

Inspections for Grant/Renewal of Dealing License from Controller of Legal Metrology

Procedure for Inspection

- The Proponent shall submit application on-line through the Legal Metrology department website. (<https://hpwm.hp.gov.in/en-US>)
 - a) Once the application is found to be in complete form by the verifying authority, the online system will allocate an inspector for inspection of the premises
 - b) The date of the inspection will also be generated and communicated to the inspector along with the applicant beforehand
 - c) The inspector must conduct the inspection on the scheduled date and must follow the shared checklist only. The checklist will also be available on the website for verification by the applicant
 - d) Once the inspection has been completed as per the schedule, the complete inspection report along with the recommendation by the Inspector must be uploaded on the online approval portal within 48 hours of completion of the inspection

Inspection Checklist for Grant of License

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| 1 | Whether the applicant has acquired NOC from any Manufacturer of W&M who's products are proposed to be sold by the applicant OR the affidavit from the applicant regarding sale of W&M whose model is approved from GOI. | Y/N |
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Inspection Checklist for Renewal of License

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| 1 | Whether the register is maintained as per Schedule XVI | Y/N |
| 2 | Whether the periodical returns filed | Y/N |
| 3 | Whether the W&M being sold are approved from GOI through Model approval certificate | Y/N |
| 4 | Whether the W&M are being sold after verification only | Y/N |
| 5 | Whether any challan/complaint/verification fee pending against the licensee | Y/N |
| 6 | Whether the standard weights, measures and other weighing equipment are duly verified | Y/N |
| 8 | Whether the licensee complying with all the relevant provisions of the Act and rules for the time being in force and complying with all the general or special direction given by CLM | Y/N |