of Legal Metrology within 5 days for Final Approval.
- Controller of Legal Metrology will give Final approval within 5 days for grant of License.
- Thus License shall be issued within one month period.

● **TIME LINE FOR APPORVAL :-**

Within 30 days from the date of submission of application complete in all respect alongwith documents as per check list.

● **CHECK LIST :-**

- Application in prescribed form LM - 2.
- Original License.
- Copy of Receipt for fee remittance.
- Periodical return as per Weight & Measures Act.
- Proof ownership of premises.
- Rent Agreement.
- Copy of Power Attorney.
- All documents as per information provided in the application form.

● **Inspection Procedure :-**

On receipt of the application for Renewal of manufacturing License inspecting official shall inform the date of inspection to the applicant. On the day of inspection inspecting official shall verify the information provided by the applicant in the application form and documents as per check list. After verification inspecting official shall give his comments in the column provided in the application form as below.

Sr No.	Information filled in the application by Applicant	Comments of Inspecting Officer
1.	Name and complete address of the manufacturing.... Concern for which renewal of License is desired..	
2.	Manufacturing License No....	
3.	Name (s) and address (s) along with their father's.... husband's name of proprietor (s) and/or Partners and Managing Director (s) in the case of Limited company...	
4.	(a) Type of weights and measures which Are...manufactured as per license granted... (b) Do you propose any change.....	
5.	The monogram or trade marks used on weights and.....measures manufactured by you.	

6.	Details of workshop facilities available.....	
7.	Details of production and sales in the last 5 years....	
8.	Number and date of shop/establishment Registration Number.	
9.	Registration Number of VAT/Sales Tax/CST/Professional Tax/ Income Tax...	
10.	Any change in constitution of the firm or qualified personnel.	

[B] Comments of Inspecting Officer:-

Sr No.	Documents Furnished by application as per check list	Comments of the inspecting officer
1.	Application in prescribed form LM - 2.	
2.	Original License.	
3.	Copy of Receipt for fee remittance.	
4.	Periodical return as per Weight & Measures Act.	
5.	Proof ownership of premises	
6.	Rent Agreement	
7.	Copy of Power Attorney	

After completion of the inspection, inspecting official shall give his opinion for renewal of license. Inspecting official shall forward inspection report to the department.

• **FORM FOR APPLICATION :-**

SCHEDULE – IIB

[See rule 11 (2)]

Form - LM – 2

[Application Form renewal License as Manufacture of Weights & Measures under the Legal Metrology Act, 2009]

To.
The Controller of Legal Metrology,
Department of Legal Metrology,
Dadra and Nagar Haveli
Silvassa,

Sr No.	To be filled by the Applicant	Comments of Inspecting Officer
1.	Name and complete address of the manufacturing... Concern for which renewal of License is desired..	
2.	Manufacturing License No....	
3.	Name (s) and address (s) along with their father's.... husband's name of proprietor (s) and/or Partners and Managing Director (s) in the case of Limited company...	
4.	(a) Type of weights and measures which Are...manufactured as per license granted... (b) Do you propose any change.....	
5.	The monogram or trade marks used on weights and.....measures manufactured by you.	
6.	Details of workshop facilities available.....	
7.	Details of production and sales in the last 5 years....	
8.	Number and date of shop/establishment Registration Number.	
9.	Registration Number of VAT/Sales Tax/CST/Professional Tax/ Income Tax...	
10.	Any change in constitution of the firm or qualified personnel.	

To be certified by the applicant (s) :

Certified that I/We have read the Legal Metrology Act,2009 Dadra and Nagar Haveli Legal Metrology (Enforcement) Rule,2011 and agree to abide by the same and also the administrative orders and instructions issued or to be issued there under.

I/We have deposited the Scheduled license fees of(Rupees) to the Sub-Treasury/Bank onand the original challan is enclosed.

All the information furnished above is true to the best of my/our knowledge.

Place :-

Date :- Signature and Designation

- **FEE :- License fee Rs. 500/- (Five Hundred) Per Year.**
-

**(5) RENEWAL OF LICENSE AS DEALER OF WEIGHTS, MEASURES,
WEIGHING, MEASURING INSTRUMENTS:-**

• **How to Apply:-**

Applicant shall make an application in the prescribed form (LD-2). Form shall be filled in by the applicant carefully. Documents pertaining to information provided in the application form and as per check list shall be furnished by the applicant alongwith the application adders to the Controller of Legal Metrology.

• **Procedure :-**

- Applicant shall make an application addressed to the controller of Legal Metrology at CAMS (Computerized application Monitoring system) Single Windows at The Office of The Deputy Commissioner, Food & Civil Supply, Silvassa.
- CAMS (Single Window) shall forward it to the Controller of Legal Metrology within 2 days.
- Controller of Legal Metrology shall forward it to the Deputy commissioner (F&CS) within 5 days.
- Deputy Commissioner (F&CS) shall forward it to the LDC dealing with Legal Metrology work within 3 days.
- LDC of Legal Metrology Section will forwarded it to the Inspector of Legal Metrology with details of the application and brief note within 5 day.
- Inspector of Legal Metrology will forward it to the Deputy Commissioner (F&CS) alongwith his recommendation for grant of License within 5 days.
- Deputy Commissioner (F&Cs) will forward it to the Controller of Legal Metrology within 5 days for Final Approval.
- Controller of Legal Metrology will give Final approval within 5 days for grant of License.
- Thus License shall be issued within one month period.

● **TIME LINE FOR APPORVAL :-**

Within 30 days from the date of submission of application complete in all respect alongwith documents as per check list.

● **CHECK LIST :-**

- Application in prescribed form LD - 2.
- Original License.
- Copy of Receipt for fee remittance.
- Periodical return as per Weight & Measures Act.
- Proof ownership of premises.
- Rent Agreement.
- Copy of Power Attorney.
- All documents as per information provided in the application form.

● **Inspection Procedure :-**

On receipt of the application for Renewal of Dealer License inspecting official shall inform the date of inspection to the applicant. On the day of inspection inspecting official shall verify the information provided by the applicant in the application form and documents as per check list. After verification inspecting official shall give his comments in the column provided in the application form as below.

Sr No.	Information filled in the application by Applicant	Comments of Inspecting Officer
1.	Name of the Establishment/shop/person seeking the renewal of license	
2.	Dealer's License Number	
3.	Date of Establishment....	
4.	Name (s) and address (s) along with their father's....	

	husband's name of proprietor (s) and/or Partners and Managing Director (s) in the case of Limited company...	
5.	Registration Number and date of shop/establishment/current Municipal Trade License.	
6.	Categories of Weights and Measures sold at present.....	
7.	Registration Number of VAT/Sales Tax/CST/Professional Tax/ Income Tax...	
8.	Are you intending to import weights and measures etc... from places outside the U.T. of DNH ? If so, indicate sources of supply from the State (s)/Country(s).(Give details of manufacturer's trade mark/ monogram and his license number.)	

After completion of the inspection, inspecting official shall give his opinion for renewal of license. Inspecting official shall forward inspection report to the department.

[B] Comments of Inspecting Officer:-

Sr No.	Documents Furnished by application as per check list	Comments of the inspecting officer
1.	Application in prescribed form LD - 2.	
2.	Original License.	
3.	Copy of Receipt for fee remittance.	
4.	Proof ownership of premises	
5.	Attested Rent Agreement	
6.	Attested Copy of Power Attorney	
7.	Periodical Return as per Weights and Measures Act.	

After completion of the inspection, inspecting official shall give his opinion for renewal of license. Inspecting official shall forward inspection report to the department.

• **FORM FOR APPLICATION :-**

SCHEDULE – IIB

[See rule 11 (2)]

Form - LD – 2

[Application Form renewal License as Dealers of Weights & Measures under the Legal Metrology Act, 2009]

To.
The Controller of Legal Metrology,
Department of Legal Metrology,
Dadra and Nagar Haveli
Silvassa,

Sr No.	To be filled by the Applicant	Comments of Inspecting Officer
1.	Name of the Establishment/shop/person seeking the renewal of license	
2.	Dealer's License Number	
3.	Date of Establishment....	
4.	Name (s) and address (s) along with their father's.... husband's name of proprietor (s) and/or Partners and Managing Director (s) in the case of Limited company...	
5.	Registration Number and date of shop/establishment/current Municipal Trade License.	
6.	Categories of Weights and Measures sold at present.....	
7.	Registration Number of VAT/Sales Tax/CST/Professional Tax/ Income Tax...	
8.	Are you intending to import weights and measures etc... from places outside the U.T. of DNH ? If so, indicate sources of supply from the State (s)/Country(s).(Give details of manufacturer's trade mark/ monogram and his license number.)	

To be certified by the applicant (s) :

Certified that I/We have read the Legal Metrology Act,2009 Dadra and Nagar Haveli Legal Metrology (Enforcement) Rule,2011 and agree to abide by the same and also the administrative orders and instructions issued or to be issued there under.

I/We have deposited the Scheduled license fees of(Rupees) to the Sub-Treasury/Bank onand the original challan is enclosed.

All the information furnished above is true to the best of my/our knowledge.

Place:-.....

Date :-

Signature and Designation

- **FEE :- License fee Rs. 100/- (One Hundred) Per Year.**
-

(6) RENEWAL OF LICENSE AS REPAIRER OF WEIGHTS, MEASURES, WEIGHING, MEASURING INSTRUMENTS:-

● **How to Apply:-**

Applicant shall make an application in the prescribed form (LR-2). Form shall be filled in by the applicant carefully. Documents pertaining to information provided in the application form and as per check list shall be furnished by the applicant alongwith the application adders to the Controller of Legal Metrology.

● **Procedure :-**

- Applicant shall make an application addressed to the controller of Legal Metrology at CAMS (Computerized application Monitoring system) Single Windows at The Office of The Deputy Commissioner, Food & Civil Supply, Silvassa.
- CAMS (Single Window) shall forward it to the Controller of Legal Metrology within 2 days.
- Controller of Legal Metrology shall forward it to the Deputy commissioner (F&CS) within 5 days.
- Deputy Commissioner (F&CS) shall forward it to the LDC dealing with Legal Metrology work within 3 days.
- LDC of Legal Metrology Section will forwarded it to the Inspector of Legal Metrology with details of the application and brief note within 5 day.
- Inspector of Legal Metrology will forward it to the Deputy Commissioner (F&CS) alongwith his recommendation for grant of License within 5 days.
- Deputy Commissioner (F&Cs) will forward it to the Controller of Legal Metrology within 5 days for Final Approval.
- Controller of Legal Metrology will give Final approval within 5 days for grant of License.
- Thus License shall be issued within one month period.

● **TIME LINE FOR APPORVAL :-**

Within 30 days from the date of submission of application complete in all respect alongwith documents as per check list.

● **CHECK LIST :-**

- Application in prescribed form LR - 2.
- Original License.
- Copy of Receipt for fee remittance.
- Periodical return as per Weight & Measure, Act.
- Proof ownership of premises.
- Attested Copy Rent Agreement.
- Attested Copy of Power of Attorney.
- All documents as per information provided in the application form.

● **Inspection Procedure :-**

On receipt of the application for Renewal of Repairing License inspecting official shall inform the date of inspection to the applicant. On the day of inspection inspecting official shall verify the information provided by the applicant in the application form and documents as per check list. After verification inspecting official shall give his comments in the column provided in the application form as below.

Sr No.	Information filled in the application by Applicant	Comments of Inspecting Officer
1.	Name and complete address of the repairing concern/... person seeking renewal of the license...	
2.	Repairer's License Number....	
3.	Name (s) and address (s) along with their father's.... husband's name of proprietor (s) and/or Partners and Managing Director (s) in the case of Limited	

	company...	
4.	Registration Number and date of current shop/.....Establishment/Municipal Trade License..	
5.	Registration Number of VAT/Sales Tax/CST/Professional Tax/ Income Tax...	
6.	(a) The Type of weights and measures repaired..as per license granted... (b) Do you propose any change.....	
7.	Area in which you are operating.....	
8.	Have you sufficient stock of loan/test weights, etc..?	
9.	Please give details with particulars of stamping...	
10.	Any change in constitution of the firm or qualified personnel to be certified by the applicant (s)	

[B] Comments of Inspecting Officer:-

Sr No.	Documents Furnished by application as per check list	Comments of the inspecting officer
1.	Application in prescribed form LR - 2.	
2.	Original License.	
3.	Copy of Receipt for fee remittance.	
4.	Periodical return as per Weight & Measure, Act.	
5.	Proof ownership of premises	
6.	Attested Rent Agreement	
7.	Attested Copy of Power Attorney	
8.	All documents as per information provided in the application form.	

After completion of the inspection, inspecting official shall give his opinion for renewal of license. Inspecting official shall forward inspection report to the department.

• **FORM FOR APPLICATION :-**

SCHEDULE – IIB

[See rule 11 (2)]

Form - LR – 2

[Application for renewal License as repairer of Weights & Measures under the Legal Metrology Act, 2009]

To.

The Controller of Legal Metrology,

Department of Legal Metrology,

Dadra and Nagar Haveli

Silvassa,

Sr No.	To be filled by the Applicant	Comments of Inspecting Officer
1.	Name and complete address of the repairing concern/... person seeking renewal of the license...	
2.	Repairer's License Number....	
3.	Name (s) and address (s) along with their father's.... husband's name of proprietor (s) and/or Partners and Managing Director (s) in the case of Limited company...	
4.	Registration Number and date of current shop/.....Establishment/Municipal Trade License..	
5.	Registration Number of VAT/Sales Tax/CST/Professional Tax/ Income Tax...	
6.	(a) The Type of weights and measures repaired..as per license granted... (b) Do you propose any change.....	
7.	Area in which you are operating.....	
8.	Have you sufficient stock of loan/test weights, etc..?	
9.	Please give details with particulars of stamping...	
10.	Any change in constitution of the firm or qualified personnel to be certified by the applicant (s)	

To be certified by the applicant (s) :

Certified that I/We have read the Legal Metrology Act,2009 Dadra and Nagar Haveli Legal Metrology (Enforcement) Rule,2011 and agree to abide by the same and also the administrative orders and instructions issued or to be issued there under.

I/We have deposited the Scheduled license fees of(Rupees) to the Sub-Treasury/Bank onand the original challan is enclosed.

All the information furnished above is true to the best of my/our knowledge.

Place :-

Date :- Signature and Designation

- **FEE :- License fee Rs. 100/- (One Hundred) Per Year.**
-

(7) GRANT OF REGISTRATION CERTIFICATE UNDER RULE - 27 OF THE LEGAL METROLOGY (PACKAGED COMMODITY) RULES-2011:-

● **How to Apply:-**

Applicant shall make an application in the prescribed form. Form shall be filled in by the applicant carefully. Documents pertaining to information provided in the application form and as per check list shall be furnished by the applicant alongwith the application adders to the Controller of Legal Metrology.

● **Procedure :-**

- Applicant shall make an application addressed to the controller of Legal Metrology at CAMS (Computerized application Monitoring system) Single Windows at The Office of The Deputy Commissioner, Food & Civil Supply, Silvassa.
- CAMS (Single Window) shall forward it to the Controller of Legal Metrology within 2 days.
- Controller of Legal Metrology shall forward it to the Deputy commissioner (F&CS) within 5 days.
- Deputy Commissioner (F&CS) shall forward it to the LDC dealing with Legal Metrology work within 3 days.
- LDC of Legal Metrology Section will forwarded it to the Inspector of Legal Metrology with details of the application and brief note within 5 day.
- Inspector of Legal Metrology will forward it to the Deputy Commissioner (F&CS) alongwith his recommendation for grant of License within 5 days.
- Deputy Commissioner (F&Cs) will forward it to the Controller of Legal Metrology within 5 days for Final Approval.
- Controller of Legal Metrology will give Final approval within 5 days for grant of License.
- Thus License shall be issued within one month period.

● **TIME LINE FOR APPORVAL :-**

Within 30 days from the date of submission of application complete in all respect alongwith documents as per check list.

● **CHECK LIST :-**

- Application in prescribed form.
- Attested copy of Proof ownership of business premises / rent agreement.
- Attested copy of Power sanctioned letter.
- Attested copy of Partnership deed.
- Attested copy of Memorandum & Articles of Association.
- Attested copy of Power of attorney of authorized signatory.
- Attested copy of S.S.I. Registration or N.O.C. from D.I.C. office.
- List of Directors/partners of the company as amended time to time.
- List of items to be packed in different packing size.
- Fees Receipt.
- All documents as per information provided in the application form.

● **Inspection Procedure :-**

On receipt of the application for Grant of registration inspecting official shall inform the date of inspection to the applicant. On the day of inspection inspecting official shall verify the information provided by the applicant in the application form and documents as per check list. After verification inspecting official shall give his comments in the column provided in the application form as below.

Sr No.	Information filled in the application by Applicant	Comments of Inspecting Officer
1.	Application in prescribed form.	
2.	Name & Address of the Company / Firm	
3.	Register Office Address	

4.	Complete Address of the Manufacturing/ Packing importing Premises.	
5.	Name of the Commodity/Condition Prepackage by the Applicant	
6.	Name & Address of the Director / firm of the Company.	

[B] Comments of Inspecting Officer:-

SrNo.	Documents Furnished by application as per check list	Comments of the inspecting officer
1.	Application in prescribed form.	
2.	Attested copy of Proof of ownership of business premises/rent agreement	
3.	Attested copy of power sanctioned letter	
4.	Attested copy of Partnership deed	
5.	Attested copy of Memorandum & Articles of Association	
6.	Attested copy of Power of attorney of authorized signatory	
7.	Attested copy of Project Report	
8.	Attested copy of S.S.I. Registration or N.O.C. from D.I.C. office.	
9.	List of Directors/partners of the company as amended time to time.	
10.	List of items to be packed in different packing size.	
11.	Fee Receipt	

After completion of the inspection, inspecting official shall give his opinion for grant of Registration. Inspecting official shall forward inspection report to the department.

• **FORM FOR APPLICATION :-**

[Application for registration as manufacturer / packer of pre-packed commodity]

To.
**The Controller of Legal Metrology,
 Department of Legal Metrology,
 Dadra and Nagar Haveli
 Silvassa,**

Sr No.	To be filled by the Applicant	Comments of Inspecting Officer								
1.	Name of the applicant / firm									
2.	Complete Address of the Applicant / Firm									
3.	Register Office Address									
4.	Location of the Factory / ware house where the goods imported and kept (in case of importer)									
5.	Branches, if any									
6.	Name (s) of the Proprietor/Partners/Directors of the Company <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Sr No</th> <th style="width: 30%;">Name</th> <th style="width: 30%;">Father/Spouse Name</th> <th style="width: 30%;">Address</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Sr No	Name	Father/Spouse Name	Address					
Sr No	Name	Father/Spouse Name	Address							
7	Commodity (ies) intended to pre-pack :-									
8.	GST Numaber									
9	(i) Details of the packaged commodity being/to be imported :- (ii) Name of the Country form where imported is made :-									

Declaration

I/we hereby declare that the packages manufactured will complied the various provisions of the Legal Metrology (Package Commodity) Rules 2011.

Place :-

.....

Date :-

Signature of Applicant

