

## 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.

<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  |

**SCHEDULE – II A**

[ See rule 11 (I) ]

**Form – LR- 1**

**[Application form for licence as repairers of 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 concern seeking the licence	.....
2.	Complete address of the workshop.	.....
3.	(a) Whether premises are owned/rented/taken on lease duly supported by documents. (b) Date of Establishment .	..... .....
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.	Number and date of shop establishment/current Municipal Trade Licence.	.....
6.	Professional Tax/IT Tax registration Number etc if any	.....
7.	The type of weights and measures proposed to be repaired	.....
8.	Area in which you wish to operate	.....
9.	Previous experience in the line.	.....
10.	Number of skilled staff employed or proposed to be employed (i) Skilled (ii) Semi-skilled (iii) Unskilled (iv) Employees trained in the line.	.....
11.	Details of machinery/tools/accessories available	.....
12.	Availability of electric energy.	.....
13.	Have you sufficient stock of loan/test weights. etc? Give details	.....
14.	Have you applied previously for a repairer's licence ? If so, when and with what results ?	.....

**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 there under.

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 State Government**

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.