

Procedure for application of Manufacturer license of Weights and Measures (Form LM1)

Name of Service	Procedure for 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"> • Domicile Certificate of the applicant, its employees and of other person having interest therein. • Affidavit to the effect that they shall abide by the terms and conditions of the licence. • Trading premises: if the premises is/ are rented/ owned by the applicant(s) himself/ herself/ themselves/ others the documents i.e mutation, valid rent deed duly attested by Judicial Magistrate/ Executive Magistrate shall be uploaded. • Establishment: Certificate of registration issued by the industries and Commerce Department. • Approved site plan of the premises from the competent authority i.e from Municipality in case of urban area and from Rural Development department in case of Rural Area. • Constitution: Registration deed in case of proprietorship/ partnership firm. In case of company, registration certificate issued under companies Act alongwith copy of article of Association and Memorandum of Association. • Model approval Certificate: The certificate issued by the Central Government i.e Director Legal Metrology, New Delhi, wherever applicable. • Employees: No of employees engaged for the work with their technical and educational qualification certificates, copies of appointment letters with photographs and proof of residence. • Trademark/ Monogram (if any): Registration certificate issued under Trademark Act. • List of Machinery, tools, accessories and test weights upto 1/10 capacity of the weighing instruments which the applicant intends to manufacture alongwith purchase bill • Order relating to sanction of Electricity connection with indicated load from electricity department. • Newspaper cutting wherein a notice is given by the applicant calling for objections if any, from persons residing in the area.
Application Processing Fee (if any) and Mode	<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

of Payment	<p>mentioned account head:</p> <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. <ul style="list-style-type: none"> ● 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	Joint 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

Step by Step Application Process

Registration

- Register yourself on the website <http://www.investjk.in> If you are already registered on the portal then login with the registered user id and password

New Project

- Create the new project mentioning all the details and CAF ID will be generated for future communication

Service Clearance

- Now open the "Projects" and click on service clearance tab wherein list of services are Displayed

Apply

- Click on Application for Fresh Manufactures Licence

Document Uploading & Fee Payment

- Upload all the relevant documents as per the above-mentioned checklist and submit the form.
- Make payment of necessary application processing fees online using your debit card/ credit card/ net banking facility

Approval Process

- 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 alongwith uploaded documents and conduct physical inspection of the premises.
- In case of deficiency Inspector shall report the deficiency to the applicant within fifteen working days.
- If there is no deficiency the Inspector shall recommend the application to Assistant Controller/ Deputy Controller having jurisdiction of the area.
- The Assistant Controller/ Deputy Controller if satisfied shall recommend the licence to the Joint Controller for its issuance
- The Joint Controller if satisfied shall issue or reject the same within thirty working days

Final Certificate

- Application Status can be tracked online by logging-in and clicking on Track Applicatons by entering CAF ID. Once the application is approved, a copy of the approval certificate can be downloaded from the website after logging into the portal by the applicant.

Procedure for application of Dealer license of Weights and Measures (Form LD1)

Name of Service	Procedure for 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"> • Domicile Certificate of the applicant, its employees and of other person having interest therein. • Affidavit to the effect that they shall abide by the terms and conditions of the licence. • Trading premises: if the premises is/ are rented/ owned by the applicant(s) himself/ herself/ themselves/ others the documents i.e mutation, valid rent deed duly attested by Judicial Magistrate/ Executive Magistrate shall be uploaded. • Approved site plan of the premises from the competent authority i.e from Municipality in case of urban area and from Rural Development department in case of Rural Area. • Constitution: Registration deed in case of proprietorship/ partnership firm. • Model approval Certificate: The certificate issued by the Central Government i.e Director Legal Metrology, New Delhi, from where the dealer must purchase the scales. • List of Machinery, tools and accessories alongwith purchase bill • Employees: No of employees engaged for the work with their technical and educational qualification certificates, copies of appointment letters with photographs and proof of residence. • Order relating to sanction of Electricity connection with indicated load from electricity department. • Newspaper cutting wherein a notice is given by the applicant calling for objections if any, from persons residing in the area.
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. • In case of offline mode the applicant can deposit the

	<p>requisite fee with the Legal Metrology officer of his premises Jurisdiction. The valid Government Receipt (GR) shall be uploaded while applying for the service.</p> <ul style="list-style-type: none"> •
Key Approving Authority	Joint 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

Step by Step Application Process

Registration

- Register yourself on the website <http://www.investjk.in> If you are already registered on the portal then login with the registered user id and password

Service Clearance

- Now open the “Projects” and click on service clearance tab wherein list of services are Displayed

Apply

- Click on Application for Fresh Dealership Licence

Document Uploading & Fee Payment

- Upload all the relevant documents as per the above-mentioned checklist and submit the form.
- Make payment of necessary application processing fees online using your debit card/credit card/ net banking facility

Approval Process

- After online receipt of application on Form LD1 application form for issuance of Dealership licence with all the documents mentioned above the local Inspector of the area shall scrutinize the application alongwith uploaded documents and conduct physical inspection of the premises.
- In case of deficiency Inspector shall report the deficiency to the applicant within fifteen working days.
- If there is no deficiency the Inspector shall recommend the application to Assistant Controller/ Deputy Controller having jurisdiction of the area.
- The Assistant Controller/ Deputy Controller if satisfied shall recommend the licence to the Joint Controller for its issuance
- The Joint Controller if satisfied shall issue or reject the same within thirty working days

Final Certificate

- Application Status can be tracked online by logging-in and clicking on Track Applications by entering CAF ID. Once the application is approved, a copy of the approval certificate can be downloaded from the website after logging into the portal by the applicant.

Procedure for application of Repairer license of Weights and Measures (Form LR1))

Name of Service	Procedure for 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"> • Domicile Certificate of the applicant, its employees and of other person having interest therein. • Affidavit to the effect that they shall abide by the terms and conditions of the licence. • Trading premises (Workshop): if the premises is/ are rented/ owned by the applicant(s) himself/ herself/ themselves/ others the documents i.e mutation, valid rent deed duly attested by judicial magistrate/ Executive Magistrate shall be uploaded. • Approved site plan of the premises from the competent authority i.e from Municipality in case of urban area and from Rural Development department in case of Rural Area. • Constitution: Registration deed in case of proprietorship/ partnership firm. • Employees: Copies of appointment letters with photographs, qualification and experience certificate, if any. • Trademark/ Monogram (if any): Registration certificate from competent authority. • List of Machinery, tools and accessories alongwith purchase bill • Order relating to sanction of Electricity connection with indicated load from electricity department. • Technical competency Certificate • Security deposit amounting to Rs. 200/- • Newspaper cutting wherein a notice is given by the applicant calling for objections if any, from persons residing in the area.
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	Joint 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

Step by Step Application Process

Registration

- Register yourself on the website <http://www.investjk.in> If you are already registered on the portal then login with the registered user id and password

Service Clearance

- Now open the “Projects” and click on service clearance tab wherein List of Services are displayed

Apply

- Click on Application for Fresh Repairer license

Document Uploading & Fee Payment

- Upload all the relevant documents as per the above-mentioned checklist and submit the form.
- Make payment of necessary application processing fees online using your debit card/credit card/ net banking facility

Approval Process

- After online receipt of application on Form LR1 application form for issuance of Fresh Repairer license licence with all the documents mentioned above the local Inspector of the area shall scrutinize the application alongwith uploaded documents and conduct physical inspection of the premises.
- In case of deficiency Inspector shall report the deficiency to the applicant within fifteen working days.
- If there is no deficiency the Inspector shall recommend the application to Assistant Controller/ Deputy Controller having jurisdiction of the area.
- The Assistant Controller/ Deputy Controller if satisfied shall recommend the licence to the Joint Controller for its issuance
- The Joint Controller if satisfied shall issue or reject the same within thirty working days

Final Certificate

- Application Status can be tracked online by logging-in and clicking on Track Applications by entering CAF ID. Once the application is approved, a copy of the approval certificate can be downloaded from the website after logging into the portal by the applicant.

Procedure for application of application for renewal of Manufacturer license of Weights and Measures (Form LM2))

Name of Service	Procedure for application for renewal of Manufacturer license of Weights and Measures (Form LM2)
Authority/Department	DEPARTMENT OF LEGAL METROLOGY
Service Condition (i.e. Who requires this service?)	Businesses, industries who wish to apply for renewal of Manufacturer 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"> • Domicile Certificate of the applicant, its employees and of other person having interest therein. • Affidavit to the effect that they shall abide by the terms and conditions of the licence. • Trading premises: if the premises is/ are rented/ owned by the applicant(s) himself/ herself/ themselves/ others the documents i.e mutation, valid rent deed duly attested by Judicial Magistrate/ Executive Magistrate shall be uploaded. • Establishment: Certificate of registration issued by the industries and Commerce Department. • Constitution: Registration deed in case of proprietorship/ partnership firm. In case of company, registration certificate issued under companies Act alongwith copy of article of Association and Memorandum of Association. • Model approval Certificate: The certificate issued by the Central Government i.e Director Legal Metrology, New Delhi, wherever applicable. • Employees: No of employees engaged for the work with their technical and educational qualification certificates, copies of appointment letters with photographs and proof of residence. • Trademark/ Monogram (if any): Registration certificate issued under Trademark Act. • List of Machinery, tools, accessories and test weights upto 1/10 capacity of the weighing instruments which the applicant intends to manufacturer along with purchase bill • No dues Certificate from Electricity Department. • Newspaper cutting wherein a notice is given by the applicant calling for objections if any, from persons residing in the area. • The application for renewal must be uploaded 30 days before the expiry of the licence. • The Manufacturer must maintain the Manufacturing/ Sales register upto the validity period the licence. Further, the Manufacturer must maintain the stock

Step by Step Application Process

Registration

- Register yourself on the website <http://www.investjk.in> If you are already registered on the portal then login with the registered user id and password

Service Clearance

- Now open the “Projects” and click on service clearance tab wherein List of Services are displayed

Apply

- Click on Application for renewal of Manufacturer license

Document Uploading & Fee Payment

- Upload all the relevant documents as per the above-mentioned checklist and submit the form.
- Make payment of necessary application processing fees online using your debit card/credit card/ net banking facility

Approval Process

- After online receipt of application on Form LM2 application form for issuance of renewal manufacturer licence with all the documents mentioned above the local Inspector of the area shall scrutinize the application alongwith uploaded documents and conduct physical inspection of the premises.
- In case of deficiency Inspector shall report the deficiency to the applicant within fifteen working days.
- If there is no deficiency the Inspector shall recommend the application to Assistant Controller/ Deputy Controller having jurisdiction of the area.
- The Assistant Controller/ Deputy Controller if satisfied shall recommend the licence to the Joint Controller for its issuance
- The Joint Controller if satisfied shall issue or reject the same within thirty working days

Final Certificate

- Application Status can be tracked online by logging-in and clicking on Track Applications by entering CAF ID. Once the application is approved, a copy of the approval certificate can be downloaded from the website after logging into the portal by the applicant.

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

Name of Service	Procedure of 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"> • Domicile Certificate of the applicant, its employees and of other person having interest therein. • Affidavit to the effect that they shall abide by the terms and conditions of the licence. • Trading premises: if the premises is/ are rented/ owned by the applicant(s) himself/ herself/ themselves/ others the documents i.e mutation, valid rent deed duly attested by Judicial Magistrate/ Executive Magistrate shall be uploaded. • Constitution: Registration deed in case of proprietorship/ partnership firm. • Model approval Certificate: The certificate issued by the Central Government i.e Director Legal Metrology, New Delhi, from where the dealer has to purchase the scales. • Employees: Copies of appointment letters with photographs, qualification and experience certificate, if any. • List of Machinery, tools and accessories along with purchase bill • No dues certificate from the Electricity Department. • Newspaper cutting wherein a notice is given by the applicant calling for objections if any, from persons residing in the area. • The application for renewal must be uploaded 30 days before the expiry of the licence. • The dealer must prepare the Stock/ sales record register as per the format given below and produce the same along with the application for renewal of his/ her licence.
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. • In case of offline mode, the applicant can deposit the requisite fee with the Legal Metrology officer of his

Step by Step Application Process

Registration

- Register yourself on the website <http://www.investjk.in> If you are already registered on the portal then login with the registered user id and password

Service Clearance

- Now open the “Projects” and click on service clearance tab wherein List of Services are displayed

Apply

- Click on Application for renewal of Dealer license

Document Uploading & Fee Payment

- Upload all the relevant documents as per the above-mentioned checklist and submit the form.
- Make payment of necessary application processing fees online using your debit card/credit card/ net banking facility

Approval Process

- After online receipt of application on Form LD2 application form for issuance of renewal Dealer licence with all the documents mentioned above the local Inspector of the area shall scrutinize the application alongwith uploaded documents and conduct physical inspection of the premises.
- In case of deficiency Inspector shall report the deficiency to the applicant within fifteen working days.
- If there is no deficiency the Inspector shall recommend the application to Assistant Controller/ Deputy Controller having jurisdiction of the area.
- The Assistant Controller/ Deputy Controller if satisfied shall recommend the licence to the Joint Controller for its issuance
- The Joint Controller if satisfied shall issue or reject the same within thirty working days

Final Certificate

- Application Status can be tracked online by logging-in and clicking on Track Applications by entering CAF ID. Once the application is approved, a copy of the approval certificate can be downloaded from the website after logging into the portal by the applicant.

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

Name of Service	Procedure of 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"> • Domicile Certificate of the applicant, its employees and of other person having interest therein. • Affidavit to the effect that they shall abide by the terms and conditions as in the licence. • Trading premises (Workshop): if the premises is/ are rented/ owned by the applicant(s) himself/ herself/ themselves/ others the documents i.e mutation, valid rent deed duly attested by Judicial Magistrate/ Executive Magistrate shall be uploaded. • Constitution: Registration deed in case of proprietorship/ partnership firm. • Employees: Copies of appointment letters with photographs, qualification and experience certificate, if any. • Trademark/ Monogram (if any): Registration certificate from competent authority. • List of Machinery, tools and accessories along with purchase bill • No dues certificate from Electricity Department. • Technical competency Certificate • Security deposit amounting to Rs. 200/- • Newspaper cutting wherein a notice is given by the applicant calling for objections if any, from persons residing in the area. • The application for renewal must be uploaded 30 days before the expiry of the licence. • The repairer has to prepare the repairing register as per the format given below and produce the same alongwith the application for renewal of his/ her licence.
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	Joint 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

Step by Step Application Process

Registration

- Register yourself on the website <http://www.investjk.in> If you are already registered on the portal then login with the registered user id and password

Service Clearance

- Now open the “Projects” and click on service clearance tab wherein List of Services are displayed

Apply

- Click on Application for renewal of Repairer license

Document Uploading & Fee Payment

- Upload all the relevant documents as per the above-mentioned checklist and submit the form.
- Make payment of necessary application processing fees online using your debit card/credit card/ net banking facility

Approval Process

- After online receipt of application on Form LR2 application form for issuance of renewal Repairer license with all the documents mentioned above the local Inspector of the area shall scrutinize the application alongwith uploaded documents and conduct physical inspection of the premises.
- In case of deficiency Inspector shall report the deficiency to the applicant within fifteen working days.
- If there is no deficiency the Inspector shall recommend the application to Assistant Controller/ Deputy Controller having jurisdiction of the area.
- The Assistant Controller/ Deputy Controller if satisfied shall recommend the licence to the Joint Controller for its issuance
- The Joint Controller if satisfied shall issue or reject the same within thirty working days

Final Certificate

- Application Status can be tracked online by logging-in and clicking on Track Applications by entering CAF ID. Once the application is approved, a copy of the approval certificate can be downloaded from the website after logging into the portal by the applicant.

Procedure for application of Manufacturer/ Packer/Importer of Packaged Commodities (Format of the application form given at Annexure "A"))

Name of Service	Procedure of 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"> • Domicile Certificate of the applicant, its employees and of other person having interest therein. • Affidavit to the effect that the applicant will abide by the provisions of the Act/ rules under which the license is sought and that the information provided is true. • Trading Premises: if the premises is/ are rented/ owned by the applicant(s) himself/ herself/ themselves/ others the documents i.e mutation, valid rent deed duly attested by Judicial Magistrate/ Executive Magistrate shall be uploaded. • Establishment: Any document such as certificate of registration of industry in case of manufacturer, registration under Shops and Establishments Act in case of shop, if the unit is located within the village panchayat area, then NOC from that Gram panchayat, License issued under the Food Safety and Standards Act. • Constitution: In case of proprietorship/ Partnership firm, registered document, in case of company, registration certificate under Companies Act along with copy of Article of Association and Memorandum of Association. • Employees: Copies of appointment letters with photographs, qualification and experience certificate, if any • Trade Mark/Monogram (if any): Registration Certificate from competent authority. • Electrical energy: Order relating sanction of electricity connection with indicated load. • Label containing statutory declaration including: name and address of the manufacturer/ packer or importer, name of the commodity, net quantity, maximum retail price (inclusive of all taxes), Consumer care number & month and year of manufacturer/ packing and consumer care details. • Documentary evidence regarding allotment of Consumer Care Number. • Objections: Newspaper cutting wherein a notice is given by the applicant calling for objections, if any, to be filed with the Department of Legal Metrology within a period

	<p>of 7 days.</p> <ul style="list-style-type: none"> • Import- Export code in case of Importers. • Two copies of the photographs of the proprietors/ partners/ Directors. One copy of each Director, partner or proprietor shall be uploaded on the application form at annexure B. • Approved site plan of packing premises.
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. • 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	Joint 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

Step by Step Application Process

Registration

- Register yourself on the website <http://www.investjk.in> If you are already registered on the portal then login with the registered user id and password

Service Clearance

- Now open the “Projects” and click on service clearance tab wherein List of Services are displayed

Apply

- Click on application of Manufacturer/ Packer/Importer of Packaged Commodities

Document Uploading & Fee Payment

- Upload all the relevant documents as per the above-mentioned checklist and submit the form.
- Make payment of necessary application processing fees online using your debit card/credit card/ net banking facility

Approval Process

- After receipt of application form for issuance of packer license duly uploaded with all the documents mentioned above, the local inspector shall scrutinize the same within fifteen working days.
- In case of any deficiency shall refer to the applicant.
- If there is no deficiency shall conduct physical inspection of the premises lables etc and recomend the Deputy Controller/ Assistant Controller of the premises Jurisdiction.
- The Deputy Controller/ Assistant Controller on cross Examination of the documents attached shall approve and forward the case to Joint Controller.
- The Joint Controller shall register/ reject the application within 30 working days.

Final Certificate

- Application Status can be tracked online by logging-in and clicking on Track Applications by entering CAF ID. Once the application is approved, a copy of the approval certificate can be downloaded from the website after logging into the portal by the applicant.

ANNEXURE "A"

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

The Joint Controller,
Legal Metrology Department,
Jammu/ Kashmir.

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	Yes/ No

	in commercial area? If yes attach proof.	
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 nothing 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 alongwith the country from where it is to be imported	1. 2. 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

**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 proposed to be manufactured viz: (i) Weights (ii) Measures (iii) Weighing Instruments (iv) Measuring Instruments with details in each case.	
8.	The number of persons employed/ proposed to be employed	

	<p>(i) Skilled</p> <p>(ii) Semi-skilled</p> <p>(iii) Unskilled</p> <p>(iv) Specialist trained in the line</p>	
9.	The monogram or trade mark intended to be Imprinted on weights and Measures to be manufactured.	
10.	Details of machinery, tools accessories, owned and used for manufacturing weights measures etc.	
11.	Details of foundry/ workshop facilities arranged. Whether ownership, long term lease etc.	
12.	Facilities of steel casting and hardness testing orf Vital parts etc or other means.	
13.	Availability of electric energy.	
14.	Details of loan received from Government or financial Institution. If so, give details.	
15.	Name of bankers, if any.	
16.	VAT/ Sales Tax Registration Number/ CST umber/ Professional Tax registration Number/ IT Number.	
17.	Have you applied previously for manufacturer's license? If so, when and with what result?	
18.	<p>(a)Whether the item(s)proposed to be manufactured will be sold within the state or outside the state or both.</p> <p>(b)Details of Model Approval received from Government of India"</p> <p>When can you produce for inspection samples of your products for which license is desired?</p>	

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) 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.

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

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 CST/ Sales Tax/ professional Tax/ 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, 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.

**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.	Professional Tax/ 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) 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.

**APPLICATION FOR RENEWAL LICENCE AAS 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 Number of VAT/ Sales Tax/ CST/ Professional Tax/ 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) 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.

**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 VAT/ Sales Tax/ CST/ Professional Tax/ 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) 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.

**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 VAT/CST/Sales Tax/ Professional Tax/ 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) 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.

GOVERNMENT OF JAMMU AND KASHMIR
OFFICE OF THE JOINT CONTROLLER, LEGAL METROLOGY, JAMMU.

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

Licence No.....

Year

1. The Joint Controller, Legal Metrology, Jammu 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

.....

**Joint Controller,
Legal Metrology,
Jammu Province.**

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 - LD – 3

GOVERNMENT OF JAMMU AND KASHMIR
OFFICE OF THE JOINT CONTROLLER, LEGAL METROLOGY, JAMMU.

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

Licence No:

Year.....

1. The Joint 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.

**Joint Controller,
Legal Metrology,
Jammu Province.**

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:
 - (h) Comply with all the relevant provisions of the Act and Rules for the time being in force;
 - (i) Not encourage or countenance any infringement of the provisions of the Act. or the Rules for the time being in force;
 - (j) Exhibit this licence in some conspicuous part of the premises to which it relates;
 - (k) Comply with any general or special directions that may be given by the Licencing authority of Legal Metrology.;
 - (l) Surrender the licence in the event of closure of business and/or cancellation of Licence;
 - (m) Submit the application for renewal of this licence as required under the rules before thirty days of expiry of the validity of the licence
 - (n) 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 JOINT CONTROLLER, LEGAL METROLOGY, JAMMU

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

Licence No

Year

1. The Joint 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:
.....

**Joint Controller,
Legal Metrology,
Jammu Province.**

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:
 - (o) Comply with all the relevant provisions of the Act and Rules for the time being in force;
 - (p) Not encourage or countenance any infringement of the provisions of the Act. or the Rules for the time being in force;
 - (q) Exhibit this licence in some conspicuous part of the premises to which it relates;
 - (r) Comply with any general or special directions that may be given by the Licencing authority of Legal Metrology.;
 - (s) Surrender the licence in the event of closure of business and/or cancellation of Licence;
 - (t) Submit the application for renewal of this licence as required under the rules before thirty days of expiry of the validity of the licence
 - (u) 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
DEPARTMENT OF LEGAL METROLOGY

No: -----

REGISTRATION CERTIFICATE.

(See rule 35 of Standards of Weights and Measures (Packaged Commodities) Rules, 1977)

Dated:

1.	Registration No	LM/JCJ/PM/.....
2.	Name of the firm/ establishment	
3.	Nature of business, trade or profession carried on	
4.	Nature of business, trade or profession carried on	
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 whereof given above has been registered under the rules.

This registration certificate will remain in force till _____

Joint Controller,
Legal Metrology
Jammu Province.

Email addresses.

S. No	Name of the office	Email addresses.
1.	Joint Controller, Legal Metrology, Jammu.	iclmjammu@gmail.com
2.	Deputy Controller, Legal Metrology, Enforcement, Jammu	dclmjenf@gmail.com
3.	Deputy Controller, Legal Metrology, Consumer Protection, Jammu	dclmjcp@gmail.com
4.	Deputy Controller, Legal Metrology, S.S.Lab/ Taximeter/ Tank Lorries, Jammu.	dcssljmu@gmail.com
5.	Assistant Controller, Legal Metrology, Samba.	aclmsamba@gmail.com
6.	Assistant Controller, Legal Metrology, Kathua	aclmkathua08@gmail.com
7.	Assistant Controller, Legal Metrology, Udhampur.	aclmudhampur@gmail.com
8.	Assistant Controller, Legal Metrology, Reasi.	aclmreasi@gmail.com
9.	Assistant Controller, Legal Metrology, Ramban.	aclmd-ramban@jk.gov.in
10.	Assistant Controller, Legal Metrology, Doda.	dodaacm@gmail.com
11.	Assistant Controller, Legal Metrology, Kishtwar.	aclmkishtwar@gmail.com
12.	Assistant Controller, Legal Metrology, Rajouri	aclmrajouri@gmail.com
13.	Assistant Controller, Legal Metrology, Poonch.	aclmpoonch@gmail.com
14.	Inspector, Legal Metrology, Jammu Upper.	inspectorjmu.upper@gmail.com
15.	Inspector, Legal Metrology, Jammu Lower.	inspectorjammulower@gmail.com
16.	Inspector, Legal Metrology, Akhnoor.	insplmakhnoor@gmail.com
17.	Inspector, Legal Metrology, Samba.	inspectorlmsamba@gmail.com
18.	Inspector, Legal Metrology, Dayalachak.	insplmdayalachack@gmail.com
19.	Inspector, Legal Metrology, Kathua	insplmkathua08@gmail.com
20.	Inspector, Legal Metrology,	inspectorlmudhampur@gmail.com

	Udhampur.	
21.	Inspector, Legal Metrology, Reasi	insplmreasi@gmail.com
22.	Inspector, Legal Metrology, Ramban.	inspectorlmramban@gmail.com
23.	Inspector, Legal Metrology, Doda.	inspector@doda@gmail.com
24.	Inspector, Legal Metrology, Kishtwar.	ilm.kishtwar@gmail.com
25.	Inspector, Legal Metrology, Rajouri.	lmo.rajouri@gmail.com
26.	Inspector, Legal Metrology, Poonch.	inspectorlegalmetrologypoonch@gmail.com