

**GOVERNMENT OF ANDHRA PRADESH
LEGAL METROLOGY DEPARTMENT**

**Present: Sri G.V.Ranganatha Swamy.,
I/c Controller, LM, AP.**

Procs.No:1858/L/2014-1

Dated:19-11-2014

Sub:- Licences-Legal Metrology Department - Grant and Renewal of Manufacturing, Repairing and Dealing Licences - Issuing the new instructions rescinding the orders issued earlier for Grant and Renewal - orders issued - reg.

Ref: 1.This office Cir.memo No.2633/L1/2013 dated 27-11-2013.
2.This office Cir.memo No.6399/L2/2013 dated 23-12-2013.
3.G.O.Ms.No.10 IT&C(infra) Department dated 18-10-2011.
4.G.O.Ms.No.3 IT&C(infra) Department dated 22-02-2012.
5.Lr.No.59/Meeseva/Secy/IT&C dated 13-11-2014.

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ORDER:

The Government of Andhra Pradesh wants to bring transparency and accountability in the functioning of the Government Departments. Accordingly instructed to bring all the citizen centric services of the Legal Metrology Department through “Mee-Seva” centers and also instructed to stop the parallel services offered by the department with immediate effect.

Hence it is decided to bring the following citizen centric services of the Department through “Mee-Seva” centers with immediate effect.

1. Grant and Renewal of Manufacturing Licence
2. Grant and Renewal of Repairing Licence
3. Grant and Renewal of Dealing Licence

The existing, valid licence holders of the Department, who has to apply for renewal of their licences before November 30th of 2014 have to submit their licences for renewal at the “Mee-Seva” centers along with the attachments enclosed in **Annexure-I**. The Fee prescribed for the Grant/Renewal of Licences have to be paid at “Mee-Seva” centers only.

All persons who intend to apply for getting new licences of the Department has to submit the applications at “Mee-Seva” centers along with the attachments enclosed in **Annexure-II**.

The RDC/AC's of the Department are here by instructed stop the parallel services of receiving the applications for the above mentioned services at their end immediately.

The RDC/AC's are instructed to give wide publicity to above changes, by intimating to all the existing licence holders of Department and also to public by displaying in the Notice board, giving to press/electronic media etc.,

Contd..2

The orders issued in the ref 1st and 2nd cited regarding the Grant and Renewal of Manufacturing, Repairing and Dealing Licences are here with rescinded.

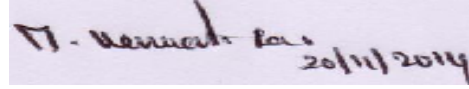
Encl:
Annexure-I and Annexure-II

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//

A rectangular stamp containing handwritten text in black ink. The text reads "M. Venkata Rao" followed by the date "20/11/2014".

I/c Asst. Controller (Hqrs)

ANNEXURE-I (RENEWAL)

I. ATTACHMENTS TO BE SUBMITTED AT “MEE-SEVA” CENTER BY THE MANUFACTURER WHILE APPLYING FOR RENEWAL OF HIS LICENCE:

1. Photographs of
Proprietor - in case of Proprietorship
Managing Partner - in case of Partnership firm
Managing Director - in case of Limited Company
2. Partnership deed in case of Partnership firm or Memorandum of articles in case of company.
3. Copies of Approval of Model Certificates
4. Existing valid Manufacturing Licence Document
5. Copies of Security Deposit for Rs.10,000/- in the form of NSC
6. Copy of Certificate indicating Number and date of registration number of current shop/establishment/municipal trade licence
7. Lease/rental/ownership deed of premises
8. Sales tax registration certificate i.e CST/APGST or exemption declaration by the applicant
9. Monogram of the Manufacturer
10. Solemn Affirmation declaration by the applicant on Rs.10/- bond paper
11. Address proof of the applicant
12. Id-Proof of the applicant
13. Undertaking from the applicant that in the event of violation of any manufacturing licence conditions, his licence shall be liable for cancellation without citing the reasons what so ever it may be by the Controller, Legal Metrology.
14. A declaration from the applicant stating that periodical returns are submitted and registers are maintained up to date.

II. ATTACHMENTS TO BE SUBMITTED AT “MEE-SEVA” CENTER BY THE REPAIRER WHILE APPLYING FOR RENEWAL OF HIS LICENCE:

1. Photographs of
Proprietor - in case of Proprietorship
Managing Partner - in case of Partnership firm
Managing Director - in case of Limited Company
2. Partnership deed in case of Partnership firm or Memorandum of articles in case of company.
3. Existing valid Repairing Licence Document
4. Copies of Security Deposit for Rs.5000/- in the form of NSC
5. Copy of Certificate indicating Number and date of registration number of current shop/establishment/municipal trade licence
6. Lease/rental/ownership deed of premises
7. Solemn Affirmation declaration by the applicant on Rs.10/- bond paper
8. Address proof of the applicant
9. Id-Proof of the applicant
10. Address proof of the skilled worker(s)
11. Id- proof of the skilled worker(s)
12. Copy of the skilled worker certificate(s)
13. List of Loan articles
14. List of Test weights
15. List of tools
16. Undertaking from the skilled worker(s) indicating willingness to work in the firm
17. Group photo of applicant(s) and skilled worker(s)
18. Undertaking from the applicant that in the event of violation of any repairing licence conditions, his licence shall be liable for cancellation without citing the reasons what so ever it may be by the Controller, Legal Metrology.
19. A declaration from the applicant stating that periodical returns are submitted and registers are maintained up to date.

III. ATTACHMENTS TO BE SUBMITTED AT “MEE-SEVA” CENTER BY THE DEALER WHILE APPLYING FOR RENEWAL OF HIS LICENCE:

1. Photographs of
Proprietor - in case of Proprietorship
Managing Partner - in case of Partnership firm
Managing Director - in case of Limited Company
2. Partnership deed in case of Partnership firm or Memorandum of articles in case of company.
3. Existing valid Dealing Licence Document
4. Copies of Security Deposit for Rs.2000/- in the form of NSC
5. Copy of Certificate indicating Number and date of registration number of current shop/establishment/municipal trade licence
6. Lease/rental/ownership deed of premises
7. Sales tax registration certificate i.e CST/APGST or exemption declaration by the applicant
8. Solemn Affirmation declaration by the applicant on Rs.10/- bond paper
9. Address proof of the applicant
10. Id-Proof of the applicant
11. Importer registration in case of importing weights and measures from outside the country
12. Undertaking from the applicant that in the event of violation of any dealing licence conditions, his licence shall be liable for cancellation without citing the reasons what so ever it may be by the Controller, Legal Metrology.
13. A declaration from the applicant stating that periodical returns are submitted and registers are maintained up to date.

ANNEXURE-II (GRANT)

I. ATTACHMENTS TO BE SUBMITTED AT “MEE-SEVA” CENTER FOR GRANT OF NEW MANUFACTURING LICENCE:

1. Photographs of
Proprietor - in case of Proprietorship
Managing Partner - in case of Partnership firm
Managing Director - in case of Limited Company
2. Partnership deed in case of Partnership firm or Memorandum of articles in case of company.
3. Copies of Approval of Model Certificates
4. Copies of Security Deposit for Rs.10,000/- in the form of NSC
5. Copy of Certificate indicating Number and date of registration number of current shop/establishment/municipal trade licence
6. Lease/rental/ownership deed of premises
7. Sales tax registration certificate i.e CST/APGST or exemption declaration by the applicant
8. Central Excise Registration Certificate
9. Monogram of the Manufacturer
10. Solemn Affirmation declaration by the applicant on Rs.10/- bond paper
11. Address proof of the applicant
12. Id-Proof of the applicant
13. Undertaking from the applicant that in the event of violation of any manufacturing licence conditions, his licence shall be liable for cancellation without citing the reasons what so ever it may be by the Controller, Legal Metrology.

II. ATTACHMENTS TO BE SUBMITTED AT “MEE-SEVA” CENTER FOR GRANT OF NEW REPAIRING LICENCE:

1. Photographs of
Proprietor - in case of Proprietorship
Managing Partner - in case of Partnership firm
Managing Director - in case of Limited Company
2. Partnership deed in case of Partnership firm or Memorandum of articles in case of company.
3. Copies of Security Deposit for Rs.5000/- in the form of NSC
4. Copy of Certificate indicating Number and date of registration number of current shop/establishment/municipal trade licence
5. Lease/rental/ownership deed of premises
6. Solemn Affirmation declaration by the applicant on Rs.10/- bond paper
7. Address proof of the applicant
8. Id-Proof of the applicant
9. Address proof of the skilled worker(s)
10. Id- proof of the skilled worker(s)
11. Copy of the skilled worker certificate(s)
12. List of Loan articles
13. List of Test weights
14. List of tools
15. Undertaking from the skilled worker(s) indicating willingness to work in the firm
16. Group photo of applicant(s) and skilled worker(s)
17. Undertaking from the applicant that in the event of violation of any repairing licence conditions, his licence shall be liable for cancellation without citing the reasons what so ever it may be by the Controller, Legal Metrology.

III. ATTACHMENTS TO BE SUBMITTED AT “MEE-SEVA” CENTER FOR GRANT OF NEW DEALING LICENCE:

1. Photographs of
Proprietor - in case of Proprietorship
Managing Partner - in case of Partnership firm
Managing Director - in case of Limited Company
2. Partnership deed in case of Partnership firm or Memorandum of articles in case of company.
3. Copies of Approval of model certificates - if applicable
4. Consent letter from original manufacturer of weights and measures.
5. Copies of Security Deposit for Rs.2000/- in the form of NSC
6. Copy of Certificate indicating Number and date of registration number of current shop/establishment/municipal trade licence
7. Lease/rental/ownership deed of premises
8. Sales tax registration certificate i.e CST/APGST or exemption declaration by the applicant
9. Solemn Affirmation declaration by the applicant on Rs.10/- bond paper
10. Address proof of the applicant
11. Id-Proof of the applicant
12. Importer registration in case of importing weights and measures from outside the country
13. Undertaking from the applicant that in the event of violation of any dealing licence conditions, his licence shall be liable for cancellation without citing the reasons what so ever it may be by the Controller, Legal Metrology.