

Legal Metrology Department
Inspections for Renewal of Dealing License

Procedure for Conducting Inspection for Renewal of Dealing 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 check list communicated
5. The Inspecting Officer prepares a Inspection Report in prescribed proforma (preferably online)
6. The Inspecting Officer generates an Inspection Report with unique Id no. (File No.)
7. The Inspecting Officer 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 down loads the Inspection Report from website.

Checklist for Inspection of Dealing License – Renewal

TO BE UPLOADED ONLINE FOR INSPECTION:

S.No	Particulars
1.	Photographs of <ul style="list-style-type: none">• Proprietor - in case of Proprietorship• Managing Partner - in case of Partnership firm• Managing Director - in case of Limited Company
2.	Registered Partnership deed, in case of more than skilled worker
3.	Copies of Security Deposit for Rs 2000 in the form of NSC
4.	Copy of Certificate indicating Number and date of registration number of current shop/establishment/municipal trade licence/receipt
5.	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
6.	GST registration certificate or exemption declaration by the applicant (if applicable)
7.	Solemn Affirmation declaration by the applicant on Rs. 10/- bond paper
8.	Aadhaar for Id proof & Address proof of the applicant
9.	Importer registration in case of importing weights and measures from outside of the Country
10.	Existing valid license document
11.	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 Inspectors/Dist. Inspectors concerned

Timeline: 21 Days