

**Sub-service: Registration for Packers/Manufacturers/Importer of Weights and Measures**

**Previous Approval:** \_\_\_\_\_ **Basis for approval** .....

Steps	Verificati on	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>Registration for Packers/Manufacturers/Importer of Weights and Measures 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>• Name of Commodities pre-packed/Manufactured</li> <li>• Name &amp; Address of Director/Partner/Proprietor</li> </ul>	-	
Document Required	-	<ul style="list-style-type: none"> <li>• License for trade/manufacture/factory/lal dora certificate from MCD/NDMC/DDA etc.</li> <li>• In case the MCD license is not available with the applicant, an undertaking in the form of affidavit is to be submitted that the business premises is not located in non-conforming area or</li> </ul>	-	

		<p>is not likely to be sealed by the MCD</p> <ul style="list-style-type: none"> <li>• Residential Address proof of the proprietors/Director/Partners like Voter ID card, Passport etc.</li> <li>• Sales Tax Registration</li> <li>• Two Copies of photographs of the proprietors/Director/Partners</li> <li>• Packing Material/slip/sticker/label which is being pasted on the packages</li> <li>• Memorandum of Association of the company, Partnership deed in respect of Partnership firm</li> <li>• Import – Export code in case of the importers</li> <li>• Pay online fee Rs 500/- &amp; Rs. 100/- in case of Amendment</li> <li>• Addition of any new pre-packaged commodities to be manufactured/packed/imported in future, the original certificate has to be submitted to the department along with the requisite fee for issue of revised certificate</li> </ul>		
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	-	-	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	-	-	7 Working Days	Asst. Controller/Dy Controller/Joint Controller

forward it to Controller of legal metrology				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 Registration and Applicant will download the license from the portal	-	-	30 Working Days	Controller of legal metrology