

**GOVERNMENT OF NAGALAND  
OFFICE OF THE CONTROLLER OF LEGAL METROLOGY  
& CONSUMER PROTECTION, NAGALAND, KOHIMA.**

NO. CLMCP/TECH-1/2023/

Dated Kohima, the

<sup>th</sup> Feb 2025

To,

The Commissioner & Secretary to the Govt. of Nagaland  
Industries & Commerce Department.  
Nagaland: Kohima.

**Sub: - Submission of Information for Ease of Doing Business(EODB) Website.**

Sir,

I have the honour to refer to your letter NO.IDB/EODB- RCP/9-1/2023/228/ dated Kohima the 30<sup>th</sup> January 2025 regarding the above subject.

In this regard I am enclosing herewith the Registration and Licensing procedure of our Department as Annexure A, B, C, D. for your review and necessary action.

**Enclosed:** Annexure.

Yours faithfully,

**(K. TAKEETH IMCHEN)**

Addl. Controller  
Legal Metrology & Consumer Protection  
Nagaland, Kohima

### **Annexure 'A'**

Step-by-step procedure to apply for a manufacturer license under the Legal Metrology Act, 2009:

Step	Action	Details
1	Fill up Form LM-I	Fill the form as per Schedule II 'A' of the Nagaland Legal Metrology (Enforcement Rules, 2011)
2	Submit Form to Assistant Controller	Submit the completed form at the office of the Assistant Controller in the concerned district
3	Inspection by Local Inspector	Local Inspector of Legal Metrology inspects the applicant's premises and approves if competent
4	Pay the Fee	Pay a fee of Rs. 500/- through Treasury Challan
5	Submit Treasury Challan and Form	Submit the Treasury Challan and form to the Assistant Controller
6	Application Forwarded	Assistant Controller forwards the application to the Controller with a recommendation to issue the license
7	License Issuance	The Controller issues the license and forwards it to the Assistant Controller

**Approximate Time for Completion: 1 month**

## **Annexure 'B'**

Step-by-step procedure to apply for a Repairers license under the Legal Metrology Act, 2009:

<b>Step</b>	<b>Action</b>	<b>Details</b>
<b>1</b>	Fill up Form LR-I	Fill the form as per Schedule II 'A' of the Nagaland Legal Metrology (Enforcement Rules, 2011)
<b>2</b>	Submit Form to Assistant Controller	Submit the completed form at the office of the Assistant Controller in the concerned district
<b>3</b>	Inspection by Local Inspector	Local Inspector of Legal Metrology inspects the applicant's premises and approves if competent
<b>4</b>	Pay the Fee	Pay a fee of Rs. 100/- through Treasury Challan
<b>5</b>	Submit Treasury Challan and Form	Submit the Treasury Challan and form to the Assistant Controller
<b>6</b>	Application Forwarded	Assistant Controller forwards the application to the Controller with a recommendation to issue the license
<b>7</b>	License Issuance	The Controller issues the license and forwards it to the Assistant Controller

**Approximate Time for Completion: 1 month**

### Annexure 'C'

Step-by-step procedure to apply for a Dealer's license under the Legal Metrology Act, 2009:

Step	Action	Details
1	Fill up Form LD-I	Fill the form as per Schedule II 'A' of the Nagaland Legal Metrology (Enforcement Rules, 2011)
2	Submit Form to Assistant Controller	Submit the completed form at the office of the Assistant Controller in the concerned district
3	Inspection by Local Inspector	Local Inspector of Legal Metrology inspects the applicant's premises and approves if competent
4	Pay the Fee	Pay a fee of Rs. 100/- through Treasury Challan
5	Submit Treasury Challan and Form	Submit the Treasury Challan and form to the Assistant Controller
6	Application Forwarded	Assistant Controller forwards the application to the Controller with a recommendation to issue the license
7	License Issuance	The Controller issues the license and forwards it to the Assistant Controller

**Approximate Time for Completion: 1 month**

**Annexure 'D'**

Registration of Packers under Rule 27 of Legal Metrology (Packaged Commodities) Rules 2011.

<b>Step 1</b>	Apply for Registration to the Assistant Controller of the District as per the rule 27 of the Legal Metrology (Packaged Commodities) Rules ,2011.
<b>Step 2</b>	Local Inspector of the Legal Metrology to Inspect the premises of the Applicant and approve if competent.
<b>Step 3</b>	Applicant to pay a fee of Rs. 500/- through Treasury Challan.
<b>Step 4</b>	Applicant to submit treasury Challan and form to the Assistant Controller.
<b>Step 5</b>	Assistant Controller to forward application to the controller with a recommendation to issue license..
<b>Step 6</b>	Register the name of the Packer and issue a Certificate of registration.

**Approximate time for completion- 1 month.**

**SCHEDULE –IV**  
[ See rule 11 (4) & (5) ]

**Government of Nagaland**  
**Office of the Controller of legal Metrology &**  
**Consumer Protection.**

Licensing and Renewal fees for Manufacturers, Repairs or Dealers of Weights and Measures.

- |    |  |                    |
|----|--|--------------------|
| 1. | Issue of licence/renewal of licence to : |                    |
|    | (i) Manufacturers                        | Rs. 500/- per year |
|    | (ii) Repairers                           | Rs. 100/- per year |
|    | (iii) Dealers                            | Rs. 100/- per year |
| 2. | Alteration of licence                    | Rs. 50/- per year  |
| 3. | Issue of duplicate licence               | Rs. 10/- per year  |