

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

Present: Sri E. Damodar, IPS.,
Controller, Legal Metrology A.P.,
Vijayawada

Procs No: 1858/L/2014-3

Dated: 12-11-2018

Sub: Licences - Legal Metrology Department - Bringing of certain services to the online through the MeeSeva/ Single Desk Portal - Fixing up of timelines and certain documents to be submitted - Orders -Issued - Reg.

- Ref:**1. This office Procs. No.1858/L/ 2014-1 dated 19-11-2014.
2. This office Procs. No.1858/L/2014-2 dated 19-11-2014.
3. This office Procs.No.1858/L/2014 dated 09-01-2015
4. This office Procs.N.1858/L/2014 dated 20-01-2015.
5. This office Procs.No.566/T/L/2017 dated 03-10-2017.
6. This office Procs. No. 566/T/L/2017-1 dated 23-10-2017.

ORDER:

All JC's and DC's are aware of the fact that the services pertaining to the activities of the Legal Metrology department were already made online through mee-seva vide ref 1st and 3rd cited. Detailed procedure/ guidelines, fixing the time lines/limits and check list for the copies of the documents that are to be uploaded and to cross verify the same with that of the originals by the DC's / JC's, as case may be, at different levels of the processing were issued vide ref 2nd and 4th cited.

Also vide ref 5th cited .the services of the department are also made online through single desk portal, as a part of Ease of Doing Business reforms. Since the service level agreement/ time lines for completion of entire processing of the applications is reduced from 60 days to 21 days as per EODB reform revised guidelines are hereby issued.

Accordingly, in exercise of powers vested with the Controller under Rule 11 (4) of APLM (Enf) Rules,2011, orders were already issued vide ref 6th cited, authorizing the JC's to renew certain categories of the Repairing Licences (Except category Sl. No.1, 4, 6 and 9, out of Nine categories of licences notified in the Gazette) and also authorizing DCs to renew all the Dealing Licences and repairing licence pertaining to the category Sl. No. 1 of the Gazette notification.

In view of the above and in order to complete the entire task of processing of the applications, so received, either through mee-seva or single desk portal or AP Online within the revised stipulated time lines of 21 days, the detailed guidelines/procedure and the time lines at various levels of processing are given below:

1). For all the applications, where the Granting/Renewal Authority is the Controller, Legal Metrology:

- The Deputy Controllers, Legal Metrology after receiving the applications into their inbox, shall have to verify / cross check, as to whether the applicant uploaded all the documents, as per the check list or not. If it is found that any document is not uploaded, the same may be informed to the JC in his remarks and he may also provide such other information, with regard to any criminal cases or any other cases booked under LM Act and Rules made there under, or which are pending against the applicant, including information pertaining to the maintenance of registers and submission of periodical reports and returns, to the JC, **within 3 days** from the date of receipt of the application to their inbox.

Contd... 2

- The Joint Controllers, after receiving the application into their inbox from DCs, shall send a message immediately to the applicant through the message box informing him, to keep ready all the original documents that are enlisted in the check list, as per the annexure appended, for the purpose of physical verification of the same and also to make himself available along with the skilled workers for physical inspection of the licensing premises of the licensee/applicant and for taking group photo and that if any document is found to be missing, the same may be uploaded by the JC.
- On scrutiny, if it is found that the applicant failed, to submit any valid document and to fulfill any conditions or norms that are imposed to be complied with, the Joint Controllers, after completion of the inspection shall forward the same to the Controllers login **within 9 days** from the date of receipt of the application to his inbox, after duly processing the application with specific remarks, recommending either for approval or for rejection accordingly to the section H.O.
- The application received in the H.O Section shall be scrutinized scrutiny the application and submit the applications to the Deputy Controller(Admn) at HO along with his findings **within 3 days** and the DC(admn) at HO will scrutinize the application and process the same with his remarks, either recommending for approval or for rejection **within 3 days** to the Controller's inbox, and the Controller will take action **within 3 days** accordingly.

2). For all applications, where the Renewal Authority is Joint Controller, Legal Metrology:

- The Deputy Controller, Legal Metrology after receiving the applications in his/her inbox, shall send a message immediately to the applicant through the message box informing him to keep ready all the original documents that are enlisted in the check list, as per the annexure appended, for the purpose of physical verification of the same with that of the copies uploaded and also to make himself available, along with the skilled workers for physical inspection of the licensing premises of the licensee/applicant and for taking group photo and if it is found that any document is found missing the same may be uploaded by the DC. in either case of recommendation or for recommendation for rejection , the application shall be processed within in 7 days. In either case the application shall be sent to concerned Joint Controller.
- The JC shall scrutinize and process the application either for renewal or recommending for rejection. In case of rejection the application shall be forwarded to H.O section within 7 days.
- The application received in the H.O Section shall be scrutinized the and submitted to the Deputy Controller(Admn) at HO along with his findings **within 2 days** and the DC(admn) at HO will scrutinize the application and process the same with his remarks, either recommending for approval or for rejection **within 2 days** to the Controller's inbox, and the Controller will take action **within 3 days** accordingly.

3). For all the applications, where the Renewal Authority is the Deputy Controller, Legal Metrology:

- The Deputy Controller, Legal Metrology, after receiving the application to his inbox, shall have to verify/ cross check, as to whether the applicant uploaded all the documents which are required to be uploaded as per the check list appended.
 - The Deputy Controllers shall cause the physical inspection of the licensing premise(workshop) of the applicant and shall have to upload the documents, if any required and process the application by either renew the same or **recommend for rejection.**
 - In case, on scrutiny any application is to be rejected the Deputy Controller shall have to submit the application to the Joint Controllers login, recommending for rejection **within 7 days** from the date of receipt of the application to his in box.
 - The JC after receiving in his in box shall scrutinize the application and if it is found that the application is in order the JC shall renew the same and if it is found that the application is to be rejected then he will submit the same to H.O section within 7 days.
 - The application received in the H.O Section shall be scrutinized the and submitted to the Deputy Controller(Admn) at HO along with his findings **within 2 days** and the DC(admn) at HO will scrutinize the application and process the same with his remarks, either recommending for approval or for rejection **within 2 days** to the Controller's inbox, and the Controller will take action **within 3 days** accordingly.
4. All the JC/DC's are here by instructed to scrupulously comply with the time schedule for completion of the entire processing of the application while renewing the licences and also while forwarding the licence application to the Controller, as stated above and any deviation, in this regard, will be viewed very seriously and will be liable for disciplinary action.
5. If any licence is renewed or forwarded to licence issuing/renewing authority by the DC/JC, without ensuring that the licensee/applicant submitted all the valid documents that are mandatory/required to be submitted and fulfilled the norms and conditions that are imposed to be complied with, the concerned JC/DC will be taken to task by initiating suitable disciplinary action.

Receipt of the proceedings shall be acknowledged forth with.

Encl: as above

**Sd/- E. Damodar, IPS.,
Controller,
Legal Metrology, Vijayawada**

To

All the Regional Deputy Controllers/ Asst. Controllers/Dist. Inspectors, L.M., in the State with instructions to communicate the same to all the Licensees(Licence Holders) in their respective jurisdictions and obtain the acknowledgement in token of the receipt of the same and also display the same in the notice board of their respective offices and also disseminate/ guide/ counsel them by conducting meeting and report compliance.

Copy to Sri G.V. RanganadhaSwamy, RDC, LM, Visakhapatnam and Nodal Officer for EODB reforms with instructions for carrying out the necessary modifications in the software programme, for Single Desk Portal.

Copy to Sri M. Gopikrishna Reddy, 1/c Regl. Deputy Controller, L.M., Kurnool &: Nodal Officer for Mee-Seva" - with instructions for carrying out the necessary modifications in the software programme.

Copy to CLM/DC peshi.

ANNEXURE

MANUFACTURING LICENCE - GRANT

ATTACHMENTS TO BE UPLOADED ONLINE AND SHOWN DURING INSPECTION FOR GRANT OF NEW MANUFACTURING LICENCE:

1. On line application with the Photo of the Proprietor- in case of Proprietorship
 - a. Managing Partner- in case of Partnership firm
 - b. 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. 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 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. **Tick Box**

REPAIRING LICENCE - GRANT

ATTACHMENTS TO BE UPLOADED ONLINE AND SHOWN DURING INSPECTION FOR GRANT OF NEW REPAIRING LICENCE:

1. On line application the Photo of the
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 one skilled worker
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, as the case may be along with the proof that the said premises is in the name of the Lessor/Owner.
6. Solemn Affirmation declaration by the applicant/applicants on Rs.10/- bond paper
7. Aadhaar for ID proof and Address proof of the applicant.
8. Aadhaar for ID proof and Address proof of the skilled worker(s)
9. Copy of the skilled worker certificate(s) issued by the Controller, Legal Metrology, Andhra Pradesh.
10. List of Loan articles
11. List of Test weights
12. List of tools
13. Undertaking from the skilled worker(s) indicating willingness to work in the firm for the current year
14. Group photo of skilled worker(s) in the case of more than one skilled worker
15. 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.

DEALING LICENCE - GRANT

ATTACHMENTS TO BE UPLOADED ONLINE AND SHOWN DURING INSPECTION FOR GRANT OF NEW DEALING LICENCE:

1. On line application Photo/ Photos of
 - i. Proprietor - in case of Proprietorship
 - ii. Managing Partner - in case of Partnership firm
 - iii. Managing Director - in case of Limited Company
2. Registered Partnership deed, in the case of Partnership firm or Memorandum of articles in case of company.
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
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 and Address proof of the applicant.
9. Importer registration in case of importing weights and measures from outside the country
10. 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.

MANUFACTURING - RENEWAL

I. ATTACHMENTS TO BE UPLOADED ONLINE AND SHOWN DURING INSPECTION:

1. On line application with Photo 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 receipt
4. GST registration certificate or exemption declaration by the applicant (if applicable).

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

1. Registered partnership deed in case of Partnership firm of 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, as the case may be along with the proof that the said premises is in the name of the Lessor/Owner.
5. Solemn Affirmation declaration by the applicant on Rs. 10/- bond paper.
6. Aadhaar for ID proof and Address proof of the applicant.
7. 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.

REPAIRING - RENEWAL

I ATTACHMENTS TO BE UPLOADED ONLINE AND SHOWN DURING INSPECTION:

1. Photographs of
 - i. Proprietor - in case of Proprietorship
 - ii. Managing Partner - in case of Partnership firm
 - iii. 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/receipt
4. Address proof of the skilled worker(s)
5. Group photo of applicant(s) and skilled worker(s) at the workshop along with sign board of the name of the Licensing firm.

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

1. Registered partnership deed in case of Partnership firm of Memorandum of articles in case of company
2. Copies of Security Deposit for Rs, 5,000/- in the form of NSC
3. 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.
4. Solemn Affirmation declaration by the applicant on Rs. 10/- bond paper.
5. Aadhaar for ID proof and Address proof of the applicant.
6. Copy of the skilled worker certificate(s) issued by the Controller, Legal Metrology, Andhra Pradesh.
7. List of Loan articles
8. List of test weights
9. List of Tools
10. Undertaking from the skilled worker(s) indicating willingness to work in the firm
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
12. Aadhaar for ID proof and Address proof of the Skilled worker(s)

DEALING - RENEWAL

I ATTACHMENTS TO BE UPLOADED ONLINE AND SHOWN DURING INSPECTION

1. Photographs of
 - i. Proprietor - in case of Proprietorship
 - ii. Managing Partner - in case of Partnership firm
 - iii. 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/receipt
4. GST registration certificate or exemption declaration by the applicant (if applicable)

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

1. Registered partnership deed in case of Partnership firm of Memorandum of articles in case of company
2. Copies of Security Deposit for Rs, 2,000/- in the form of NSC
3. 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.
4. Solemn Affirmation declaration by the applicant on Rs. 10/- bond paper.
5. Aadhaar for ID proof and Address proof of the applicant.
6. Importer registration in case of importing weights and Measures from outside of the Country.
7. 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 concerned

GRANT OF SKILLED WORKER CERTIFICATE

I DOCUMENTS TO BE SBMITTED AND SHOWN DURING INSPECTION:

1. Address Proof of the applicant that he shall be the resident of Andhra Pradesh.
2. Proof of Date of Birth
3. Aadhar Card of the applicant
4. Copy of Educational Qualification Certificate
5. Genuineness/Veracity of the educational qualification certificate obtained from the competent authority.
6. Undertaking from the applicant for issuance of skilled worker certificate, in the following proforma

UNDERTAKING

(By the Applicant for issuance of the skilled worker certificate)

I.....s/o.....resident of is hereby declare that,

1. I am an unemployed person and not working in any firm/organization.
2. As soon as I get any employment other than utilizing this certificate, I will Inform the same to the Controller, Legal Metrology, Vijayawada
3. I will inform the change of employer/firm time to time if any there is change in the new firm employment duly utilizing this certificate.
4. I will not engage in the two or more firms at a time duly utilizing the skill worker certificate.
5. I affirm that I am neither convicted in any case nor there are any criminal case(s) pending against me.
6. If the above information provided by me is proved to be wrong, in future I will be held responsible and I will agree for cancellation and confiscation of my skilled worker certificate or any other action as deemed fit by the Controller, Legal Metrology, A.P.

Place:

Signature:

Date:

GRANT OF DUPLICATE LICENCE

I DOCUMENTS TO BE UPLOADED AND SHOWN DURING INSPECTION:

1. Original Non-traceable certificate from the Police authorities
2. Check whether the applicant licence is renewed for the current year

II ALTERATIONS IN MANUFACTURING/REPARING/DEALING LICENCE DOCUMENTS TO BE UPLOADED/SUBMITTED AND SHOWN DURING INSPECTION:

If the alteration is

- | | |
|-----------------------------|--|
| (1) Inclusion of Proprietor | - Partnership deed
- Aadhaar proof of person to be included
- Address Proof of person to be included
- Photo of person to included
- Skilled worker Certificate (For |
|-----------------------------|--|

repairing licence issued after new Enforcement Rules i.e after 01-04-2011, only persons having skilled worker certificate shall be included as partner)

- | | |
|--------------------------------|---|
| (2) Change in Name of the firm | - Registration certificates on Proposed name from Commercial tax dept/ Municipal/Panchayat/ Revenue/IT authorities. |
|--------------------------------|---|

- | | |
|-----------------------|---|
| (3) Change in Address | - Registration certificates on Proposed address from Commercial Tax dept/ Municipal/Panchayat/ Revenue/ IT authorities. |
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| (4) Change of Workshop | - Registration certificates on Proposed address from Commercial Tax dept/ Municipal/Panchayat/ Revenue/ IT authorities |
|------------------------|--|

- | | |
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| (5) Changes in articles to be Manufactures/sold | - Approval of Model Certificates to be Included. |
| (6) Change in Monogram | - Approval of Model Certificate Indicating Change in Monogram. |
| (7) Change in Skilled worker | - original skilled worker certificate
- Address Proof of Skilled worker certificate |
| (8) Changes in Articles to be Repaired | - Skilled worker certificate |

REGISTRATION AS MANUFACTURER/PACKER/IMPORTER

DOCUMENTS NEEDS TO BE UPLOADED AND SHOWN DURING INSPECTION:

1. Cross check whether the commodity for which packing licence applied is an item mentioned in Schedule-II of PC Rules 2011, if yes, check whether the sizes of packing indicated is in conformity with sizes mentioned thereof.
2. Trade Licence/GST registration
3. If applicant is an authorized signatory, proof thereto:
4. Registered partnership deed/articles of association, as the case may be.
5. Sample copy of Label is to be crosschecked for compliance of declarations of PC Rules.
6. Aadhaar card of the Proprietor/authorized signatory.

ALTERATIONS IN MANUFACTURING/PACKING/IMPORTER LICENCE

Assistant Controller, needs to cross check the details uploaded for changes proposed with the original Copies.

