

**GUIDEBOOK ON APPLICATION & VERIFICATION/INSPECTION PROCEDURE
FOR VARIOUS BUSINESS RELATED SERVICES**



**PUBLISHED BY: AGRICULTURE (LEGAL METROLOGY) DEPARTMENT, GOVT.
OF BIHAR**

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PRE-ESTABLISHMENT STAGE: SETTING UP OF A BUSINESS

A. Licencing of Manufacturer of Weights and Measures

I. INTRODUCTION

Name of Service	Licencing of Manufacturer of Weights and Measures
Authority/Department	Agriculture Department (Controller, Legal Metrology)
Regulatory Framework	The Legal Metrology Act,2009; The Bihar Legal Metrology(Enforcement) Rules, 2014
Service Condition (i.e. Who requires this service?)	Manufacturer of Weights and Measures
Application Method	Manual
List of prescribed documents to be submitted by the applicant	<p>A. <u>Checklist of document required by Manufacturer of Weights and Measures:</u></p> <ol style="list-style-type: none"> 1. Name of the applicant (including Father's Name) and Complete Address of the workshop. 2. Details of Model Approval received from GoI 3. Rent Agreement 4. Electricity bill 5. Shop/Municipal Trade License 6. GST no. 7. Aadhaar No. 8. Verification Certificate issued by concerned Inspector for Weight and Measures 9. The type of Weights And Measures proposed to be manufactured 10.Experience certificate of three years 11.Details of Machinery, tools accessories, owned and used for manufacturing 12.Detail of test weight 13.Self-signed application 14.Recommendation of LMO
Application Processing Fee (if any) and Mode of Payment	<p>Licencing and renewal fees for manufacturer of Weights and Measures as per Schedule-IV(Rule 11(4)&(5):</p> <ol style="list-style-type: none"> 1.Issue of Licence/Renewal of licence to: <ul style="list-style-type: none"> • Manufacturers:Rs.500/year 2.Alteration of Licence: Rs. 50/- 3.Issue of Duplicate Licence: Rs. 10/- <p>Mode of payment: Challan</p>
Application to be submitted at: (Manual application)	The office of Controller, Legal Metrology
Key Approving Authority	Controller, Legal Metrology
Whether prior inspection is required for this approval	yes
Prescribed Timeline for service delivery (from date of application)	Not Defined

II. APPLICATION & LICENCING PROCEDURE

1.	Every Manufacturer of Weights And Measures should submit the application as prescribed in Schedule II-A, Form LM-I (Refer Annexure I) to the office of Controller Legal Metrology or such other officer as may be authorized by him in this behalf.
2.	The received application is forwarded to concerned district office for inspection
3.	Inspection is conducted by LMO's who can be anyone of the following: <ul style="list-style-type: none"> • Inspector, Legal Metrology • Asst. Controller • Dy. Controller • Jt. Controller
4.	Inspection Report with recommendation is submitted to the Office of Controller, Legal Metrology /Concerned Authority
5.	If received application comply with all the requirement it is considered as accepted and order sheet is issued in form of letter counter signed by concerned local officer demanding deposit of requisite fee via challan
6.	License is issued to the applicant from the office of Controller Legal Metrology. Licence issued to manufacturer is valid for a minimum period of one calendar year and may be renewed for a period of 1 to 5 years by Controller or such other officer as may be authorized by him in this behalf on payment of necessary fee.

III. LICENCE RENEWAL PROCEDURE

1.	Every manufacturer in Weights or Measures shall make an application(as prescribed in annexure II) for the renewal of a licence within 30 days before the expiry of validity of the licence to Controller, Legal Metrology or such other officer as may be authorized by him in this behalf.
2.	Every Manufacturer of Weights and Measures should submit the application (as prescribed in Schedule II-B) with challan to the office of Controller, Legal Metrology or such other officer as may be authorized by him in this behalf
3.	The Concerned authority will ensure whether applicant comply with all terms & Condition of licence
4.	If all terms & conditions is complied, license is renewed,
5.	Licence is issued to Manufacturer shall be valid for a minimum period of one calendar year and may be renewed for a period of one to five calendar years, by Controller, Legal Metrology or such other officer as may be authorized by him in this behalf.
6.	Additional fee at full the rates specified in Scheduled IV (refer table 1 above) shall be payable by the applicant if he is permitted by the controller to make an application for the renewal of a licence within a period of three months from the date of expiry of the licence.
7.	Renewal fee should be deposited in the month of November of concerned year with prescribed amount .If fee is deposited in the month of December, applicant will have to deposit additional fee for renewal with due permission of Controller, Legal Metrology.

B. Licencing of Repairers of Weights and Measures

I. INTRODUCTION

Name of Service	Licencing of Repairers of Weights and Measures
Authority/Department	Agriculture Department (Controller, Legal Metrology)
Regulatory Framework	The Legal Metrology Act,2009; The Bihar Legal Metrology(Enforcement) Rules, 2014
Service Condition (i.e. Who requires this service?)	Repairer of Weights and Measures
Application Method	Manual
List of prescribed documents to be submitted by the applicant	<p>Checklist of document required by Repairer of weights and measures:</p> <ol style="list-style-type: none"> 1. Name of the applicant (including Father's Name) and Complete Address of the workshop. 2. Date of Establishment of workshop 3. Rent Agreement(If Any) 4. Electricity bill 5. Shop/Municipal Trade License 6. GST no. 7. Aadhaar No. 8. The type of Weights and measures proposed to be repaired 9. Verification Certificate issued by concerned Inspector for Weight and Measures 10. Experience certificate of three years 11. Details of Machinery, tools accessories, owned and used for repairing 12. Detail of test weight 13. Self-signed application 14. Recommendation of LMO
Application Processing Fee (if any) and Mode of Payment	<p>Licencing and renewal fees for repairers of Weights and measures as per Schedule-IV(Rule 11(4)&(5):</p> <ol style="list-style-type: none"> 1. Issue of Licence/Renewal of licence to: <ul style="list-style-type: none"> • Repairers:Rs.100/year 2. Alteration of Licence: Rs. 50/- 3. Issue of Duplicate Licence: Rs. 10/- 4. Security Deposit: <ul style="list-style-type: none"> • Repairer of Weights and Measures excluding weighing and measuring instruments: Rs 100/- • Repairer of Weights and Measures including weighing and measuring instruments: Rs.200/- 5. Mode of payment: Challan
Application to be submitted at: (Manual application)	The office of Controller, Legal Metrology

Key Approving Authority	Controller, Legal Metrology
Whether prior inspection is required for this approval	yes
Prescribed Timeline for service delivery (from date of application)	Not Defined

II. APPLICATION & LICENCING PROCEDURE

1.	Every repairer of Weights and Measures should submit the application as prescribed in Schedule II-A, Form LR-I (Refer Annexure III) to the office of Controller Legal Metrology or such other officer as may be authorized by him in this behalf.
2.	The received application is forwarded to concerned district office for inspection
3.	Inspection is conducted by LMO's who can be anyone of the following: <ul style="list-style-type: none"> • Inspector Legal Metrology • Asst. Controller • Dy. Controller • Jt. Controller
4.	Inspection Report with recommendation is submitted to the Office of Controller, Legal Metrology /Concerned Authority
5.	If received application comply with all the requirement it is considered as accepted and order sheet is issued in form of letter counter signed by concerned local officer demanding deposit of requisite fee via challan
6.	License is issued to the applicant from the office of Controller Legal Metrology. Licence issued to repairer is valid for a minimum period of one calendar year and may be renewed for a period of 1 to 5 years by Controller or such other officer as may be authorized by him in this behalf on payment of necessary fee.

III. LICENCE RENEWAL PROCEDURE

1.	Every repairer in Weights and Measures shall make an application in prescribed format (Refer Annexure IV) for the renewal of a licence within 30 days before the expiry of validity of the licence to Controller, Legal Metrology or such other officer as may be authorized by him in this behalf.
2.	Every repairer of Weights and Measures should submit the application (as prescribed in Schedule II-B) with challan to the office of Controller, Legal Metrology or such other officer as may be authorized by him in this behalf
3.	The Concerned authority will ensure whether applicant comply with all terms & Condition of licence
4.	If all terms & conditions is complied, license is renewed,
5.	Licence is issued to Repairer shall be valid for a minimum period of one calendar year and may be renewed for a period of one to five calendar years, by Controller, Legal Metrology or such other officer as may be authorized by him in this behalf.
6.	Additional fee at full the rates specified in Scheduled IV (refer table 1 above) shall be payable by the applicant if he is permitted by the controller to make an application for the renewal of a licence within a period of three months from the date of expiry of the licence.
7.	Renewal fee should be deposited in the month of November of concerned year with prescribed amount .If fee is deposited in the month of December, applicant will have to deposit additional fee for renewal with due permission of Controller, Legal Metrology.

C. Licencing of Dealers of Weights and Measures

I. INTRODUCTION

Name of Service	Licencing of Dealers of Weights and Measures
Authority/Department	Agriculture Department (Controller, Legal Metrology)
Regulatory Framework	The Legal Metrology Act,2009; The Bihar Legal Metrology(Enforcement) Rules, 2014
Service Condition (i.e. Who requires this service?)	Dealers of Weights and Measures
Application Method	Manual
List of prescribed documents to be submitted by the applicant	<p>Checklist of document required by Dealers of Weights And Measures:</p> <ol style="list-style-type: none"> 1. Name of the applicant (Including Father's Name) and Complete Address of the workshop. 2. Date of Establishment of workshop 3. Authorization letter of concerned company 4. Modal Approval of concerned company 5. License of manufacturer of concerned company 6. Rent Agreement(If Any) 7. Electricity bill 8. Shop/Municipal Trade License 9. GST no. 10.Aadhaar No 11.VAT no. 12.Verification Certificate issued by concerned Inspector for Weight and Measures 13.Details of Machinery, tools accessories, owned and used for repairing 14.Detail of test weight 15.Self-signed application 16.Recommendation of LMO
Application Processing Fee (if any) and Mode of Payment	<p>Licencing and renewal fees for dealers of Weights and measures as per Schedule-IV(Rule 11(4)&(5):</p> <ol style="list-style-type: none"> 1.Issue of Licence/Renewal of licence to: <ul style="list-style-type: none"> • Dealers: Rs. 100/year 2.Alteration of Licence: Rs. 50/- 3.Issue of Duplicate Licence: Rs. 10/- <p>Mode of payment: Challan</p>
Application to be submitted at: (Manual application)	The office of Controller, Legal Metrology
Key Approving Authority	Controller, Legal Metrology
Whether prior inspection is required for this approval	yes
Prescribed Timeline for service delivery (from date of application)	Not Defined

II. APPLICATION & LICENCING PROCEDURE

1.	Every dealer of weights and measures should submit the application as prescribed in Schedule II-A (Refer Annexure V) to the office of Controller Legal Metrology or such other officer as may be authorized by him in this behalf.
2.	The received application is forwarded to concerned district office for inspection
3.	Inspection is conducted by LMO's who can be anyone of the following: <ul style="list-style-type: none"> • Inspector Legal Metrology • Asst. Controller • Dy. Controller • Jt. Controller
4.	Inspection Report with recommendation is submitted to the Office of Controller, Legal Metrology /Concerned Authority
5.	If received application comply with all the requirement it is considered as accepted and order sheet is issued in form of letter counter signed by concerned local officer demanding deposit of requisite fee via challan
6.	License is issued to the applicant from the office of Controller Legal Metrology. Licence issued to dealer is valid for a minimum period of one calendar year and may be renewed for a period of 1 to 5 years by Controller or such other officer as may be authorized by him in this behalf on payment of necessary fee.

III. LICENCE RENEWAL PROCEDURE

1.	Every dealer in weights or measures shall make an application in prescribed format (Refer Annexure VI) for the renewal of a licence within 30 days before the expiry of validity of the licence to Controller, Legal Metrology or such other officer as may be authorized by him in this behalf.
2.	Every dealer of weights and measures should submit the application (as prescribed in Schedule II-B) with challan to the office of Controller, Legal Metrology or such other officer as may be authorized by him in this behalf
3.	The Concerned authority will ensure whether applicant comply with all terms & Condition of licence
4.	If all terms & conditions is complied, license is renewed,
5.	Licence is issued to Dealer shall be valid for a minimum period of one calendar year and may be renewed for a period of one to five calendar years, by Controller, Legal Metrology or such other officer as may be authorized by him in this behalf.
6.	Additional fee at full the rates specified in Scheduled IV (refer table 1 above) shall be payable by the applicant if he is permitted by the controller to make an application for the renewal of a licence within a period of three months from the date of expiry of the licence.
7.	Renewal fee should be deposited in the month of November of concerned year with prescribed amount .If fee is deposited in the month of December, applicant will have to deposit additional fee for renewal with due permission of Controller, Legal Metrology.

D. VERIFICATION PROCEDURE

I. INTRODUCTION

Name of Service	Verification of Weights or Measures
Authority/Department	Agriculture Department (Controller, Legal Metrology)
Regulatory Framework	The Legal Metrology Act,2009; The Bihar Legal Metrology(Enforcement) Rules, 2014
Service Condition (i.e. Who requires this service?)	Every person using any weight or measure in any transaction or for protection shall present such weight or measure for verification/re-verification, at the office of the Legal Metrology officer or such other officer as may be authorized by him in this behalf.
Application Method	Manual
List of prescribed documents to be submitted by the applicant	<p><u>Checklist of document</u></p> <ul style="list-style-type: none"> • Invoice of Weight & Measure instruments issued by GoI approved dealer. • Electricity bill • Copy of rent agreement (if any) • Licence issued by Govt authority (if any) • ,Model approval paper of weight & measure instrument (as applicable) • Id proof/address proof • Installation Certificate(as applicable)
Application Processing Fee (if any) and Mode of Payment	<p>Fee for Verification: Fee payable for verification and stamping of weight or measures at the office or camp office of Legal Metrology officer as per Schedule IX.</p> <p>No Additional fee shall be charged for verification and stamping of weights and measures in situ of :</p> <ul style="list-style-type: none"> • Vehicle tanks for petroleum products and other liquids, meter for liquids other than water (fuel dispenser, Liquid Petroleum Gas, Milk Dispensers), Compressed Natural Gas Dispensers, Non Automatic weighing instruments like weighbridge, platform machines, crane scale Automatic Gravimetric filling instruments, automatic rail weighbridge, Discontinuous totalizing automatic weighing instruments and such other weight or measures which cannot be or should not be moved from its location. • Weight or measures in the premises of manufacturer or dealer of such Weight or Measure. • Mode of payment is challan
Application to be submitted at: (Manual application)	The office of Inspector, Legal Metrology
Key Approving Authority	Inspector, Legal Metrology or such other officer as may be authorized by him in this behalf.

Whether prior inspection is required for this approval	No
Prescribed Timeline for service delivery (from date of application)	Not Defined

II. VERIFICATION PROCEDURE

1.	Verification /Inspection is carried out for the following: 1. Weight and Measuring instrument listed in Schedule IX(Refer Annexure- VII) 2. Equipment at Manufacturer/dealer premises
2.	Every person using any weight and measures in any transaction or for protection shall present such weight and measures for verification/re-verification at the office of Legal Metrology officer. And in case the weight or measures is such that it cannot or should not be moved from its location ,the person using such weight or measures shall report to Legal Metrology Officer at least 30 days in advance of the date on which the verification falls due.
3.	The Legal Metrology officer conducts examination of weight and measures for verification
4.	The Legal Metrology officer stamps every weight or measures if after testing and verification such weight and measures conforms to the standards established by Act, with a stamp of uniform design issued by the controller.
5.	The Legal Metrology officer also mark the year and its quarter (A,B,C,D)
6.	On completion of verification and stamping the Legal Metrology Officer issues a certificate of Verification
7.	In case certificate of verification gets lost or destroyed ,the holder of the certificate of verification will have to apply(application as per sub-rule(4)) for issuance of duplicate certificate of verification to the Legal Metrology Officer who had issued earlier with fee of Rs.10/-
9.	A weight or measure which on verification found to be incorrect is returned to the person concerned for adjustment informing him in performa specified by controller, of the defects found in weight or measures and calling upon him to remove the defects within a period not exceeding 7 days .When its complied weight or measure can be verified upon payment of fees specified in Schedule IX and if found correct shall be stamped.
10.	Re-Verification Process of Weight or Measure is done during the period mentioned in the verification certificate.

:- IMPORTANT NOTE:-

- The person to whom a certificate of verification is issued shall exhibit the same in a conspicuous place in the premise where weights, measures or weighing or measuring instruments to which certificate relates are used.
- A verified weight or measure, installed at one place if dismantled and re-installed at a different place, such weight or measure shall not be put into use unless it has been duly re-verified and stamped.
- In case, where verified Weight or measure has been repaired either by licensed repairer or by the person owning and possessing the same, such weight or measure shall not be put to use unless it has been duly verified and stamped.

E. Registration of Manufacturer, Packer and Importer of Packaged Commodity

I. INTRODUCTION

Name of Service	Registration of Manufacturer, Packer and Importer of Packaged Commodity
Authority/Department	Legal Metrology Department
Regulatory Framework	The Legal Metrology Act 2009, Packaged Commodities Rules, 2011
Service Condition (i.e. Who requires this service?)	Manufacturer, Packer and Importer of Packaged Commodity
Application Method	Manual
List of prescribed documents to be submitted by the applicant	<ol style="list-style-type: none"> 1. Application complete in all respect 2. Demand Draft (preferable SBI)of Rs.500 in favors of Controller Legal Metrology, Bihar, Patna payable at Patna 3. Registration copy of TIN/VAT/CST/GST 4. Memorandum of Article of the firm in case of Private/limited company 5. Food Safety Licence in case of packaged containing food items 6. Pan/I Card of the applicant 7. Partnership deed 8. Copy of certificate from Pollution Control Board 9. Sample wrapper of packet
Application Processing Fee (if any) and Mode of Payment	INR 500/- Via Demand Draft
Application to be submitted at: (Manual application)	To the office of Controller, legal Metrology
Key Approving Authority	The Director or Controller
Whether prior inspection of site is required for this approval	Yes
Timeline mandated for approval of complete application (from date of application)	7days as per Packaged commodities Rule 2011

II. REGISTRATION & APPROVAL PROCEDURE

1.	Application (Refer Annexure VIII) with checklist of document and Demand draft of Rs 500/- is submitted to the director or the controller, Legal Metrology for the registration.
2.	Inspection is carried out by LMO's (Legal Metrology Officer) who ensure application is complete in all respect and declaration or information provided is correct.
3.	Inspection Report is sent to concerned authority with recommendation
4.	On the basis of recommendation of Inspecting authority registration is done
5.	Registration certificate is issued within 7 days by concerned authority from the date of application

:- IMPORTANT NOTE:-

EXEMPTIONS: PCR, 2011 is not applicable in case of following:

- Where, the net weight or measure of the commodity is ten gram or ten milliliter or less, if sold by weight or measure provided that declaration in respect of maximum retail price and net quantity is declared on packages containing 10g to 20g or 10ml to 120ml.
- Any package containing fast food items packed by restaurant or hotel and likewise.
- Scheduled formulations and non-scheduled formulations covered under the Drugs (Price Control) order, 1995 made under section 3 of the essential Commodities Act, 1955 (10 of 1955);
- Agriculture form produces in packages of above 50kg

F. Compliance Inspection

I. INTRODUCTION

Name of Service	Compliance Inspection
Authority/Department	Department of Agriculture, (Legal Metrology)
Regulatory Framework	The Legal Metrology Act 2009, The Bihar Legal Metrology (Enforcement) Rules, 2014
Competent Authority for conducting the site inspection	Concerned Legal Metrology Officer

II. INSPECTION PROCEDURE

#	Process
1.	Concerned Legal Metrology Officer identifies shop and establishment for compliance inspection randomly in general and against complain in particular or any other reasons to be believed. Date of inspection may not be informed to the shop/establishment owner.
2.	Concerned inspector/officer conducts inspection
3.	Inspector conducts visit to the shop and establishment and hold preliminary discussion with the shop and establishment owner/ employer and workers.
4.	Inspector validates the following documents/ records and collects copy of the same if required. <ol style="list-style-type: none"> Verification certificate of weighing and measuring instrument Whether Weighing and measuring instruments in premise conforms to the norms of Legal Metrology Act. Goods and stencils in packet form conforms “Packaged Commodities Rules, 2011 Any other queries regarding compliances of the Act
5.	Inspecting authority after completing the review ensure whether, the shop/establishment is following the norms of Acts & Rules of Weight and Measures.
6.	<u>Manual submission of inspection report</u> Inspector prepare and submits the inspection report with his recommendation for initiating necessary actions (if applicable)

Annexure I

SCHEDULE-II "A"

[See rule 11 (I)]

Form- LM-I

[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 inspection 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 (s) along with their 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) Specialist 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
out side 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 Bihar Legal Metrology (Enforcement) Rule, 2014 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 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 State Government.

Date of Receipt Application:

Serial Number of application:

Date of Inspection:

Recommendation of Inspecting Officer:

Place:

Date:

Signature and Designation of Inspecting Officer.

Final orders of Licencing Authority.

licence granted/ refused:

Licence Number:

Valid till:

Place:

Date:

Signature and Designation.

Annexure II

SCHEDULE- IIB

[See rule 11(2)]

Form LM-2

[Application for renewal Licence as Manufacturer of Weights & Measures under the Legal Metrology Act, 2009.

To,

	To be filled by the applicants	Comments of the inspecting officer
1.	2.	3.
1. Name and complete address of the manufacturing concern for which renewal of licence is desired.	
2. Manufacturing Licence No.	
3. Name (s) and address (s) along with their father's/ husband's name of proprietor(s) and/or Partners and Managing Director(s) in the case of Limited company.	
4. (a) Type of weights and measures which are manufactured as per licence granted.	
(b) Do you propose any change.	
5. The monogram or trademarks used on weights and measures manufactured by you.	
6. Details of workshop facilities available.	
7. Details of production and sales in the last 5 years.	
8. Number and date of shop/establishment Registration Number.	
9. Registration Number of VAT/Sales Tax/CST/Professional Tax/ Income Tax.	

To be certified by the applicant (s)

Certified that I/We have read the Legal Metrology Act, 2009 and the Bihar Legal Metrology (Enforcement) Rules, 2014 and agree to abide by the same and also the administrative orders and instructions issued or to be issued there under. I/ We have deposited the Scheduled licence fees of Rs..... (Rupees) to the sub-Treasury/Bank on..... and the original challan is enclosed.

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

Place :

.....

Date:

Signature and Designation.

Annexure III

SCHEDULE-II A

Form- LR-I

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

To,

(1)	To be filled by the Applicant (2)	Comments of the inspection 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 dully supported by documents. (b) Date of establishment.	
4. Name (s) and address (s) along with their 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 Bihar Legal Metrology (Enforcement) Rule, 2014 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 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 State Government.

Date of Receipt Application:

Serial Number of application:

Date of Inspection:

Recommendation of Inspecting Officer:

Place:

Date:

Signature and Designation of Inspecting Officer.

Final orders of Licencing Authority.

Licence granted/ refused:

Licence Number:

Valid till:

Place:

Date:

Signature and Designation.

ANNEXUER IV

SCHEDULE- IIB

Form LR-2

[Application for renewal Licence as Repairer 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 and complete address of the repairing concern/ person seeking renewal of licence.	
2. Repairer's Licence Number.	
3. Name (s) and address (s) along with their father's/ husband's name of proprietor(s) and/or Partners and Managing Director(s) in the case of Limited company.	
4. Registration Number and date of current shop/ establishment/Municipal Trade Licence.	
5. Registration Number of VAT/Sales Tax/CST/Professional Tax/Income Tax	
6. (a) The type of weights and measures repaired as per licence granted.	
(b) Do you propose any change.	
7. Area in which you are operating.	
8. Have you sufficient stock of loan/ test weights, etc.?	
9. Please give details with particulars of stamping.	

To be certified by the applicant (s)

Certified that I/We have read the Legal Metrology Act, 2009 and the Bihar Legal Metrology (Enforcement) Rules, 2014 and agree to abide by the same and also the administrative orders and instructions issued or to be issued there under.

I/ We have deposited the Scheduled licence fees of Rs.....(Rupees
.....) to the sub-Treasury/Bank on.....
..... and the original challan is enclosed.

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

Place :

.....

Date:

Signature and Designation.

ANNEXURE V

SCHEDULE-II A

Form- LD - I

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

To,

(1)	To be filled by the Applicant (2)	Comments of the inspection 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 (s) 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 weights, 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 to 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 Bihar Legal Metrology (Enforcement) Rule, 2014 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 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 State Government.

Date of Receipt Application:

Serial Number of application:

Date of Inspection:

Recommendation of Inspecting Officer:

Place:

Date:

Signature and Designation of Inspecting Officer.

Final orders of Licencing Authority.

Licence granted/ refused:

Licence Number:

Valid till:

Place:

Date:

Signature and Designation.

ANNEXURE VI

SCHEDULE- IIB

Form LD-2

[Application for renewal Licence as Dealer 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 establishment/ shop/ person seeking the renewal of licence.	
2. Dealer's Licence Number.	
3. Date of establishment.	
4. Name (s) and address (s) along with their father's/ husband's name of proprietor(s) and/or Partners and Managing Director(s) in the case of Limited company.	
5. Registration Number and date of shop/establishment current Municipal Trade Licence.	
6. Categories of weights and measures sold at present.	
7. Registration Number of VAT/ CST/Sales Tax /Professional Tax/Income Tax.	
8. Are you intending to import weights and measures etc. from places outside the State / Country? If so, indicate sources of supply from the State (s)/Country (s) (Give details of manufacturer's trade mark/monogram and his licence number.)	

To be certified by the applicant (s)

Certified that I/We have read the Legal Metrology Act, 2009 and the Bihar Legal Metrology (Enforcement) Rules, 2014 and agree to abide by the same and also the administrative orders and instructions issued or to be issued there under.

I/ We have deposited the Scheduled licence fees of Rs..... (Rupees
.....) to the sub-Treasury/Bank on.....
..... and the original challan is enclosed.

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

Place:

Date:

.....
Signature and Designation.

ANNEXURE VII

SCHEDULE – IX

Fee payable for verification and Stamping of Weights and Measures and Weighing and Measuring Instruments

1. (a) Bullion Weights:

Denomination (1)	Fee per piece (Rs.) (2)
10 kg.	30.00
5 kg.	20.00
2 kg.	20.00
1 kg.	20.00
500 g.	15.00
200 g.	15.00
100 g.	15.00
50 g.	15.00
20 g.	15.00
10 g.	15.00
5 g.	15.00
2 g.	15.00
1 g. and below	15.00

(b) Carat Weights:

100g. (500 c)	20.00
40g (200 c).	20.00
20g. (100 c)	20.00
10 g (50 c).	20.00
4 g. (20 c)	20.00
2 g (10 c)	20.00
1 g (5 c)	20.00
400m g (2 c)	20.00
200mg. (1 c)	20.00
100mg (0.5 c).	20.00
40mg (0.2 c)	20.00
20mg (0.1 c).	20.00
10mg (0.05 c)	20.00
4mg (0.02 c)	20.00
2mg (0.01 c)	20.00
1mg (0.005 c)	20.00

(c) Cylindrical knob type weights :

Denomination (1)	Fee per piece (Rs.) (2)
10 kg.	20.00
5 kg.	20.00
2 kg.	15.00
1 kg.	10.00
500 g.	5.00
200 g.	5.00
100 g.	5.00
50 g.	5.00
20 g.	5.00
10 g.	5.00
5 g.	5.00
2 g.	5.00
1 g.	5.00

(d) Sheet metal Weights (other than Bullion)

Denomination (1)	Fee per piece (Rs.) (2)
500 mg	5.00
200 mg	5.00
100 mg	5.00
50 mg	5.00
20 mg	5.00
10 mg	5.00
5 mg	5.00
2 mg	5.00
1 mg	5.00

(e) Iron hexagonal, knob type weights and parallelepiped weights:

Denomination (1)	Fee per piece (Rs.) (2)
50 kg	25.00
20 kg	20.00
10 kg	20.00
5 kg	20.00
2 kg	15.00
1 kg	10.00
500 g	5.00
200 g	5.00
100g	5.00
50 g	5.00
20 g	5.00
10 g	5.00
5 g	5.00
2 g	5.00
1 g	5.00

(f) Standard weights for testing of high capacity weighing machines:

Denominations	Fee corresponding to Max permissible relative error 0.5/ 10000 in Rs.	Fee corresponding to Max permissible relative error 3.3/10000, 1.7/ 10000 and 1.0/ 10000 in Rs.
100 kg.	75.00	50.00
200kg.	150.00	100.00
500kg.	300.00	200.00
1000 kg.	750.00	500.00
2000kg.	1500.00	1000.00
5000kg.	3000.00	2000.00

2. Capacity Measures:

Denomination (1)	Fee per piece (Rs.) (2)
100 litre and above	Rs. 50 for the 1st 100 litre plus Rs. 7 for every additional 100 litre or part thereof subject to maximum of Rs. 5000
50 l	50.00
20 l	20.00
10 l	20.00
5 l	10.00
2 l	10.00
1 l	10.00
500 ml	10.00

200 ml	10.00
100 ml	10.00
50 ml	10.00
20 ml	10.00
10 ml	10.00
5 ml	10.00
2 ml	10.00
1 ml	10.00

3. Length Measures:

(a) Non- Flexible –

Denomination (1)	Fee per piece (Rs.) (2)
2 m.	10.00
1 m.	10.00
0.5 m.	20.00
1 m. graduated (at every cm)	20.00
0.5 m. graduated (at every cm)	20.00

(b) Fabric Plastic/Woven/ Steel tapes-

Accuracy Class (1)	Fee per metre in Rs. (2)
Class- I	1.00
Class- II	1.00
Class- III	0.50

(c) Folding Scales-

Denomination (1)	Fee per piece (Rs.) (2)
1 m.	10.00
0.5 m.	10.00

(d) Surveying Chain-

Denomination (1)	Fee per piece (Rs.) (2)
30 m.	100.00
20. m.	100.00

4. Beam Scale Class A & B:

Denomination (1)	Fee per piece (Rs.) (2)
---------------------	----------------------------

200 kg.	400.00
100 kg.	300.00
50 kg.	150.00
20 kg.	150.00
10 kg.	150.00
5 kg.	100.00
2 kg.	100.00
1 kg.	100.00
500 g and below	60.00

5. Beam Scales Class C &D :

Denomination (1)	Fee per piece (Rs.) (2)
1000 kg.	200.00
500 kg.	200.00
300 kg.	200.00
200 kg.	100.00
100 kg.	100.00
50 kg.	20.00
20 kg.	20.00
10 kg.	20.00
5 kg.	15.00
2 kg.	15.00
1 kg.	15.00
500 g. and below	10.00

6. Non-Automatic Weighing Instruments- Mechanical (analogue) Class III & IIII

400 t	4000.00
300 t	3000.00
200 t	3000.00
150 t	2000.00
100 t	2000.00
80 t	2000.00
60 t	2000.00
50 t	2000.00
40 t	2000.00
30 t	2000.00
25 t	2000.00
20 t	2000.00
15 t	2000.00
10 t	1000.00
5 t	500.00
3 t	400.00
2 t	400.00
1500 kg.	300.00

1000 kg.	300.00
500 kg.	300.00
300 kg.	200.00
250 kg.	200.00
200 kg.	100.00
150 kg	100.00
100 kg.	100.00
50 kg.	100.00
30 kg	100.00
25 kg	60.00
20 kg	60.00
15 kg.	30.00
10 kg	30.00
5 kg.	30.00
3 kg.	30.00
2 kg	30.00
1 kg	15.00
500 g and below.	15.00

7.Non-Automatic Weighing Instruments- Electronic Class III &III :

400 t	4000.00
300 t	3000.00
200 t	3000.00
150 t	2000.00
100 t	2000.00
80 t	2000.00
60 t	2000.00
50 t	2000.00
40 t	2000.00
30 t	2000.00
25 t	2000.00
20 t	2000.00
15 t	2000.00
10 t	1000.00
5 t	1000.00
3 t	500.00
2 t	500.00
1500 kg.	250.00
1000 kg.	250.00
500 kg.	250.00
300 kg.	200.00
250 kg.	200.00
200 kg.	200.00
150 kg	200.00
100 kg.	200.00
50 kg.	200.00

30 kg	200.00
25 kg	200.00
20 kg	100.00
15 kg	100.00
10 kg	100.00
5 kg	100.00
3 kg	100.00
2 kg	100.00
1 kg	100.00
500 g and below	100.00

8. (i) Not Automatic Weighing instruments both mechanical and electronics class I & II

Capacity	Fee (Rs.)
Exceeding 50 t	3000.00
Not exceed 50 t but exceed 10 t	2000.00
Not exceed 10 t but exceed 1 t	1000.00
Not exceed 1 t but exceed 50 kg.	500.00
Not exceed 50 kg but exceed 10 kg	250.00
Not exceed 10 kg.	200.00

8 (ii) Automatic Weighing Instrument:

Capacity	Fee (Rs.)
Exceeding 100 t	4000.00
Not exceed 100 t but exceed 50 t	3000.00
Not exceed 50 t but exceed 10 t	2000.00
Not exceed 10 t but exceed 1 t	1000.00
Not exceed 1 t but exceed 50 kg	500.00
Not exceed 50 kg but exceed 10 kg	250.00
Not exceed 10 kg.	200.00

9. Volumetric measuring instruments:

- (a) Dispensing pumps each pump : Rs. 1000.00 per unit.
 (b) Totalizing counter : Rs. 500.00 per unit.
 (c) Other instruments :

Capacity	Fee in Rs.
Exceeding 100 litre	Rs. 500 for the 1st 100 liters plus Rs. 250 for every additional 100 liters or part thereof
Not exceeding 100 litre but exceeding 50 litre	500.00
Not exceeding 50 litre but exceeding 20 litre	250.00
Not exceed 20 litre	200.00

10. Flow meters :

Flow rate up to 100 litre/ min.	Rs. 2000.00
Above 100 litre/ min upto 500 litre/min	Rs. 3000.00
above 500 litre/min.	Rs. 5000.00

11. Linear Measuring Instruments :

Taxi, Autorikshaw meters.	Rs. 100.00
Other meters.	Rs. 50 for the Ist 1000m. or part there of plus Rs. 5.00 for every additional 100m. or part thereof

12. Clinical Thermometer.

Rs. 0.50 per unit.

13. Water meter.

Rs. 25.00 per unit.

14. Peg Measure :

30 ml.	50.00
60 ml	50.00
100 ml	50.00

15. CNC Dispensers :

Rs. 1000.00 per unit

16. LPG Dispensers :

Rs. 1000.00 per unit

17. COUNTER MACHINE:

(i) Counter machine upto capacity 10 kg	:	Rs. 20.00
(ii) Counter machine above capacity 10 kg.	:	Rs.50.00

ANNEXURE VIII

Application for Registration OF Packaged Commodity

1. Name of the applicant/firm/company :
2. Complete Address :
3. Location Of the factory :
4. Name of Commodities/ Commodity : a)
Pre Packed/imported by the applicant & b)
date of commencement of pre- c)
packing thereof (* It's is generic names d)
with monogram) e)
f)
5. Quantity in which to be packed : a)
b)
c)
d)
e)
f)
6. Commodities packed by :
7. Name & address of the directors of :
Firm/Company
8. Whether the Packages comply with :
the provisions of the Packaged Commodities
Rules 20011
9. List of enclosures (with samples) :

10. Attached DD

No.....Bank.....
.....

Payable atBranch, Patna
dated.....

For Rs..... In
Words.....

Date :.....

Place :.....

Signature
(With seal, if

applicable)

DECLARATION (to made by the person persons in whose favor the registration process is to be decided)

- (a) I shall comply all the relevant provisions of this Act & Rules for the time being in force
- (b) Not encourage or countenance any infringement of the provisions of the Act or the Rule for the time being in force & shall report without delay to the CONTROLLER, WEIGHTS & MEASURES, Bihar, Patna any, infringement that may come to my notice.
- (c) Keep the registration certificate (if given) exhibited in some consipitious part of the premises to which it relates.
- (d) Comply with general or special direction that may be given by the CONTROLLER, WEIGHTS & MEASURES, Bihar, Patna.
- (e) Surrender the registration certificate (if given) if & when required to do by the CONTROLLER, WEIGHTS & MEASURES, Bihar, Patna or any other officer employed under the Act.
- (f) Immediately inform to CONTROLLER (LEGAL METROLOGY), Bihar in case of any tampering. Obliteration or alteration of the declared package.
- (g) A pre- permission is essential for launching a schemed package.

Date :.....

Place :.....

Signature of the applicant
(with seal, if applicable)



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