

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:

Step	Action	Details
1	Fill up Form LR-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 '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.

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

SCHEDULE – II A

[See rule 11 (I)]

Form – LD- 1

[Application form for licence as Dealers in Weights & Measures under the Legal Metrology Act, 2009]

To,

(1)	To be filled by the Applicants (2)	Comments of the inspecting officer (3)
1.	Name of the establishment/shop/person seeking the licence
2.	Complete address of the establishment etc.
3.	Date of Establishment
4.	Name (s) and address (s) of proprietor and/or Partners and Managing Director (s) in the case of Limited company.
5.	Number and date of Registration Number of current shop/establishment/Municipal Trade licence.
6.	Categories of weights and measures sold/proposed to be sold at present.
7.	Registration Number of VAT/CST/Sales Tax/Professional Tax/Income Tax.
8.	Do you intend to import weight, etc. from places outside the State/Country ? If so indicate sources of supply. (Give details of manufacturer's trade mark/ monogram and his licence number) and provide
(a)	Registration of Importer of Weights and Measures, if any	
(b)	Approval of model imported into India by Central Government.	
9.	Have you applied previously for a dealer's licence either in this State or elsewhere ? If so, give details ?

To be certified by the applicant (s)

Certified that I/We have read the Legal Metrology Act, 2009 and the Nagaland Legal Metrology (Enforcement) Rules, 2011 and agree to abide by the same and also the administrative orders and instructions issued or to be issued thereunder.

I/We agree to deposit the Scheduled licence fees with Government as soon as required to do so by the Licensing Authority.

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

Place:
Date : Signature and Designation.

To be filled in by Departmental Officer of the Government of Nagaland.

Date of Receipt of Application :
Serial Number of application:
Date of Inspection :
Recommendation of Inspecting Officer :

Place :
Date : Signature and Designation of Inspecting Officer.

Final orders of Licensing Authority

Licence granted/refused :
Licence Number :
Valid till :

Place :
Date : Signature and Designation.