

PROCESS FOR GRANT OF NEW Repairing LICENCE:

- Please visit the nearest Meeseva/ Office of Assistant Controller, Legal Metrology/ www.meeseva.gov.in/ to get the application for applying Grant of New manufacturing License.
- Fill the application in detail.
- Please visit the nearest MeeSeva with the filled application and other documents required for applying license.
- Please make sure that your online application is filled without typo errors at Meeseva and get scanned the supporting documents in pdf format (not exceeding 50kb) and photo in jpeg format (not exceeding 50kb) also register your mobile number, so that you will receive the updates of your application. Make sure that the scanned documents are attached to the appropriate options.
- Please get the acknowledgement from meeseva once your online application is submitted after paying the fee.
- Please visit Office of Assistant Controller, Legal Metrology with a set of photo copies including application and the get the date of inspection. You will receive the date of inspection on your registered mobile.
- Physical original documents will be verified by the Assistant Controller, Legal Metrology.
- Application has a time period of 60days for the process to Grant/Reject (if failing on submission of required documents).

ATTACHMENTS TO BE SUBMITTED AT “MEE-SEVA” CENTER 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.