



# **Standard Operating Procedure (SOP)**

**Service: Miscellaneous**

**Sub Service: Verification & Stamping of  
Weights & Measures Equipment  
ACT – Legal Metrology Act, 2009**



झारखण्ड सरकार

**Sub-service: 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>• Fee will be paid online</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	-	-		Concerned Inspector
Inspector will raise the query to applicant in case of incomplete application			07 Working Days	Concerned Inspector
Inspector will done 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**