

**WEIGHTS & MEASURES DEPARTMENT
GOVERNMENT OF NCT OF DELHI
C- BLOCK, VIKAS BHAWAN, DELHI**

USER MANUAL

IMPORTER 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 search bar is located in the top right corner. The main content area is divided into several sections:

- Introduction:** A text block explaining the department's role in providing a coherent scheme of uniform standards of weights and measures, based on the metric system and international standards.
- Our Services:** A list of services provided by the department, including:
 - Court Cases
 - EOP for Person with Disabilities
 - List of All Dealers
 - List of All Manufacturers
 - List of All Petrol Pump
 - List of All Repairers
 - LPG GAS LIST
 - Public Information
 - Salary Details
 - SOP of Inspections from Weights and Measures Department
 - Tender Notices
 - NMSW Online Applications for Licences** (highlighted with a red box)
 - The Legal Metrology Act 2009
 - Delhi Legal Metrology (Enforcement) Rules 2011 (English) (Hindi)
- Latest News:** A list of recent news items, including:
 - Automated System of Allotment (Govt. of Delhi) (e-Awaaz)
 - Common Assistant Accounts Officer (Civil) Examination 2021 (Exam-I and Pen-III)
 - Delhi Budget 2022-23 Citizen Participation
 - Discontinuation of physical printing of Government of India Gazettes
 - Draft Delhi Road Safety Policy
 - Economic survey-2018-19
 - Empanelment of Ms. ICWAL for kind of contractual manpower
 - Extension of date Application for the post of Other Persons Members for Lok Adalats
 - For any Covid related information or queries please call 1023.
 - Guidelines for Medal REP Documents

The left sidebar contains a navigation menu with various links such as 'Ministry of Meeting', 'About Us', 'Organizational Setup', 'Acts and Rules', 'Process and Procedures', 'Penalties under W and M laws', 'Norms and Time Schedule', 'Forms and Lists', 'Fees', 'Certificate Notifications and Circulars', 'Statistics', 'FAQs', 'Citizens Charter', 'Right to Information', 'Grievance lodging and redressal', 'Centralized Circular', 'Centralized Order', 'Centralized Important Schemes', 'Tender Applications', 'Gazette Notification', 'Important judgements or articles of legal Metrology regarding Delhi', 'Court Cases', 'Contact Us', 'Aush Param', and 'Notification of GOI'. At the bottom of the page, there is a 'Voter Awareness Video' and a link to 'india.gov.in'.

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 availed” as shown:



The screenshot displays the homepage of the Legal Metrology Department of the Government of NCT of Delhi. The page features a navigation bar at the top with links for Home, Dashboard, Log in, Track your application, Pay Fee Here, Search, Amendment, and Contact Us. The main content area includes a header with the department's name and a list of registration forms. The 'Registration Forms' section is highlighted with a red box, and the 'Importer' option is selected. The 'Return Filing' section is also visible below it.

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,

WEIGHTS
MEASURES

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

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 Importer Registration') and view the Mandatory Document required, Guidelines, Approval Procedure etc....

Application For Registration Of Importers Under Rule 27 of the Legal Metrology (Packaged Commodities) Rules, 2011

Key points to be remembered while submitting the application form

1. The applicant having place of business in **Delhi area** can only Apply!
2. Online Fees For Manufacturer Rs. 500/-, Repairer Rs. 100/-, Dealer Rs. 100/-, Importers Rs. 500/-, Packers Rs.500/-.
3. All document should be self attested and uploaded in pdf file. The size of the pdf file should not be more than 2 MB.
4. If your file is more than 2 MB please reduce pdf file size through this link [Click Here to reduce pdf file size.](#)
5. Passport size photograph should be uploaded in .jpg format only.
6. [Combine Multiple JPG files into one JPG file](#)
7. If Date of commencement of pre-packing/import is more than 90 days ago which is a violation of 27/32.You have to deposit late fee of Rs. 5000/- (per Director + one company). Demand Draft should be payable in favour of "Controller, Weights & Measures, Govt. of NCT of Delhi"

Mandatory Documents to be uploaded

1. Licence for trade / manufacture / Factory / Lal Dora certificate from MCD/NDMC/DDA etc. In case the MCD licence is not available 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.
2. Residential Address proof of the proprietors/directors/partners like voter ID card, passport etc.
3. GST/Sales Tax registration.

4. Packing material / Slip /Sticker/ Label which is being pasted on the packages.
5. Memorandum of Association of the Company,Partnership deed in respect of Partnership firms.
6. Import-Export Code.
7. Passport size photograph (all Directors/all Partners/Proprietor) through this link [Combine Multiple JPG files into one JPG file](#)

Optional Documents

1. Proof of commercial area
2. Receipt of Offences for which challaned and whether it is compounded

Guidelines For The Grant Of Importer 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](#)

Step 5:

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

Application For Registration Of Importers Under Rule 27 of the Legal Metrology (Packaged Commodities) Rules, 2011

Key points to be remembered while submitting the application form

8. The applicant having place of business in **Delhi area** can only Apply!
9. Online Fees For Manufacturer Rs. 500/-, Repairer Rs. 100/-, Dealer Rs. 100/-, Importers Rs. 500/-, Packers Rs.500/-.
10. All document should be self attested and uploaded in pdf file. The size of the pdf file should not be more than 2 MB.
11. If your file is more than 2 MB please reduce pdf file size through this link [Click Here to reduce pdf file size.](#)
12. Passport size photograph should be uploaded in .jpg format only.
13. [Combine Multiple JPG files into one JPG file](#)
14. If Date of commencement of pre-packing/import is more than 90 days ago which is a violation of 27/32. You have to deposit late fee of Rs. 5000/- (per Director + one company). Demand Draft should be payable in favour of "Controller, Weights & Measures, Govt. of NCT of Delhi"

Mandatory Documents to be uploaded

8. Licence for trade / manufacture / Factory / Lal Dora certificate from MCD/NDMC/DDA etc. In case the MCD licence is not available 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.
9. Residential Address proof of the proprietors/directors/partners like voter ID card, passport etc.
10. GST/Sales Tax registration.
11. Packing material / Slip /Sticker/ Label which is being pasted on the packages.
12. Memorandum of Association of the Company, Partnership deed in respect of Partnership firms.

13. Import-Export Code.
14. Passport size photograph (all Directors/all Partners/Proprietor) through this link [Combine Multiple JPG files into one JPG file](#)

Optional Documents

3. Proof of commercial area
4. Receipt of Offences for which challaned and whether it is compounded

Guidelines For The Grant Of Importer 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.



Step 6:

Fill the application form as shown below

Application For Registration Of Importers Under Rule 27 of the Legal Metrology (Packaged Commodities) Rules, 2011

Name of the applicant (Firm/Company):*

Complete address (including district):*

Pin:*

Addresses of warehouses where the goods are imported and kept:

SNo	Warehouse Address	PIN	
1	<input type="text"/>	<input type="text"/>	Delete

Zone:*

Details of the packaged commodities being imported / to be imported:

Name of SNo/Item	HSN CODE	Origin of Country
------------------	----------	-------------------

1	<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete
---	----------------------	----------------------	----------------------	------------------------

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

SNo	Name	Father's/Husband Name	Residential Address	Designation	
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete

Date of commencement of pre-packing/import:*

Name & complete address of the registered office of the firm / partnership firm / company:*

Maximum retail price (inclusive of GST) Rs:*

Date of manufacturing / packing / import:*

Date of expiry in case of food items:*

Net contents in terms of weights / volume / length:*

Generic name of the commodity:*

Quantities in which packing is made i.e below 5g, 5g, 10g, 20g, etc (Please specify):*

Whether the packing is made in standard quantities as specified in Rule 5 of Legal Metrology (Packaged Commodities Rules, 2011):*

Whether the package is a combination package or group package or multi-piece package. Please specify.:

Whether the package is a retail package or whole sale package:*

Whether the package contains perishable commodity or food items:*

Whether the packed items will also be exported out of country:*

Whether the items are being packed for specific industry only as raw material. If yes specify:*

Whether the package contains fast food items:*

Whether the package contains any schedule / non-scheduled formulations covered under the Drugs (price control) order or any agricultural farm produces of 50 kg and above.?:*

Whether the shop / factory / warehouse is located in area declared as residential / non-conforming?.*

Whether the shop/factory is located in commercial area ? if Yes, attach proof:*

Whether the shop / factory /premises is owned/rented:*

Have your premises was last inspected by the inspector of W&M Department?.*

Whether your firm has been challaned during the last three years for any violation of Weights & Measures laws. If Yes date of challan etc.?:*

Offences for which challaned and whether it is compounded or not:*

Mobile No.:*

e-mail Id:*

Documents to be produced at the time of inspection:

Sl. no.	Document Name if file more than 2MB please reduce PDF file size	Check
1.	Licence for trade / manufacture / Factory / Lal Dora certificate from MCD/NDMC/DDA etc. In case the MCD licence is not available 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.*	<input type="checkbox"/>
2.	Residential Address proof of the proprietors/directors/partners like voter ID card, passport etc.*	<input type="checkbox"/>
3.	GST/Sales Tax registration*	<input type="checkbox"/>
4.	Packing material / Slip /Sticker/ Label which is being pasted on the packages.*	<input type="checkbox"/>
5.	Memorandum of Association of the Company,Partnership deed in respect of Partnership firms.*	<input type="checkbox"/>
6.	Import-Export Code.*	<input type="checkbox"/>
7.	Upload Photo (all directors/partners) Combine Multiple JPG files into one JPG file. *	<input type="checkbox"/>

Continue for payment

*** 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 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

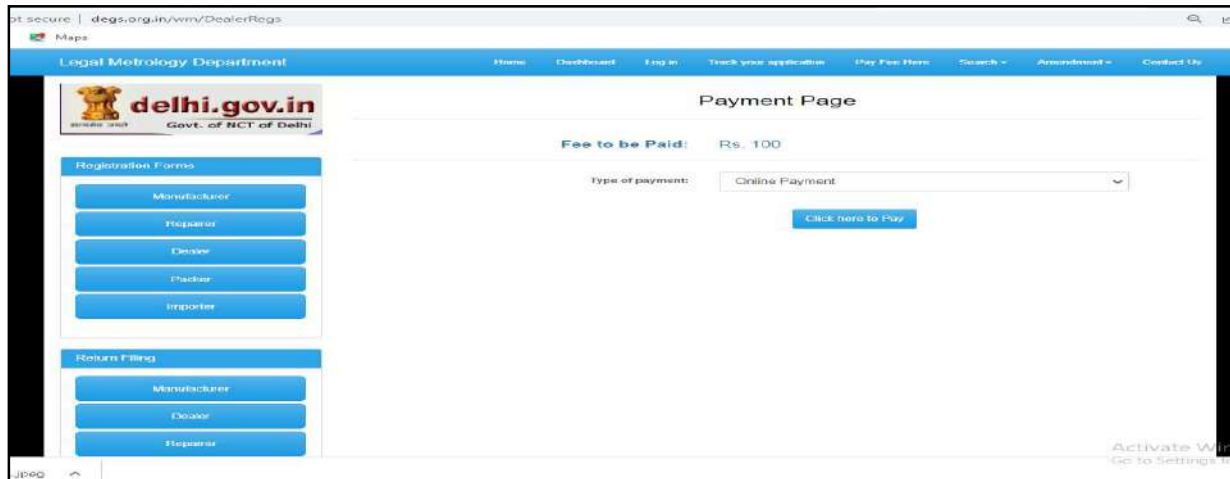
Documents to be produced at the time of inspection:

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/use 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 page. The browser address bar displays 'sblepai.sbi/secure/Aggregator/HostedListener#no-back-button'. The page features the SBlePay logo and a navigation menu with options: Debit Card, Internet Banking, and BHIM UPI. The main section is titled 'Payment Details' and prompts the user to 'Please enter your card details'. It includes input fields for Card Number, Expiry Date/Valid Thru (Month and Year), and CVV/CVC 4-DIGIT. A checkbox for 'Use your GSTIN for claiming input tax (Optional)' is checked. A yellow 'Pay Now' button is prominent, with a 'Cancel' link below it. To 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. The APM ID is PG_TRANS_396. A watermark for 'Activate Windows' is visible at the bottom right.

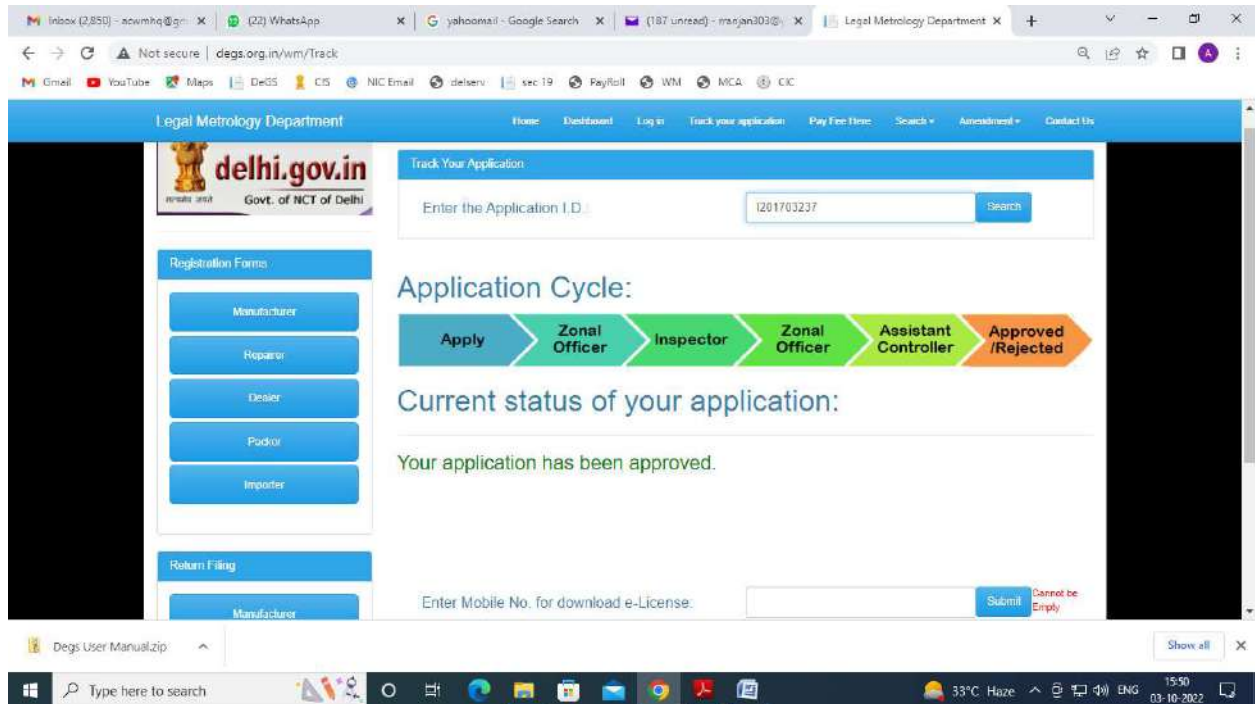
Step 11:

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

The screenshot shows the 'Legal Metrology Department' website. The header includes navigation links: Home, Dashboard, Log in, Track your application, Pay Fee/Track, Search, Appointment, and Contact Us. The main content area features the 'delhi.gov.in' logo and a 'Track Your Application' section with a search box for 'Enter the Application I.D.' and a 'Search' button. Below this is an 'Application Cycle' diagram showing a flow from 'Apply' to 'Zonal Officer', 'Inspector', 'Zonal Officer', 'Assistant Controller', and finally 'Approved /Rejected'. The left sidebar contains 'Registration Forms' (Manufacturer, Registrar, Dealer, Packager, Inspector) and 'Return Filing' (Manufacturer, Dealer).

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/wm/Track`. The page header includes navigation links: Home, Dashboard, Log in, Track your application, Pay Fee Here, Search, Amendment, and Contact Us. The main content area features the **delhi.gov.in** logo and a "Track Your Application" section with a search bar containing the Application I.D. `1201703237`. Below this, the "Application Cycle" is shown as a horizontal flowchart with six stages: Apply, Zonal Officer, Inspector, Zonal Officer, Assistant Controller, and Approved/Rejected. The "Current status of your application" section displays the message: "Your application has been approved." At the bottom, there is a field for "Enter Mobile No. for download e-License" with a "Submit" button and a "Cannot be Empty" error message. The Windows taskbar at the bottom shows the system tray with a temperature of 33°C, Haze, and the date 03-10-2022.

Online Final Certificate SAMPLE:

GOVERNMENT OF NCT OF DELHI



LEGAL METROLOGY DEPARTMENT

C-BLOCK, VIKAS BHAWAN, NEW DELHI - 110002

CERTIFICATE OF REGISTRATION

AS IMPORTER

(Under Rule 27 of the Legal Metrology (Packaging Commodities) Rules, 2011)

Application No.: I201

Dated at New Delhi: 31/Mar/2017

Certified that the name and address of
office address).

(Registered

PHASE-1, NEW DELHI, Pin 110091 have been registered in this office as importer and registration no. I201703237 has been assigned and is having its Warehouse/Godown as given under for keeping the items mentioned against each:

Ware House/Godown:

Items Imported and Name of Country

FOOTWEAR TO BE IMPORTED FROM MALASIYA

Digitally signed by SHALESH KUMAR
Date: 2017.03.31 12:44:07 +05:30
Reason: I declare this document is legal.
Location: Delhi

SAMPLE

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

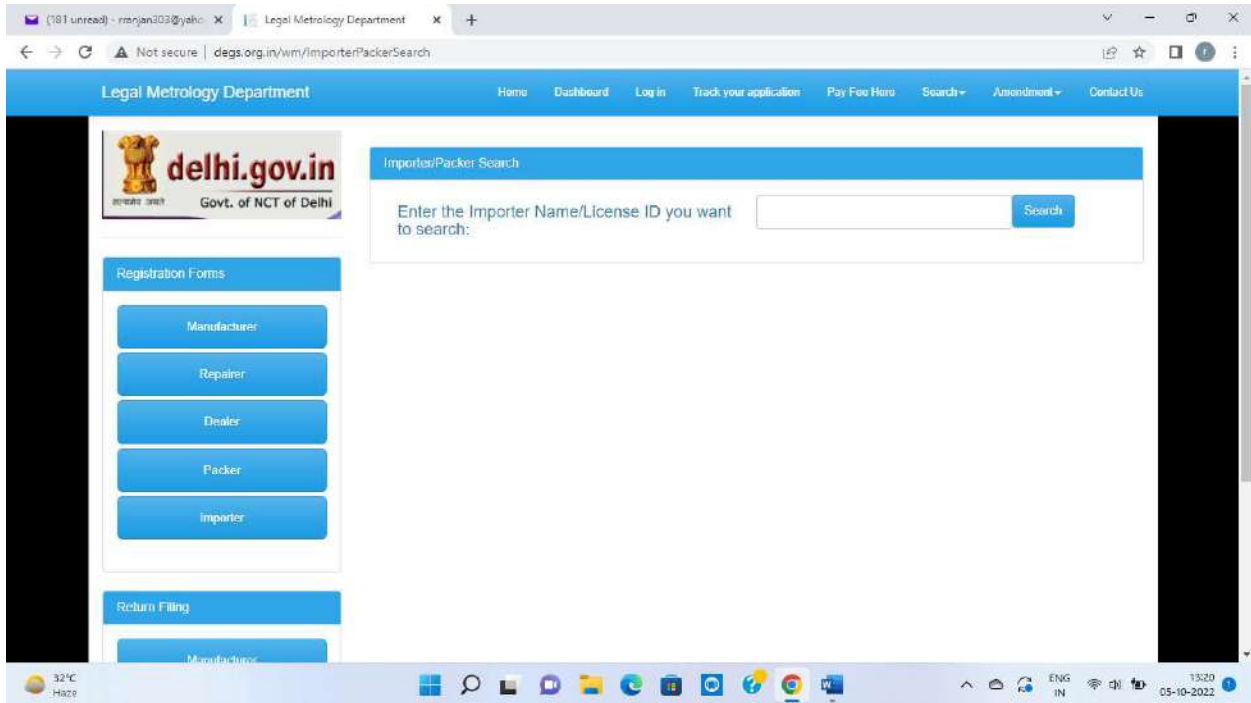
CONDITIONS OF LICENCE (DEALER)

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

Step 1: Go to Search Section on portal ([http://degs.org.in/wm/importerSearch /](http://degs.org.in/wm/importerSearch/)) and Enter the importer Name/License ID etc..” and may see the License.



Dash-Board on Home Page link :

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

Legal Metrology Department

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

District	Manufacturer			Dealer			Repairer			Importer			Packer		
	Applied	Approved	License No.	Applied	Approved	License No.	Applied	Approved	License No.	Applied	Approved	License No.	Applied	Approved	License No.
Central	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
East	2	1	0	0	1	31	32	0	0	2	17	2	1	0	0
West	2	1	0	0	1	42	11	0	0	4	21	7	4	0	0
North	3	1	0	0	1	17	10	0	0	7	5	3	0	0	0
North East	14	10	0	0	4	31	10	0	0	12	22	18	0	0	0
North West	42	27	0	0	15	82	38	0	0	2	21	25	17	0	0
South	2	2	0	0	1	39	14	0	0	4	26	16	7	0	0
South West	11	8	0	0	1	8	23	12	0	1	10	4	4	0	0
East West	5	2	0	0	3	20	13	0	0	0	7	23	12	0	0
West	10	6	0	0	1	5	34	19	0	2	12	12	8	0	0

© 2022 Designed and Developed by Delhi eGovernance Society

The End