

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

Present: Dr. M. Kantha Rao, IPS.,
Controller, Legal Metrology A.P.,
Vijayawada

Procs No: 1858/L/2014-2

Dated: 18-03-2021

Sub: Licenses - Legal Metrology Department - Grant and Alteration of Manufacturing, Dealing, Repairing Licenses and Registration as Manufacturer/Packer/Importer - Modifications in the list of documents to be uploaded online by the applicants - Check list communicated- 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.
7. This office Procs. No.1858/L/ 2014-3 dated 12-11-2018.

ORDER:

The Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry, Government of India has envisaged a new concept for minimizing the Regulatory Compliance Burden for Entrepreneurs as a part of Ease of Doing Business Reforms(EoDB). In order to comply with the Reforms requirement, the Department has already switched over to Auto-renewal process for all the Licenses of the Department, i.e., Manufacturing, Repairing and Dealing Licenses. However, for further easing of the Entrepreneurs in Licensing, it is decided to remove / alter certain Regulatory Compliances pertaining to Licenses Grant & Alterations, Registration as Manufacturer/Packer/Importer, with a view to decrease the filing Procedures/Cost etc. Hence, the Joint Controllers and Deputy Controllers are hereby informed the revised list of documents which are required to be uploaded by the applicants for Grant & Alterations of Licenses and for Registration as Manufacturer/Packer/Importer, as per the Annexure appended.

Further, It is herewith instructed to carry out Randomized inspections only, as and when required, strictly adhering the instructions issued by the Controller, L.M., Govt. of A.P., Vijayawada from time to time.

Encl: As above

Sd/- Dr. M. Kantha Rao, IPS.,
Controller,
Legal Metrology,
Vijayawada

To

All the Joint Controllers/ Deputy Controllers/Assistant Controllers, L.M., in the State with instructions to communicate the same to all the Licensees 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 report compliance.

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

Copy to CLM/DC peshi.

//Attested//

B. Natarajan 18/03/21
Deputy Controller(Admn)

S. M. S.
18/03/21

ANNEXURE

MANUFACTURING LICENCE - GRANT

**ATTACHMENTS TO BE UPLOADED ONLINE FOR GRANT OF
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. Partnership deed, in case of Partnership firm or Memorandum of articles in case of company.
3. Copy of Municipal trade license/ Panchayat trade license/ Registration Certificates obtained from Commercial tax dept / Labour Dept /IT authorities of the Proposed Firm
4. Copies of the Certificates of Approval of Model
5. GST registration certificate or exemption declaration by the applicant (if applicable)
6. Monogram of the Manufacturer
7. Solemn Affirmation declaration by the applicant on Rs.10/- bond paper

REPAIRING LICENCE - GRANT

**ATTACHMENTS TO BE UPLOADED ONLINE FOR GRANT OF
REPAIRING LICENCE:**

1. Online 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. Partnership deed, in case of more than one skilled worker
3. Copy of Municipal trade license/ Panchayat trade license/
Registration Certificates obtained from Commercial tax dept /
Labour Dept /IT authorities of the Proposed Firm
4. Solemn Affirmation declaration by the applicant/applicants on
Rs.10/- bond paper
5. Copy of the skilled worker certificate(s) issued by the
Controller, Legal Metrology, Andhra Pradesh.
6. List of Loan articles
7. List of Test weights

DEALING LICENCE - GRANT

ATTACHMENTS TO BE UPLOADED ONLINE FOR GRANT OF
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. Partnership deed, in the case of Partnership firm or Memorandum of articles in case of company.
3. Copy of Municipal trade license/ Panchayat trade license/ Registration Certificates obtained from Commercial tax dept / Labour Dept /IT authorities of the Proposed Firm
4. Solemn Affirmation declaration by the applicant on Rs.10/- bond paper
5. Importer registration in case of importing weights and measures from outside the country

**ATTACHMENTS TO BE UPLOADED ONLINE FOR ALTERATIONS IN
MANUFACTURING/REPAIRING/DEALING LICENSE**

If the alteration is

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

(For repairing license 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.
- (4) Change of Workshop
- Registration certificates on Proposed address from Commercial Tax dept/ Municipal/Panchayat/ Revenue/ IT authorities
- (5) Changes in articles to be Manufactures/sold
- Approval of Model Certificates to be Included.

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| (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 |

**ATTACHMENTS TO BE UPLOADED ONLINE FOR REGISTRATION AS
MANUFACTURER/PACKER/IMPORTER**

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.

1. If applicant is an authorized signatory, proof thereto:
2. Sample copy of Label is to be crosschecked for compliance of declarations of PC Rules.