



Process, Procedure, Checklist &
Fees

Department: Department of Legal
Metrology (Food, Civil Supplies &
Consumer Affairs)- Legal Metrology

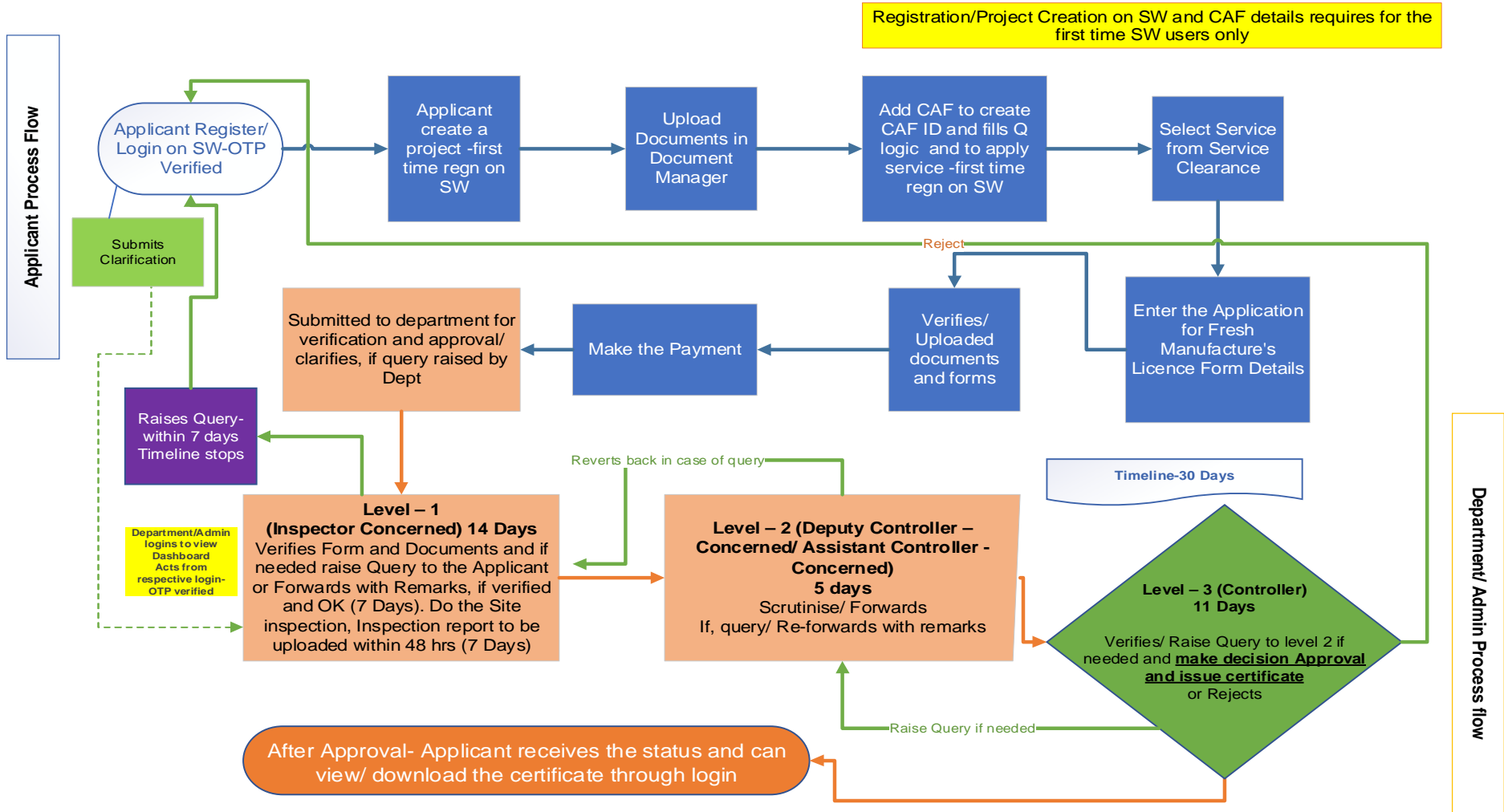
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Application of Manufacturer license of Weights and Measures (Form LM1)

Name of Service	Application of Manufacturer license of Weights and Measures (Form LM1))
Authority/Department	DEPARTMENT OF LEGAL METROLOGY
Service Condition (i.e. Who requires this service?)	Businesses, industries who wish to apply for Manufacturer License of Weights and Measures from Department of Legal Metrology
Application Method	Online (http://www.investjk.in)
List of prescribed documents to be submitted	<ul style="list-style-type: none"> • ID Proof of the Applicant • Ownership/Rent Deed/Lease Deed/Site plan of the premises with documentary proof • Certificate of Model Approval from Director, Legal Metrology New Delhi (if required under rules) • Affidavit to the effect that applicant will abide by provisions of the Act/Rules • Copy of Trademark/Monogram (if any). • Details of Tools and accessories • GST/Income tax registration
Application Processing Fee (if any) and Mode of Payment	<ul style="list-style-type: none"> • In case of online mode fee amounting to Rs. 500 (Rupees Five hundred only) shall be deposited into the below mentioned account head: <ul style="list-style-type: none"> ○ Major head: 1475 (Other General Economic Services) ○ Minor Head: 106 (Regulation of Weights and Measures) ○ Detailed Head: Manufacturer licence fee.
Key Approving Authority	Controller, Department of Legal Metrology
Whether prior inspection is required for this approval	Yes
Prescribed Timeline for service delivery (from date of application)	30 Days

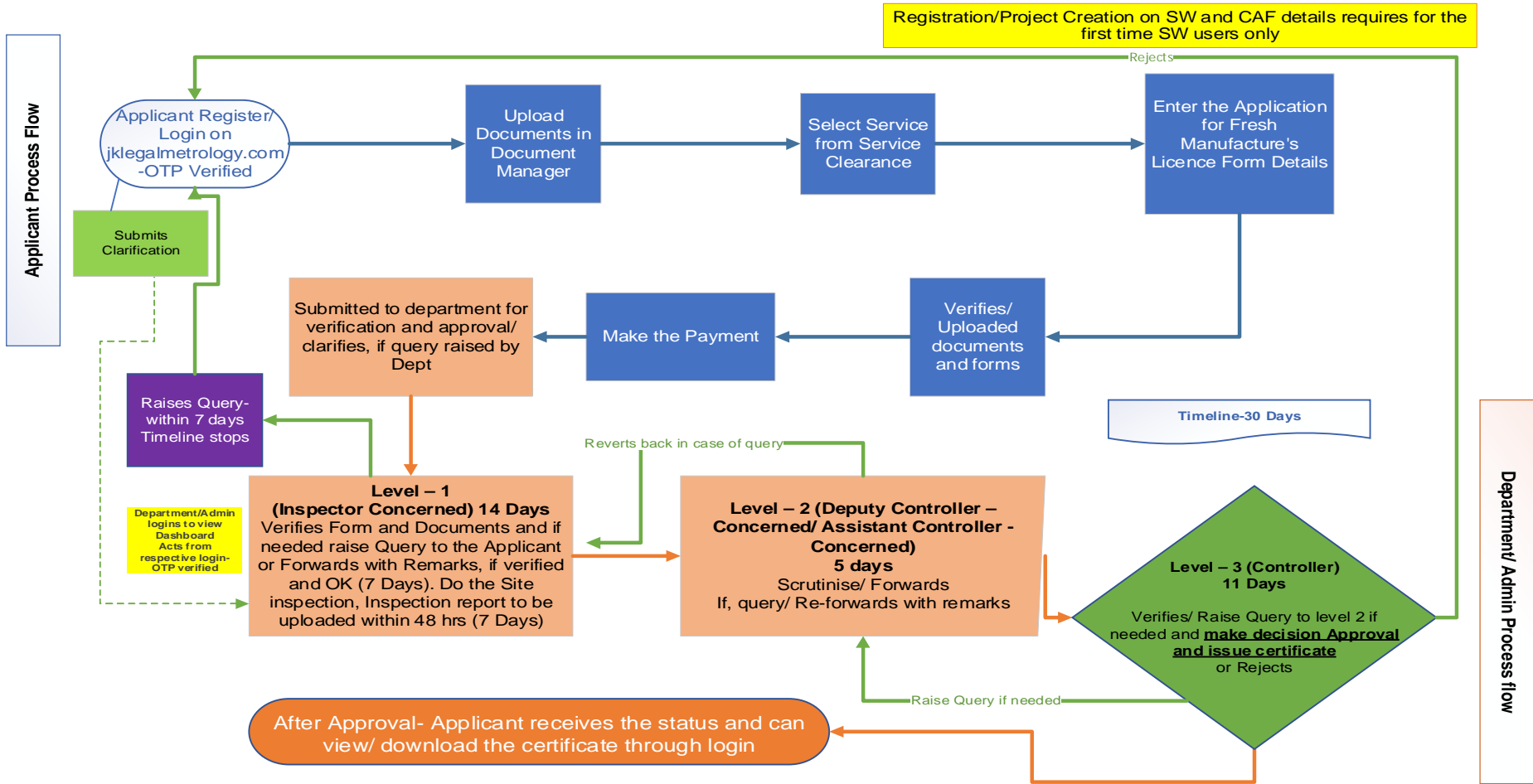
Process Flow: Application for Fresh Manufacture's Licence (Single Window Clearance System)



Procedure for the application for Manufacturer license of Weights and Measures (Form LM1) through Single Window Clearance System

- I. Applicant registers himself/herself on single window system <http://www.investjk.in/>. If, already registered on the portal then login with the registered user id and password
- II. Applicants get the registration information on registered email id and registered mobile number.
- III. Your first step is to create a Project (a Project can be your new or existing Business/Industry).
- IV. Once a Project is created, you can fill the Common Application Form for the Project where all the common details required for the project are filled.
- V. Once CAF Id is created, from all the available Forms, click on the Form/Registration you want to apply for.
- VI. Before filling the forms, you will be given instructions about the documents required to submit along with the form. You need to upload these documents before filling the form.
- VII. Now you can apply for Application for Fresh Manufactures Licence.
- VIII. Make payment of necessary application processing fees online using your debit card/ credit card/ net banking facility
- IX. Filled application form will be submitted to local Inspector
- X. After online receipt of application on Form LM1 application form for issuance of manufacturer licence with all the documents mentioned above the local Inspector of the area shall scrutinize the application along with uploaded documents, in case of deficiency Inspector shall report the deficiency to the applicant within 7 working days.
- XI. The local inspector will also do the site inspection within 7 working days.
- XII. If there is no deficiency the Inspector shall recommend the application to Assistant Controller/ Deputy Controller having jurisdiction of the area.
- XIII. The Assistant Controller/ Deputy Controller if satisfied shall recommend the licence to the Controller for its issuance within 5 working days.
- XIV. The Controller if satisfied shall issue or reject the same within 11 working days
- XV. The certificate can be downloaded from the applicant login.

Process Flow: Application for Fresh Manufacture's Licence (www.jklegalmetrology.com)



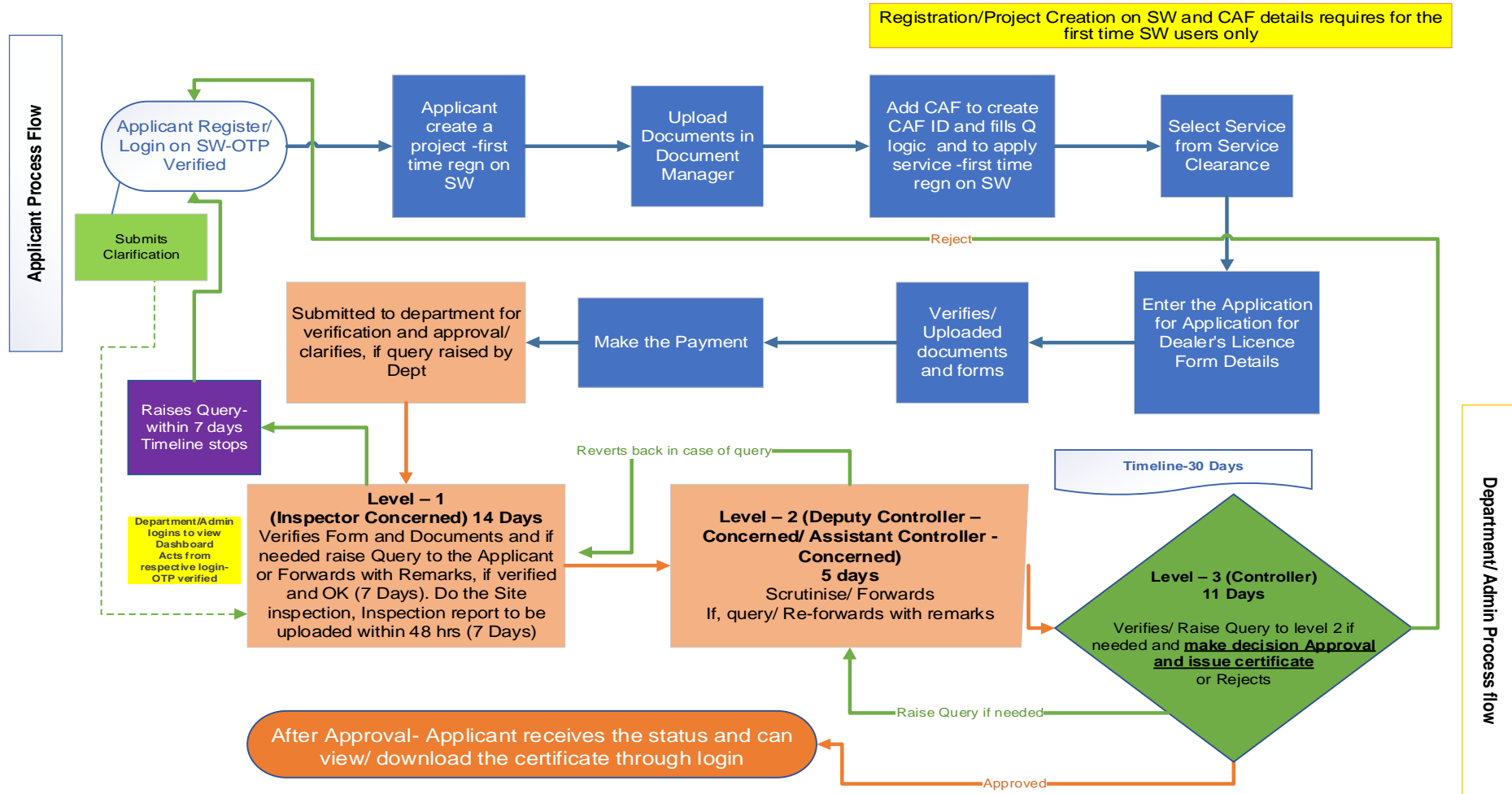
Procedure for the application for Manufacturer license of Weights and Measures (Form LM1) through www.jklegalmetrology.com

- I. Applicant registers himself/herself on departmental portal www.jklegalmetrology.com. If, [already registered on the portal then login with the registered user id and password](#)
- II. Applicants get the registration information on registered email id and registered mobile number.
- III. Before filling the forms, you will be given instructions about the documents required to submit along with the form. You need to upload these documents in document manager before filling the form.
- IV. Now you can apply for Application for Fresh Manufactures Licence.
- V. Make payment of necessary application processing fees online using your debit card/ credit card/ net banking facility
- VI. Filled application form will be submitted to local Inspector
- XVI. After online receipt of application on Form LM1 application form for issuance of manufacturer licence with all the documents mentioned above the local Inspector of the area shall scrutinize the application along with uploaded documents, in case of deficiency Inspector shall report the deficiency to the applicant within 7 working days.
- XVII. The local inspector will also do the site inspection within 7 working days.
- XVIII. If there is no deficiency the Inspector shall recommend the application to Assistant Controller/ Deputy Controller having jurisdiction of the area.
- XIX. The Assistant Controller/ Deputy Controller if satisfied shall recommend the licence to the Controller for its issuance within 5 working days.
- XX. The Controller if satisfied shall issue or reject the same within 11 working days
- XXI. The certificate can be downloaded from the applicant login.

Application of Dealer license of Weights and Measures (Form LD1)

Name of Service	Application of Dealer license of Weights and Measures (Form LD1)
Authority/Department	DEPARTMENT OF LEGAL METROLOGY
Service Condition (i.e. Who requires this service?)	Businesses, industries who wish to apply for Dealer license of Weights and Measures from Department of Legal Metrology
Application Method	Online (http://www.investjk.in)
List of prescribed documents to be submitted	<ul style="list-style-type: none">• ID Proof of the Applicant.• Importer registration in case of importing of Weights and Measures from outside.• Certification of Authority from Manufacturing company.• Affidavit to the affect that applicant will abide by the provisions of the Act.
Application Processing Fee (if any) and Mode of Payment	<ul style="list-style-type: none">• In case of online mode fee amounting to Rs. 100 (Rupees one hundred only) shall be deposited into the below mentioned account head:<ul style="list-style-type: none">○ Major head: 1475 (Other General Economic Services)○ Minor Head: 106 (Regulation of Weights and Measures)○ Detailed Head: Dealership licence fee.
Key Approving Authority	Controller, Department of Legal Metrology
Whether prior inspection is required for this approval	Yes
Prescribed Timeline for service delivery (from date of application)	30 Days

Process Flow: Application for Dealer Licence (Single Window Clearance System).

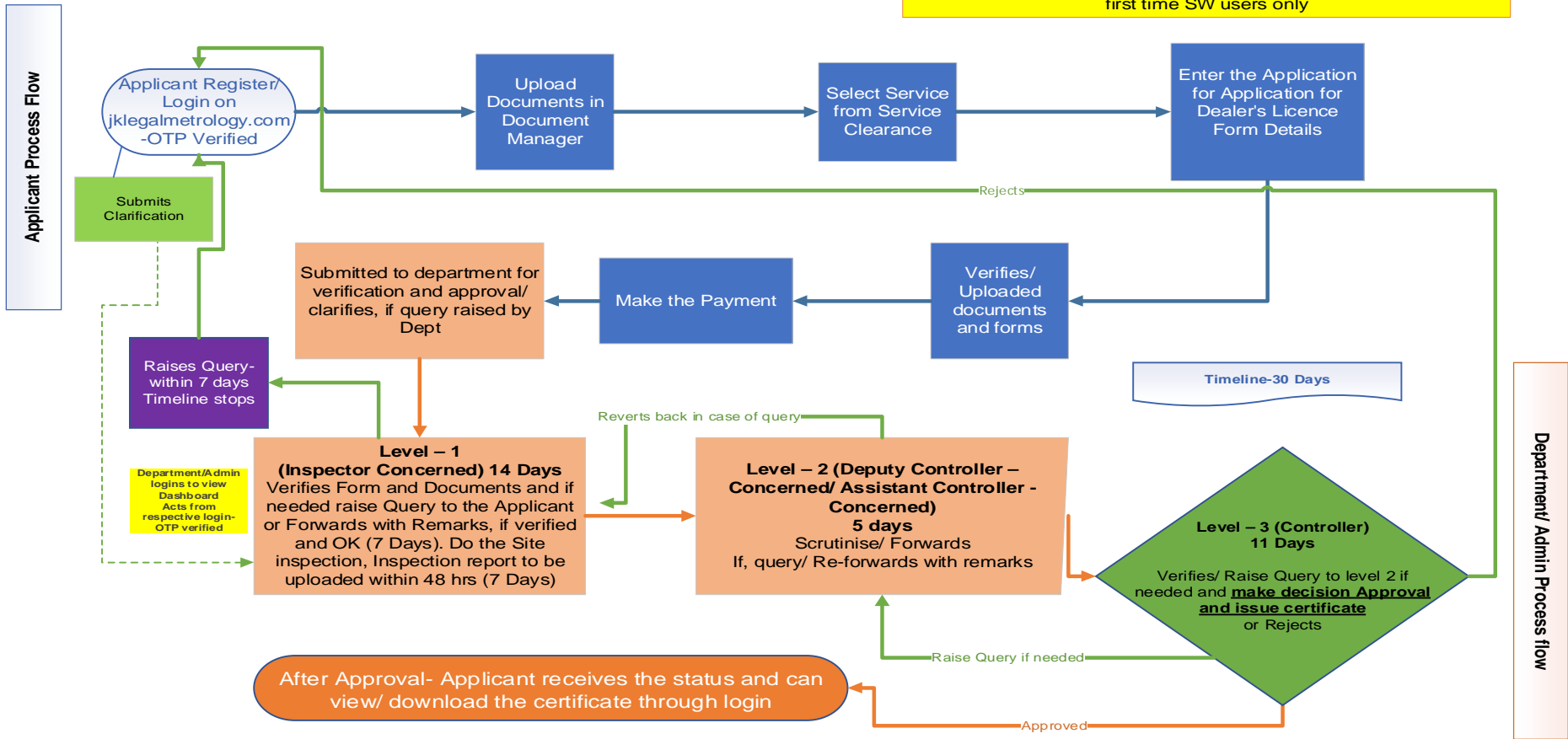


Procedure for the application for Dealer's license of Weights and Measures (Form LD1) through Single Window Clearance

- I. Applicant registers himself/herself on single window system <http://www.investjk.in/>. If, already registered on the portal then login with the registered user id and password
- II. Applicants get the registration information on registered email id and registered mobile number.
- III. Your first step is to create a Project (a Project can be your new or existing Business/Industry).
- IV. Once a Project is created, you can fill the Common Application Form for the Project where all the common details required for the project are filled.
- V. Once CAF Id is created, from all the available Forms, click on the Form/Registration you want to apply for.
- VI. Before filling the forms, you will be given instructions about the documents required to submit along with the form. You need to upload these documents before filling the form.
- VII. Now you can apply for Application for Dealer license of Weights and Measures.
- VIII. Make payment of necessary application processing fees online using your debit card/ credit card/ net banking facility
- IX. Filled application form will be submitted to local Inspector
- X. After online receipt of application on Form LD 1 application form for issuance of Dealer license with all the documents mentioned above the local Inspector of the area shall scrutinize the application along with uploaded documents, in case of deficiency Inspector shall report the deficiency to the applicant within 7 working days.
- XI. The local inspector will also do the site inspection within 7 working days.
- XII. If there is no deficiency the Inspector shall recommend the application to Assistant Controller/ Deputy Controller having jurisdiction of the area.
- XIII. The Assistant Controller/ Deputy Controller if satisfied shall recommend the licence to the Controller for its issuance within 5 working days.
- XIV. The Controller if satisfied shall issue or reject the same within 11 working days
- XV. The certificate can be downloaded from the applicant login.

Process Flow: Application for Dealer Licence (www.jklegalmetrology.com).

Registration/Project Creation on SW and CAF details requires for the first time SW users only



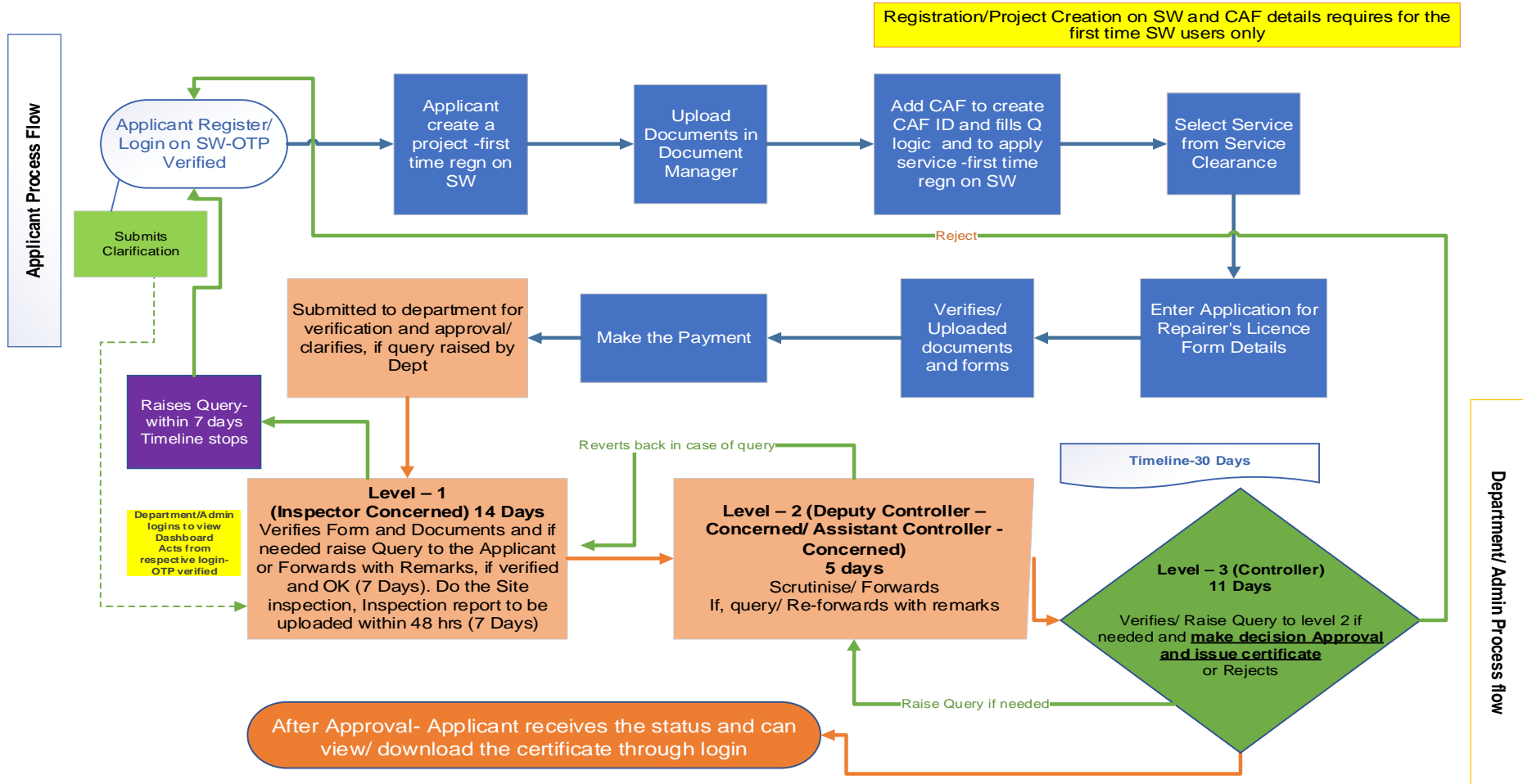
Procedure for the application for Dealer's license of Weights and Measures (Form LD1) through Single Window Clearance

- I. Applicant registers himself/herself on departmental portal www.jklegalmetrology.com. If, already registered on the portal then login with the registered user id and password
- II. Applicants get the registration information on registered email id and registered mobile number.
- III. Before filling the forms, you will be given instructions about the documents required to submit along with the form. You need to upload these documents in document manager before filling the form.
- IV. Now you can apply for Application for Dealer license of Weights and Measures.
- V. Make payment of necessary application processing fees online using your debit card/ credit card/ net banking facility
- VI. Filled application form will be submitted to local Inspector
- XVI. After online receipt of application on Form LD 1 application form for issuance of Dealer license with all the documents mentioned above the local Inspector of the area shall scrutinize the application along with uploaded documents, in case of deficiency Inspector shall report the deficiency to the applicant within 7 working days.
- XVII. The local inspector will also do the site inspection within 7 working days.
- XVIII. If there is no deficiency the Inspector shall recommend the application to Assistant Controller/ Deputy Controller having jurisdiction of the area.
- XIX. The Assistant Controller/ Deputy Controller if satisfied shall recommend the licence to the Controller for its issuance within 5 working days.
- XX. The Controller if satisfied shall issue or reject the same within 11 working days
- XXI. The certificate can be downloaded from the applicant login.

Application of Repairer license of Weights and Measures (Form LR1)

Name of Service	Application of Repairer license of Weights and Measures (Form LR1)
Authority/Department	DEPARTMENT OF LEGAL METROLOGY
Service Condition (i.e. Who requires this service?)	Businesses, industries who wish to apply for Repairer license of Weights and Measures from Department of Legal Metrology
Application Method	Online (http://www.investjk.in)
List of prescribed documents to be submitted	<ul style="list-style-type: none"> • ID proof of the Applicant • Details of tools and accessories • Affidavit to the effect that applicant will abide by the provisions of the Act. • Surety bond of Rs. 2000/=
Application Processing Fee (if any) and Mode of Payment	<ul style="list-style-type: none"> • In case of online mode fee amounting to Rs. 100 (Rupees one hundred only) shall be deposited into the below mentioned account head: <ul style="list-style-type: none"> ○ Major head : 1475 (Other General Economic Services) ○ Minor Head: 106 (Regulation of Weights and Measures) ○ Detailed Head: Repairer licence fee. • In case of offline mode the applicant can deposit the requisite fee with the Legal Metrology officer of his premises Jurisdiction. The valid Government Receipt (GR) shall be uploaded while applying for the service.
Key Approving Authority	Controller, Department of Legal Metrology
Whether prior inspection is required for this approval	Yes
Prescribed Timeline for service delivery (from date of application)	30 Days

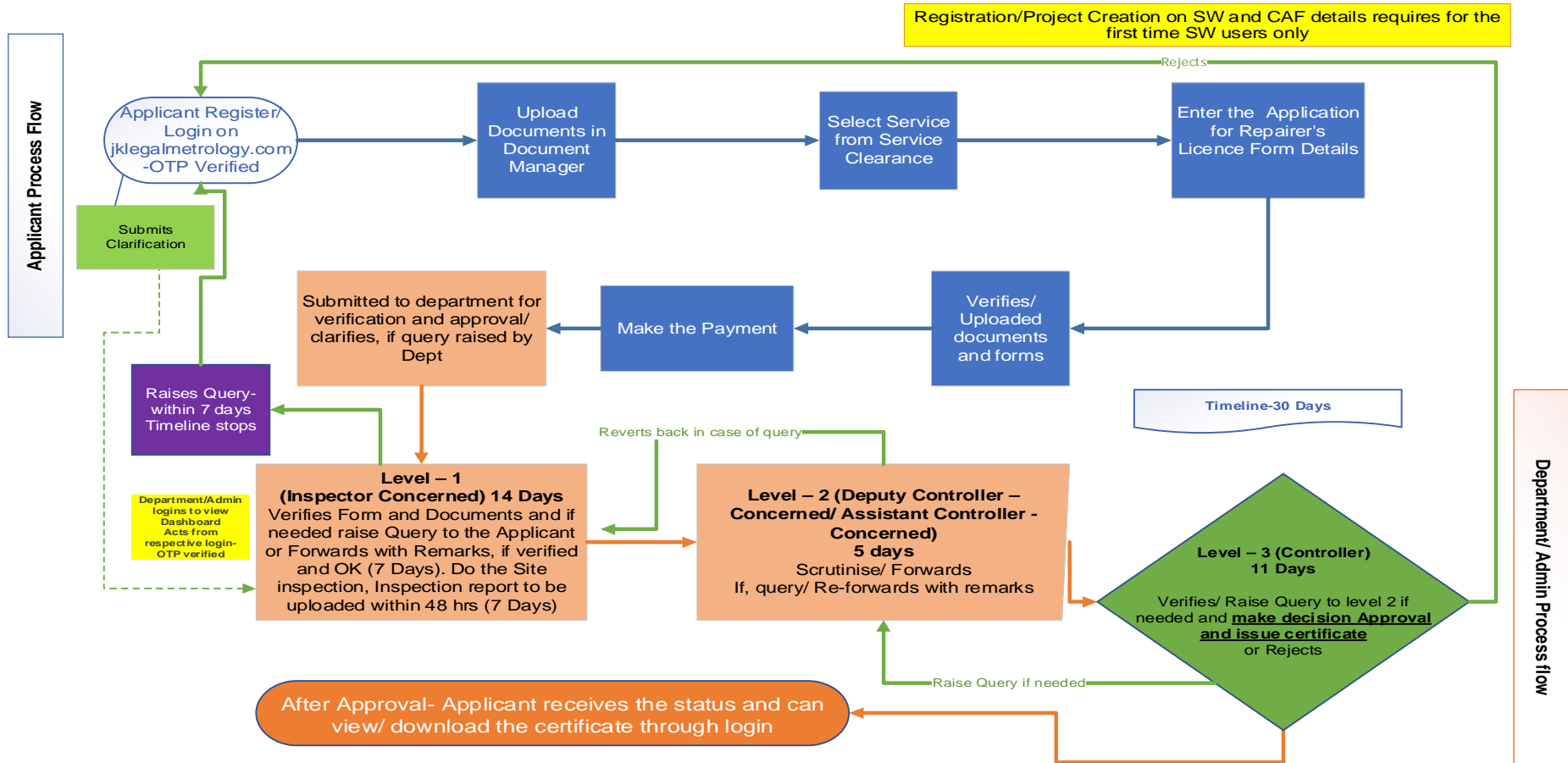
Process Flow: Application for Repairer's Licence (Single Window Clearance System)



Procedure for the application for Repairer license of Weights and Measures (Form LR1) through Single Window Clearance System

- I. Applicant registers himself/herself on single window system <http://www.investjk.in/>. If, already registered on the portal then login with the registered user id and password
- II. Applicants get the registration information on registered email id and registered mobile number.
- III. Your first step is to create a Project (a Project can be your new or existing Business/Industry).
- IV. Once a Project is created, you can fill the Common Application Form for the Project where all the common details required for the project are filled.
- V. Once CAF Id is created, from all the available Forms, click on the Form/Registration you want to apply for.
- VI. Before filling the forms, you will be given instructions about the documents required to submit along with the form. You need to upload these documents before filling the form.
- VII. Now you can apply for Application for Repairer Licence of Weights and Measures.
- VIII. Make payment of necessary application processing fees online using your debit card/ credit card/ net banking facility
- IX. Filled application form will be submitted to local Inspector
- X. After online receipt of application on Form LR1 application form for issuance of Repairer licence with all the documents mentioned above the local Inspector of the area shall scrutinize the application along with uploaded documents, in case of deficiency Inspector shall report the deficiency to the applicant within 7 working days.
- XI. The local inspector will also do the site inspection within 7 working days.
- XII. If there is no deficiency the Inspector shall recommend the application to Assistant Controller/ Deputy Controller having jurisdiction of the area.
- XIII. The Assistant Controller/ Deputy Controller if satisfied shall recommend the licence to the Controller for its issuance within 5 working days.
- XIV. The Controller if satisfied shall issue or reject the same within 11 working days
- XV. The certificate can be downloaded from the applicant login.

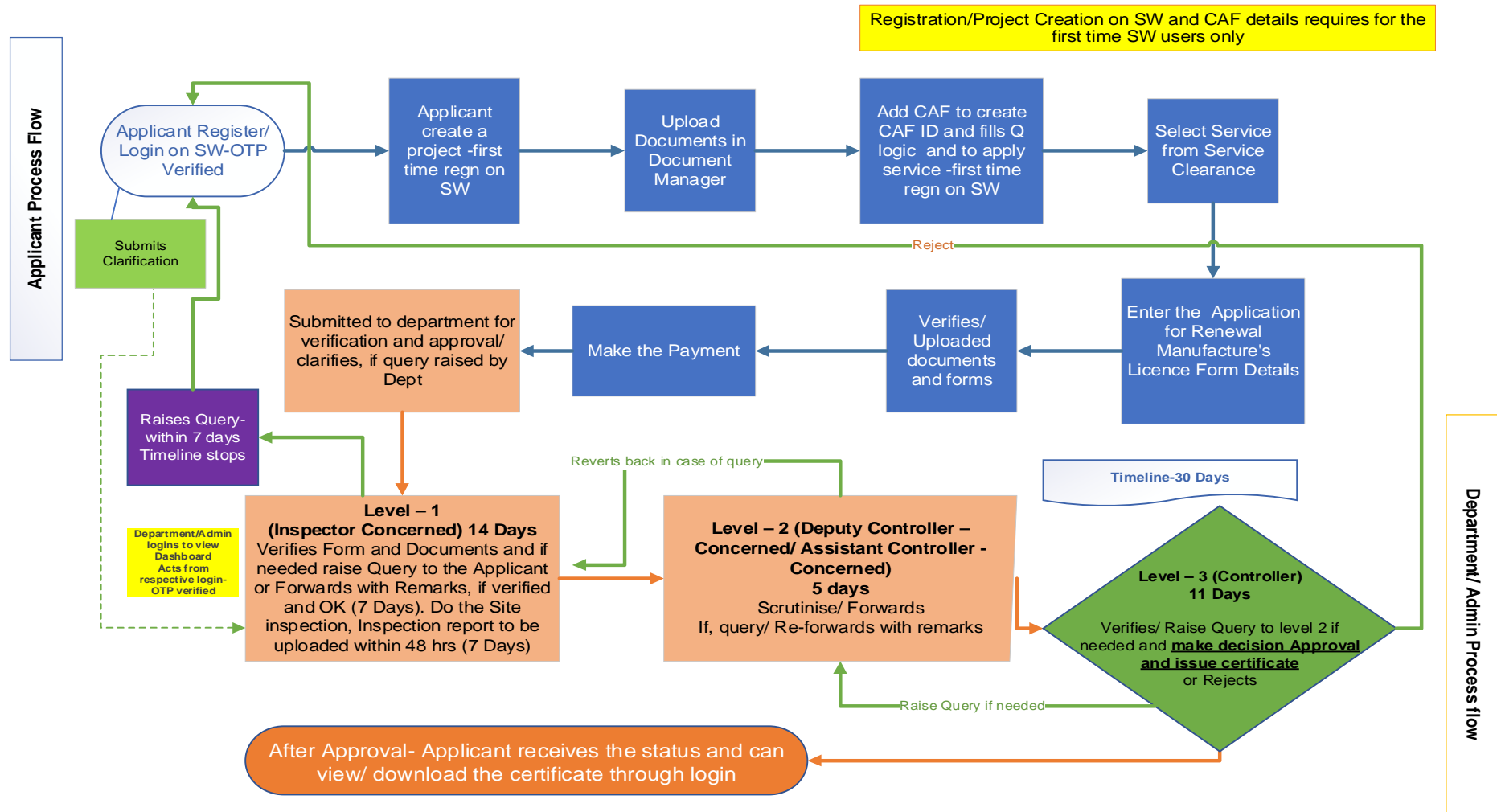
Process Flow: Application for Repairer's Licence (www.jklegalmetrology.com)



Procedure for the application for Repairer license of Weights and Measures (Form LR1) through www.jklegalmetrology.com

- I. Applicant registers himself/herself on departmental portal www.jklegalmetrology.com. If, already registered on the portal then login with the registered user id and password
- II. Applicants get the registration information on registered email id and registered mobile number.
- III. Before filling the forms, you will be given instructions about the documents required to submit along with the form. You need to upload these documents in document manager before filling the form.
- IV. Now you can apply for Application for Repairer Licence of Weights and Measures.
- V. Make payment of necessary application processing fees online using your debit card/ credit card/ net banking facility
- VI. Filled application form will be submitted to local Inspector
- VII. After online receipt of application on Form LR1 application form for issuance of Repairer licence with all the documents mentioned above the local Inspector of the area shall scrutinize the application along with uploaded documents, in case of deficiency Inspector shall report the deficiency to the applicant within 7 working days.
- VIII. The local inspector will also do the site inspection within 7 working days.
- IX. If there is no deficiency the Inspector shall recommend the application to Assistant Controller/ Deputy Controller having jurisdiction of the area.
- X. The Assistant Controller/ Deputy Controller if satisfied shall recommend the licence to the Controller for its issuance within 5 working days.
- XI. The Controller if satisfied shall issue or reject the same within 11 working days
- XII. The certificate can be downloaded from the applicant login.

Process Flow: Application for Renewal Manufacture's Licence (Single Window Clearance System)



Procedure for the application for Renewal of Manufacturer license of Weights and Measures (Form LM2) through Single Window Clearance System

For New Users Applying for Online Renewal

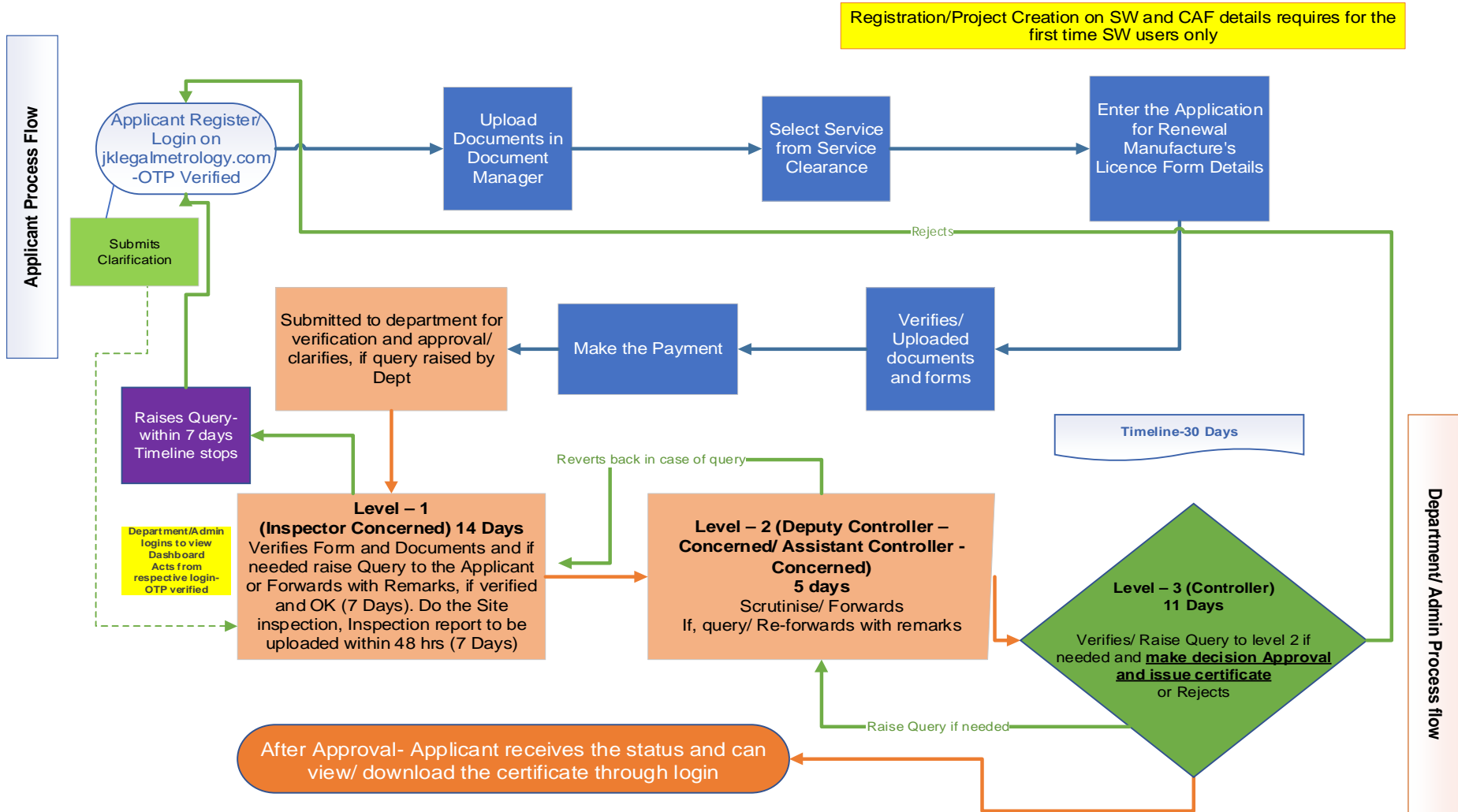
- I. Applicant will receive SMS/Email Notification 30 Days prior to the renewal date.
- II. Applicant registers himself/herself on single window system <http://www.investjk.in/>.
- III. Applicants get the registration information on registered email id and registered mobile number.
- IV. Your first step is to create a Project (a Project can be your new or existing Business/Industry).
- V. Once a Project is created, you can fill the Common Application Form for the Project where all the common details required for the project are filled.
- VI. Once CAF Id is created, from all the available Forms, click on the Form/Registration you want to apply for.
- VII. Before filling the forms, you will be given instructions about the documents required to submit along with the form. You need to upload these documents before filling the form.
- VIII. Now you can apply for Application for Renewal Manufactures Licence.
- IX. Make payment of necessary application processing fees online using your debit card/ credit card/ net banking facility
- X. Filled application form will be submitted to local Inspector
- XI. After online receipt of application on Form LM 2 application form for issuance of manufacturer licence with all the documents mentioned above the local Inspector of the area shall scrutinize the application along with uploaded documents, in case of deficiency Inspector shall report the deficiency to the applicant within 7 working days.
- XII. The local inspector will also do the site inspection within 7 working days.
- XIII. If there is no deficiency the Inspector shall recommend the application to Assistant Controller/ Deputy Controller having jurisdiction of the area.
- XIV. The Assistant Controller/ Deputy Controller if satisfied shall recommend the licence to the Controller for its issuance within 5 working days.
- XV. The Controller if satisfied shall issue or reject the same within 11 working days
- XVI. The certificate can be downloaded from the applicant login.

For Existing Users Applying for Online Renewal

- I. Applicant will receive SMS/Email Notification 30 Days prior to the renewal date.

- II. Applicant already registered on single window system (<http://www.investjk.in/>) logs in with the registered user id and password.
- III. Applicant will now view the list of services and click on the Form/Registration you want to apply for.
- IV. The details will be auto generated on the form and you will be required to check all the form fields. If any form field is empty the Applicant has to fill that field to proceed further.
- V. Now you can apply for Application for Renewal Manufactures Licence.
- VI. Make payment of necessary application processing fees online using your debit card/ credit card/ net banking facility
- VII. Filled application form will be submitted to local Inspector
- VIII. After online receipt of application on Form LM 2 application form for issuance of manufacturer licence with all the documents mentioned above, local Inspector of the area shall scrutinize the application along with uploaded documents, in case of deficiency Inspector shall report the deficiency to the applicant within 7 working days.
- IX. The local inspector will also do the site inspection within 7 working days.
- X. If there is no deficiency the Inspector shall recommend the application to Assistant Controller/ Deputy Controller having jurisdiction of the area.
- XI. The Assistant Controller/ Deputy Controller if satisfied shall recommend the licence to the Controller for its issuance within 5 working days.
- XII. The Controller if satisfied shall issue or reject the same within 11 working days
- XIII. The certificate can be downloaded from the applicant login.

Process Flow: Application for Renewal Manufacture's Licence (www.jklegalmetrology.com)



Procedure for the application for Renewal of Manufacturer license of Weights and Measures (Form LM2) through jklegalmetrology.com

For New Users Applying for Online Renewal

- I. Applicant will receive SMS/Email Notification 30 Days prior to the renewal date.
- II. Applicant registers himself/herself on departmental portal www.jklegalmetrology.com. If, [already registered on the portal then login with the registered user id and password](#)
- III. Applicants get the registration information on registered email id and registered mobile number.
- IV. Before filling the forms, you will be given instructions about the documents required to submit along with the form. You need to upload these documents in document manager before filling the form.
- V. Now you can apply for Application for Renewal Manufactures Licence.
- VI. Make payment of necessary application processing fees online using your debit card/ credit card/ net banking facility
- VII. Filled application form will be submitted to local Inspector
- VIII. After online receipt of application on Form LM 2 application form for issuance of manufacturer licence with all the documents mentioned above the local Inspector of the area shall scrutinize the application alongwith uploaded documents.
- IX. In case of deficiency Inspector shall report the deficiency to the applicant within Fourteen working days.
- X. If there is no deficiency the Inspector shall recommend the application to Assistant Controller/ Deputy Controller having jurisdiction of the area.
- XI. The Assistant Controller/ Deputy Controller if satisfied shall recommend the licence to the Controller for its issuance
- XII. The Controller if satisfied shall issue or reject the same within thirty working days
- XIII. The certificate can be downloaded from the applicant login.

For Existing Users Applying for Online Renewal

- I. Applicant will receive SMS/Email Notification 30 Days prior to the renewal date.
- II. Applicant [already registered](#) on departmental portal www.jklegalmetrology.com. logs in with the registered user id and password.
- III. Applicant will now view the list of services and click on the Form/Registration you want to apply for.
- IV. The details will be auto generated on the form and you will be required to check all the form fields. If any form field is empty the Applicant has to fill that field to proceed further.
- V. Now you can apply for Application for Renewal Manufactures Licence.

- VI. Make payment of necessary application processing fees online using your debit card/ credit card/ net banking facility
- VII. Filled application form will be submitted to local Inspector
- VIII. After online receipt of application on Form LM 2 application form for issuance of manufacturer licence with all the documents mentioned above, the local Inspector of the area shall scrutinize the application alongwith uploaded documents.
- IX. In case of deficiency Inspector shall report the deficiency to the applicant within Fourteen working days.
- X. If there is no deficiency the Inspector shall recommend the application to Assistant Controller/ Deputy Controller having jurisdiction of the area.
- XI. The Assistant Controller/ Deputy Controller if satisfied shall recommend the licence to the Controller for its issuance
- XII. The Controller if satisfied shall issue or reject the same within thirty working days
- XIII. The certificate can be downloaded from the applicant login.

Application for renewal of dealer license of Weights and Measures (Form LD2)

Name of Service	Application for renewal of dealer license of Weights and Measures (Form LD2)
Authority/Department	DEPARTMENT OF LEGAL METROLOGY
Service Condition (i.e. Who requires this service?)	Businesses, industries who wish to apply for renewal of Dealer License from Department of Legal Metrology
Application Method	Online (http://www.investjk.in)
List of prescribed documents to be submitted	<ul style="list-style-type: none"> • ID Proof of the Applicant. • Importer registration in case of importing of Weights and Measures from outside. • Certification of Authority from Manufacturing company. • Affidavit to the affect that applicant will abide by the provisions of the Act. • Copy of dealership licence of previous year.
Application Processing Fee (if any) and Mode of Payment	<ul style="list-style-type: none"> • In case of online mode fee amounting to Rs. 100 (Rupees one hundred only) shall be deposited into the below mentioned account head: <ul style="list-style-type: none"> ○ Major head: 1475 (Other General Economic Services) ○ Minor Head: 106 (Regulation of Weights and Measures) ○ Detailed Head: Dealership licence fee.
Key Approving Authority	Controller, Department of Legal Metrology
Whether prior inspection is required for this approval	Yes
Prescribed Timeline for service delivery (from date of application)	30 Days

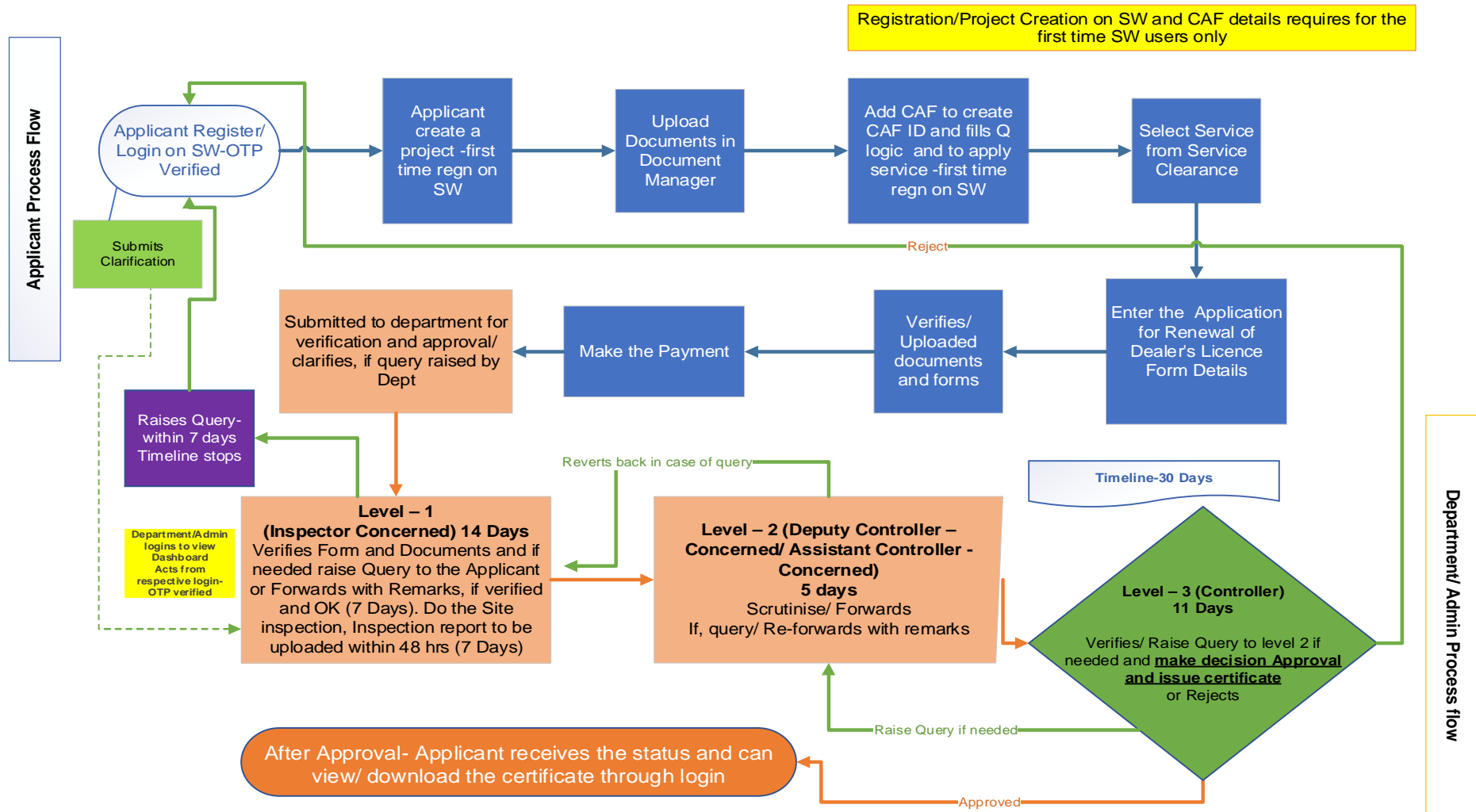
SCHEDULE -II

Register to be maintained by Dealer in Weights and Measures

1. Name and address of the Dealer
2. Description of the Weights and Measures
 - (i) Licence No
 - (ii) Date on which licence was issued
 - (iii) Period of validity of licence
 - (iv) Particulars of order, if any suspending or revoking the licence
 - (v) Category of Weight and Measures: Category A or B

S.No	Month	Unsold stock from the previous month	Brought from within the state during the month	Brought from outside the state during the month	Total (3+4+5)	Sold within the state		Sold outside the state			Total sold	Balance	Remarks
						No of items sold	Despatch voucher No & date	Name of the State	No. of items sold	Despatch voucher No. & date			
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Process Flow: Application for Renewal of Dealer Licence of Weights and Measures (Single Window Clearance System)



Procedure for the application for Renewal of Dealer's license of Weights and Measures (Form LD1) through Single Window Clearance System

For New Users Applying for Online Renewal

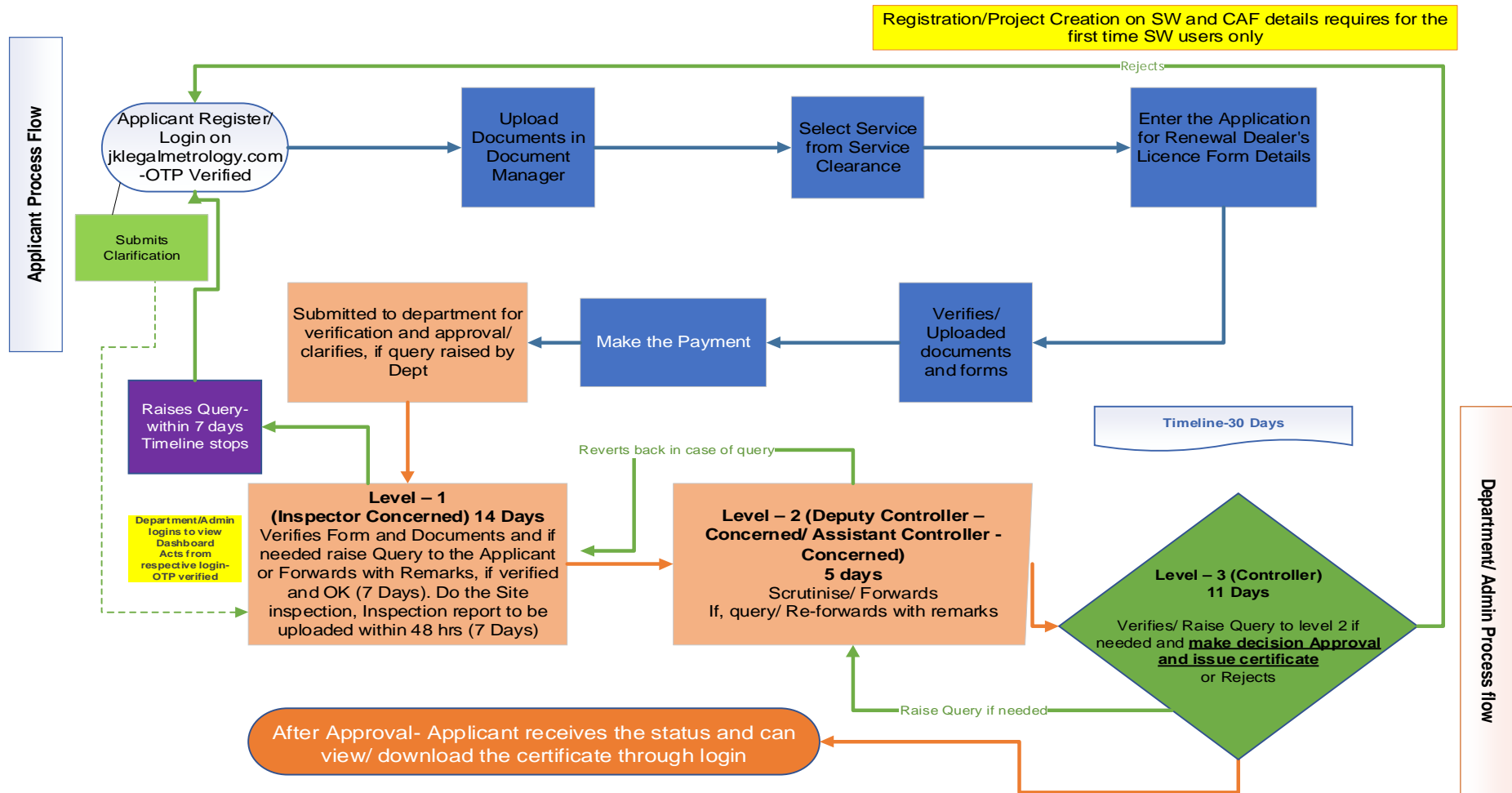
- I. Applicant will receive SMS/Email Notification 30 Days prior to the renewal date.
- II. Applicant registers himself/herself on single window system <http://www.investjk.in/>.
- III. Applicants get the registration information on registered email id and registered mobile number.
- IV. Your first step is to create a Project (a Project can be your new or existing Business/Industry).
- V. Once a Project is created, you can fill the Common Application Form for the Project where all the common details required for the project are filled.
- VI. Once CAF Id is created, from all the available Forms, click on the Form/Registration you want to apply for.
- VII. Before filling the forms, you will be given instructions about the documents required to submit along with the form. You need to upload these documents before filling the form.
- VIII. Now you can apply for Application for Renewal for Dealer license of Weights and Measures.
- IX. Make payment of necessary application processing fees online using your debit card/ credit card/ net banking facility
- X. Filled application form will be submitted to local Inspector
- XI. After online receipt of application on Form LD 2 application form for issuance of Dealer license with all the documents mentioned above the local Inspector of the area shall scrutinize the application along with uploaded documents, in case of deficiency Inspector shall report the deficiency to the applicant within 7 working days.
- XII. The local inspector will also do the site inspection within 7 working days.
- XIII. If there is no deficiency the Inspector shall recommend the application to Assistant Controller/ Deputy Controller having jurisdiction of the area.
- XIV. The Assistant Controller/ Deputy Controller if satisfied shall recommend the licence to the Controller for its issuance within 5 working days.
- XV. The Controller if satisfied shall issue or reject the same within 11 working days
- XVI. The certificate can be downloaded from the applicant login.

For Existing Users Applying for Online Renewal

- I. Applicant will receive SMS/Email Notification 30 Days prior to the renewal date.

- II. Applicant already registered on single window system (<http://www.investjk.in/>) logs in with the registered user id and password.
- III. Applicant will now view the list of services and click on the Form/Registration you want to apply for.
- IV. The details will be auto generated on the form and you will be required to check all the form fields. If any form field is empty the Applicant has to fill that field to proceed further.
- V. Now you can apply for Application for Renewal Dealer's Licence.
- VI. Make payment of necessary application processing fees online using your debit card/ credit card/ net banking facility
- VII. Filled application form will be submitted to local InspectorAfter online receipt of application on Form LD 2 application form for issuance of manufacturer licence with all the documents mentioned above, local Inspector of the area shall scrutinize the application along with uploaded documents, in case of deficiency Inspector shall report the deficiency to the applicant within 7 working days.
- VIII. The local inspector will also do the site inspection within 7 working days.
- IX. If there is no deficiency the Inspector shall recommend the application to Assistant Controller/ Deputy Controller having jurisdiction of the area.
- X. The Assistant Controller/ Deputy Controller if satisfied shall recommend the licence to the Controller for its issuance within 5 working days.
- XI. The Controller if satisfied shall issue or reject the same within 11 working days
- XII. The certificate can be downloaded from the applicant login.

Process Flow: Application for Renewal of Dealer Licence of Weights and Measures (www.jklegalmetrology.com)



Procedure for the application for Renewal of Dealer's license of Weights and Measures (Form LD1) through www.jklegalmetrology.com

For New Users Applying for Online Renewal

- I. Applicant will receive SMS/Email Notification 30 Days prior to the renewal date.
- II. Applicant registers himself/herself on departmental portal www.jklegalmetrology.com. If, already registered on the portal then login with the registered user id and password
- III. Applicants get the registration information on registered email id and registered mobile number.
- IV. Before filling the forms, you will be given instructions about the documents required to submit along with the form. You need to upload these documents in document manager before filling the form.
- V. Now you can apply for Application for Renewal for Dealer license of Weights and Measures.
- VI. Make payment of necessary application processing fees online using your debit card/ credit card/ net banking facility
- VII. Filled application form will be submitted to local Inspector
- VIII. After online receipt of application on Form LD 2 application form for issuance of Dealer license with all the documents mentioned above the local Inspector of the area shall scrutinize the application along with uploaded documents, in case of deficiency Inspector shall report the deficiency to the applicant within 7 working days.
- IX. The local inspector will also do the site inspection within 7 working days.
- X. If there is no deficiency the Inspector shall recommend the application to Assistant Controller/ Deputy Controller having jurisdiction of the area.
- XI. The Assistant Controller/ Deputy Controller if satisfied shall recommend the licence to the Controller for its issuance within 5 working days.
- XII. The Controller if satisfied shall issue or reject the same within 11 working days
- XIII. The certificate can be downloaded from the applicant login.

For Existing Users Applying for Online Renewal

- I. Applicant will receive SMS/Email Notification 30 Days prior to the renewal date.
- II. Applicant already registered on departmental portal www.jklegalmetrology.com. logs in with the registered user id and password.
- III. Applicant will now view the list of services and click on the Form/Registration you want to apply for.

- IV. The details will be auto generated on the form and you will be required to check all the form fields. If any form field is empty the Applicant has to fill that field to proceed further.
- V. Now you can apply for Application for Renewal Dealer's Licence.
- VI. Make payment of necessary application processing fees online using your debit card/ credit card/ net banking facility
- VII. Filled application form will be submitted to local Inspector
- XIV. After online receipt of application on Form LD 2 application form for issuance of manufacturer licence with all the documents mentioned above, local Inspector of the area shall scrutinize the application along with uploaded documents, in case of deficiency Inspector shall report the deficiency to the applicant within 7 working days.
- XV. The local inspector will also do the site inspection within 7 working days.
- XVI. If there is no deficiency the Inspector shall recommend the application to Assistant Controller/ Deputy Controller having jurisdiction of the area.
- XVII. The Assistant Controller/ Deputy Controller if satisfied shall recommend the licence to the Controller for its issuance within 5 working days.
- XVIII. The Controller if satisfied shall issue or reject the same within 11 working days
- XIX. The certificate can be downloaded from the applicant login.

Application for renewal of Repairer license of Weights and Measures (Form LR1)

Name of Service	Application for renewal of Repairer license of Weights and Measures (Form LR1)
Authority/Department	DEPARTMENT OF LEGAL METROLOGY
Service Condition (i.e. Who requires this service?)	Businesses, industries who wish to apply for renewal of Repairer license from Department of Legal Metrology
Application Method	Online (http://www.investjk.in)
List of prescribed documents to be submitted	<ul style="list-style-type: none"> • ID proof of the Applicant • Details of tools and accessories • Affidavit to the affect that applicant will abide by the provisions of the Act. • Surety bond of Rs. 2000/=Copy of previous License to be submitted.
Application Processing Fee (if any) and Mode of Payment	<ul style="list-style-type: none"> • In case of online mode fee amounting to Rs. 100 (Rupees one hundred only)shall be deposited into the below mentioned account head: <ul style="list-style-type: none"> ○ Major head : 1475 (Other General Economic Services) ○ Minor Head: 106 (Regulation of Weights and Measures) ○ Detailed Head: Repairer licence fee.
Key Approving Authority	Controller, Department of Legal Metrology
Whether prior inspection is required for this approval	Yes
Prescribed Timeline for service delivery (from date of application)	30 Days

Schedule III

Register to be maintained by the Repairer in respect of weights and measures

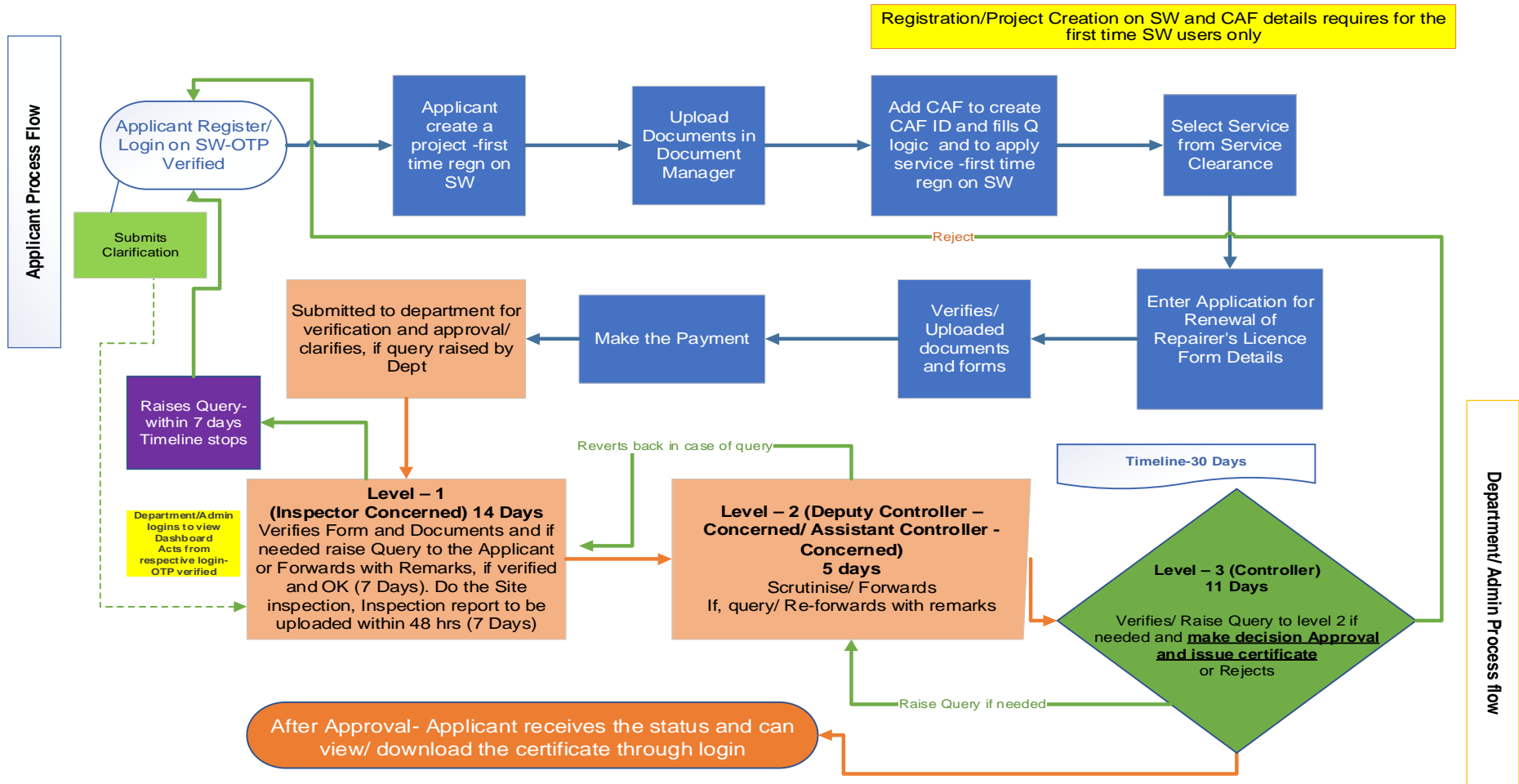
Name and address of the Repairer:

Licence No:

Date of Licensing:

S.No	Date	Name of the user from whom received	Items and their Nos. Booked for repair	Receipt No and date of issue of the user	Amount of repairing charges	Amount of verification fee	Total amount charged	Date of return to the user	Remarks.
1	2	3	4	5	6	7	8	9	10

Process Flow: Application for Renewal of Repairer's Licence (Single Window Clearance System)



Procedure for the application for renewal of Repairer license of Weights and Measures (Form LR2) through Single Window Clearance System

For the Users who have applied through offline mode previously

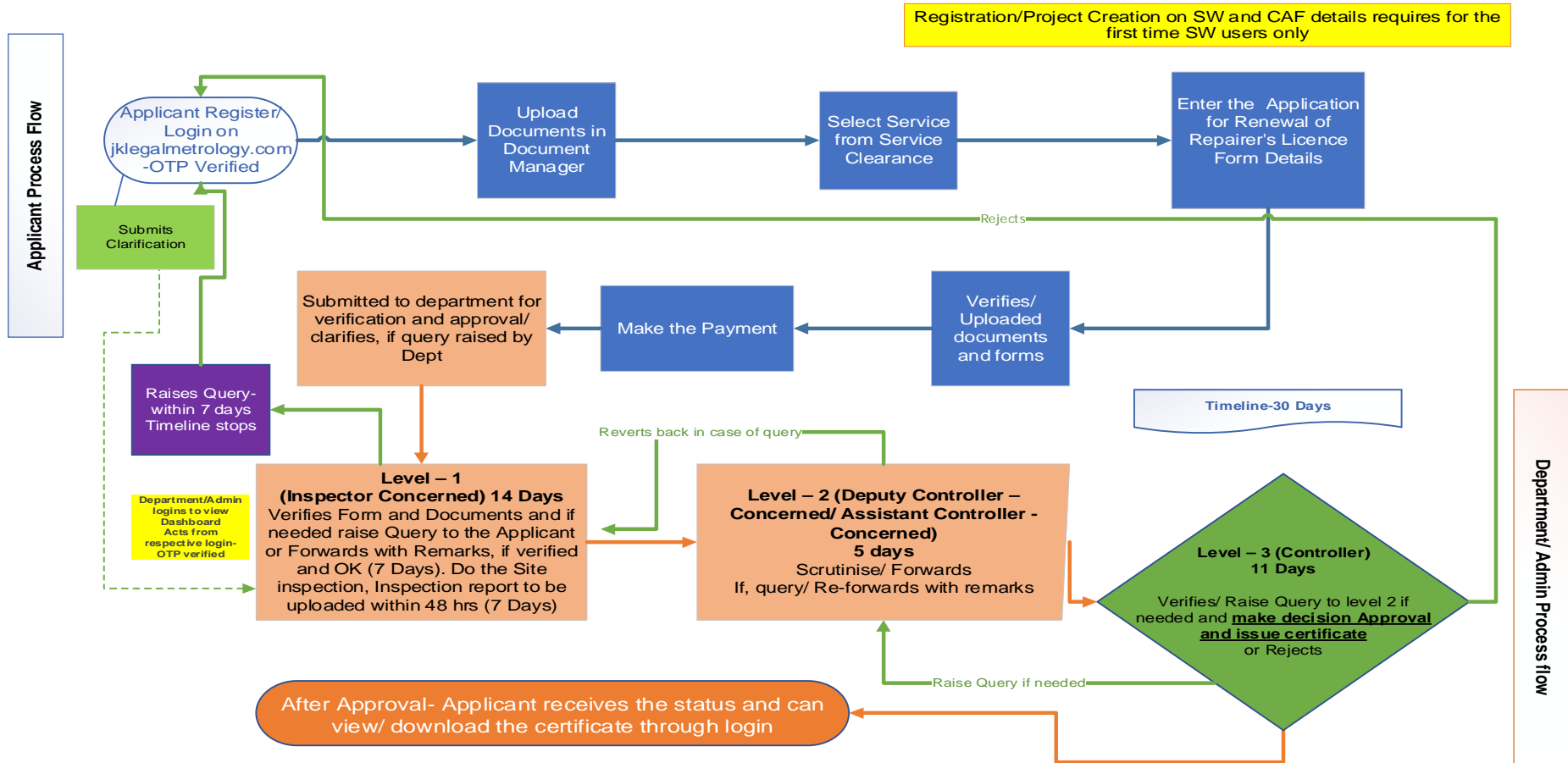
- I. Applicant will receive SMS/Email Notification 30 Days prior to the renewal date.
- II. Applicant registers himself/herself on single window system <http://www.investjk.in/>.
- III. Applicants get the registration information on registered email id and registered mobile number.
- IV. Your first step is to create a Project (a Project can be your new or existing Business/Industry).
- V. Once a Project is created, you can fill the Common Application Form for the Project where all the common details required for the project are filled.
- VI. Once CAF Id is created, from all the available Forms, click on the Form/Registration you want to apply for.
- VII. Before filling the forms, you will be given instructions about the documents required to submit along with the form. You need to upload these documents before filling the form.
- VIII. Now you can apply for Application for Renewal for Repairer Licence of Weights and Measures.
- IX. Make payment of necessary application processing fees online using your debit card/ credit card/ net banking facility
- X. Filled application form will be submitted to local Inspector
- XI. After online receipt of application on Form LR 2 application form for issuance of Repairer licence with all the documents mentioned above the local Inspector of the area shall scrutinize the application along with uploaded documents and conduct physical inspection of the premises.
- XII. In case of deficiency Inspector shall report the deficiency to the applicant within fourteen working days.
- XIII. If there is no deficiency the Inspector shall recommend the application to Assistant Controller/ Deputy Controller having jurisdiction of the area.
- XIV. The Assistant Controller/ Deputy Controller if satisfied shall recommend the licence to the Controller for its issuance
- XV. The Controller if satisfied shall issue or reject the same within thirty working days
- XVI. The certificate can be downloaded from the applicant login.

For Users who have already Applied through Online mode Previously

- I. Applicant will receive SMS/Email Notification 30 Days prior to the renewal date.
- II. Applicant already registered on single window system (<http://www.investjk.in/>) logs in with the registered user id and password.

- III. Applicant will now view the list of services and click on the Form/Registration you want to apply for.
- IV. The details will be auto generated on the form and you will be required to check all the form fields. If any form field is empty the Applicant has to fill that field to proceed further.
- V. Now you can apply for Application for Renewal for Repairer Licence.
- VI. Make payment of necessary application processing fees online using your debit card/ credit card/ net banking facility
- VII. Filled application form will be submitted to local Inspector
- VIII. After online receipt of application on Form LR 2 application form for issuance of manufacturer licence with all the documents mentioned above, the local Inspector of the area shall scrutinize the application alongwith uploaded documents.
- IX. In case of deficiency Inspector shall report the deficiency to the applicant within Fourteen working days.
- X. If there is no deficiency the Inspector shall recommend the application to Assistant Controller/ Deputy Controller having jurisdiction of the area.
- XI. The Assistant Controller/ Deputy Controller if satisfied shall recommend the licence to the Controller for its issuance
- XII. The Controller if satisfied shall issue or reject the same within thirty working days
- XIII. The certificate can be downloaded from the applicant login.

Process Flow: Application for Renewal of Repairer's Licence (www.jklegalmetrology.com)



Procedure for the application for renewal of Repairer license of Weights and Measures (Form LR2) through jklegalmetrology.com

For the Users who have applied through offline mode previously

- I. Applicant will receive SMS/Email Notification 30 Days prior to the renewal date.
- II. Applicant registers himself/herself on departmental portal www.jklegalmetrology.com. If, already registered on the portal then login with the registered user id and password
- III. Applicants get the registration information on registered email id and registered mobile number.
- IV. Before filling the forms, you will be given instructions about the documents required to submit along with the form. You need to upload these documents in document manager before filling the form.
- V. Now you can apply for Application for Renewal for Repairer Licence of Weights and Measures.
- VI. Make payment of necessary application processing fees online using your debit card/ credit card/ net banking facility
- VII. Filled application form will be submitted to local Inspector
- VIII. After online receipt of application on Form LR 2 application form for issuance of Repairer licence with all the documents mentioned above the local Inspector of the area shall scrutinize the application along with uploaded documents and conduct physical inspection of the premises.
- IX. In case of deficiency Inspector shall report the deficiency to the applicant within fourteen working days.
- X. If there is no deficiency the Inspector shall recommend the application to Assistant Controller/ Deputy Controller having jurisdiction of the area.
- XI. The Assistant Controller/ Deputy Controller if satisfied shall recommend the licence to the Controller for its issuance
- XII. The Controller if satisfied shall issue or reject the same within thirty working days
- XIII. The certificate can be downloaded from the applicant login.

For Users who have already Applied through Online mode Previously

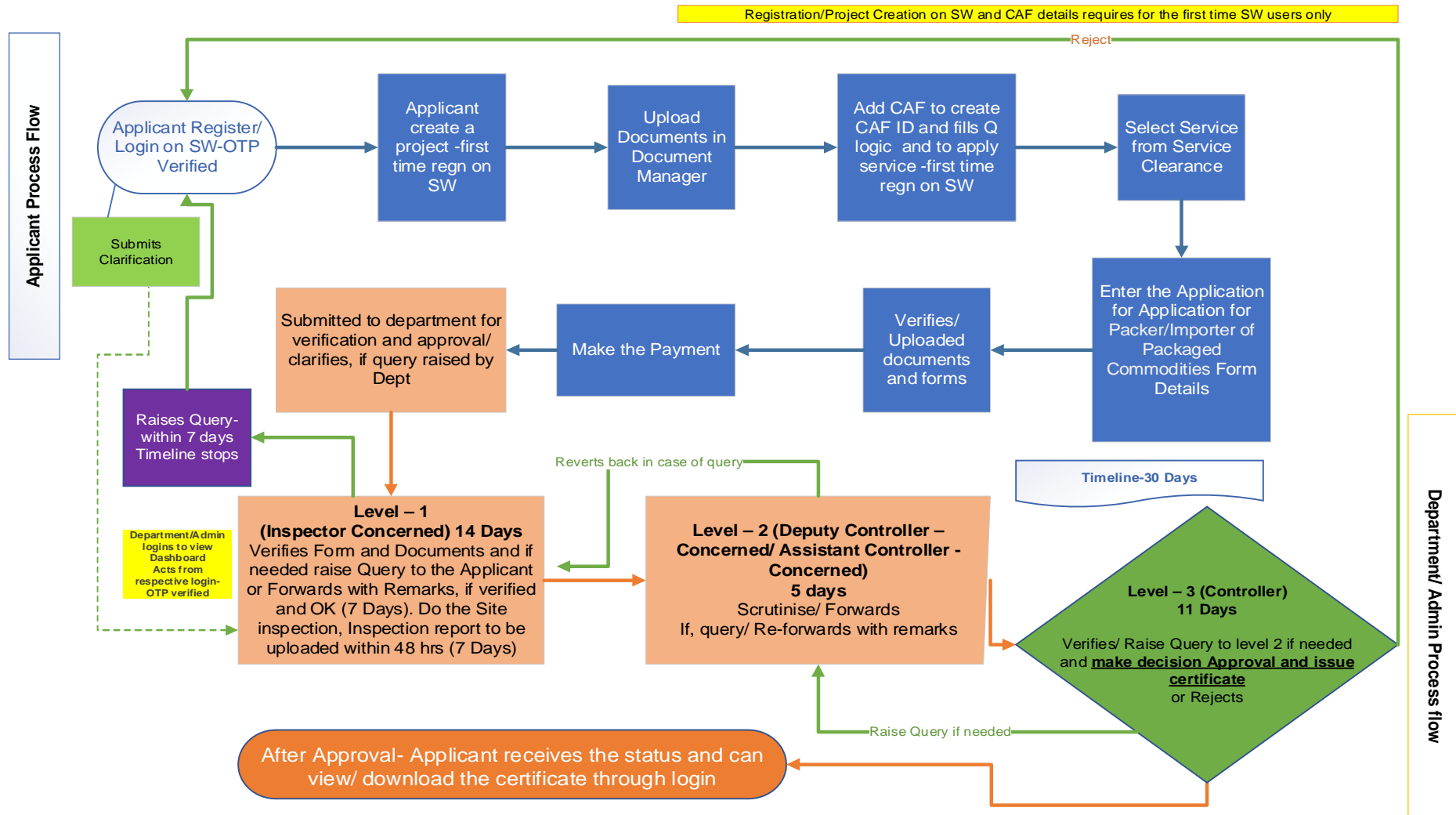
- I. Applicant will receive SMS/Email Notification 30 Days prior to the renewal date.
- II. Applicant logs in himself/herself on departmental portal www.jklegalmetrology.com.
- III. Applicant will now view the list of services and click on the Form/Registration you want to apply for.
- IV. The details will be auto generated on the form and you will be required to check all the form fields. If any form field is empty the Applicant has to fill that field to proceed further.
- V. Now you can apply for Application for Renewal for Repairer Licence.

- VI. Make payment of necessary application processing fees online using your debit card/ credit card/ net banking facility
- VII. Filled application form will be submitted to local Inspector
- VIII. After online receipt of application on Form LR 2 application form for issuance of manufacturer licence with all the documents mentioned above, the local Inspector of the area shall scrutinize the application along with uploaded documents.
- IX. In case of deficiency Inspector shall report the deficiency to the applicant within Fourteen working days.
- X. If there is no deficiency the Inspector shall recommend the application to Assistant Controller/ Deputy Controller having jurisdiction of the area.
- XI. The Assistant Controller/ Deputy Controller if satisfied shall recommend the licence to the Controller for its issuance
- XII. The Controller if satisfied shall issue or reject the same within thirty working days
- XIII. The certificate can be downloaded from the applicant login.

Application of Packer/Importer of Packaged Commodities (Format of the application form given at Annexure “A”)

Name of Service	Application of Manufacturer/ Packer/Importer of Packaged Commodities
Authority/Department	DEPARTMENT OF LEGAL METROLOGY
Service Condition (i.e. Who requires this service?)	Businesses, industries who wish to apply for Manufacturer/ Packer of Packaged Commodities from Department of Legal Metrology
Application Method	Online (http://www.investjk.in)
List of prescribed documents to be submitted	<ul style="list-style-type: none"> • Complete Address of the Applicant and premises with proof • Label containing statutory declarations as required under Legal Metrology Packaged Commodities Rules, 2011 • Affidavit to the effect that Applicant will abide by the provisions of the Act /Rules.
Application Processing Fee (if any) and Mode of Payment	<ul style="list-style-type: none"> • In case of online mode fee amounting to Rs. 500 (Rupees five hundred only) shall be deposited into the below mentioned account head: <ul style="list-style-type: none"> ○ Major head: 1475 (Other General Economic Services) ○ Minor Head: 106 (Regulation of Weights and Measures) ○ Detailed Head: Registration Fee.
Key Approving Authority	Controller, Department of Legal Metrology
Whether prior inspection is required for this approval	Yes
Prescribed Timeline for service delivery (from date of application)	30 Days

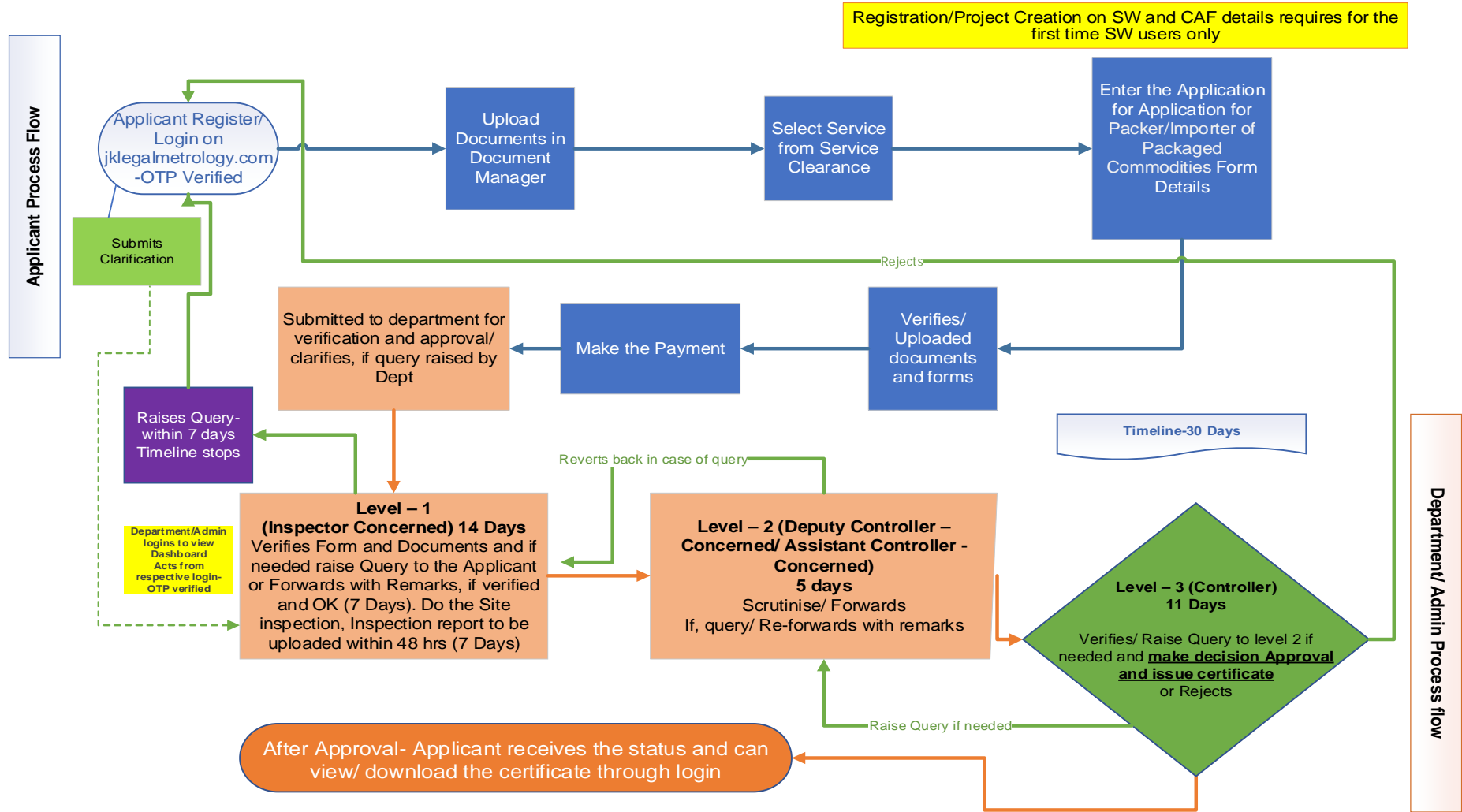
Process Flow: Application for Packer/Importer of Packaged Commodities. (Single Window Clearance System)



Procedure for the application for Packer/Importer of Packaged Commodities on Single Window Clearance System

- I. Applicant registers himself/herself on single window system <http://www.investjk.in/>. If, already registered on the portal then login with the registered user id and password
- II. Applicants get the registration information on registered email id and registered mobile number.
- III. Your first step is to create a Project (a Project can be your new or existing Business/Industry).
- IV. Once a Project is created, you can fill the Common Application Form for the Project where all the common details required for the project are filled.
- V. Once CAF Id is created, from all the available Forms, click on the Form/Registration you want to apply for.
- VI. Before filling the forms, you will be given instructions about the documents required to submit along with the form. You need to upload these documents before filling the form.
- VII. Now you can apply for Application for Packer/Importer of Packaged Commodities.
- VIII. Make payment of necessary application processing fees online using your debit card/ credit card/ net banking facility
- IX. Filled application form will be submitted to local Inspector
- X. After online receipt of Application for Packer/Importer of Packaged Commodities with all the documents mentioned above the local Inspector of the area shall scrutinize the application along with uploaded documents, in case of deficiency Inspector shall report the deficiency to the applicant within 7 working days.
- XI. The local inspector will also do the site inspection within 7 working days.
- XII. If there is no deficiency the Inspector shall recommend the application to Assistant Controller/ Deputy Controller having jurisdiction of the area.
- XIII. The Assistant Controller/ Deputy Controller if satisfied shall recommend the licence to the Controller for its issuance within 5 working days.
- XIV. The Controller if satisfied shall issue or reject the same within 11 working days
- XV. The certificate can be downloaded from the applicant login.

Process Flow: Application for Packer/Importer of Packaged Commodities. (jklegalmetrology.com)



Procedure for the application for Packer/Importer of Packaged Commodities on Single Window Clearance System

- I. Applicant registers himself/herself on departmental portal www.jklegalmetrology.com. If, already registered on the portal then login with the registered user id and password
- II. Applicants get the registration information on registered email id and registered mobile number.
- III. Before filling the forms, you will be given instructions about the documents required to submit along with the form. You need to upload these documents in document manager before filling the form.
- IV. Now you can apply for Application for Packer/Importer of Packaged Commodities.
- V. Make payment of necessary application processing fees online using your debit card/ credit card/ net banking facility
- VI. Filled application form will be submitted to local Inspector
- XVI. After online receipt of Application for Packer/Importer of Packaged Commodities with all the documents mentioned above the local Inspector of the area shall scrutinize the application along with uploaded documents, in case of deficiency Inspector shall report the deficiency to the applicant within 7 working days.
- XVII. The local inspector will also do the site inspection within 7 working days.
- XVIII. If there is no deficiency the Inspector shall recommend the application to Assistant Controller/ Deputy Controller having jurisdiction of the area.
- XIX. The Assistant Controller/ Deputy Controller if satisfied shall recommend the licence to the Controller for its issuance within 5 working days.
- XX. The Controller if satisfied shall issue or reject the same within 11 working days
- XXI. The certificate can be downloaded from the applicant login.

Forms
ANNEXURE "A"

FORMAT FOR APPLICATION FORM FOR ISSUANCE OF LICENSE TO MANUFACTURER/ PACKER OF PACKAGED COMMODITIES.

The Controller,
Legal Metrology Department,
J&K.

Sub: Registration of Manufacturer/ Packer as per Rule (27) of the Legal Metrology (packaged Commodities) Rules, 2011.

1. Name of the applicant:
2. Complete Postal address of the applicant:
3. Name & address of Proprietor/ Partner/ Directors of Firm/ Company:
.....
4. Location of Factories & Packing units:
 - (i)
 - (ii)
 - (iii)
 - (iv)
5. Details of commodities to be packed:
 - (i)
 - (ii)
 - (iii)
 - (iv)

DECLARATION:

I/ We do hereby declare that I/ We will comply with the provisions of the Legal Metrology (Packaged Commodities) Rules, 2011 as applicable to me/ us.

Date:

Signature of the applicant

Place:

(with official seal)

.....

..

(FOR OFFICE USE ONLY)

ACKNOWLEDGEMENT

Received an application for registration under Rule 27 of the Legal Metrology (Packaged Commodities) Rules, 2011 from

R/O today on

Receipt No:

Dated:

Seal and Signature of Receiving officer.

ANNEXURE “B”

SUPPLEMENTARY FORM FOR REGISTRATION UNDER RULE 27 OF LEGAL METROLOGY (PACKAGE COMMODITIES) RULES, 2011

1.	Name of the firm	
2.	Address of the firm	
3.	Date of commencement of pre-packing/ import	
4.	Declaration which are made on the package (Please Tick)	
	(a) Name and complete address of the registered office of the firm/ partnership firm/ company	Yes/ No
	(b) Maximum retail price (inclusive of all taxes) Rs..	Yes/ No
	(c) Date of manufacturing/ Packing/ import	Yes/No
	(d) Date if expiry in case of food items	Yes/ No
	(e) Net contents in terms of weights/ volume/ length	Yes/ No
	(f) Generic name of the commodity	Yes/ No
6.	Quantities in which packing is	

	made i.e below 5g, 5g, 10g, 20g etc (please specify)	
7.	Whether the packing is made in standard quantities as specified in Rule 5 of the Legal Metrology (Packaged Commodities) Rules, 2011.	Yes/ No
8.	Whether the package is a combination package or group package or multi-piece package. Please specify.	
9.	Whether the package is a retail package or whole sale package	
10.	Whether the package contains perishable commodity or food items.	
11.	Whether the packed items will also be exported out of country	
12.	Whether the items are being packed for specific industry only as raw material if yes, specify.	
13.	Whether the package contains fast food items.	
14.	Whether the package contains any schedule/ non-scheduled formulations covered under the Drugs (price control) order or any agricultural farm produces of 50 kg and above.	
15.	Whether the shop/ factory/ warehouse is located in area declared as residential/ non-conforming	Yes/ No

16.	Whether the shop/ factory is located in commercial area? If yes attach proof.	Yes/ No
17.	Whether the shop/ factory/ premises is owned/ rented	
18.	The date on which your premises was last inspected by the inspector of Legal Metrology Department. Attach copy of the inspection report, if available.	
19.	Whether your firm has been challaned during the last three years for any violation of Weights and Measures laws. If yes, date of challan. Attach copy of notice if available.	
20.	Offences for which challaned and whether it is compounded or not. Attach receipt if available.	

DECLARATION:

I/ We _____ hereby solemnly affirm and declare that the information in this form is true to the best of my/ our knowledge and belief.

Signature: _____

Name of Applicant: _____

(prop./ Partner/ Director/ Karta of HUF)

Date: _____

AFFIDAVIT

I, _____

S/O, D/O, W/O _____, do

hereby solemnly affirm and declare as under:

1. That I am the citizen of India.
2. That I am having a place of business located at _____ and
manufacturing/ packing unit/ warehouse located at:
 - a. _____
 - b. _____
 - c. _____
3. That the above-mentioned business premises are not located in non-conforming areas.
4. No notice for sealing/ demolition/ relocation has been served upon me/ us by the local municipal authority.
5. That in case any sealing/ demolition/ relocation is carried out in R/O the above business premises, I will inform the Legal Metrology Department immediately.

DEPONENT

VERIFICATION:

Verified at, on, that the contents of this affidavit are true and correct to the best of my knowledge and belief and noting has been concealed there from.

DEPONENT

PERFORMA FOR REGISTRATION AS IMPORTERS
APPLICATION FOR REGISTRATION OF IMPORTERS

(Under Rule 27 of the Legal Metrology (Packaged Commodities) Rules, 2011)

1.	Name of the applicant (Firm/ Company)	
2.	Complete address (including district)	Pin District
3.	Addresses of warehouses where the goods are imported and kept	District Pin 1. 2. 3.
4.	Details of the packaged commodities being imported/ to be imported	1. 2.

	along with the country from where it is to be imported	3. 4.
5.	Name and address of all the Directors/ partners/ proprietor of the company/ firm	

Date:

(SIGNATURE OF THE APPLICANT)

Place

Fee receipt No. _____

ACKNOWLEDGEMENT

Received an application for registration under Rule 27 of the Legal Metrology (Packaged Commodities) Rules, 2011.

From _____

R/O _____

Dated

Signature

FORM LM-1

**APPLICATION FORM FOR LICENSE AS MANUFACTURER OF WEIGHTS,
MEASURES UNDER THE LEGAL METROLOGY ACT**

1.	2.	3
1.	Name of the manufacturing concern for which license is desired.	
2.	Complete address of the concern. Whether premises are owned/ rented/ taken on lease/ leave license, duly supported by documents.	
3.	Date of Establishment of Workshop/ Factory.	
4.	Name (s) and address (s) along with their father's/ husband's name of proprietor (s) and/ or Partners and Managing Director (s) in the case of Limited company.	
5.	The date and current registration number of factory/ shop/ establishment/ Municipal Trade licence.	
6.	Nature of manufacturing activities at present	
7.	The type of weights and measures	

	<p>proposed to be manufactured viz:</p> <ul style="list-style-type: none"> (i) Weights (ii) Measures (iii) Weighing Instruments (iv) Measuring Instruments <p>with details in each case.</p>	
8.	<p>The number of persons employed/ proposed to be employed</p> <ul style="list-style-type: none"> (i) Skilled (ii) Semi-skilled (iii) Unskilled (iv) Specialist trained in the line 	
9.	<p>The monogram or trade mark intended to be Imprinted on weights and Measures to be manufactured.</p>	
10.	<p>Details of machinery, tools accessories, owned and used for manufacturing weights measures etc.</p>	
11.	<p>Details of foundry/ workshop facilities arranged. Whether ownership, long term lease etc.</p>	
12.	<p>Facilities of steel casting and hardness testing of Vital parts etc or other means.</p>	
13.	<p>Availability of electric energy.</p>	
14.	<p>Details of loan received from Government or financial Institution. If so, give details.</p>	
15.	<p>Name of bankers, if any.</p>	
16.	<p>GST/ IT Number.</p>	
17.	<p>Have you applied previously for manufacturer's license? If so, when and</p>	

	with what result?	
18.	(a)Whether the item(s)proposed to be manufactured will be sold within the UT or outside or both. (b)Details of Model Approval received from Government of India” When can you produce for inspection samples of your products for which license is desired?	

To be certified by the applicant

Certified that I/ We have read the Standards of Weights and Measures, Act, 1976, The Standards of Weights and Measures (Enf) Act, 1997, and the J&K Standards of Weights and Measures (Enforcement) Act, Rules, 2009 and agree to abide by the same and also the administrative orders and instruction issued or to be issued there under.

I/ We agree to deposit the schedule license fees with Government as soon as required to do so by the licensing authority.

All the information furnished above is true to be the best of my/ our knowledge.

Place

Date:

Signature and Designation.

FORM LD-I

**APPLICATION FORM FOR LICENCE AS DEALER IN WEIGHTS, MEASURES
UNDER WEIGHTS AND MEASURES (ENFORCEMENT) ACT, 1997**

1.	2.	3
1.	Name of the establishment/ shop/ person seeking the license.	
2.	(a) Complete address of establishment/ Shop/ person. (b) Whether the premises are owned/ rented/ taken on lease/leave license duly supported by documents.	
3.	Date of establishment	
4.	Name(s) and address (s) along with father's/husband's name of proprietor(s) and/ or partners and Managing Director in the case of limited company.	
5.	Number and date of registration number of current shop/ establishment/ Municipal Trade License.	
6.	Categories of weights and Measures sold/ proposed to be sold at present.	
7.	Registration Number of GST/ Income Tax.	
8.	Do you intend to import weights, etc from places outside the state/ country, if so, indicate source of supply (Give details of manufacturer's trade mark, monogram and his license number)?	
9.	Have you applied previously for dealer's license, either in this State or elsewhere, if so give details?	

To be certified by the applicant

Certified that I/ We have read the Standards of Weights and Measures, Act, 1976, The Standards of Weights and Measures (Enf) Act, Rules, 1997, the J&K Standards of Weights and Measures (Enforcement), Rules, 2009, The Legal Metrology Act, 2009 along with other provisions applicable in this matter and agree to abide by the same and also the administrative orders and instruction issued or to be issued there under.

I/ We agree to deposit the schedule license fees with Government as soon as required to do so by the licensing authority.

All the information furnished above is true to be the best of my/ our knowledge.

Place

Date:

Signature and Designation.

FORM LR- 1

**APPLICATION FOR LICENCE AS REPAIRERS OF WEIGHTS AND MEASURES
UNDER THE LEGAL METROLOGY ACT**

1	2	3
1.	Name of the concern seeking the licence.	
2.	Complete address of the workshop	
3	(a)Whether premises are owned/rented/taken on lease dully supported by documents. (b)Date of establishment.	
4.	Name (s) and address (s) along with theri father's / Husband's name of proprietor(s) and / or Partners and Managing Director(s) in the case of Limited company.	
5.	Number and date of shop/ establishment/ current Municipal Trade Licence.	
6.	GST/ IT Tax registration Number etc if	

	any.	
7.	The type of weights and measures proposed to repaired	
8.	Area in which you wish to operate.	
9.	Previous experience in the line	
10.	Number of skilled staff employed or proposed to be employed: (i) Skilled (ii) Semi-skilled (iii) Unskilled (iv) Employees trained in the line	
11.	Details of machinery/tools/ accessories available	
12.	Availability of electric energy	
13.	Have you sufficient stock of loan/ test weights, etc? Give details.	
14.	Have you applied previously for repairer's licence? If so, when and with what results?	

To be certified by the applicant

Certified that I/ We have read the Standards of Weights and Measures, Act, 1976, The Standards of Weights and Measures (Enf) Act, Rules, 1997, and the J&K Standards of Weights and Measures (Enforcement), Rules, 2009 and agree to abide by the same and also the administrative orders and instruction issued or to be issued there under.

I/ We agree to deposit the schedule license fees with Government as soon as required to do so by the licensing authority.

All the information furnished above is true to be the best of my/ our knowledge.

Place

Date:

Signature and Designation.

FORM LM-2

**APPLICATION FOR RENEWAL LICENCE AS MANUFACTURER OF WEIGHTS
AND MEASURES UNDER THE LEGAL METROLOGY ACT**

1.	2.	3.
1.	Name and complete address of the Manufacturing concern for which renewal of licence is desired.	
2.	Manufacturing Licence No.	
3.	Name (s) and address (s) along with their father's / husband's name of proprietor (s) and/ or Partners and Managing Director(s) in the case of Limited company.	
4.	(a) Type of weights and measures which are manufactured as per licence granted (b) Do you propose any change.	

5.	The monogram or trade marks used on weights and measures manufactured by you	
6.	Details of workshop facilities available.	
7.	Details of production and sales in the last 5 years.	
8.	Number and date of shop/ establishment Registration Number.	
9.	Registration of GST/ Income Tax.	

To be certified by the applicant

Certified that I/ We have read the Standards of Weights and Measures, Act, 1976, The Standards of Weights and Measures (Enf) Act, Rules, 1997, and the J&K Standards of Weights and Measures (Enforcement), Rules, 2009, The Legal Metrology Act, 2009 along with other provisions applicable in this matter and agree to abide by the same and also the administrative orders and instruction issued or to be issued there under.

I/ We agree to deposit the schedule license fees with Government as soon as required to do so by the licensing authority.

All the information furnished above is true to be the best of my/ our knowledge.

Place

Date:

Signature and Designation.

FORM LR – 2

APPLICATION FOR RENEWAL LICENCE AS REPAIRER OF Weights and Measures under the Legal Metrology Act.

1	2	3
1.	Name and complete address of the repairing concern/ person seeking renewal of licence.	
2.	Repairer's Licence Number	
3.	Name (s) and address (s) along with their father's/ husbands name of proprietor (s) and/ or Partners and Managing	

	Director (s) in the case of Limited company.	
4.	Registration Number and date of current shop/ establishment/ Municipal Trade Licence.	
5.	Registration Number of GST/ Income Tax.	
6.	(a)The type of weights and measures repaired as per licence granted (b)Do you propose any change	
7.	Area in which you are operating	
8.	Have you sufficient stock of loan/ test weights, etc?	
9.	Please give details with particulars of stamping	

To be certified by the applicant

Certified that I/ We have read the Standards of Weights and Measures, Act, 1976, The Standards of Weights and Measures (Enf) Act, Rules, 1997, and the J&K Standards of Weights and Measures (Enforcement), Rules, 2009, the Legal Metrology Act, 2009 along with other provisions applicable in this matter and agree to abide by the same and also the administrative orders and instruction issued or to be issued there under.

I/ We agree to deposit the schedule license fees with Government as soon as required to do so by the licensing authority.

All the information furnished above is true to be the best of my/ our knowledge.

Place

Date:

Signature and Designation.

FORM LD – 2

**APPLICATION FOR RENEWAL LICENCE AS DEALER IN WEIGHTS AND
MEASURES UNDER THE LEGAL METROLOGY ACT**

1.	2.	3.
1	Name of the establishment/ shop/ person seeking the renewal of licence.	
2.	Dealer's Licence Number	
3.	Date of establishment	
4.	Name (s) and address (s) along with their father's/ husband's name of proprietor (s) and/ or partners and Managing Director	

	(s) in case of Limited company.	
5.	Registration Number and date of shop/ establishment/ current Municipal Trade Licence.	
6.	Categories of Weights and Measures sold at present	
7.	Registration Number of GST/ Income Tax.	
8.	Are you intending to import weights and measures etc. from place outside the state/ Country? If so, indicate sources of supply from the State (s)/ Country (s). (Give details of manufacturer's trade mark/ monogram and his licence number.)	

To be certified by the applicant

Certified that I/ We have read the Standards of Weights and Measures, Act, 1976, The Standards of Weights and Measures (Enf) Act, Rules, 1997, and the J&K Standards of Weights and Measures (Enforcement), Rules, 2009, The Legal Metrology Act, 2009 along with other provisions applicable in this matter and agree to abide by the same and also the administrative orders and instruction issued or to be issued there under.

I/ We agree to deposit the schedule license fees with Government as soon as required to do so by the licensing authority.

All the information furnished above is true to be the best of my/ our knowledge.

Place

Date:

Signature and Designation.

FORM LM – 3

**GOVERN MENT OF JAMMU AND KASHMIR
OFFICE OF THE CONTROLLER, LEGAL METROLOGY, J&K,
JAMMU/SRINAGAR.**

Licence to manufacture, weights, measures, weighing instruments or measuring instruments.

Licence No.....

Year

1. The Controller, Legal Metrology, J&K hereby grants to
.....
.....

A licence to manufacture the following:-

-
2. The licence is valid for the party named above in respect of his workshop located at
 3. This licence is valid fromto 31st Dec
 4. The manufacturer shall comply with the conditions noted below. If he fails to comply with anyone of these, his licence is liable to be cancelled.
 5. The trade mark monogram being used by the manufacturer is as under

**Controller,
Legal Metrology Department,
J&K.**

Date.....

Place.....

Note: In the case of firm, its name with the names of all persons having interest in the business should be given in paragraph 1.

CONDITIONS OF LICENCE

1. The person in whose favour this licence is issued shall:
 - (a) Comply with all the relevant provisions of the Act and Rules for the time being in force;
 - (b) Not encourage or countenance any infringement of the provisions of the Act. or the Rules for the time being in force;
 - (c) Exhibit this licence in some conspicuous part of the premises to which it relates;
 - (d) Comply with any general or special directions that may be given by the Licencing authority of Legal Metrology.;
 - (e) Surrender the licence in the event of closure of business and/or cancellation of Licence;
 - (f) Submit the application for renewal of this licence as required under the rules before thirty days of expiry of the validity of the licence

- (g) Not sell or offer, expose or possess for sale any non-standard weight and measure.
2. Every condition prescribed after the issue of this licence shall, if notified in the Official Gazette, be binding on the persons to whom the licence has been granted.
 3. Any Change in the constitution of the firm should be reported to the licence issuing authority within one month.

FORM - LD – 3

GOVERN MENT OF JAMMU AND KASHMIR
OFFICE OF THE CONTROLLER, LEGAL METROLOGY, J&K,
JAMMU/SRINAGAR.

Licence to a dealer in weights, measures, weighing instruments or measuring instruments.

Licence No:

Year.....

1. The Controller, Legal Metrology, Jammu hereby grants to

 a licence to deal in the following

2. The licence is valid for the party named above in respect of his premises located at
3. This licence is valid from to 31st Dec.
4. The dealer shall comply with the conditions noted below. If he fails to comply with any one of these his licence is liable to be cancelled.

**Controller,
 Legal Metrology Department,
 J&K.**

Date.....

Place.....

Note: In the case of firm, its name with the names of all names of all persons having interest in the business should be given in paragraph 1.

CONDITIONS OF LICENCE

1. The person in whose favour this licence is issued shall:
 - (a) Comply with all the relevant provisions of the Act and Rules for the time being in force;
 - (b) Not encourage or countenance any infringement of the provisions of the Act. or the Rules for the time being in force;
 - (c) Exhibit this licence in some conspicuous part of the premises to which it relates;
 - (d) Comply with any general or special directions that may be given by the Licencing authority of Legal Metrology.;
 - (e) Surrender the licence in the event of closure of business and/or cancellation of Licence;

- (f) Submit the application for renewal of this licence as required under the rules before thirty days of expiry of the validity of the licence
 - (g) Not sell or offer, expose or possess for sale any non-standard weight and measure.
2. Every condition prescribed after the issue of this licence shall, if notified in the Official Gazette, be binding on the persons to whom the licence has been granted.
 3. Any Change in the constitution of the firm should be reported to the licence issuing authority within one month.

FORM LR - 3

**GOVERNMENT OF JAMMU AND KASHMIR
OFFICE OF THE CONTROLLER, LEGAL METROLOGY, J&K,
JAMMU/SRINAGAR.**

**LICENCE TO A REPAIRER OF WEIGHTS, MEASURES, WEIGHING
INSTRUMENTS OR MEASURING INSTRUMENTS.**

Licence No

Year

1. The Controller, Legal Metrology, Jammu hereby grants to

.....
.....

A licence to repair the following:

.....

2. The licence is valid for the party named above in respect of his workshop located at

3. This licence is valid from to 31st Dec

4. The repairer shall comply with the conditions noted below, if he fails to comply with anyone of these, his licence is liable to be cancelled.

5. The party is licenced to repair weights, measures, weighing and measuring instruments in the areas mentioned below:

.....

**Controller,
Legal Metrology Department,
J&K.**

Date.....

Place.....

Note: In the case of firm, its name with the names of all names of all persons having interest in the business should be given in paragraph 1.

CONDITIONS OF LICENCE

1. The person in whose favour this licence is issued shall:
 - a. Comply with all the relevant provisions of the Act and Rules for the time being in force;
 - b. Not encourage or countenance any infringement of the provisions of the Act. or the Rules for the time being in force;

- c. Exhibit this licence in some conspicuous part of the premises to which it relates;
 - d. Comply with any general or special directions that may be given by the Licencing authority of Legal Metrology.;
 - e. Surrender the licence in the event of closure of business and/or cancellation of Licence;
 - f. Submit the application for renewal of this licence as required under the rules before thirty days of expiry of the validity of the licence
 - g. Not sell or offer, expose or possess for sale any non-standard weight and measure.
2. Every condition prescribed after the issue of this licence shall, if notified in the Official Gazette, be binding on the persons to whom the licence has been granted.
 3. Any Change in the constitution of the firm should be reported to the licence issuing authority within one month.

**GOVERNMENT OF JAMMU AND KASHMIR
OFFICE OF THE CONTROLLER, LEGAL METROLOGY, J&K,
JAMMU/SRINAGAR**

No: -----

Dated:

REGISTRATION CERTIFICATE

(See rule 27 of Legal Metrology (Packaged Commodities) Rules, 2011)

1.	Registration No	LM/C/.....
2.	Name of the firm/ establishment	
3.	Nature of business, trade or profession carried on	
4.	Nature of business, trade or profession registered as Packer or importer or both	
5.	Date of registration of firm with No and name of registration authority	
6.	Name and address of owner/ Manager/ Agent or any other person in the immediate charge or control of the establishment	
7.	Name and designation of other person (s) having interest as employer in the establishment if any with address.	
8.	Whether valid inter-state or intra-state trade of packages or both	
9.	Registered Trade Mark (if any)	

Certified that the firm/ establishment's particulars thereof given above has been registered under the rules.

This registration certificate will remain in force till

**Controller,
Legal Metrology Department,
J&K.**

Email addresses.

S. No.	First Name	Last Name	Email	Phone	District
1	Majid Khalil Ahmad Drabu	Controller, Legal Metrology, J&K	clmjandk@gmail.com clm-jandk@jk.gov.in	01942492726 01912479295	ALL DISTRICT OF J&K
2	Sunil Kumar Hitashi	Assistant Controller - Anantnag	aclmanantnag@gmail.com	8803751066	Anantnag
3	Tariq Ahmad Sheikh	Assistant Controller - Bandipora	aclmbandipora@gmail.com	7006542491	Bandipora
4	Ishtiyaq Ahmad Nazaki	Assistant Controller - Baramulla	aclmbaramulla@gmail.com	7889302168	Baramulla
5	Shabir Ahmad Mir	Assistant Controller - Budgam	aclmbudgam@gmail.com	9906969665	Budgam
6	Tariq Ahmad Sheikh	Assistant Controller - Ganderbal	aclmganderbal@gmail.com	7006542491	Ganderbal
7	Sunil Kumar Hitashi	Assistant Controller - Kulgam	aclmkulgam123@gmail.com	8803751066	Kulgam
8	Mudasir Rashid	Assistant Controller - Kupwara	aclmkupwara235@gmail.com	9622928926	Kupwara
9	Manzoor Ahmad Hakeem	Assistant Controller - Pulwama	aclpulwama@gmail.com	9906540286	Pulwama
10	Manzoor Ahmad Hakeem	Assistant Controller - Shopian	aclmshopian@gmail.com	9906540286	Shopian
11	Anita Sharma	Assistant Controller, Kathua	aclmkathua08@gmail.com	9419125535	Kathua
12	Kuldeep Raj	Assistant Controller, Kishtwar	aclmkishtwar@gmail.com	9419121565	Kishtwar
13	Rajesh Heera	Assistant Controller, Poonch	aclmpoonch@gmail.com	7006622966	Poonch, Rajouri
14	Rajeesh Heera	Assistant Controller, Rajouri	aclmrajouri@gmail.com	7006622966	Rajouri
15	Anil Kumar	Assistant Controller, Ramban	aclmramban@gmail.com	9419157178	Ramban
16	Pushkar Raj	Assistant Controller, Reasi	aclmreasi@gmail.com	9906367003	Reasi
17	Mohsin Ahmad Katheeb	Assistant Controller, Samba	aclmsamba@gmail.com	9419231980	Samba

18	Ajay Verma	Assistant Controller, Udhampur	aclmudhumpur@gmail.com	9419207742	Udhampur
19	Sh. Kapil Dev Singh	Assistant Controller, Doda	dodaacm@gmail.com	7051323368	Doda
20	Mohd Muzaffar Wani	Assistant/Deputy Controller - Enforcement. Srinagar	dclmkenf@gmail.com	9419009158	CIRCLE-I and CIRCLE II SRINAGAR
21	Nazir Ahmad Dar	Assistant/Deputy Controller - Consumer Protection Srinagar	dclmkcp@gmail.com	9419025912	CIRCLE-III, Srinagar
22	Sh. Jaideep Singh Sambyal	Assistant/Deputy Controller I/C, S.S.L/ Taximeter/ Tank Lorries, Jammu	dcssljmu@gmail.com	9419637465	Jammu
23	Kewal Krishan	Deputy Controller, Enforcement. Jammu	dclmjenf@gmail.com	9419234659	Jammu Upper Akhnoor
24	Dilshada Bano	Deputy Controller, SS Lab / Taxi Unit Srinagar	dcsslmk@gmail.com	9906104800	Srinagar
25	Sh. Manoj Prabhakar	Deputy Controller, Consumer Protection, Jammu	dclmjcp@gmail.com	9419140535	Jammu Lower
26	Uttam Kumar	Inspector Legal Metrology Akhnoor	insplmakhnoor@gmail.com	9419973605	Akhnoor
27	Nipun Sharma	Inspector Legal Metrology Jammu Lower	inspectorjammulower@gmail.com	9419932772	Jammu Lower
28	Nipun Sharma	Inspector, S.S. Lab/Taximeter, Jammu	sadalnipun@gmail.com	9419932772	Jammu
29	Pooja Kumari	Inspectors Legal Metrology, Jammu Upper	inspectorjmu.upper@gmail.com	9419147666	Jammu Upper
30	Vicky Sharma	Inspector Dayalachak	insplmdayalachack@gmail.com	9419249750	Kathua

31	Kuldeep Kumar Verma	Inspector LM, Kathua	ilm.kathua@gmail.com	9419145263	Kathua
32	Rohit Gupta	Inspector Samba	inspectorlmdsamba@gmail.com	9419644301	Samba
33	Kapil Dev Singh (Assistant Controller)	Inspector, Bhaderwah	ilm.bhaderwah@gmail.com	7051323368	Doda
34	Kapil Dev Singh (Assistant Controller)	Inspectors, Doda	inspectorododa@gmail.com	7051323368	Doda
35	Pritam Chand	Inspector Legal Metrology RAMBAN	inspectorlmramban@gmail.com	9797635707	Ramban
36	Rajeesh Heera (Assistant Controller)	Inspector, Legal Metrology Poonch	aclmpoonch1@gmail.com	7006622966	Poonch
37	Arun Kotwal	Inspector Legal Metrology Kishtwar	ilm.kishtwar@gmail.com	9797636958	Kishtwar
38	Mushtaq Mujahid	Inspector Legal Metrology, Rajouri	lmo.rajouri@gmail.com	9622023003	Rajouri
39	Rita Devi	Inspector Legal Metrology Udhampur	inspectorlmudhampur@gmail.com	7889461930	Udhampur
40	Vikram Singh	Inspector Legal Metrology Reasi	insplmreasi@gmail.com	7298574540	Reasi
41	Shah Gazi Suhaib	Inspector, SRINAGAR Circle -3	lmosrinagarc3@gmail.com	9622278600	Circle-3rd Srinagar
42	Suhail Ahmad	Inspector, Srinagar Circle -2	lmosrinagarc2@gmail.com	7780900756	Circle 2nd Srinagar
43	Shabir Ahmad Bhat	Inspectors, Srinagar Circle -1	lmosrinagarc1@gmail.com	9622832294	Circle 1st Srinagar
44	Altaf Ahmad Dar	Inspector legal Metrology, Budgam	lmobudgam@gmail.com	9906625696	Budgam

45	Suhial Ahmad	Inspector Legal Metrology Ganderbal	lmoinsgbl@gmail.com	7780900756	Ganderbal
46	Ishtiyaq Ahmad (Assistant Controller)	Inspector, Legal Metrology, Baramulla	inspectorbaramullah@gmail.com	7889302168	Baramulla
47	Altaf Ahmad Dar	Inspector Legal Metrology , Bandipora	LMOBANDIPORA@gmail.com	9906625696	Bandipora
48	Mudasir Rashid (Assistant Controller)	Inspector Legal Metrology, kupwara	kupwarainspector@gmail.com	9622928926	Kupwara
50	Gh Nabi Ganai	Inspector Legal Metrology Kulgam	lmokulgam@gmail.com	9906885841	Kulgam
51	Bashir Ahmad Wani	Inspector Legal Metrology Anantnag	lmoanantnag@gmail.com	9469072619	Anantnag
52	Shabir Ahmad Bhat	Inspector Legal Metrology Shopian	lmoshopian@gmail.com	9622832294	Shopian
53	Shah Gazi Suhaib	Inspector Legal Metrology Pulwama	lmopulwama@gmail.com	9622278600	Pulwama
54	Ishtiyaq Ahmad Nazaki (Assistant Controller)	Inspector, Sopore	lmoSopore@gmail.com	9596114203	Sopore

