

**SERVICE PROCEDURE:**

Service Type (Public/Personal): Public

Service duration (over the counter/long duration):-LONG DURATION Paid Service (Yes/No): YES:

Item	English	Punjabi
ServiceName:	Issue of New License to Manufacturer/ Dealer/ Repairer of Weights and Measures State Jurisdiction	
Designated Officer:	Controller of Legal Metrology issuing Authority.	
Stipulated time for Designated Officer: (in Days):	Inspector Legal Metrology :- 15 days Assistant Controller : -07 days Head Office: - 08 Days (Superintendent and Controller) Total :- 30 Working days	
Appellant Authority	Secretary, Food and Civil Supplies, Consumer Affairs and Legal Metrology Department	
Fees / charges paid with the request (if any)	For one Year Manufacturer- Rs.10,000/Year Dealer Rs.2,000/Year Repairer - Rs.4000/Year	
If Online submission, Enter	Link - <a href="https://pbindustries.gov.in/static/">https://pbindustries.gov.in/static/</a> Then redirect to emapan Punjab portal <a href="http://www.emapan.punjab.gov.in/HomePages/index.html">http://www.emapan.punjab.gov.in/HomePages/index.html</a>	
Website address	<a href="http://www.emapan.punjab.gov.in/HomePages/index.html">http://www.emapan.punjab.gov.in/HomePages/index.html</a>	
Website address for Addt: Information	<a href="http://www.emapan.punjab.gov.in/HomePages/index.html">http://www.emapan.punjab.gov.in/HomePages/index.html</a>	

Application Format	Online application	
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## FOR MANUFACTURER LICENSE OF WEIGHTS AND MEASURES

### Premises:

- The applicant must have legal and physical possession of the premises and furnish a latest rent receipt / sale deed/ house tax receipt/ any other legal documents and No Objection Certificate from the owner of the premises in the case of rented premises as the case may be Minimum space required for smooth and proper working:
- The workshop premises/ manufacturing premises should be suitable and adequate and it would not be less than the area specified below for the different terms as mentioned against each.
- CI Weight 50 kg. to 50 kg. 100 m<sup>2</sup>
- Manufacturing B/Scales, 'A', 'B', 'C', 'D' 40 m<sup>2</sup>
- Non automatic weighting machines (Electronic) Class III and IV. 30 m<sup>2</sup>
- Weight Bridge (Electronic/ Mechanical) 80 m<sup>2</sup>
- Conical, Measures, Length, Bullion Weight 40 m<sup>2</sup>
- Taxi Meter/ Auto rickshaw/ fare meter 30 m<sup>2</sup>
- Peg Measure 10 m<sup>2</sup>
- Clinical Measure 10 m<sup>2</sup>
- Domestic Water Meter 20 m<sup>2</sup>
- Kitchen Scale/ Tubular Balances/ Bathroom scale 10 m<sup>2</sup>
- Sphygmomanometer 15 m<sup>2</sup>

However, if more than one of manufacturing is applied for, the adequacy of the premises is to be by licensing authority, but in no case the manufacturing premises should be less than the minimum area prescribed to manufacture a particular item listed therein applied for( e.g. an applicant intends to manufacture C.I. weights, B/S , then the area should be not less than 140 m<sup>2</sup>)

- In case of manufacturing of electronic weighing/ measuring instruments production of SSI Registration (Permanent ) should be must.
- The workshop/ manufacturing premises must be on the ground floor or basement. The workshop/ manufacturing premises to manufacture the following item may be at any floor of the multi-storied commercial complexes/ Industrial Estates/ Factories of Industries Department/ Factories of any other Government or local body subject to condition that suitability of premises will be assessed by the licensing authority before grant of license.
  1. Clinical Thermometer
  2. Sphygmomanometer.
  3. Non automatic electronic weighting scales up to 20 kg.
  4. Kitchen scale/ Tubular balances/ bath room scales

### Workshop Tools & Equipment's :-

- All necessary equipment's required for the concerned items applied for manufacturing.
- All necessary tools required for manufacturing for concerned items.
- Testing provisions facilities for the manufactured items.
- The proof of procuring the workshop tools and equipment.

## **DOCUMENTS TO BE UPLOADED WITH THE PRESCRIBED APPLICATION FORM**

- Proof of legal title of premises attested copy of the sale deed/ lease deed/ allotment letter/ property tax receipt.
- Rent receipt / NOC from the owner.
- Tools and Equipment's list.
- List of Testing equipment's
- Copy regarding constitution of the firm.
- Experience certificate / certificate of Diploma
- MCL/ Original Lal Dora Certificate
- Copy of the Literature of the items to be manufactured.
- Proof of Financial Status.
- ID Proof
- Proof of Power Load sanctioned / installed/ energized by PSEB
- Copy of permanent SSI Registration
- List of skilled/ unskilled workers with their names and addresses.
- Model approval certificate if applicable.

### **FOR THE GRANT OF REPAIRS'S LICENSE**

**Premises:** The applicant must have legal and physical possession of the premises and furnish latest rent receipt/ sale deed/ house tax receipt/ any other documents and No Objection Certificate from the owner of the property..

Minimum area required for the smooth and proper working -

The workshop premises should be suitable and adequate not less than the area as detailed below:-

- Weights, Measures, Weighing and Measuring Instruments 15 m<sup>2</sup>
- Taxi & Auto rickshaw fare meters 4.5 m<sup>2</sup>
- Electronics Weighing Scales 15.5 m<sup>2</sup>

The workshop must be within an adequate entrance without opening to any residential part of the premises. The workshop premises must be on ground floor or basement.

The workshop/ repairing premises to repair the following items may be at the any floor at the multi storied commercial complexes/ industrial estate/ flatted factories of the Industrial Department / flatted factories of PUDA/

PSIDC or any other Govt. of the local body subject to condition that suitability of premises will be assessed by the licensing authority before granting license.

- Auto Rickshaw / Taxi Fare Meter
- Electronic Weighting Scales upto 20 kg.
- Kitchen Scales/ Tubular Balance / Bathroom Scales/ Spring Balances
- Sphygmomanometer

### **The Work Tools And Equipment:**

The firm shall have sufficient tools and equipments to carry out the repairing work of weight, measure, weighing and measuring instruments

- Set of Files
- Set of screw drivers
- Set of Punches (A to Z)
- Drill Machine
- Set of Spanners
- Set of Ring spanner
- Hammers and Cutters
- Stove/ Heating arrangement

- Melting Pot
- Pouring Pot
- Set of Plumber punches (1 to 9)
- Set of Pliers
- Bench vice
- Sand Paper
- Oil Cane
- Stop watch (for taxi/ auto rickshaw fare meter only)
- Anvil
- Any other necessary equipment required for smooth working.

### **Test Equipment:**

The applicant firm must have the test equipments:-

1. 50 kg. Balance : 'II' Class
2. 5 kg. Balance : -do-
3. 200 g Balance : -do-
4. Test Weights: 50 kg. to 50 g.
5. C.I. Weights 20 kg. to 10 g
6. Bullion Weights 10 kg. to 1 mg.
7. Test Capacity Measures: 20 l to 100 ml – Conical , 2 l to 10 ml – Cylindrical
8. Length Measure: 1 m
9. Arrangement for testing the capacity measure/ length measure / peg measure.

### **Loan Articles:**

The applicant will submit a proof of the loan articles produced from the sources. All the loan articles should be duly verified and stamped by the weights and measures department and verification certificate must be attached with the application.

Constitution of the Firm:

In case the firm is not a proprietorship concern, the firm should submit a copy of partnership deed duly attested by the first class Magistrate/ Notary/ Oath Commissioner and in case of Private Comp, Memorandum of Association approved by the Ministry of Consumer Affairs , Govt. of India.

Qualification:-

The applicant should possess certificate from the recognized ITI in relevant branch (e.g. Electronics repairing license required I.T.I. certificate in Electronics Trade).

Experience Certificate:

The applicant is required to two years experience certificate for the items applied for repairing. The experience certificate verified by issuing firm area L.M.O. with attested attendance record.

### **Documents To Be Attached With The Prescribed Application Form:**

- Proof of the legal title of the premises attested copy of the sale deed/ lease deed/ allotment letter/ property tax receipt.
- Rent receipt/ NOC of the owner.
- Tools & Equipments list.
- Test Equipment
- List of Loan articles with verification certificate
- Copy of Constitution of the firm.
- Experience certificate with attendance record verified by area L.M.O. of the certificate issuing firm.
- Certificate from ITI in relevant trade.
- Memorandum of Articles in case of Pvt. Ltd., Co. and Ltd. Co.
- Site Plan
- ID Proof

- List of Skilled and unskilled workers with their names and addresses.

**FOR THE GRANT OF DEALERS LICENSE**

Premises: The applicant must have legal and physical possession of the premises and furnish latest rent receipt/ sale deed/ property tax receipt/ any other documents and NO Objection Certificate from the owner of the property.

Minimum Area Required -

The shop premises should be suitable and adequate and must be of independent entrance without opening any residential part of the premises.

**Documents To Be Uploaded With The Prescribed Application Form:**

- Proof of the legal title of the premises attested copy of the sale deed/ lease deed/ allotment letter/ property tax receipt.
- Rent Receipt/ NOC from the owner
- Copy of Constitution of the firm.
- Proof of the Financial Status.
- Site Plan
- Memorandum & Articles in case of Private Company and Limited Company.
- GST Number/PAN Number
- ID Proof
- Model approval certificate if applicable.
- Manufacturing Licence along with dealership agreement

**Auto Renewal of Manufacturer/ Repairer/ Dealer Licence :-**

All these licenses will be auto renewed instantly at the time of apply subject to fill required fee and filled annual return in prescribed forms on online portal LM-4, LD-4 and LR-4.

**Service Type (Public/Personal): Public**

**Service duration (over the counter/long duration):-LONG DURATION**

**Paid Service (Yes/No): YES**

Item	English	Punjabi
Service Name:	Packing Registration (within Punjab)	
Designated Officer:	Controller of Legal Metrology	

Stipulated time for Designated Officer: {in Days):	Official Concerned/ Inspector 21 working days  Head Office :- 21 Days ( Superintendent and Controller Legal Metrology )	
Competent Officer:	Controller of Legal Metrology	
Fee	For New Registration -Rs 500 only For Amendment in Registration -Rs 100 only	
Documents Required to be Uploaded	1. GST Certificate/Trade Licence 2. Import/Export Code in case of Importer 3. Packing Material label bearing all Mandatory declarations as prescribed.	
Appellant Authority	Secretary, Food and Civil Supplies, Consumer Affairs and Legal Metrology Department	
If Online submission, Enter Website address	<a href="http://www.emapan.punjab.gov.in/HomePages/index.html">http://www.emapan.punjab.gov.in/HomePages/index.html</a>	
Website address for Addl: information	<a href="http://www.emapan.punjab.gov.in/HomePages/index.html">http://www.emapan.punjab.gov.in/HomePages/index.html</a>	
Application Format (only PDF)	Online application	