

**GOVERNMENT OF ANDHRA PRADESH
LEGAL METROLOGY DEPARTMENT**

Memo.No: 1858/L/2014

Dated: -01-2015

Sub: Licences-Legal Metrology Department - Bringing services of Grant of skilled worker certificate, duplicate licence and alterations in licence document through “Mee-Seva”-Processing at different levels of Department - Detailed guidelines - issued - Reg.

Ref: This office Procs. No.1858/L1/2014 dated 26-12-2014.

All RDC/AC's in the state are aware that the services of Grant of skilled worker certificate, duplicate licence and alterations in Licence Document are brought through “Mee-Seva” as per Government policy. Instructions were issued vide ref cited, requesting all the applicants to approach “Mee-Seva” centers for submitting the applications and to stop the parallel services by the Department.

The detailed guidelines for all RDC/ACs are issued here under for processing the applications received through “Mee-Seva”.

I. GRANT OF SKILLED WORKER CERTIFICATE:

1. The Assistant Controller has to send a message to the applicant by using the message box given in the application at AC level calling for physical verification of the applicant and original documents with in a time period of 5 days of receipt of application from Mee-seva centre.
2. The Physical verification of the applicant and documents should be completed within **21** days from the receipt of application from Mee-Seva.
3. Assistant Controllers are instructed to check the original documents with the checklist enclosed in Annexure.
4. **Assistant Controllers are instructed to take an undertaking from the applicant in the proforma enclosed in Annexure and upload the document at AC level.**
5. The Application has to be forwarded to the Controller within 28 days from the receipt of mail from Mee-Seva, after cross checking with the checklist in Annexure appended to this memo and after satisfying that all the conditions are fulfilled and with specific remarks of recommendation or rejection of the application.

II. ISSUE OF DUPLICATE LICENCE:

1. The Assistant Controller has to send a message to the applicant by using the message box given in the application at AC level calling for physical verification of the original documents with in a time period of 5 days of receipt of mail from Mee-seva.
2. The Physical verification of the documents should be completed within 21 days from the receipt of application from Mee-Seva.
3. Assistant Controllers are instructed to check the original documents with the checklist enclosed in Annexure-2.
4. Assistant Controllers are instructed to upload the any missing/omitted documents.
5. The Application has to be forwarded to the Controller within 28 days from the receipt of mail from Mee-Seva, after cross checking with the checklist in Annexure-2 appended to this memo and after satisfying that all the conditions are fulfilled and with specific remarks of recommendation or rejection of the application.

Contd.....2

III. ALTERATIONS IN MANUFACTURER/REPAIRER/DEALING LICENCE DOCUMENT:

1. The Assistant Controller has to send a message to the applicant by using the message box given in the application at AC level calling for physical verification of the applicant and original documents with in a time period of 5 days of receipt of mail from Mee-seva.
2. The Physical verification of the applicant and documents should be completed within **21 days** from the receipt of application from Mee-Seva.
3. Assistant Controllers are instructed to check the original documents with the checklist enclosed in Annexure.
4. Assistant Controllers are instructed to upload the any missing/omitted documents.
5. The Application has to be forwarded to the Controller **within 28 days** from the receipt of mail from Mee-Seva centre, after cross checking with the checklist in Annexure appended to this memo and after satisfying that all the conditions are fulfilled and with specific remarks of recommendation or rejection of the application.

IV. REGISTRATION AS A MANUFACTURER/PACKER/IMPORTER UNDER PC RULES:

1. The Assistant Controller has to send a message to the applicant by using the message box given in the application intimating the probable date of inspection of the premises of the applicant with in a time period of 5 days of receipt of mail from Mee-seva.
2. The Physical verification of the premises and documents should be completed within 21 days from the receipt of application from Mee-Seva.
3. Assistant Controllers are instructed to check the original documents with the checklist enclosed in Annexure.
4. Assistant Controllers are instructed to upload the any missing/omitted documents.
5. The Application has to be forwarded to the Controller **within 28 days** from the receipt of mail from Mee-Seva, after cross checking with the checklist in Annexure appended to this memo and after satisfying that all the conditions are fulfilled and with specific remarks of recommendation or rejection of the application.

V. ALTERATIONS IN REGISTRATION CERTIFICATES OF MANUFACTURER/PACKER/IMPORTER

1. The Assistant Controller has to send a message to the applicant by using the message box given in the application at AC level, calling for verification of original documents with in a time period of 5 days of receipt of mail from Mee-seva.
2. The Physical verification of documents should be completed within 21 days from the receipt of application from Mee-Seva.
3. Assistant Controllers are instructed to check the original documents with the checklist enclosed in Annexure.
4. Assistant Controllers are instructed to upload the any missing/omitted documents.
5. The Application has to be forwarded to the Controller **within 28 days** from the receipt of mail from Mee-Seva, after cross checking with the checklist in Annexure appended to this memo and after satisfying that all the conditions are fulfilled and with specific remarks of recommendation or rejection of the application.

At Head Office Level:

1. The CLM peshi has to forward the mail received from the AC's to the Licence Section within 3 days from the date of receipt of mail.
2. The Licence Section after scrutinizing the applications with the existing checklist/licence conditions has to forward it to the Assistant Controller (Technical) along with their remarks in the remarks column within 10 days of the receipt of the mail.
3. The Assistant Controller (Technical) will scrutinize the application once again and if found correct will forward it to the RDC(Hq) within 3 days of receipt of mail
4. If the application is found correct in all aspects, the RDC (Hq) recommends for the Grant of skilled worker certificate/duplicate licence or for alteration in Licence document/issue of registration or alteration as manufacturer/packer/importer to the Controller, LM, or return it to the concerned AC (through CLM) instructing him to fulfill any omission found within 7 days. If the omissions are corrected and forwarded by AC then the file is circulated digitally as mentioned in point no 1 to 3.
5. If all the conditions prescribed are fulfilled then The Controller, Legal Metrology append the digital signature to the Grant or Renewal Licence Document.
6. The applicant can download copy of Granted Skilled Worker Certificate/Duplicate Licence Document/Altered Licence Document in "Mee-Seva" centers.

All applications for the above services which were submitted/under process before the introduction of services through Mee-seva are to be processed in the same manner as done earlier.

Further all the RDC/AC are instructed to stick on to the time schedule given in the memo and any deviation found will be liable for disciplinary action.

Encl:
Annxure

Sd/- G.V. Ranganatha Swamy,
I/c Controller,
Legal Metrology,Hyderabad.

To

All Regional Deputy Controllers&Assistant Controllers in the State with a direction to communicate the copy to all the executives under their control.

Copy to 'T' Section for Mee-seva file.

//Attested//

I/c Asst. Controller (Hqrs)

ANNEXURE

I.CHECK SLIP FOR ASSISTANT CONTROLLER WHILE FORWARDING APPLICATION FOR GRANT OF SKILLED WORKER CERTIFICATE:

1. Address Proof of the applicant (the address shall be within the A.P)
2. Proof of Date of Birth
3. Aadhar Card of applicant
4. Proof of Educational Qualifications
5. Undertaking from skilled worker in the following proforma

UNDERTAKING

(By Skilled worker)

Is/o.....resident of..... is hereby declare that,

1. I am an unemployed person and not working in any firm/organization.
2. As soon as I get any employment other than utilizing this certificate, I will Inform the same to the Controller, Legal Metrology, Hyderabad.
3. I will inform the change of employer/firm time to time if any there is change in the new firm employment duly utilizing this certificate.
4. I will not engage in the two or more firms at a time duly utilizing the skill worker certificate.
5. I affirm that I am neither convicted in any case nor there are any criminal case(s) pending against me.
6. If the above information provided by me is proved to be wrong, in future I will be held responsible and I will agree for cancellation and confiscation of my skilled worker certificate or any other action as deemed fit by the Controller, Legal Metrology, A.P.

Place:

Signature:

Date:

II.CHECK SLIP FOR ASSISTANT CONTROLLER WHILE FORWARDING APPLICATION FOR GRANT DUPLICATE LICENCE:

1. Original Non-traceable certificate from the Police authorities
2. Check whether the applicant licence is renewed for the current year

III.CHECK SLIP FOR ASSISTANT CONTROLLER WHILE FORWARDING APPLICATION FOR ALTERATIONS IN MANUFACTURING/REPAIRING/DEALING LICENCE:

If the alteration is

- | | |
|---|---|
| (1) Inclusion of Proprietor | <ul style="list-style-type: none">- Partnership deed- Aadhar proof of person to be included- Address Proof of person to be included- Photo of person to included- Skilled worker Certificate (For repairing licence issued after new Enforcement Rules i.e after 01-04-2011, only persons having skilled worker certificate shall be included as partner) |
| (2)Change in Name of the firm | <ul style="list-style-type: none">- Registration certificates on Proposed name from Commercial Tax dept/Municipal/Panchayat/Revenue/IT authorities. |
| (3) Change in Address | <ul style="list-style-type: none">- Registration certificates on Proposed address from Commercial Tax dept/Municipal/Panchayat/Revenue/IT authorities. |
| (4) Change of Workshop | <ul style="list-style-type: none">- Registration certificates on Proposed address from Commercial Tax dept/Municipal/Panchayat/Revenue/IT authorities |
| (5) Changes in articles to be Manufactures/sold | <ul style="list-style-type: none">- Approval of Model Certificates to be Included. |
| (6) Change in Monogram | <ul style="list-style-type: none">- Approval of Model Certificate indicating Change in Monogram. |
| (7) Change in Skilled worker | <ul style="list-style-type: none">- original skilled worker certificate- Address Proof of Skilled worker certificate |
| (8)Changes in Articles to be Repaired | <ul style="list-style-type: none">- Skilled worker certificate |

IV. CHECK SLIP FOR ASSISTANT CONTROLLER WHILE FORWARDING APPLICATION FOR REGISTRATION AS MANUFACTURER/PACKER/IMPORTER:

1. Cross check whether the commodity for which packing licence applied is an item mentioned in Schedule-II of PC Rules 2011, if yes, check whether the sizes of packing indicated is in conformity with sizes mentioned thereof.
2. Trade Licence/VAT registration
3. If applicant is an authorized signatory, proof thereto:
- 4 Registered partnership deed/articles of association as the case may be.
5. Sample copy of Label is to be crosschecked for compliance of declarations of PC Rules.
6. Aadhar card of the Proprietor/authorized signatory.

V. CHECK SLIP FOR ASSISTANT CONTROLLER WHILE FORWARDING APPLICATION FOR ALTERATIONS IN REGISTRATION CERTIFICATE AS MANUFACTURER/PACKER/IMPORTER

Cross check the details uploaded for changes proposed with the original Copies.