



# **Standard Operating Procedure (SOP)**

**Service: Miscellaneous**

**Sub Service: New License for Dealer of  
Weights & Measures**

**ACT – Legal Metrology Act, 2009**

**Sub-service: License for Dealer of Weights and Measures Equipment****Timeline: 60 Working Days****Basis for approval: Legal Metrology Act, 2009**

Steps	Verifica tion	Documents/Information needed	Timelines*	Contact Person
Applicant should visit the <a href="http://www.elegalmetrology.jharkhand.gov.in">http://www.elegalmetrology.jharkhand.gov.in</a>	-	-	-	
Register and create the login credential				
Applicant should fill the Application for <b>License for Dealer of Weights and Measures Equipment (LD 1) online</b>				
Fill the required details of Applicant		<ul style="list-style-type: none"><li>• Name of Applicant</li><li>• Address of the Applicant</li><li>• Registered Address of the Business Unit</li><li>• Father name of the Applicant</li><li>• E-mail ID</li><li>• Contact Number of Applicant</li></ul>	-	
<b>Document Required</b>	-	<ul style="list-style-type: none"><li>• Address proof whether premises are owned/rented/taken on lease/lease license</li><li>• Registration number of factory/shop &amp; establishment/municipal trade license</li><li>• VAT/Sales tax Registration/CST No./Prof. Tax/PAN No./TIN</li><li>• Registration of importer of weights and measures, if any</li></ul>	-	



		<ul style="list-style-type: none"><li>• Approval of model imported in to India by central government</li><li>• Authorization certificate issued by manufacturer for dealer license</li><li>• Fee will be paid online</li></ul>		
After filling the required details applicant will submit the application form	-	-	-	Controller of Legal Metrology
Controller of Legal Metrology will verify the document and forward the application to Asst. Controller/Dy. Controller/Joint Controller of legal metrology if document is correct or query to be raised if any discrepancy in document	-	-	7 Working Days	Controller of Legal Metrology
Asst. Controller/Dy. Controller/Joint Controller of legal metrology will review the application		-	-	Asst. Controller/Dy. Controller/Joint Controller of legal metrology
After reviewing the application Asst. Controller/Dy. Controller/Joint Controller of legal metrology will forward it to the concerned Inspector	-	-	7 Working Days	Asst. Controller/Dy. Controller/Joint Controller of legal metrology
Concerned Inspector will inspect the business unit	-	-		Concerned Inspector
After the inspection of business unit Concerned Inspector will submit his report to Asst.	-		7 Working Days	Concerned Inspector



Controller/Dy. Controller/Joint Controller of legal metrology				
Asst. Controller/Dy. Controller/Joint Controller of legal metrology will review the Inspector Report			-	Asst. Controller/Dy. Controller/Joint Controller of legal metrology
After reviewing the report Asst. Controller/Dy. Controller/Joint Controller of legal metrology will forward it to Controller of legal metrology	-	-	7 Working Days	Asst. Controller/Dy. Controller/Joint Controller of legal metrology
Controller of legal metrology will review the report submitted by Asst. Controller/Dy. Controller/Joint Controller of legal metrology	-	-		Controller of legal metrology
After reviewing the report Controller of legal metrology will grant the license (LD 3) and Applicant will download the license from the portal	-	-	32 Working Days	Controller of legal metrology

### **Note:-**

#### **Do's**

1. Ensure that relevant document as mentioned in the Standard Operating Procedure is uploaded at appropriate place
2. Reply at the earliest or in 7 days to the clarification raised by the Department Officer for the Application
3. Raise grievances on Single Window, if Approval is not granted within specified timeline
4. Download your Approval certificate/ License/Registration etc. from the portal only

#### **Don't**

1. There is no need to visit the Dept. for approval or any clarification.
2. Don't submit any physical hard copy of document to the Dept.
3. Don't upload irrelevant documents in the Application which is not mentioned in the SOP