

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

Legal Metrology Department

Inspections for Renewal of Manufacturing License

Procedure for Conducting Inspection for Renewal 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 – 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.	Solemn Affirmation declaration by the applicant on Rs. 10/ - bond paper
9.	Aadhaar for ID proof and Address proof of the applicant
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 Assistant Controller's concerned

Timeline: 21 Days

Legal Metrology Department
Inspections for Grant of Dealing License

Procedure for Conducting Inspection for Grant of Dealing License

11. Computer allocates industrial establishments to be inspected by the Inspecting Officer and probable date of inspection on the Central Inspection System.
12. The Inspecting Officer sends SMS about the date of inspection, to the industry to be inspected
13. The Inspecting Officer inspects the industry on the designated date
14. The Inspecting Officer inspects the industry, as per the check list
15. The Inspecting Officer prepares a Inspection Report in prescribed proforma
16. The Inspecting Officer generates an Inspection Report with unique Id no
17. The Inspecting Officer issues a digitally signed Inspection Report
18. The Inspecting Officer uploads Inspection Report onto the website within 48 hours
19. The Inspecting Officer send SMS about availability of the Inspection Report and its identification number, on the website
20. The industry downloads the Inspection Report from website.

Checklist for Inspection of Dealing License – Grant

UPLOADED ONLINE DURING INSPECTION FOR GRANT OF NEW DEALING LICENCE:

S.No	Particulars
1.	On line application the Photo of the <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 one skilled worker
3.	Copy of Approval of model certificates - applicable
4.	Consent letter from original manufacturer or 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, as the case may be along with the proof that the said premises is in the name of the Lessor/Owner
8.	GST registration certificate or exemption declaration by the applicant (if applicable)
9.	Solemn Affirmation declaration by the applicant/applicants on Rs.10/- bond paper
10.	Aadhaar for ID proof and Address 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 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.

Timeline: 21 Days

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

Legal Metrology Department

Inspections for Grant of Repairing License

Procedure for Conducting Inspection for Grant of Repairing License

21. Computer allocates industrial establishments to be inspected by the Inspecting Officer and probable date of inspection on the Central Inspection System.
22. The Inspecting Officer sends SMS about the date of inspection, to the industry to be inspected
23. The Inspecting Officer inspects the industry on the designated date
24. The Inspecting Officer inspects the industry, as per the check list
25. The Inspecting Officer prepares a Inspection Report in prescribed proforma
26. The Inspecting Officer generates an Inspection Report with unique Id no.
27. The Inspecting Officer signs the Inspection Report
28. The Inspecting Officer uploads Inspection Report onto the website within 48 hours
29. The Inspecting Officer send SMS about availability of the Inspection Report and its identification number, on the website
30. The industry down loads the Inspection Report from website.

Checklist for Inspection of Repairing License – Grant

UPLOADED ONLINE DURING INSPECTION FOR GRANT OF NEW REPAIRING LICENCE:

S.No	Particulars
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

Timeline: 21 Days

Legal Metrology Department

Inspections for Renewal of Repairing License

Procedure for Conducting Inspection for Renewal of Repairing 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 Repairing License – Renewal

ATTACHMENTS TO BE UPLOADED ONLINE:

S.No	Particulars
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 than one skilled worker
3.	Copies of Security Deposit for Rs, 5,000/- 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.	Solemn Affirmation declaration by the applicant 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) incase of more than one skilled worker
15.	Existing valid Repairing Licence Document
16.	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