



Standard Operating Procedure (SOP)

Service: Miscellaneous

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



झारखण्ड सरकार

Sub-service: Renewal of License for Repairing 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 Repairing of Weights and Measures Equipment (LR 2) online				
Fill the required details of Applicant		<ul style="list-style-type: none">Name of ApplicantAddress of the ApplicantRegistered Address of the Business UnitFather name of the ApplicantE-mail IDContact Number of Applicant	-	
Document Required	-	<ul style="list-style-type: none">Address proof whether premises are owned/rented/taken on lease/lease licenseRegistration number of factory/shop & establishment/municipal trade licenseDocument of availability of electricity energyVAT/Sales tax Registration/CST No./Prof. Tax/PAN No./TIN	-	



		<ul style="list-style-type: none"> • Previous experience certificate • Certificate of test weights • Fee will be paid online • Repairer 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 metrology will grant the license (LR 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