

**GOVERNMENT OF ANDHRA PRADESH
LEGAL METROLOGY DEPARTMENT**

Memo.No: 1858/L/2014-2

Dated:19-11-2014

Sub:- Licences-Legal Metrology Department - Grant and Renewal of Manufacturing, Repairing and Dealing Licences through “Mee-Seva” - Processing at different levels of Department - Detailed guidelines - issued - Reg.

Ref: 1.This office Procs. No.1858/L1/2014-1 dated 19-11-2014.

All RDC/AC's in the state are aware that all the services of Grant and Renewal of manufacturing, repairing and dealing of licences are brought through “Mee-Seva” as per Government policy. Instructions are issued vide ref cited, requesting all the applicants to approach “Mee-Seva” centers for submitting the applications for Grant or Renewal as the case may be. The detailed guidelines for the all RDC/AC/DI/ILM's are issued here under for processing the applications received through “Mee-Seva”.

The Whole process of Granting/Renewing the applications consists of three stages; each stage is described in detail below.

STATGE-I: (Mee-seva center level)

1. Once application is accepted by “Mee-Seva” center, it will be forwarded to the concerned Assistant Controller through mail for taking necessary action.

STAGE-II:(AC/DI/ILM level)

1. The Assistant Controller is instructed to check the mail with the user id and password provided to him separately. Forward the application received to the concerned District Inspector/Inspector in whose jurisdiction the address of the applicant falls.
2. All applications received by AC's are to be forwarded with in a time period of 5 days of receipt of mail from Mee-seva through mail to DI/ILM.
3. All applications pertaining to either Grant or Renewal of Dealing and Category-I repairing are to be forwarded to the concerned Inspectors for doing field inspection of the premises giving a time period of 10 days to ILM's.
4. All applications pertaining to either Grant or Renewal of Category-II repairing have to be forwarded to the concerned District Inspector for doing field inspection of the premises giving a time period of 10 days to DI's.
5. The DI/ILM's upon receiving application from AC, instructed to log in to the System with the user-id and password provided to them and
 - (a) to download it along with all the attachments and are instructed to intimate the applicant over the mobile number given in the application about probably date of inspection of premises and complete the inspection of premises of the applicant strictly within the time period given to them i.e 10 days from the receiving of mail from AC.
 - (b) The DI/ILM's are instructed to verify the details given by the applicant at field level and forward the application to AC by entering the following in the remarks column.
If all the particulars submitted are correct -“ Found all the details correct”
If any omissions are found -“ write the details of omissions”
6. The Assistant Controller, Legal Metrology after receiving the mail from DI/ILM intimate the applicant if any omissions found by the DI/ILM's are correctable at AC level and upload the documents if any missing after procuring from the Applicant.

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7. If the applications received by the AC's pertain to either Grant or Renewal of Manufacturing Licence then he himself has to conduct the inspection of the premises within 15 days of the receipt of the mail.
8. The Assistant Controllers after cross checking with the checklist appended to this memo if all the conditions are fulfilled then has to forward to the application to the Controller, Legal Metrology within 10 days from the receipt of the mail from the DI/ILM's.

STAGE-III:(Head Office Level)

1. The mail received from the AC's is to be forwarded to the Licence Section within 3 days from the date of receipt of mail.
2. The Licence Section after scrutinizing the applications with the existing checklist/licence conditions has to forward it to the Assistant Controller (Technical) along with their remarks in the remarks column within 15 days of the receipt of the mail.
3. The Assistant Controller (Technical) will scrutinize the application once again and if found correct will forward it to the RDC(Hq) within 3 days of receipt of mail
4. If the application is found correct in all aspects, the RDC (Hq) recommends for the Grant or Renewal of the Licence to the Controller, LM, or return it to the concerned AC (through CLM) instructing him to fulfill any omission found within 7 days. If the omissions are corrected and forwarded by AC then the file is circulated digitally as mentioned in point no 1 to 3.
5. If all the conditions prescribed are fulfilled then The Controller, Legal Metrology append the digital signature to the Grant or Renewal Licence Document.
6. The applicant can download copy of Granted or Renewed Licence Document in "Mee-Seva" centers .

Further all the RDC/AC/DI/ILM are instructed to stick on to the time schedule given in the memo and deviation found will be liable for disciplinary action.

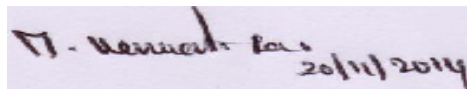
Encl:
Annxure-I and Annexure-II

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 a handwritten signature in black ink and the date "20/11/2014" written below it.

I/c Asst. Controller (Hqrs)

ANNEXURE-I (RENEWAL)

I. CHECK SLIP FOR ASSISTANT CONTROLLER WHILE FORWARDING RENEWAL APPLICATION OF MANUFACTURER:

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. To check whether the applicant has submitted all the periodical returns and also to verify all the registers are maintained up to date
15. To check whether any prosecution/court cases are pending against the applicant

II. CHECK SLIP FOR ASSISTANT CONTROLLER WHILE FORWARDING RENEWAL APPLICATION OF REPAIRER:

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. To check whether the applicant has submitted all the periodical returns and also to verify all the registers are maintained up to date
20. To check whether any prosecution/court cases are pending against the applicant
21. To check whether the jurisdiction applied by the applicant tallies with the jurisdiction given in the licence document.

III. CHECK SLIP FOR ASSISTANT CONTROLLER WHILE FORWARDING RENEWAL APPLICATION OF DEALER:

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. To check whether the applicant has submitted all the periodical returns and also to Verify whether all the registers are maintained up to date
14. To check whether any prosecution/court cases are pending against the applicant

ANNEXURE-II (GRANT)

I. CHECK SLIP FOR ASSISTANT CONTROLLER WHILE FORWARDING APPLICATION 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/PGST 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. CHECK SLIP FOR ASSISTANT CONTROLLER WHILE FORWARDING APPLICATION 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. CHECK SLIP FOR ASSISTANT CONTROLLER WHILE FORWARDING APPLICATION 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.