

SERVICE PROCEDURE:

Service Type (Public/Personal): Public

Service duration (over the counter/long duration):-LONG DURATION

Paid Service (Yes/No): YES:

Item	English	Punjabi
Service Name:	Issue of New License to Manufacturer/ Dealer/ Repairer of Weights and Measures State Jurisdiction	
Designated Officer:	Controller of Legal Metrology issuing Authority.	
Stipulated time for Designated Officer: (in Days):	Asst.Controller-07 days (with 07 extended days) for Head Office: Case Worker-07 (with 07 extended days) working days Superintendent-07 working days (with 07 extended days) Asst.Controller (Technical)-07 (with 07 extended days) working days Controller- 07 (with 07 extended days) working days Total- 30 (with 15 extended days)working days	
Competent Officer:	Deputy Secretary, Food and Civil Supplies, Consumer Affairs and Legal Metrology Department	
Time limit for disposal	07 working days (with 07 extended days)	

by first AO: (in Days)		
Appellant Authority	Secretary, Food and Civil Supplies, Consumer Affairs and Legal Metrology Department	
Time limit for disposal of Appeal by AA: (in Days)	7 working days (with 07 extended days)	
Fees/charge s paid with the request (if any)	For one Year Manufacturer- Rs.5,000/- Dealer Rs.1,000/- Repairer - Rs.2,000/-	
If Online submission, Enter	http://124.153.106.183:1616/HomePages/index.html	
Website address		
Website address for Addt: Information	http://124.153.106.183:1616/HomePages/index.html	
Other Document (only PDF)	As per Head Office Circular No. CLM/ACI / CR-7 2 I 09- 10, dt. 01-3-2010 available in website http://emapan.punjab.gov.in:1616	
Application Format (only PDF)	Online application	
Procedure		

involved to get this service		
Who are eligible to get this service		
Enclosures required for this Service Add each document name separately Enter in Punjabi	<p>1) Weights , Measures & Mechanical Weighing instruments & Mechanical/ Electronic Auto Taxi Repairers:</p> <p>A) Pass in S.S.L.C.</p> <p>b)Diploma/BE/ITI in Mechanics/ Electronics/ instrumentation/ Electrician</p> <p>2.Mechanical & Electronic Weigh bridge Repairers: a)Diploma/BE/ITI in Mechanics/ Electronics/instrumentation/ Electrician. 3.Repairers in dispensing pumps:</p> <p>a)Diploma in Mechanics/ Electronics/instrumentation/ Electrician, BE/ITI in Fitter/instrumentation/Mechanics/ Electrician.</p> <p>Dealer: No qualification</p> <p>Manufacturer: B.E./ B.Tech</p>	
Enter Document Name:	<p>Documents to be submitted for Repairers License</p> <p>1. Proof of Legal title of the workshop premises (attested copy of the Sale Deed/ Lease Deed/ allotment letter/property tax receipt)</p>	

2. Rent receipt/NOC from the owner.
3. Tools and equipment list with proof of procuring the same.
4. Test equipment. 26
5. List of loan articles with verification certificate.
6. Copy of the constitution of the firm.
7. Experience certificate and Certificate from ITI in relevant trade.
8. Site plan.
9. Memorandum of Articles in case of Private Limited Company and Limited company.
10. List of skilled and unskilled workers with name and address.

Documents to be submitted for

Dealer License

1. Proof of the legal title of the premises like attested copy of the Sale Deed. Lease Deed/ Allotment Letter/ Property Tax receipt.
2. Rent receipt/NOC from the owner.
3. Copy of the Constitution of the firm. 28
4. Proof of the financial status.
5. Site plan.
6. Memorandum and Articles of Association in case of Private Limited Company and Limited Company.
7. Sales Tax/VAT Registration Number, if registered.
8. If the applicant intends to import weight and measure: Model approval certificate and registration as importer of weight and measure.
9. Electrical energy: Latest electrical bill.

Documents to be submitted for
Manufacturer License

1. Proof of the legal title of the premises, attested copy of the sale deed/ allotment letter, property tax receipt or rent receipt and NOC from the owner.(It is advisable that the investigating officer, while recommending the proposal shall make specific remarks of the area occupied by such unit, It is desirable that area of such unit should not be less than 100 m2)
2. Tools and Equipment's list.(With Purchase Bill)
3. List of testing equipment's.(With Purchase Bill)
4. Copy regarding constitution of the firm.(In case of the partnership firm, registration certificate along with partnership deed and in case of the company, its registration certificate under company Act along with copy of Article of Associations and Memorandum of Understanding be filed.)
5. Experience certificate and Certificate of Diploma in Engineering
6. M.C.L. / Original Lal Dora Certificate.
7. Copy of the Literature of the items to be manufactured.
8. Trademark/ monogram registration certificate
9. Proof of financial status. 24
10. Proof for Power Load Sanctioned/ Installed/ energized by PSPCL (Punjab State Power Corporation Ltd.).
11. Copy of permanent SSI Registration. 12. List of

	skilled, unskilled workers with their names & addresses. 13. Model Approval Certificate, if applicable.	
Document Remarks:		

Service Type (Public/Personal): Public

Service duration (over the counter/long duration):-LONG DURATION

Paid Service (Yes/No): YES

Item	English	Punjabi
Service Name:	Packing Registration (within Punjab)	
Designated Officer:	Controller of Legal Metrology	
Stipulated time for Designated Officer: { in Days):	Official Concerned/ Inspector 21 working days Controller-5 working days	
Competent Officer:	Controller of Legal Metrology	
Time limit for disposal by first AO: (in Days)		
Appellant Authority		
Time limit		

for disposal Of Appeal by AA: (in Days)		
Fees/charges paid with the request (if any)	Rs.500/-	
If Online submission, Enter Website address	http://124.153.106.183:1616/HomePages/index.html	
Website address for Addl: information	http://124.153.106.183:1616/HomePages/index.html	
Other Document (only PDF)		
Application Format (only PDF)	Online application	
Procedure involved to get this service	<p>1.The applicant has to log on to http://emapan.punjab.gov.in:1616</p> <p>2.create an user ID & password</p> <p>3.click on to apply for packing Registration.</p> <p>4.Fill the required details</p>	

	<p>5.Upload the scanned documents & photo</p> <p>6.Submit the application</p> <p>7.The Asst. Controller will inspect the premises and Verify the original documents.</p> <p>B.DD for Rs.500/- in favor of Inspector of Legal Metrology, concerned Center has to be submitted to</p>	
<p>Who are eligible to get this service</p>	<p>Importer/Manufacturer/Packer of a pre-packed commodity</p>	
<p>Enclosures required for this Service</p> <p>Add each document name Separately. Enter in document</p>	<p>The self-attested photocopies of the following documents should be submitted along with the form:</p> <p>a. License for trade / manufacture / Factory / Lal Dora certificate from MCD / NDMC / DDA etc. In case the MCD license is not available 127 with the applicant, an undertaking in the form of affidavit is to be submitted that the business premises is not located in non-conforming area and / or is not likely to be sealed by the MCD or relocated.</p> <p>B. Residential Address proof of the proprietors/ directors / partners like voter ID card, passport etc.</p> <p>c. Two copies of the photographs of the proprietors / partners / Directors. One copy to be pasted on the application form.</p> <p>d. Sales Tax/VAT registration.</p> <p>e. Packing material / Slip / Sticker / Label which is</p>	

	<p>being pasted on the packages.</p> <p>f. Memorandum of Association of the Company, Partnership deed in respect of Partnership firms.</p> <p>g. Import-Export Code in case of the importers.</p> <p>h. Supplementary form as annexure.</p> <p>i. A good quality self-addressed envelope of size 12 cm X 25 cm with Rs. 32/- postage stamp duly affixed on it. The name of the firm should be mentioned on the envelope instead of name of the proprietor / partner / Directors.</p>	
Enter Document Name:		
Document Remarks:		

Service Type (public/personal): public

Service duration (over the counter/long duration):-LONG DURATTON

Paid Service (yes/No): yes

Item	English	Punjabi
Service Name	Packing Registration (Out side Punjab	
Designated Officer:	Assistant Controller of Legal Metrology- Forwarding Officer Controller of Legal Metrology issuing Authority.	
Stipulated time for	21 working days Asst. Controller-10 working	

Designated Officer: (in Days):	days Asst. Controller, is-1-10 working days Deputy Controller,(Admn.)_5 working days Controller-5 working days	
Competent Officer:	Deputy Secretary Food Civil Supplies, Consumer Affairs and Legal Metrology Department	
Time limit for disposal by first AO: (in Days)	15 working days	
Appellant Authority	Secretary, food And Civil Supplies, Consumer Affairs and Legal Metrology Department	
Time limit for disposal Of Appeal by AA: (in Days)	7 working days	
Fees/charges paid with the request (if any)		
If Online submission, Enter Website address	http://124.153.106.183:1616/HomePages/index.html	
Website address for	http://124.153.106.183:1616/HomePages/index.html	

Addl: information		
Other Document (only PDF)		
Application Format (only PDF)	Online application	
Procedure involved to get this service	<p>1-.The applicant has to log on to http://emapan.punjab.gov.in:1616</p> <p>2.create an user ID & password</p> <p>3.click on to apply for packing Registration.</p> <p>4.Fill the required details</p> <p>5.Upload the scanned documents & photo</p> <p>6.Submit the application</p> <p>7.The Asst. Controller will inspect the premises and Verify the original documents.</p> <p>8.DD for Rs.500/- in favor of Controller of Legal Metrology, Bangalore has to be submitted to the concerned Asst. Controller</p> <p>9.Asst.Controller will forward the on line application to Asst. Controller, inspection Squad-1</p> <p>10.Asst.Controller, Inspection</p>	

	<p>Squad-L forward to Deputy Controller, Administration.</p> <p>11 Deputy Controller, Admn. will forward to Controller in L-2. Controller will issue the Packing Registration.</p>	
Who are eligible to get this service	<p>importer/Manufacturer/Packer of a pre-packed commodity.</p>	
<p>Enclosures required for this Service</p> <p>Add each document name separately.</p> <p>Enter in Punjabi</p>	<p>The self-attested photocopies of the following documents should be submitted along with the form:</p> <ul style="list-style-type: none"> a License for trade / manufacture / Factory / Lal Dora certificate from MCD / NDMC / DDA etc. In case the MCD license is not available 127 with the applicant, an undertaking in the form of affidavit is to be submitted that the business premises is not located in non-conforming area and / or is not likely to be sealed by the MCD or relocated. b. Residential Address proof of the proprietors/ directors / partners like voter ID card, passport etc. c. Two copies of the photographs of the proprietors / partners / Directors. One copy to be pasted on the application form. d. Sales Tax/VAT registration. e. Packing material / Slip / Sticker / Label which is being pasted on the packages. f. Memorandum of Association of the Company, Partnership deed in respect of Partnership firms. g. Import-Export Code in case of the importers. h. Supplementary form as annexure. i. A good quality self-addressed envelope of size 12 	

	cm X 25 cm with Rs. 32/- postage stamp duly affixed on it. The name of the firm should be mentioned on the envelope instead of name of the proprietor / partner / Directors.	
Enter Document Name:		
Document Remarks:		