

Name of Department	Department of Legal Metrology
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1. Standard Operating Procedure for Applicant

Process	Packer/Importer Registration
Mandatory supporting documents required	<ol style="list-style-type: none"> 1. Application form 2. Registration Fee payment receipt (Rs 750) 3. Trade Licence issued by Local body
Process description	<p>Step 1: Submission of application form along with supporting documents to Assistant Controller (Flying Squad) of concerned District after the payment of registration fee within 90 days of starting the packing/importing.</p> <p>Step2: Verification of application and supporting documents by Assistant controller and forwarding of application to Controller, Legal Metrology</p> <p>Step3: Issue of Registration by Controller, Legal Metrology</p>
Procedure for Fees payment	Payment can be done through e-treasury
List of Reference Documents	<p>Legal Metrology Act 2009</p> <p>Legal Metrology (Packaged Commodities) Rules 2011</p> <p>Rules 27, Rules 32</p>
Time line for completing the process	Within 60 working days
Checking of Application Status	Online provision currently not available
Key Contact Person from department	Assistant Controller (Flying Squad) of concerned District

Process	Licence for Manufacturer/Dealer/Repairer
Mandatory supporting documents required	<ol style="list-style-type: none"> 1. Application form 2. Licence Fee payment receipt (Rs 5000) 3. Trade Licence issued by Local body 4. Possession certificate, Rental/lease agreement 5. Receipt of land tax paid 6. Model approval from government of India 7. ID proof 8. Photo
Process description	Step 1: In the case of Licence for Repairer/Dealer- Submission of application form along with supporting documents to Assistant Controller (Flying Squad) of concerned District after the payment of Licence fee.

	<p>In the case of licence for Manufacturer- Submission of application form along with supporting documents to Regional Deputy Controller after the payment of Licence fee.</p> <p>Step2: Verification of application, supporting documents and other requirements for the purpose of Licence by Assistant controller/Regional Deputy Controller and forwarding of application to Controller, Legal Metrology.</p> <p>Step3: Site inspection and field verification by the concerned official</p> <p>Step4: Issue of Licence by Controller, Legal Metrology</p>
Procedure for Fees payment	Payment can be done through e-treasury
List of Reference Documents	Legal Metrology Act 2009 Section 23, Penalty for violation of this requirement is provided under section 45 and 46 of this Act.
Time line for completing the process	Within 60 working days
Checking of Application Status	Online provision currently not available
Key Contact Person from department	Assistant Controller (Flying Squad) of concerned District for Dealer/Repairer Licence Regional Deputy Controller for Manufacturer licence

2. SOP for Approver

Process	Packer/Importer Registration
Mandatory supporting documents required	<ol style="list-style-type: none"> 1. Application form 2. Registration Fee payment receipt (Rs 750) 3. Trade Licence issued by Local body
List of Reference Documents	Legal Metrology Act 2009 Legal Metrology (Packaged Commodities) Rules 2011 Rules 27, Rules 32
Time line for completing the process	Within 60 working days
Departmental Work Flow	Assistant Controller-----Controller

Process	Licence for Manufacturer/Dealer/Repairer
Mandatory supporting documents required	<ol style="list-style-type: none"> 1. Application form 2. Licence Fee payment receipt (Rs 5000) 3. Trade Licence issued by Local body 4. Possession certificate, Rental/lease agreement 5. Receipt of land tax paid 6. Model approval from government of India 7. ID proof 8. Photo
List of Reference Documents	Legal Metrology Act 2009 Section 23, Penalty for violation of this requirement is provided under section 45 and 46 of this Act.
Time line for completing the process	Within 60 working days
Departmental Work Flow	Assistant Controller-----Controller (For Dealer/Repairer Licence) Regional Deputy Controller-----Controller (For Manufacturer Licence)

3. Verification/Inspection Procedure:

- Verification of application, supporting documents and other requirements
- Site inspection and field verification by the designated officer

4. Checklist of Documents

Packer/Importer Registration

Trade Licence issued by Local body

Licence for Manufacturer/Dealer/Repairer

Application form

Licence Fee payment receipt (Rs 5000)

Trade Licence issued by Local body

Possession certificate, Rental/lease agreement

Receipt of land tax paid

Model approval from government of India

ID proof

Photo