

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.

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| 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 |