

Legal Metrology Department

Inspections for Grant of Manufacturing License

Procedure for Conducting Inspection for Grant of Manufacturing License

1. Computer allocates industrial establishments to be inspected by the Inspecting Officer and probable date of inspection on the Central Inspection System.
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 – Grant

UPLOADED ONLINE DURING INSPECTION FOR GRANT OF NEW MANUFACTURING LICENCE:

S.No	Particulars
1.	On line application with the Photo of the <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 or Memorandum of articles in case of company
3.	Copies of the Certificates of Approval of Model
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, 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.	Central Excise Registration certificate
9.	Monogram of the Manufacturer
10.	Solemn Affirmation declaration by the applicant on Rs.10/- bond paper
11.	Aadhaar for ID proof and Address proof of the applicant
12.	Undertaking from the applicant that in the event of violation of any manufacturing licence conditions, his/her licence shall be liable for cancellation without citing the reasons what so ever it may be by the Controller, Legal Metrology.

Timeline: 21 Days