

Grant/Renewal of Dealing License from Controller of Legal Metrology

Application for Grant of Dealing License

- The Proponent shall submit Application on-line through the Legal Metrology department website (<https://hpwm.hp.gov.in/>) and then click on login. (for new user click user registration and for already registered click User Login).
- a) The application must be filled with all the required details and submitted through the portal. The proponent must also pay the requisite fees through the online payment gateway
- b) The applications after submission is received by the Assistant Controller, Legal Metrology

Processing of the Application

- a) The Assistant Controller scrutinizes the application. If the application is found to be in order, the system will allocate an inspector through a computerized system to inspect the Establishment premises
- b) The inspector will conduct the inspection on the scheduled date and then upload the inspection report with their recommendation to the Department on the online system, which is sent to the Assistant Controller
- c) The Assistant Controller then reviews the submitted recommendation and along with the submitted application. They then send their recommendation for approval or rejection to the Controller of Legal Metrology
- d) In case of renewal of License, the application will be forwarded to Deputy Controller for approval
- e) Controller/Deputy Controller of Legal Metrology reviews the recommendations and if all are in order then the certificate is signed and available online for user to download through the Legal Metrology website

Checklist of Documents to be submitted with the Application

- a) For Grant of License:
 - a. ID proof of the applicant
 - b. Consent letter from the Original Manufacturer.
 - c. Copies of the Model Approval Certificate whose articles are sold.
 - d. Copies of the valid Manufacturing License Document of the Manufacturer whose articles are sold.
 - e. Importer registration in case of importing weights and measures from outside the country
- b) For Renewal of License:
 - a. Consent letter from the Original Manufacturer
 - b. Copies of the Model Approval Certificate whose articles are sold
 - c. Copies of the valid Manufacturing License Document of whose articles are sold
 - d. Importer registration in case of importing weights and measures from outside the country

Manufacturer/Importer/Packer Registration by Controller of Legal Metrology

Application for Registration of Manufacturer/Importer/Packer

- The Proponent shall submit Application on-line through the Legal Metrology department website (<https://hpwm.hp.gov.in/>) and then click on login. (for new user click user registration and for already registered click User Login).
- a) The application must be filled with all the required details and submitted through the portal. The proponent must also pay the requisite fees through the online payment gateway
- b) The applications after submission is received by the Assistant Controller, Legal Metrology

Processing of the Application

- a) The Assistant Controller scrutinizes the application. If the application is found to be in order and all the documents are verified, then the application is recommended for approval
- b) The Assistant Controller then forwards the application and their recommendation to the approving authority
- c) The Approving Authority reviews the recommendations and if all are in order then the certificate is signed and available online for user to download through the Legal Metrology website

Checklist of Documents to be submitted with the Application

- a) Municipal or Gram Panchayat Trade License
- b) Sales Tax registration Copy with TIN
- c) Sample copy of Trade mark for Manufacturer and Label in case of Importer/Packer
- d) If applicant is an authorized signatory, proof thereto
- e) Registered partnership deed or articles in case of partnership firm or registered company
- f) Aadhar Proof copy

Grant/Renewal of Manufacturing License from Controller of Legal Metrology

Application for Grant of Manufacturing License

- The Proponent shall submit Application on-line through the Legal Metrology department website (<https://hpwm.hp.gov.in/>) and then click on login. (for new user click user registration and for already registered click User Login).
- a) The application must be filled with all the required details and submitted through the portal. The proponent must also pay the requisite fees through the online payment gateway
- b) The applications after submission is received by the Assistant Controller, Legal Metrology

Processing of the Application

- a) The Assistant Controller scrutinizes the application. If the application is found to be in order, the system will allocate an inspector through a computerized system to inspect the Establishment premises
- b) The inspector will conduct the inspection on the scheduled date and then upload the inspection report with their recommendation to the Department on the online system, which is sent to the Assistant Controller
- c) The Assistant Controller then reviews the submitted recommendation and along with the submitted application. They then send their recommendation for approval or rejection to the Controller of Legal Metrology
- d) Controller of Legal Metrology reviews the recommendations and if all are in order then the certificate is signed and available online for user to download through the Legal Metrology website

Checklist of Documents to be submitted with the Application

- a) For Grant of License:
 - a. Copies of Approval of Model Certificates
 - b. ID proof of the applicant
 - c. Monogram of the Manufacturer
- b) For Renewal of License:
 - a. Copies of the Model Approval Certificates
 - b. Monogram of the Manufacturer

Grant/Renewal of Repairing License from Controller of Legal Metrology

Application for Grant of Repairing License

The Proponent shall submit Application on-line through the Legal Metrology department website (<https://hpwm.hp.gov.in/>) and then click on login. (for new user click user registration and for already registered click User Login).

- a) The application must be filled with all the required details and submitted through the portal. The proponent must also pay the requisite fees through the online payment gateway
- b) The applications after submission is received by the Assistant Controller, Legal Metrology

Processing of the Application

- a) The Assistant Controller scrutinizes the application. If the application is found to be in order, the system will allocate an inspector through a computerized system to inspect the Establishment premises
- b) The inspector will conduct the inspection on the scheduled date and then upload the inspection report with their recommendation to the Department on the online system, which is sent to the Assistant Controller
- c) The Assistant Controller then reviews the submitted recommendation and along with the submitted application. They then send their recommendation for approval or rejection to the Controller of Legal Metrology
- d) In case of renewals, the application will be forwarded to Deputy Controller for approval
- e) Controller/Deputy Controller of Legal Metrology reviews the recommendations and if all are in order then the certificate is signed and available online for user to download through the Legal Metrology website

Checklist of Documents to be submitted with the Application

- a) For Grant of License:
 - a. Latest ID proof of the applicant
 - b. List of Loan articles
 - c. List of Test Weights
 - d. List of Tools
- b) For Renewal of License:
 - a. List of Loan articles
 - b. List of Test Weights

Schedule-IV

[See rules 3 (2) and 3(3)}

Government of
Office of Controller of Legal Metrology

Licencing and renewal fees for manufacturers, repairers of dealers of weights and measures

1. Issue of licence / renewal of licence to:

- | | |
|-------------------|---------------------|
| (i) Manufacturers | Rs. 2000/- Per Year |
| (ii) Repairers | Rs. 500/- Per Year |
| (iii) Dealers | Rs. 500/- Per Year |

2. Alteration of License Rs. 100/-

3. Issue of Duplicate License Rs. 100/-