

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 – LM- 1

[Application form for licence as manufacturer of weights & measures under the Legal Metrology Act, 2009]

To,

(1)	To be filled by the Applicant (2)	Comments of the Inspecting Officer (3)
1.	Name of the manufacturing concern for which licence is desired.
2.	Complete address of the concern. Whether premises are owned/rented/taken on lease/leave licence, duly supported by documents.
3.	Date of Establishment of workshop/factory.
4.	Name (s) and address (es) along with the 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 (i) Skilled (ii) Semi-skilled (iii) Unskilled (iv) Specialised trained in the line.
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 of 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 Number/
Professional Tax registration Number/IT Number.
17. Have you applied previously for a manufacturer's
licence ? If so, when and with what results ?
18. (a) Whether the item (s) proposed to be
manufactured will be sold within the State or
outside the state or both.
(b) Details of Model Approval received from
Government of India
(c) When can you produce for inspection
samples of your products for which licence is
desired ?

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 Licencing 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.