

Legal Metrology Department

Inspections for Renewal of Manufacturing License

Procedure for Conduction Inspection for Renewal of Manufacturing License

1. Computer allocates industrial establishments to be inspected by the Inspecting Officer and probable date of inspection
2. The Inspecting Officer sends SMS about the date of inspection, to the industry to be inspected
3. The Inspecting Officer inspects the industry on the designated date
4. The Inspecting Officer inspects the industry, as per the checklist
5. The Inspecting Officer prepares a Inspection Report in prescribed proforma
6. The Inspecting Officer generates an Inspection Report with unique Id no.
7. The Inspecting Officer digitally signs the Inspection Report
8. The Inspecting Officer uploads Inspection Report onto the website within 48 hours
9. The Inspecting Officer send SMS about availability of the Inspection Report and its identification number, on the website
10. The industry downloads the Inspection Report from website.

Checklist for Inspection of Manufacturing License – Renewal

UPLOADED ONLINE DURING INSPECTION FOR RENEWAL OF MANUFACTURING LICENCE:

S.No	Particulars
1.	On line application with Photo of <ol style="list-style-type: none">a. Proprietor - in case of Proprietorshipb. Managing Partner - in case of Partnership firmc. Managing Director - in case of Limited Company
2.	Registered partnership deed in case of Partnership firm of 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 receipt
6.	Lease/Rental /Ownership deed of premises, as the case may be along with the proof that the said premises is in the name of the Lessor/Owner
7.	GST registration certificate or exemption declaration by the applicant (if applicable)
8.	Monogram of the Manufacturer
9.	Solemn Affirmation declaration by the applicant on Rs. 10/ - bond paper
10.	Aadhaar for ID proof and Address proof of the applicant
11.	Undertaking from the applicant that in the event of violation of any manufacturing license condition, his/her license shall be liable for cancellation without citing the reasons what so ever it may be by the Controller, Legal Metrology
12.	Existing valid License Document
13.	A declaration from the applicant stating that periodical returns are submitted and registers are maintained up to date, which are to be attested by the Assistant Controller's concerned

Timeline: 21 Days