

GUIDELINES FOR FRESH MANUFACTURER LICENCE OF WEIGHTS AND MEASURES

The licence application to manufacture Weights & Measures shall be furnished in the prescribed proforma i.e. LM-1 along with supporting documents / papers etc., and the following points are to be examined.

I. PREMISES :

(A) Proof of Legal possession of premises :

The applicant must have level & physical possession of the premises and furnish a latest rent receipt / sale deed / Property Tax Receipt / any other legal document and No Objection Certificate from the owner of the premises in the case of rented premises as the case may be.

(B) Minimum space required for smooth and proper working :

- (i) The Workshop premises / manufacturing premises should be suitable and adequate and it would not be less than the area specified below for the different items as mentioned against each.

1	Casting of Weights – 50 Kg to 50 gram	100 Sq. m
2.	Manufacturing of B/Scales ‘A’‘B’‘C’‘D’	40 Sq. m
3.	Counter Scale	30 Sq. m
4.	Platform Machines / non-automatic Weighing Scale / Automatic weighing scale	40 Sq. m
5.	Weigh Bridge / electronic / Digital Bridges Mech.	80 Sq. m
6.	Conical Measures, Dipping type measures, Length measures, brass weights / Bullion Weights	40 Sq. m
7.	Taxi meter / Auto Rickshaw / Fare meter	30 Sq. m
8.	Self / Semi / Self weighing machines / personal Weighing Machines / Spring Balance	40 Sq. m
9.	Clinical Thermometer	10 Sq. m
10.	Domestic Water Meter	20 Sq. m
11.	Kitchen scale / tubular balances / bathroom scales	40 Sq. m
12.	Sphygno manometer to measure blood pressure	15 Sq. m

13. In case of manufacturing of electronic weighing / measuring instruments production of SSI Registration (Permanent) should be must.

Note : (any other item not covered above the area will be considered by the Licensing Authorities at the time of granting licence).

However, if more than one item of manufacturing is applied for the adequacy of the premises is to be assessed by licensing authority, but in no case the manufacturing premises should be less than the minimum area prescribed to manufacture a particular item listed therein applied for (i.e. an applicant intends to manufacture C.I. weights, B/S, C/S then the area should be not less than 100 Sq. m which being the requirement for C.I. weights castings.

- (ii) The workshop / manufacturing premises must be on the ground floor or basement. The workshop / manufacturing premises to manufacture the following items may be at any floor of the multi-storied commercial complexes/industrial estates/flatted factories of Industries Department / flatted factories of DDA / DSIDC or any other Govt. of local body subject to condition that suitability of premises will be assessed by the licencing authority before grant of licence.

1. Clinical thermometer.
2. Sphygmono meters to measure blood pressure.
3. Non-automatic electric digital weighing scales upto 20 kg.
4. Electronic digital meters.
5. Kitchen scale / Tubular Balances / Bath room Scales.

II. WORKSHOP TOOLS AND EQUIPMENTS :

1. All necessary equipment required for the concerned items applied for manufacturing.
2. All necessary tools required for manufacturing the concerned items.
3. Testing provisions facilities for the manufactured items.
4. Hardness testing equipment for Platform machines and weigh bridges.
5. The proof of procuring the workshop tools and equipment.

III. CONSTITUTION OF THE FIRMS

In case the firm is not a Proprietorship concern, they should submit a copy of Partnership deed duly attested by First Class Magistrate / Notary / Oath Commissioner and in case of Private Ltd. Company or Limited Company, Memorandum and Articles of Association approved by the Registrar, Ministry of Company Affairs, Govt. of India & Certificate of Incorporation.

IV. M.C.L / ORIGINAL LAL DORA CERTIFICATE :

Attested copies of MCL / Original Lal Dora Certificate of SDM of the area is to be furnished by the applicant along with the application. No M.C.L. & Certificate is required from the firm in industrial area approved by the Govt. of India / Delhi Administration. (Etc. of the Govt. Policy or where the manufacturing industries is registered under SSI permanent basis the registration certificate is to be submitted for that address and trade).

V. EXPERIENCE CERTIFICATE :

The applicant is required to furnish the experience certificate for at least 2 years for the items applied in the name of the skilled worker / proprietor / partner / Director of the firm or diploma in Electrical / Electronic / Mechanical Engineering or Certificate of Instrument Mechanic from the I.T.I.

VI. LITERATURE :

The applicant shall furnish a copy of literature containing the details / specifications / design of the items to be manufactured.

VII. PROOF OF FINANCIAL STATUS :

The applicant shall furnish the proof of financial status to the manufacturer of any Weights and Measures. The licensing authority shall assess the financial status before granting licence.

VIII. TRADE MARK :

A copy of the approved trademark duly registered with MRPC shall be furnished by the applicant at the time of submitting the application for grant of manufacturing licence.

IX. SITE PLAN :

A site plan of the premises shall also be furnished by the applicant.

X. SANCTIONED POWER LOAD :

A proof of sanctioned and installed and energized power load required for proper manufacturing of the items shall also be furnished by the applicant. The licence shall be granted in view of the respective sections of the Legal Metrology Act, 2009, The Delhi Legal Metrology (Enforcement) Rules, 2010 and also under the Legal Metrology (Approval of Models) Rules, 2011.

XI. The licencing authority may relax any of the condition referred above.

XII. If the manufacturing is to be done under the provisio I-B(II) above, the licence is required to provide all the facilities to the officer / inspector of Department during the visit to his premises for inspection and verification especially in handling the balances / testing equipment etc.

**DOCUMENTS TO BE ATTACHED ALONG WITH THE APPLICATIONS
FOR LICENCE OF MANUFACTURING WEIGHTS & MEASURES**

1. Proof of the legal title of the premises, attested copy of the sale deed / allotment letter, property tax receipt.
2. A site plan of the premises shall also be furnished by the applicant.
3. Rent receipt / NOC from the owner.
4. Tools and Equipments list.
5. List of testing equipments.
6. Copy regarding constitution of the firm.
7. Experience certificate.
8. M.C.L / Original Lal Dora Certificate.
9. Copy of the Literature of the items to be manufactured.
10. Proof of financial status.
11. Proof for Power Load Sanctioned / Installed / energized by the Power company.
12. Copy of permanent SSI Registration.
13. List of skilled / unskilled workers with their names & addresses.
14. The applicant is required to furnish the experience certificate for at least 2 years for the items applied in the name of the skilled worker / proprietor / partner / Director of the firm or diploma in Electrical / Electronic / Mechanical Engineering or Certificate of Instrument Mechanic from the I.T.I.
15. In case the firm is not a Proprietorship concern, they should submit a copy of Partnership deed duly attested by First Class Magistrate / Notary / Oath Commissioner and in case of Private Ltd. Company or Limited Company, Memorandum and Articles of Association approved by the Registrar, Ministry of Company Affairs, Govt. of India & Certificate of Incorporation.