

GOVERNMENT OF ANDHRA PRADESH
OFFICE OF THE CONTROLLER LEGAL METROLOGY, AP, HYDERABAD.

Memo.No.1858/L/2015

Dated: 30-10-2015

Sub: Licences- Renewal of manufacturing/repairing/dealing licences for the year 2016- submission of applications through Mee-Seva - certain modifications regarding documents to be uploaded - intimated - Reg.

Ref: 1. Procs. No.1858/L/2014-1 dt 19-11-2014 of CLM, AP, Hyd.

Attention of all DC's/AC's of the state is invited to the reference cited, where in the services of renewal of manufacturing/repairing/dealing licence have been brought through "Mee-Seva".

Keeping in view of the practical difficulties encountered while processing the applications through Mee-Seva last year, it has been decided to reduce the number of documents to be uploaded through "Mee-Seva".

The existing, valid licence holders of the Department, who have to apply for renewal of their licences before November 30th of 2015 have to submit their licences for renewal at the "Mee-Seva" centers along with the attachments enclosed in **Annexure- A**.

The list of documents that are to be submitted to the Inspectors/District Inspectors/Assistant Controllers during the process of physical inspection of the premises of the Licence Holders is enclosed in **Annexure- B**.

The Assistant Controllers are instructed furnish their remarks either for renewal or rejection specifically after duly verifying all the originals attached/nonattached documents thoroughly before forwarding the applications to Head Office. The Concerned Inspecting officers along with the Assistant Controller will be held responsible for any lapses noticed later on.

The Regional Deputy Controllers are instructed to monitor the overall processing of applications in their region and ensure that all the applications which were received for renewal shall be forwarded to Head office before 31-12-2015.

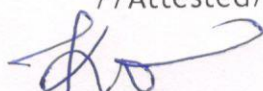
Encl: Annexure A& B
for manufacturing/repairing/dealing
licences

Sd/-G.Jaya Lakshmi, IAS
Controller,
Legal Metrology (FAC),
A.P. Hyderabad.

To
All Regional Deputy Controllers/Assistant Controllers/District Inspectors/Inspectors of the State with instructions to communicate this to all the Licensees (Licence Holders) in their respective jurisdictions (and a copy of this may be displayed in the notice board of their respective offices) and report compliance.

Copy to CLM/DC peshi.

//Attested//



Asst.Controller(Enf)

MANUFACTURING-RENEWAL
ANNEXURE-A

I. ATTACHMENTS TO BE SUBMITTED AT “MEE-SEVA” CENTER

1. Photographs of
Proprietor - in case of Proprietorship
Managing Partner - in case of Partnership firm
Managing Director - in case of Limited Company
2. Existing valid Manufacturing Licence Document
3. Copy of Certificate indicating Number and date of registration number of current shop/establishment/municipal trade licence
4. Sales tax registration certificate i.e CST/APGST or exemption declaration by the applicant
5. Monogram of the Manufacturer

ANNEXURE-B

II. DOCUMENTS TO BE SUBMITTED AT THE TIME OF PHYSICAL INSPECTION OF PREMISES:

1. Partnership deed in case of Partnership firm or Memorandum of articles in case of company.
2. Copies of Approval of Model Certificates
3. Copies of Security Deposit for Rs.10,000/- in the form of NSC
4. Lease/rental/ownership deed of premises
5. Solemn Affirmation declaration by the applicant on Rs.10/- bond paper
6. Address proof of the applicant
7. Id-Proof of the applicant
8. A declaration from the applicant stating that periodical returns are submitted and registers are maintained up to date.

REPAIRING-RENEWAL
ANNEXURE-A

I. 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. Existing valid Repairing Licence Document
3. Copy of Certificate indicating Number and date of registration number of current shop/establishment/municipal trade licence
4. Address proof of the skilled worker(s)
5. Id- proof of the skilled worker(s)
6. Group photo of applicant(s) and skilled worker(s)

ANNEXURE-B

II. DOCUMENTS TO BE SUBMITTED AT THE TIME OF PHYSICAL INSPECTION OF PREMISES:

1. Partnership deed in case of Partnership firm or Memorandum of articles in case of company.
2. Copies of Security Deposit for Rs.5000/- in the form of NSC
3. Lease/rental/ownership deed of premises.
4. Solemn Affirmation declaration by the applicant on Rs.10/- bond Paper
5. Address proof of the applicant
6. Id-Proof of the applicant
7. Copy of the skilled worker certificate(s)
8. List of Loan articles
9. List of Test weights
10. List of tools
11. Undertaking from the skilled worker(s) indicating willingness to work in the firm
12. A declaration from the applicant stating that periodical returns are submitted and registers are maintained up to date.

DEALING-RENEWAL
ANNEXURE-A

I. ATTACHMENTS TO BE SUBMITTED AT “MEE-SEVA” CENTER

1. Photographs of
 - Proprietor - in case of Proprietorship
 - Managing Partner - in case of Partnership firm
 - Managing Director - in case of Limited Company
2. Existing valid Dealing Licence Document
3. Copy of Certificate indicating Number and date of registration number of current shop/establishment/municipal trade licence
4. Sales tax registration certificate i.e CST/APGST or exemption declaration by the applicant

ANNEXURE-B

II. DOCUMENTS TO BE SUBMITTED AT THE TIME OF PHYSICAL INSPECTION OF PREMISES:

1. Partnership deed in case of Partnership firm or Memorandum of articles in case of company.
2. Copies of Security Deposit for Rs.2000/- in the form of NSC
3. Lease/rental/ownership deed of premises
4. Solemn Affirmation declaration by the applicant on Rs.10/- bond paper
5. Address proof of the applicant
6. Id-Proof of the applicant
7. Importer registration in case of importing weights and measures from outside the country
8. A declaration from the applicant stating that periodical returns are submitted and registers are maintained up to date.