

C. Licencing of Dealers of Weights and Measures

I. INTRODUCTION

Name of Service	Licencing of Dealers of Weights and Measures
Authority/Department	Agriculture Department (Controller, Legal Metrology)
Regulatory Framework	The Legal Metrology Act,2009; The Bihar Legal Metrology(Enforcement) Rules, 2014
Service Condition (i.e. Who requires this service?)	Dealers of Weights and Measures
Application Method	Manual
List of prescribed documents to be submitted by the applicant	<p>Checklist of document required by Dealers of Weights And Measures:</p> <ol style="list-style-type: none"> 1. Name of the applicant (Including Father's Name) and Complete Address of the workshop. 2. Date of Establishment of workshop 3. Authorization letter of concerned company 4. Modal Approval of concerned company 5. License of manufacturer of concerned company 6. Rent Agreement(If Any) 7. Electricity bill 8. Shop/Municipal Trade License 9. GST no. 10. Aadhaar No 11. VAT no. 12. Verification Certificate issued by concerned Inspector for Weight and Measures 13. Details of Machinery, tools accessories, owned and used for repairing 14. Detail of test weight 15. Self-signed application 16. Recommendation of LMO
Application Processing Fee (if any) and Mode of Payment	<p>Licencing and renewal fees for dealers of Weights and measures as per Schedule-IV(Rule 11(4)&(5):</p> <ol style="list-style-type: none"> 1. Issue of Licence/Renewal of licence to: <ul style="list-style-type: none"> • Dealers: Rs. 100/year 2. Alteration of Licence: Rs. 50/- 3. Issue of Duplicate Licence: Rs. 10/- <p>Mode of payment: Challan</p>
Application to be submitted at: (Manual application)	The office of Controller, Legal Metrology
Key Approving Authority	Controller, Legal Metrology
Whether prior inspection is required for this approval	yes
Prescribed Timeline for service delivery (from date of application)	Not Defined

II. APPLICATION & LICENCING PROCEDURE

1.	Every dealer of weights and measures should submit the application as prescribed in Schedule II-A(Refer Annexure V) to the office of Controller Legal Metrology or such other officer as may be authorized by him in this behalf.
2.	The received application is forwarded to concerned district office for inspection
3.	Inspection is conducted by LMO's who can be anyone of the following: <ul style="list-style-type: none">• Inspector Legal Metrology• Asst. Controller• Dy. Controller• Jt. Controller
4.	Inspection Report with recommendation is submitted to the Office of Controller, Legal Metrology /Concerned Authority
5.	If received application comply with all the requirement it is considered as accepted and order sheet is issued in form of letter counter signed by concerned local officer demanding deposit of requisite fee via challan
6.	License is issued to the applicant from the office of Controller Legal Metrology. Licence issued to dealer is valid for a minimum period of one calendar year and may be renewed for a period of 1 to 5 years by Controller or such other officer as may be authorized by him in this behalf on payment of necessary fee.