

A. Licencing of Manufacturer of Weights and Measures

I. INTRODUCTION

Name of Service	Licencing of Manufacturer 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?)	Manufacturer of Weights and Measures
Application Method	Manual
List of prescribed documents to be submitted by the applicant	<p>A. <u>Checklist of document required by Manufacturer of Weights and Measures:</u></p> <ol style="list-style-type: none"> 1. Name of the applicant (including Father's Name) and Complete Address of the workshop. 2. Details of Model Approval received from GoI 3. Rent Agreement 4. Electricity bill 5. Shop/Municipal Trade License 6. GST no. 7. Aadhaar No. 8. Verification Certificate issued by concerned Inspector for Weight and Measures 9. The type of Weights And Measures proposed to be manufactured 10.Experience certificate of three years 11.Details of Machinery, tools accessories, owned and used for manufacturing 12.Detail of test weight 13.Self-signed application 14.Recommendation of LMO
Application Processing Fee (if any) and Mode of Payment	<p>Licencing and renewal fees for manufacturer 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"> • Manufacturers:Rs.500/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 Manufacturer of Weights And Measures should submit the application as prescribed in Schedule II-A, Form LM-I(Refer Annexure I) 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 manufacturer 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.