

## Grant/ Renewal of Repairing licences for weighing and measuring instruments

1	<b>Name of Approval/ NoC / Licence/ Registration</b>	Grant/ Renewal of Repairing licences for weighing and measuring instruments
2	<b>Competent Authority</b>	Legal Metrology Department
3	<b>Applicability Criteria</b>	Grant-Persons to repair of any weighing and measuring instruments should hold a repairing licence (under Section 23 of LM Act 2009) Renewal-Licence granted requires renewal before expiry of validity (under Rule 11(2) of Daman & Diu and Dadra & Nagar Haveli LM Enf Rule 2011)
4	<b>Stage</b>	Grant-Prior to Repairing Renewal-30 days before expiry (under Rule 11(2) Daman & Diu and Dadra & Nagar Haveli LM Enf Rule 2011)
5	<b>Timeline/SLA/No.of days</b>	30 Days
6	<b>Documents Required</b>	<p><b>Grant of Licence</b></p> <ol style="list-style-type: none"> <li>1. Proof of ownership of business premises/ Rent agreement.</li> <li>2. GST Certificate</li> <li>3. Education Qualification Certificate of Applicant</li> <li>4. Experience Certificate</li> <li>5. Partnership deed ( If operating in partnership )</li> <li>6. Memorandum &amp; Articles of Association ( If operating a Private / Limited)</li> <li>7. List of Machinery &amp; Tools</li> <li>8. List of Weights &amp; Measures used and maintained.</li> <li>9. Verification Certificate of Weights &amp; Measures and Test Equipment Tools</li> <li>10. List of Director/ Partners of the company as amended time to time.</li> </ol> <p><b>Renewal of Licence</b></p> <ol style="list-style-type: none"> <li>1. Original Licence</li> <li>2. Renewed Licence</li> <li>3. Register/ Periodical Return LR-4</li> <li>4. Verification Certificate of Weights &amp; Measures and Test Equipment Tools</li> </ol>
7	<b>Form Submission</b>	<a href="https://swp.dddgov.in/main#repairer_form">https://swp.dddgov.in/main#repairer_form</a>
8	<b>Procedure for getting Licence</b>	<p><b>Grant of Licence</b></p> <ol style="list-style-type: none"> <li>1. Application log on to the Online Portal</li> <li>2. Application fills up the form "Licence as Repairing of Weights &amp; Measures" and attaches necessary documents</li> <li>3. Applicant pays the necessary fees</li> <li>4. Inspector/ ACLM receives the application and scrutinizes the documents</li> <li>5. Are the documents as per checklist ? <ol style="list-style-type: none"> <li>i. No – (Query is sought)</li> <li>ii. Yes – ( Next Step)</li> </ol> </li> <li>6. System generates date and time of inspection (computerized allocation)</li> <li>7. Inspector/ ACLM inspects at the date and time as allocated by computerized system and uploads inspection report in the system within 48 hours.</li> <li>8. ACLM sends online application and inspection report to the CLM</li> <li>9. Satisfactory scrutinizing of documents and inspection report by CLM ? <ol style="list-style-type: none"> <li>i. No – (Query is sought)</li> <li>ii. Yes – ( Next Step)</li> </ol> </li> <li>10. Licence is approved by the CLM</li> <li>11. ACLM uploads the final approved Licence</li> <li>12. Applicant can download the final approved Licence.</li> </ol> <p><b>Renewal of Licence</b></p> <ol style="list-style-type: none"> <li>1. Application log on to the Online Portal</li> <li>2. Application fills up the form "Renewal of Licence as Repairing of Weights &amp; Measures" and attaches necessary documents</li> <li>3. Applicant pays the necessary fees</li> <li>4. Inspector/ ACLM receives the application and scrutinizes the documents</li> <li>5. Are the documents as per checklist ? <ol style="list-style-type: none"> <li>i. No – (Query is sought)</li> <li>ii. Yes – ( Next Step)</li> </ol> </li> <li>6. System generates date and time of inspection (computerized allocation)</li> <li>7. Inspector/ ACLM inspects at the date and time as allocated by computerized system and uploads inspection report in the system within 48 hours.</li> <li>8. Satisfactory scrutinizing of documents and inspection report by CLM ?</li> </ol>

		<ul style="list-style-type: none"><li>i. No – (Query is sought)</li><li>ii. Yes – ( Next Step)</li></ul> <p>9. Licence is approved by the ACLM</p> <p>10. ACLM uploads the final approved Licence</p> <p>11. Applicant can download the final approved Licence.</p>
9	<b>Fee &amp; mode of payment</b>	100/- Payment through online (under Rule 11(4) of Daman & Diu and Dadra & Nagar Haveli LM Enf Rules 2011)