

WEIGHTS & MEASURES DEPARTMENT

GOVERNMENT OF NCT OF DELHI

C- BLOCK, VIKAS BHAWAN, DELHI

USER MANUAL

DEALER LICENSE

**Online System for Licenses
under the Legal Metrology Act, 2009
and Rules framed thereunder**

Step 1:

Visit

http://web.delhi.gov.in/wps/wcm/connect/DoIT_Weight/weight+n+measures/home and go to “Our Services” -> Online Application for Licences

The screenshot shows the official website of the Weights & Measures Department of the Government of NCT of Delhi. The header includes the department's name and logo. A navigation menu on the left lists various services and information. The main content area is titled 'Welcome to the Department of Weights and Measures' and contains an 'Introduction' section explaining the department's role in providing a coherent scheme of uniform standards. Below this is the 'Our Services' section, which lists various services such as 'Court Cases', 'EOP for Person with Disabilities', and 'Online Applications for Licences'. The 'Online Applications for Licences' link is highlighted with a red box. The right side of the page features a 'Latest News' section with several news items, including 'Automated System of Allotment (Govt. of Delhi) (e-Awaaz)', 'Common Assistant Accounts Officer (Civil) Examination 2021 (Part I and Part II)', and 'Delhi Budget 2022-23 Citizen Participation'.

Step 2:

Click on the link, for redirected to Online Application Licenses URL <http://degs.org.in/wm/>



The screenshot displays the website for the Legal Metrology Department of the Government of NCT of Delhi. The browser's address bar shows the URL <http://degs.org.in/wm/>. The website header includes navigation links: Home, Dashboard, Log in, Track your application, Pay Fee Here, Search, Amendment, and Contact Us. The main content area features a sidebar with registration and return filing forms, and a central section with an introduction to the department.

Registration Forms

- Manufacturer
- Repairer
- Dealer
- Packer
- Importer

Return Filing

- Manufacturer
- Dealer
- Repairer

Weights & Measures Department

Introduction

With a view to provide a coherent scheme and uniform standards of Legal Metrology Department, the first Act namely Standards of W&M Act 1956 was enacted based on metric system and international system of units recognized by OIML – International Organization of legal metrology.

With regard to keep pace with rapid advances made in the field of science and technology all over the world, CGPM evolved a practical system of units known as SI units (Le Systeme Internation d' Units) to facilitate working.

It includes seven base units, two supplementary units and about 50 devised units enimated from six primary units established by 1956 Act. The OPML, responsible for preparation of International laws – on legal metrology prepared the draft of a legislation for enactment by member countries adopting metric convention. India

Step 3:

On the Home Page, select “The Services which you want to avail” as shown:



The screenshot displays the homepage of the Legal Metrology Department of the Government of NCT of Delhi. The page features a blue header with navigation links: Home, Dashboard, Log in, Track your application, Pay Fee Here, Search, Amendment, and Contact Us. Below the header, there is a logo for 'delhi.gov.in' and a notice: 'No Demand Draft(DD) is accepting for granting various online licence to Dealer, manufacturer, Repairer, Packer, Importer'. The main content area is titled 'Weights & Measures Department' and includes an 'Introduction' section. On the left side, there are two columns of blue buttons. The first column, titled 'Registration Forms', contains buttons for 'Manufacturer', 'Repairer', 'Dealer', 'Packer', and 'Importer'. The second column, titled 'Return Filing', contains buttons for 'Manufacturer', 'Dealer', and 'Importer'. A red box highlights the 'Registration Forms' section, and a red rectangle highlights the 'Dealer' button.

Legal Metrology Department

Home Dashboard Log in Track your application Pay Fee Here Search Amendment Contact Us

delhi.gov.in
Govt. of NCT of Delhi

No Demand Draft(DD) is accepting for granting various online licence to Dealer, manufacturer, Repairer, Packer, Importer

WEIGHTS
MEASURES

Weights & Measures Department

Introduction

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Activate Windows
Go to Settings to activate

Step 4:

View the list of services and 'click' for the relevant service (in the current case 'Grant of Dealer license') and view the Mandatory Document required, Guidelines, Approval Procedure etc....



delhi.gov.in
Govt. of NCT of Delhi

SCHEDULE II-A
[Refer rule 11(1)]
FORM LD-1

Application form for Licence as Dealers under the Legal Metrology Act,2009

Key points to be remembered while submitting the application form

- The applicant having place of business in Delhi area can only Apply!
- Online Fees For Manufacturer Rs. 500/- , Repairer Rs. 100/-, Dealer Rs. 100/-, Importers Rs. 500/-, Packers Rs.500/-.
- All document should be self attested and uploaded in pdf file. The size of the pdf file should not be more than 2 MB.
- If your file is more than 2.MB please reduce pdf file size through this link [Click Here to reduce pdf file size.](#)
- Passport size photograph should be uploaded in .jpg format only.
- Combine Multiple JPG files into one JPG file.

Mandatory Documents to be uploaded

- Proof of legal possession of the premises, duly supported by documents/NOC from owner.
- Proof of the status of the applicant, whether proprietor/partners/company, duly supported by documents along with their residential address.
- Proof of registration number of factory/shop/establishment/municipal trade licence/tal dora certificate/use of premises as commercial.
- Types of Weights and Measures, weighing instruments intended to be sale duly supported by request Model approval by the GOI.
- A site plan of the premises proposed with availability of space for different activities.
- Passport size photograph (all Directors/all Partners/Proprietor) through this link [Combine Multiple JPG files into one JPG file](#)
- Authorisation letter for dealership.

Guidelines For The Grant Of Dealers Licence

[Click here to view](#)

Approval Procedure


After submitting the complete application by the applicant along with the requisite fee, the concerned LMO of the concerned Zone visits the premises of the applicant and if the functioning of the firm found as per guidelines of the department, he recommends the application for granting the license / registration to the competent authority through the concerned Zonal officer. Thereafter the competent authority after scrutinizing grants its approval / rejection. On grant of license, automatic SMS alert and e-mail is sent to the applicant on registered mobile number. Applicant can print license / registration certificate digitally signed by the competent authority online.

[Click here to fill & Submit Application Form](#)

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Step 5:

Proceed by selecting 'Click here to Fill and Submit Application Form'



Govt. of NCT of Delhi

SCHEDULE II-A
[Refer rule 11(1)]
FORM LD-1

Application form for Licence as Dealers under the Legal Metrology Act,2009

Registration Forms

- Manufacturer
- Repairer
- Dealer
- Packer
- Importer

Return Filing

- Manufacturer
- Dealer
- Repairer

Key points to be remembered while submitting the application form

- The applicant having place of business in **Delhi area** can only Apply!
- Online Fees For Manufacturer Rs. 500/-, Repairer Rs. 100/-, Dealer Rs. 100/-, Importers Rs. 500/-, Packers Rs.500/-.
- All document should be self attested and uploaded in pdf file. The size of the pdf file should not be more than 2 MB.
- If your file is more than 2 MB please reduce pdf file size through this link [Click Here to reduce pdf file size.](#)
- Passport size photograph should be uploaded in .jpg format only.
- Combine Multiple JPG files into one JPG file

Mandatory Documents to be uploaded

- Proof of legal possession,whether the proposed premises is owned/hired/taken on lease duly supported by documents/NOC from owner.
- Proof of the status of the applicant, whether proprietor/partners/company, duly supported by documents along with their residential address.
- Proof of registration number of factory/shop/establishment/municipal trade licence/tal dora certificate/use of premises as commercial.
- Types of Weights and Measures, weighing instruments intended to be sale duly supported by request Model approval by the GOI.
- A site plan of the premises proposed with availability of space for different activities.
- Passport size photograph (all Directors/all Partners/Proprietor) through this link [Combine Multiple JPG files into one JPG file](#)
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[Click here to fill & Submit Application Form](#)

Step 6:

Fill the application form as shown below

Legal Metrology Department

Home Dashboard Log In Track your application Pay Fee Here Search Amend Contact Us

 **delhi.gov.in**
Govt. of NCT of Delhi

Application form for Licence as Dealers under the Legal Metrology Act,2009

Name of the establishment/shop/person seeking the licence?

Complete address of the establishment etc.*

Date of establishment.*

(Name(s) and address(es) along with their father's/husband's name of Proprietor(s) and of Partners and Director(s) in case of Limited Company)

Sl.No	Name	Father's/Husband Name	Residential Address	Designation	Delete
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select	<input type="button" value="Delete"/>

Type of weights & measure desired*
 Electronic Weights & Measures
 Mechanical Weights & Measures
 Both Electronic & Mechanical Weights & Measures
 Adm & Test Fare Dealer

Zone.*

Registration Number of shop/establishment/Municipal Trade Licence:

Registration Date of shop/establishment/current Municipal Trade Licence:

Do you intend to import weights, etc from places outside the State/Country?.*

If outside the State/Country indicate sources of supply. (Give details of manufacturer's trade Mark/monogram and his licence number):

Registration of Importer of Weights & Measures, if any:

Approval of model imported into India by Central Government.*

Registration Number of GST (if professional) tax/income tax:

Tax registration Number on the above mentioned:

Have you applied previously for a dealer's licence, either in this State or elsewhere?.*

When can you produce for inspection samples of your products for which licence is desired?.*

Mobile No.*

e-mail id.*

Documents to be produced at the time of inspection:

Step 7:

Upload the Documents and select “Continue for Payment” to get payment details and further click “Confirm Payment” to complete the payment.

Registration of importer of weights & measures, if any:	बॉट तथा माप के आयातक का पंजीकरण
Approval of model imported into India by Central Government:*	मॉडल का अनुमोदन केन्द्र सरकार द्वारा भारत में
Registration Number of GST/Professional Tax/Income Tax:	Select
Tax registration Number on the above mentioned:	
Have you applied previously for a dealer's licence, either in this State or elsewhere?:*	Select
When can you produce for inspection samples of your products for which licence is desired?:*	mm/dd/yyyy
Mobile No.:	मोबाइल नंबर
e-mail Id.:	ईमेल आईडी

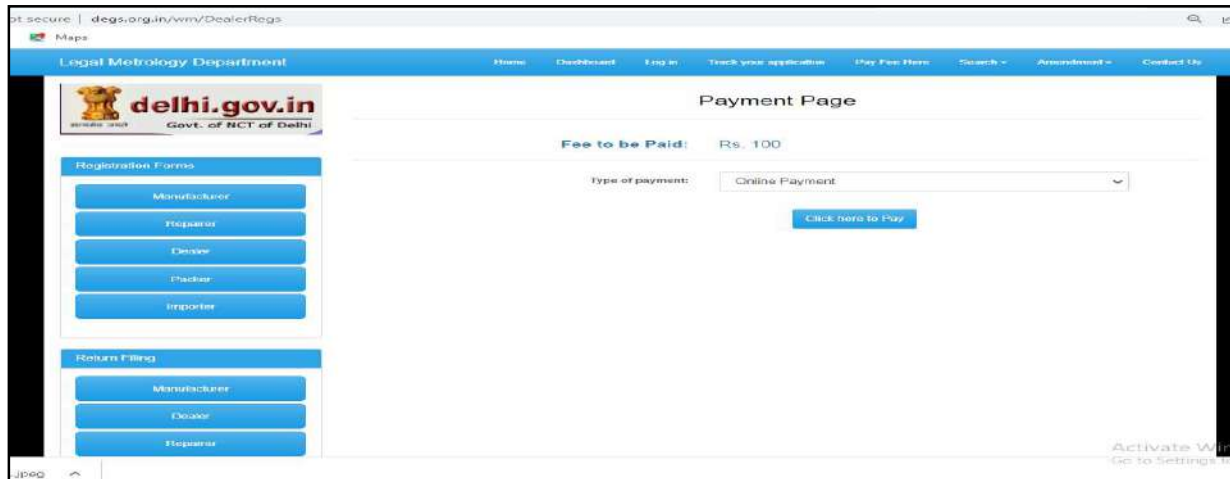
Documents to be produced at the time of inspection:

Sl. no.	Document Name <small>if file more than 2MB please reduce PDF file size</small>	Check
1.	Proof of legal possession, whether the proposed premises is owned/rented/taken on lease duly supported by documents/NOC from owner.*	<input type="button" value="Choose File"/> No file chosen
2.	Proof of the status of the applicant, whether proprietor/partners/company, duly supported by documents along with their residential address.*	<input type="button" value="Choose File"/> No file chosen
3.	Proof of registration number of factory/shop/establishment/municipal trade licence/lal dora certificate/usage of premises as commercial.*	<input type="button" value="Choose File"/> No file chosen
4.	A site plan of the premises proposed with availability of space for different activities.*	<input type="button" value="Choose File"/> No file chosen
5.	Upload Photo (all directors/all partners/proprietor)Combine Multiple JPG files into one JPG file*	<input type="button" value="Choose File"/> No file chosen
6.	Authorisation letter for Dealership.*	<input type="button" value="Choose File"/> No file chosen

* marks are mandatory fields.
All document should be uploaded in pdf file and should be self attested and should not be more than 2 MB.
Passport size photograph should be uploaded in .jpg format only.

Step 8:

Click "Online Payment" as shown below:



Step 9:

Complete the online payment transaction by selecting the suitable gateway



Step 10:

Complete the payment by paying the requisite fee.

The screenshot shows the SBlePay payment gateway interface. On the left, there is a sidebar with options: Debit Card (selected), Internet Banking, and BHIM UPI. The main area is titled "Payment Details" and contains a form for card payment. The form fields include: Card Number (with a dropdown for VISA, MasterCard, and SBlePay), Expiry Date/Valid Thru (Month and Year dropdowns), CVV/CVC 4-DBC (with a refresh icon), and Name of the card holder (with a dropdown for "Name as on card"). There is a checkbox for "Use your GSTIN for claiming input tax (Optional)" which is checked. A yellow "Pay Now" button and a "Cancel" link are at the bottom of the form. On the right, an "Order Summary" box displays: Order No.: 1664257475847, Merchant Name: The Weights and Measures Department, Delhi, Amount: 100.00, Processing fee: GST, and Total: APM ID: PG_TRANS_396. The browser address bar shows "sblepay.sbi/secure/Aggregator/HostedListener/#no-back-button".

Step 11:

Once the application is submitted, user can track the status of his application online

The screenshot shows the "Track Your Application" page on the Legal Metrology Department website. The page header includes "Legal Metrology Department" and navigation links: Home, Dashboard, Log in, Track your application, Pay Fee Here, Search, Amendment, and Contact Us. The main content area has a search box for "Enter the Application I.D.:" with the value "D20170923465" and a "Search" button. Below the search box, it says "No records Found". An "Application Cycle:" diagram shows a flow: Apply -> Zonal Officer -> Inspector -> Zonal Officer -> Assistant Controller -> Approved / Rejected. The "Current status of your application:" section states "Your application has been approved." The footer shows the Delhi Government logo and "delhi.gov.in".

Step 12:

Once the application is Approved, the user can download the final certificate by clicking the link as shown below:

The screenshot displays the Legal Metrology Department website interface. The browser address bar shows the URL `degs.org.in/wmyTrack`. The website header includes navigation links: Home, Dashboard, Log in, Track your application, Pay Fee Here, Search, Amendment, and Contact Us. The main content area features a 'Track Your Application' section with a search box for the Application I.D. (D2017p923465) and a 'Search' button. Below this, a message states 'No records Found'. The 'Application Cycle' is visualized as a horizontal flowchart with six steps: Apply (blue), Zonal Officer (green), Inspector (green), Zonal Officer (green), Assistant Controller (green), and Approved/Rejected (orange). The 'Current status of your application' is 'Your application has been approved.' A 'Return Filing' section with a 'Manufacturers' button is also visible. At the bottom, there is a field to 'Enter Mobile No. for download e-License:' with a 'Submit' button. The Windows taskbar at the bottom shows the date as 05-10-2022 and the time as 12:03.

Online Final Certificate

SAMPLE

GOVERNMENT OF NCT OF DELHI



OFFICE OF THE CONTROLLER OF LEGAL METROLOGY

Schedule III

(See rule 11(3))

(Licensing Forms-Form LD-3)

LICENCE TO DEALER IN WEIGHTS, MEASURES,
WEIGHING INSTRUMENTS OR MEASURING INSTRUMENTS.

Licence No.: D2020092

Dated at New Delhi: 15-06-2021

1. The Controller of Legal Metrology hereby grants to . a licence to deal the following:- **Items:EWM,EWM, Make Capacity:5KG TO 50KG,50KG TO 5000KG, Class:II,III, Model:BTT,BTP,**

2. The Licence is valid for the party named above in respect of his workshop located at:

3. This licence is valid from **15-06-2021 to 31/12/2021**.

4. The dealer shall comply with the conditions noted overleaf, if he fails to comply with any one of these, his licence is liable to be cancelled.

5. The trade mark monogram being used by the manufacturer is as under.

Items:EWM,EWM, Make: Capacity:5KG TO 50KG,50KG TO 5000KG, Class:II,III, Model:BTT,BTP,

Digitally signed by AMITA SUMAN
Date: 2021.06.15 13:08:10 +05:30
Reason: I declare this document is legal
Location: Delhi

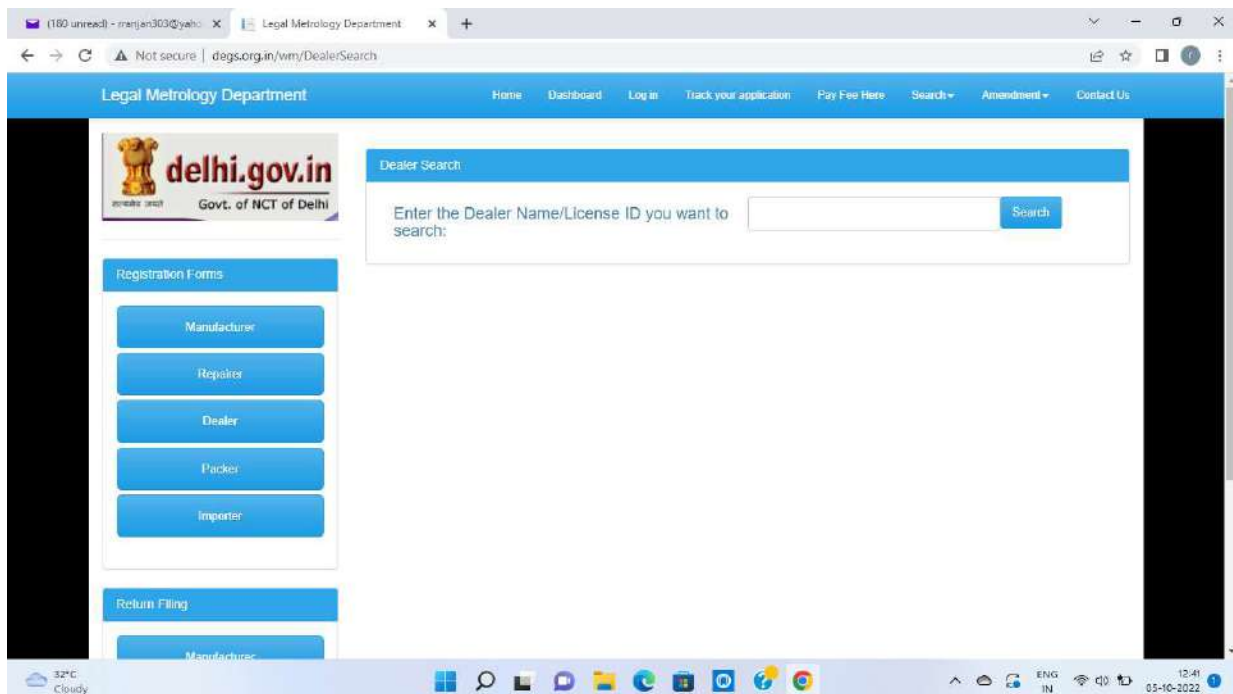
NOTE : In the case of firms, its name with the names of all person having any interest in the business should be given in paragraph 1

CONDITIONS OF LICENCE (DEALER)

1. The person in whose favour this licence is issued shall:
 - (a). Comply with all the relevant provisions of the Act and Rules for the time being in force.
 - (b). Not encourage or connivance any infringement of the provisions of the Act, or Rules for the time being in force.
 - (c). Exhibit this licence in some conspicuous part of the premises to which it relates.
 - (d). Comply with any general or special directions that may be given by the Controller of Legal Metrology
 - (e). Surrender the licence in the event of closure of business and /or cancellation of Licence.
 - (f). Submit the application for renewal of this licence, as required under the Rules before atleast thirty days of the date of expiry of the validity of the licence.
 - (g). Not sell, or offer, expose or possess for sale any non standard weight or measure.
- (2) Every condition prescribed after the issue of this licence shall, if notified in the official Gazette, be binding on the persons to whom the licence has been granted.

Verification by Third Party: Licenses in Public domain

Go to Search Section on portal ([http://degs.org.in/wm/DealerSearch /](http://degs.org.in/wm/DealerSearch/)) and Enter the Dealer Name/License ID etc.." and may see the License.



The screenshot shows a web browser window displaying the Legal Metrology Department website. The page title is "Legal Metrology Department" and the URL is "degs.org.in/wm/DealerSearch". The website features a blue header with navigation links: Home, Dashboard, Log in, Track your application, Pay Fee Here, Search, Amendment, and Contact Us. The main content area is titled "Dealer Search" and contains a search form with the text "Enter the Dealer Name/License ID you want to search:" and a "Search" button. On the left side, there is a sidebar with a logo for "delhi.gov.in" and a list of "Registration Forms" including Manufacture, Repairer, Dealer, Packer, and Importer. Below this, there is a "Return Filing" section with a "Manufacture" button. The bottom of the page shows a Windows taskbar with the date "05-10-2022" and time "12:41".

Dash-Board on Home Page link:

<http://degs.org.in/wm/DashboardView>

Legal Metrology Department

Home Dashboard Login Track your application Play File View Growth + Attachment Control Us

Status as on 27-09-2022 12:45:39

District	Manufacturing			Dealer			Registrar			Importer			Packers		
	Pending	Rejected	Approved	Pending	Rejected	Approved	Pending	Rejected	Approved	Pending	Rejected	Approved	Pending	Rejected	Approved
Calcuttation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Central	1	1	0	0	1	31	12	0	17	5	1	0	0	0	11
East	2	1	0	0	1	42	17	0	4	21	7	4	0	0	18
New Delhi	0	0	0	0	0	2	1	0	1	0	0	0	0	0	2
North	3	1	0	1	1	17	10	0	7	5	3	0	0	0	11
North East	14	10	0	0	4	31	10	0	12	22	18	0	4	10	0
North West	42	27	0	0	15	62	38	0	3	21	26	17	0	0	24
South	2	2	0	0	1	28	14	0	4	20	10	1	0	0	44
South West	11	8	0	1	8	23	12	0	1	10	4	4	0	0	38
West	5	2	0	0	3	20	13	0	0	7	23	17	0	0	0
West	10	6	0	1	5	34	19	0	2	13	12	6	0	0	41

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The End