



Standard Operating Procedure (SOP)

Service: Miscellaneous

**Sub Service: Renewal of License for
Manufacturing of Weights & Measures
ACT – Legal Metrology Act, 2009**



झारखण्ड सरकार

Sub-service: Renewal of License for Manufacturing 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 http://www.elegalmetrology.jharkhand.gov.in | - | - | - | |
| Register and create the login credential | | | | |
| Applicant should fill the Application for Renewal of License for Manufacturing of Weights and Measures Equipment (LM 2) online | | | | |
| Fill the required details of Applicant | | <ul style="list-style-type: none">• Name of Applicant• Address of the Applicant• Registered Address of the Business Unit• Father name of the Applicant• E-mail ID• Contact Number of Applicant | - | |
| Document Required | - | <ul style="list-style-type: none">• Address proof whether premises are owned/rented/taken on lease/lease license• Registration number of factory/shop & establishment/municipal trade license• Monogram trade mark• Document of availability of electricity energy• Document of loan received from | - | |



| | | | | |
|---|---|---|----------------|---|
| | | <p>government or financial institution</p> <ul style="list-style-type: none"> • VAT/Sales tax Registration/CST No./Prof. Tax/PAN No./TIN • Certificate of model approval received from government of India • Sample of product to be manufactured • Fee will be paid online • Manufacturing license of last year | | |
| After filling the required details applicant will submit the application form | - | - | - | Controller of Legal Metrology |
| Controller of Legal Metrology will forward the application to Asst. Controller/Dy. Controller/Joint Controller of legal metrology. In case of Incomplete Application query to Applicant will be raised. | - | - | 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. Controller/Dy. Controller/Joint Controller of legal metrology | - | - | 7 Working Days | Concerned Inspector |
| 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 methodology will grant the license (LM 3) and Applicant will download the final license from 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