

Legal Metrology Department
Inspections for Grant/Renewal of Dealing License

Procedure for Conduction Inspection for Grant of Dealing License

1. Computer allocates industrial establishments to be inspected by the Inspecting Officer and probable date of inspection
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 issues a digitally signed 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 Dealing License – Grant

UPLOADED ONLINE 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.	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/applicants 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 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

Procedure for Conduction Inspection for Renewal of Dealing License

1. Computer allocates industrial establishments to be inspected by the Inspecting Officer and probable date of inspection
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.	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.	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/applicants 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 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.
11.	Existing valid Licence document
12.	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.

Timeline: 21 Days