



# **Standard Operating Procedure (SOP)**

**Service: Miscellaneous**

**Sub Service: Renewal of Verification &  
Stamping of Weights & Measures  
Equipment**

**ACT – Legal Metrology Act, 2009**



संस्कृत संकेत

**Sub-service: Renewal of Verification & Stamping of Weights and Measures Equipment**

**Timeline: 30 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				
After login, applicant fill the verification of weight & Measures form online				
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>	-	
Document Required	-	<ul style="list-style-type: none"><li>• Address proof whether premises are owned/rented/taken on lease/lease license</li><li>• Cash memo/bills of purchase of weights and measures equipment</li><li>• Lab Certificate</li><li>• Copy of Challan of Advance fee payment</li><li>• Verification Certificate of last year</li></ul>	-	
After filling the required details applicant will submit the application form	-	-	-	



Application will come to concerned inspector	-	-		Concerned Inspector
Concerned Inspector will verify the document of submitted by applicants	-	-	07 Working Days	Concerned Inspector
Inspector will raise the query to applicant in case of incomplete application				Concerned Inspector
Inspector will do the verification & Inspection of weights or measures equipment of concerned business unit	-			Concerned Inspector
After satisfactory inspection & verification, Inspector will issue the certificate to the concerned applicant, Applicant can download the certificate from the portal			23 Working Days	Concerned Inspector

**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