

PROCESS FOR ALTERATIONS IN LICENCES/SKILLED WORKER:

- Please visit the nearest Mee-seva/ Office of Assistant Controller, Legal Metrology/ www.meeseva.gov.in/ to the get the application for applying alterations in License/Skilled worker.
- Fill the application in detail.
- Please visit the nearest Mee-seva with the filled application and other documents required for alterations in License/Skilled worker
- Please make sure that your online application is filled without typo errors at Mee-seva 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 of Alteration/Reject(if failing on submission of required documents).

ATTACHMENTS TO BE SUBMITTED AT "MEE-SEVA" CENTER FOR ALTERATIONS OF LICENCE:

If the alteration is

(1) Inclusion of a new partner/ - A fresh Partnership deed

Removal of a partner - Aadhar card

- Address Proof

- Photo

- 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 issued by following Govt. Depts with proposed

New name.

Commercial Tax Dept,

Municipal/Panchayat, Revenue/IT

Authorities or issued by any other Govt. Agency.

(3)Change in Address of the firm - Registration certificates issued by following Govt. Depts with Proposed

New address.

Commercial Tax Dept,
Municipal/Panchayat, Revenue/IT
Authorities or issued by any other Govt. Agency.

- (4) Change in workshop - Registration certificates issued by following Govt. Depts with Proposed New address of workshop premises.
Commercial Tax Dept,
Municipal/Panchayat, Revenue/IT
Authorities or issued by any other Govt. Agency.
- (5) Changes in articles to be Manufactures/sold - Copies of Approval of Model Certificates, Which are to be Included.
- (6) Change in Monogram - Copies of 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 - A Skilled worker certificate with skill sufficient to repair the proposed articles which are now introduced.

ATTACHMENTS TO BE SUBMITTED AT "MEE-SEVA" CENTER FOR ALTERATIONS OF MANUFACTURER/PACKER/IMPORTER:

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/VAT 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 cross checked for compliance of declarations of PC Rules.
6. Aadhar card of the Proprietor/authorized signatory.

ATTACHMENTS TO BE SUBMITTED AT "MEE-SEVA" CENTER FOR DUPLICATE LICENCE:

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