

Department of Legal Metrology

Andhra Pradesh

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Registration and renewal under the Weights and Measures Act

(I) Procedure and Check-List

S No.	Procedure	Agency	Time to complete	Associate costs
1	Grant of Licence to manufacture weighing and measuring instruments	Controller, Legal Metrology	60 days	Rs.10 000
2	Grant of registration of Manufacturing and Packing of packaged commodities	Controller, Legal Metrology	60 days	Rs.500
3	Grant of registration of Import of packaged commodities	Controller, Legal Metrology	60 days	Rs.500
4	Grant of Licence to dealing in weighing and measuring instruments	Controller, Legal Metrology	60 days	Rs.2 000
5	Grant of Licence to repairing / service of weighing and measuring instruments	Controller, Legal Metrology	60 days	Rs.5 000
6	Renewal of Licence to manufacture weighing and measuring instruments	Controller, Legal Metrology	60 days	Rs.10 000
7	Renewal of Licence to dealing in weighing and measuring instruments	Controller, Legal Metrology	60 days	Rs.2 000
8	Renewal of Licence to repairing / service of weighing and measuring instruments	Controller, Legal Metrology	60 days	Rs.5 000
9	Alterations in Licence to manufacture weighing and measuring instruments	Controller, Legal Metrology	60 days	Rs.500
10	Alterations in Licence to dealing in weighing and measuring instruments	Controller, Legal Metrology	60 days	Rs.500
11	Alterations in Licence to repairing / service of weighing and measuring instruments	Controller, Legal Metrology	60 days	Rs.500
12	Alterations in Registration Certificate of Manufacturing and Packing of packaged commodities	Controller, Legal Metrology	60 days	Rs.100

13	Alterations in Registration Certificate of Import of packaged commodities	Controller, Legal Metrology	60 days	Rs.100
14	Issue of Proficiency / Skill worker Certificate to repair / service of weighing and measuring instruments.	Controller, Legal Metrology	60 days	No fee

(II) Procedure and Check-List

S No.	Procedure	Document to be submitted	Agency to whom to be applied	Medium through which to be applied
1	Grant of Licence to manufacture weighing and measuring instruments	<p>Description:</p> <p>Citizen can avail this service to facilitate Grant of Manufacturing License.</p> <p>Required Documents:</p> <ol style="list-style-type: none"> 1. "Copies of certificates of approval of models by GOI" 2. "Secure deposit" 3. "Labour licence" 4. "Lease/Rental/ownership deed of promises" 5. "Original Skilled Worker certificate to be enclosed with the application" 6. "Proof of identity of the applicant" 7. "Signature of applicant in the application" 8. " Under taking by the applicant" 	Controller, Legal Metrology	SDP / Mee Seva onlie
2	Grant of registration of Manufacturing and Packing of packaged commodities	<p>Description:</p> <p>Citizen can avail this service to facilitate for Registration as Manufacturer/Packer/Importer.</p> <p>Required Documents:</p> <ol style="list-style-type: none"> 1. Municipal / Gram panchayat Trade License 2. Sales Tax Registration Copy with TIN 	Controller, Legal Metrology	SDP / Mee Seva onlie

		<ol style="list-style-type: none"> 3. Whether applicant is in prescribed form: 4. Whether applicant is a sole proprietor / Managing partner / Managing Director/ Authorized signatory 5. If the applicant is an authorized signatory, proof thereto: 6. Whether registered partnership deed or articles in case of partnership form or registered company as the case may be 7. Whether furnished Name(s) and Address(s) of the proprietor / Partner / Directors 8. Whether complete address of the premises at which the pre-packing and net quantities to be packed (See rule 5) 9. Whether Name(s) of the commodity /Commodities to be pre-packed and net quantities to be packed (see rule 5) 10. Whether Trade License (details) furnished 11. Whether Label (details) are furnished 12. Recommendation of the Assistant Controller 		
3	Grant of registration of Import of packaged commodities	<p><u>Description:</u></p> <p>Citizen can avail this service to facilitate for Registration as Importer.</p> <p><u>Required Documents:</u></p> <ol style="list-style-type: none"> 1. Municipal / Gram panchayat Trade License 2. Sales Tax Registration Copy with TIN 3. Whether applicant is in prescribed form: 4. Whether applicant is a sole 	Controller, Legal Metrology	SDP / Mee Seva onlie

		<p>proprietor / Managing partner / Managing Director/ Authorized signatory</p> <ol style="list-style-type: none"> 5. If the applicant is an authorized signatory, proof thereto: 6. Whether registered partnership deed or articles in case of partnership form or registered company as the case may be 7. Whether furnished Name(s) and Address(s) of the proprietor / Partner / Directors 8. Whether complete address of the premises at which the pre-packing / imported and net quantities to be packed (See rule 5) 9. Whether Name(s) of the commodity /Commodities to be pre-packed or imported and net quantities to be packed (see rule 5) 10. Whether Trade License (details) furnished 11. Whether Label (details) are furnished 12. Recommendation of the Assistant Controller 		
4	Grant of Licence to dealing in weighing and measuring instruments	<p><u>Description:</u></p> <p>Citizen can avail this service to facilitate Grant of Dealing License.</p> <p><u>Required Documents:</u></p> <ol style="list-style-type: none"> 1. "Copies of certificates of approval of models by GOI and manufacturing licence" 2. "Municipal trade licence" 3. "Security deposit" 4. "Proof of identity of the applicant" 5. "Whether application is signed by (1)Proprietor (2)Managing 	Controller, Legal Metrology	SDP / Mee Seva online

		<p>partner (3) Managing director"</p> <p>6. "Test report of the Assistant controller with regard to the weighinh& measuring instruments</p> <p>7. "Operational manual for all approved models of the weighing & measuring instruments"</p> <p>8. "Under taking by the applicant"</p>		
5	Grant of Licence to repairing / service of weighing and measuring instruments	<p><u>Description:</u></p> <p>Citizen can avail this service to facilitate Grant of Repairing License</p> <p><u>Required Documents:</u></p> <p>1. "List of tools"</p> <p>2. "Verification certificate of the weighing and measuring instruments"</p> <p>3. "Security deposit"</p> <p>4. "Lease/Rental/Ownership deed of the premises"</p> <p>5. "Proof of identity of the applicant"</p> <p>6. "Original Skilled Worker certificate deposited with the Asst. Controller concerned"</p> <p>7. "Whether application is signed by (1)Proprietor (2)Managing partner (3) Managing director"</p> <p>8. "Workshop test report by the ILM/DILM"</p> <p>9. "Under taking by the applicant"</p>	Controller, Legal Metrology	SDP / Mee Seva onlie
6	Renewal of Licence to manufacture weighing and measuring instruments	<p><u>Description:</u></p> <p>Citizen can avail this service to facilitate Grant of Manufacturing License.</p> <p><u>Required Documents:</u></p> <p>1. "Original Licence document for renewal"</p> <p>2. "Copies of certificates of approval"</p>	Controller, Legal Metrology	SDP / Mee Seva onlie

		<p>of models by GOI"</p> <ol style="list-style-type: none"> 3. "Secure deposit" 4. "Labour licence" 5. "Lease/Rental/ownership deed of promises" 6. "Original Skilled Worker certificate to be enclosed with the application" 7. "Proof of identity of the applicant" 8. "Signature of applicant in the application" 9. " Under taking by the applicant " 		
7	Renewal of Licence to dealing in weighing and measuring instruments	<p><u>Description:</u></p> <p>Citizen can avail this service to facilitate Grant of Dealing License.</p> <p><u>Required Documents:</u></p> <ol style="list-style-type: none"> 1. "Original Licence document for renewal" 2. "Copies of certificates of approval of models by GOI and manufacturing licence" 3. "Municipal trade licence" 4. "Security deposit" 5. "Proof of identity of the applicant" 6. "Whether application is signed by (1)Proprietor (2)Managing partner (3) Managing director" 7. "Test report of the Assistant controller with regard to the weighing & measuring instruments" 8. "Operational manual for all approved models of the weighing & measuring instruments" 9. "Under taking by the applicant" 	Controller, Legal Metrology	SDP / Mee Seva online
8	Renewal of Licence to repairing / service of weighing and measuring	<p><u>Description:</u></p> <p>Citizen can avail this service to facilitate Grant of Repairing License</p>	Controller, Legal Metrology	SDP / Mee Seva online

	instruments	<p><u>Required Documents:</u></p> <ol style="list-style-type: none"> 1. "Original Licence document for renewal" 2. "List of tools" 3. "Verification certificate of the weighing and measuring instruments" 4. "Security deposit" 5. "Lease/Rental/Ownership deed of the premises" 6. "Proof of identity of the applicant" 7. "Original Skilled Worker certificate deposited with the Asst. Controller concerned" 8. "Whether application is signed by (1)Proprietor (2)Managing partner (3) Managing director" 9. "Workshop test report by the ILM/DILM" 10. "Under taking by the applicant" 		
9	Alterations in Licence to manufacture weighing and measuring instruments	<p><u>Description:</u></p> <p>Citizen can avail this service for Alteration of License</p> <p><u>Required Documents:</u></p> <ol style="list-style-type: none"> 1. Id proof 2. Duplicate & Original Copies of licences 3. Any relevant document such as Partner Deal, Premises Change, Skilled worker Certificate 	Controller, Legal Metrology	SDP / Mee Seva onlie
10	Alterations in Licence to dealing in weighing and measuring instruments	<p><u>Description:</u></p> <p>Citizen can avail this service for Alteration of License</p> <p><u>Required Documents:</u></p> <ol style="list-style-type: none"> 1. Id proof 2. Duplicate & Original Copies of 	Controller, Legal Metrology	SDP / Mee Seva onlie

		<p>licences</p> <p>3. Any relevant document such as Partner Deal, Premises Change, Skilled worker Certificate</p>		
11	Alterations in Licence to repairing / service of weighing and measuring instruments	<p><u>Description:</u></p> <p>Citizen can avail this service for Alteration of License</p> <p><u>Required Documents:</u></p> <p>1. Id proof</p> <p>2. Duplicate & Original Copies of licences</p> <p>3. Any relevant document such as Partner Deal, Premises Change, Skilled worker Certificate</p>	Controller, Legal Metrology	SDP / Mee Seva onlie
12	Alterations in Registration Certificate of Manufacturing and Packing of packaged commodities	<p><u>Description:</u></p> <p>Citizen can avail this service for Alteration in Registration of Manufacturer/Packer.</p> <p><u>Required Documents:</u></p> <p>1. Municipal / Gram panchayat Trade License</p> <p>2. Sales Tax Registration Copy with TIN</p> <p>3. Whether applicant is in prescribed form:</p> <p>4. Whether applicant is a sole proprietor / Managing partner / Managing Director/ Authorized signatory</p> <p>5. If the applicant is an authorized signatory, proof thereto:</p> <p>6. Whether registered partnership deed or articles in case of partnership form or registered company as the case may be</p> <p>7. Whether furnished Name(s) and Address(s) of the proprietor / Partner / Directors</p>	Controller, Legal Metrology	SDP / Mee Seva onlie

		<p>8. Whether complete address of the premises at which the pre-packing or imported and net quantities to be packed (See rule 5)</p> <p>9. Whether Name(s) of the commodity /Commodities to be pre-packed or imported and net quantities to be packed (see rule 5)</p> <p>10. Whether Trade License (details) furnished</p> <p>11. Whether Label (details) are furnished</p> <p>12. Recommendation of the Assistant Controller</p>		
13	Alterations in Registration Certificate of Import of packaged commodities	<p><u>Description:</u></p> <p>Citizen can avail this service for Alteration in Registration of Manufacturer/Packer.</p> <p><u>Required Documents:</u></p> <p>1. Municipal / Gram panchayat Trade License</p> <p>2. Sales Tax Registration Copy with TIN</p> <p>3. Whether applicant is in prescribed form:</p> <p>4. Whether applicant is a sole proprietor / Managing partner / Managing Director/ Authorized signatory</p> <p>5. If the applicant is an authorized signatory, proof thereto:</p> <p>6. Whether registered partnership deed or articles in case of partnership form or registered company as the case may be</p> <p>7. Whether furnished Name(s) and Address(s) of the proprietor / Partner / Directors</p> <p>8. Whether complete address of the premises at which the pre-packing or imported and net quantities to be</p>	Controller, Legal Metrology	SDP / Mee Seva onlie

		<p>packed (See rule 5)</p> <p>9. Whether Name(s) of the commodity /Commodities to be pre-packed or imported and net quantities to be packed (see rule 5)</p> <p>10. Whether Trade License (details) furnished</p> <p>11. Whether Label (details) are furnished</p> <p>12. Recommendation of the Assistant Controller</p>		
14	<p>Issue of Proficiency / Skill worker Certificate to repair / service of weighing and measuring instruments.</p>	<p><u>Description:</u></p> <p>Citizen can avail this service for Alteration of License</p> <p><u>Required Documents:</u></p> <p>1. Proof of age</p> <p>2. Id proof of resident of Andhra Pradesh</p> <p>3. Proof of educational qualification required for the Skill in which certificate sought</p> <p>4. Under taking</p>	<p>Controller, Legal Metrology</p>	<p>SDP / Mee Seva online</p>