

WEIGHTS & MEASURES DEPARTMENT

GOVERNMENT OF NCT OF DELHI

C- BLOCK, VIKAS BHAWAN, DELHI

USER MANUAL

PACKER 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+measure/s/home and go to "Our Services" -> Online Application for Licenses

The screenshot shows the official website of the Weights & Measures Department of the Government of NCT of Delhi. The page is titled "Weights & Measures Department" and includes the Delhi Government logo and the motto "आजामी अमृत महोत्सव". The main content area is divided into several sections:

- Introduction:** A paragraph explaining the department's role in providing a coherent scheme and uniform standards of Weights & Measures, based on the metric system and international standards.
- Our Services:** A list of services available to the public, including:
 - Court Cases
 - EOP for Person with Disabilities
 - List of All Dealers
 - List of All Manufacturers
 - List of All Petrol Pumps
 - List of All Repairers
 - LPG CAS LIST
 - Public Information
 - Salary Details
 - SOP of Inspections from Weights and Measures Department
 - Tender Notices
 - NMI Online Application for Licenses** (highlighted with a red border)
 - NMI The Legal Metrology Act 2002
 - NMI Delhi Legal Metrology (Enforcement) Rules 2011 (English) (Hindi)

The right sidebar contains "Latest News" and "Local Services" sections, listing various government announcements and services.

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 features a blue header with navigation links: Home, Dashboard, Log in, Track your application, Pay Fee Here, Search, Amendment, and Contact Us. On the left, there is a sidebar with the Delhi Government logo and two sections: "Registration Forms" and "Return Filing". The "Registration Forms" section includes buttons for Manufacturer, Repairer, Dealer, Packer, and Importer. The "Return Filing" section includes buttons for Manufacturer, Dealer, and Repairer. The main content area is titled "Weights & Measures Department" and includes an "Introduction" section. The introduction text states: "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 website for the Legal Metrology Department of the Government of NCT of Delhi. The 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 navigation menu on the left with two sections: 'Registration Forms' and 'Return Filing'. Under 'Registration Forms', there are five buttons: 'Manufacturer', 'Repairer', 'Dealer', 'Packer', and 'Importer'. The 'Packer' button is highlighted with a red border. The 'Return Filing' section has buttons for 'Manufacturer' and 'Dealer'. The main content area on the right is titled 'Weights & Measures Department' and includes an 'Introduction' section. The introduction text states: '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'.

Step 4:

View the list of services and ‘click’ for the relevant service (in the current case ‘Grant of Packer Registration’) and view the Mandatory Document required, Guidelines, Approval Procedure etc....

Application For Registration Of Packers / Manufacturers
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. 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 Packer 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 Packers / Manufacturers 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

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8. Residential Address proof of the proprietors/directors/partners like voter ID card, passport etc.
9. GST/ Sales Tax registration.
10. Packing material / Slip / Sticker/ Label which is being pasted on the packages.
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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 6:

Fill the application form as shown below

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

Name of the applicant (Firm/Company):*

Complete address (including district):*

Pin:*

Address of Factory(s) and Pin(s):

SNo	Factory Address	PIN	
1	<input type="text"/>	<input type="text"/>	Delete
			Add More Factory Address

Zone:*

Name of the commodity or commodities manufactured/to be packed by the applicant:

SNo	Name of Item	
1	<input type="text"/>	Delete
		Add More

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
					Add More Partner/Director

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.	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:	बाट (तब) माप क आपातक का पजाकरण
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

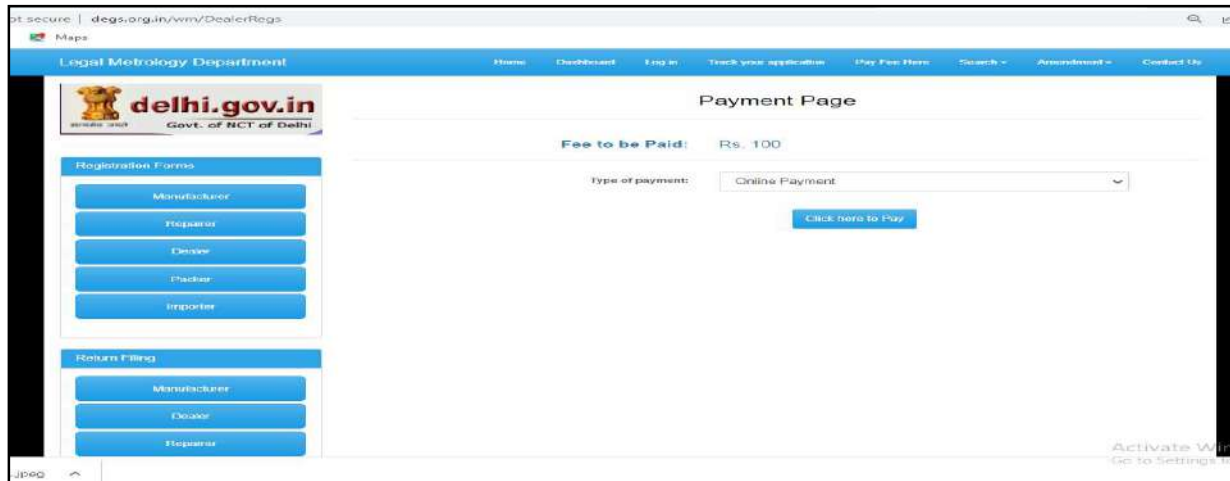
Documents to be produced at the time of inspection:

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) <small>Combine Multiple JPG files into one JPG file*</small>	<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:



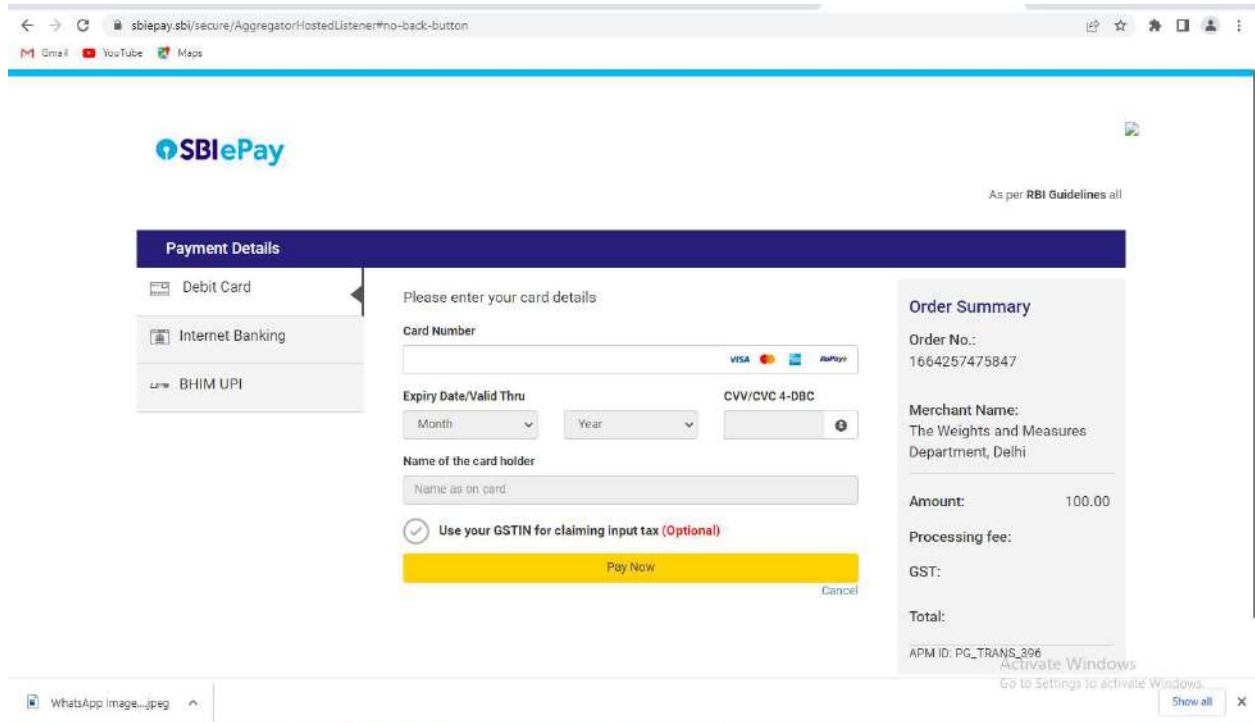
Step 9:

Complete the online payment transaction by selecting the suitable gateway



Step 10:

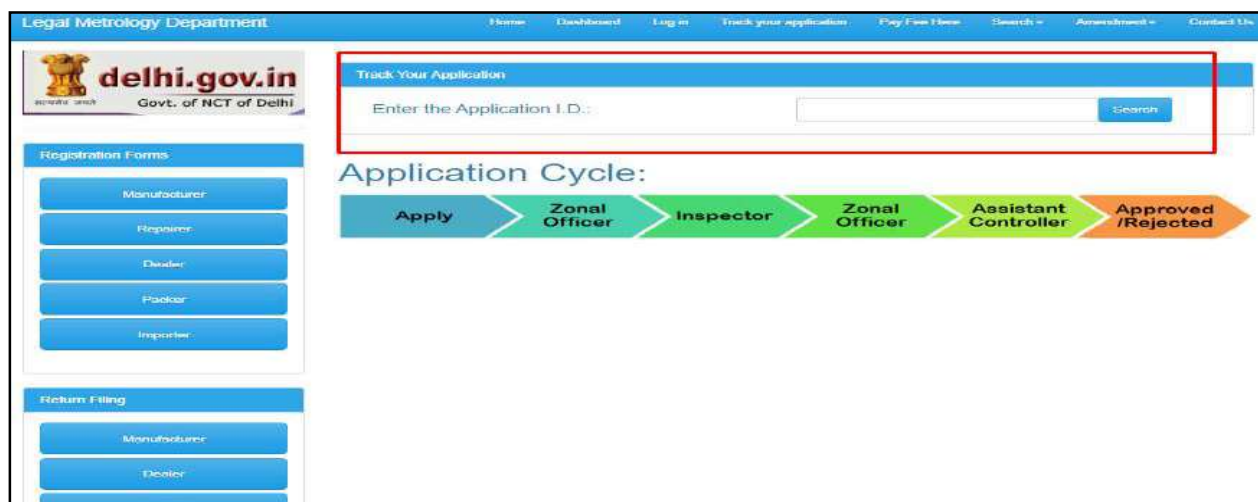
Complete the payment by paying the requisite fee.



The screenshot shows the SBIePay payment page. The browser address bar displays 'sbipay.sbi/secure/Aggregator/HostedListener#no-back-button'. The page features the SBIePay logo and the text 'As per RBI Guidelines all'. A 'Payment Details' sidebar on the left lists 'Debit Card', 'Internet Banking', and 'BHIM UPI'. The main form area is titled 'Please enter your card details' and includes fields for 'Card Number', 'Expiry Date/Valid Thru' (with Month and Year dropdowns), and 'CVV/CVC 4-DIGIT'. Below these is a field for 'Name of the card holder' and a checked checkbox for 'Use your GSTIN for claiming input tax (Optional)'. A yellow 'Pay Now' button and a 'Cancel' link are at the bottom of the form. 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:'. At the bottom right, it shows 'APM ID: PG_TRANS_396' and a Windows activation watermark.

Step 11:

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



The screenshot shows the 'Legal Metrology Department' website for Delhi. The header includes 'delhi.gov.in' and 'Govt. of NCT of Delhi'. A navigation bar at the top contains links for 'Home', 'Dashboard', 'Login', 'Track your application', 'Pay Fee Flow', 'Search', 'Appointments', and 'Contact Us'. The main content area features a 'Track Your Application' section with a text input field for 'Enter the Application I.D.' and a 'Search' button. Below this is an 'Application Cycle' diagram showing a sequence of steps: 'Apply' (blue arrow), 'Zonal Officer' (green arrow), 'Inspector' (green arrow), 'Zonal Officer' (green arrow), 'Assistant Controller' (green arrow), and 'Approved /Rejected' (orange arrow). On the left side, there are two sections: 'Registration Forms' with buttons for 'Manufacturer', 'Registrar', 'Dealer', 'Importer', and 'Inspector'; and 'Return Filing' with buttons for 'Manufacturer' and '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, Assessment, and Contact Us. The main content area features the Delhi Government logo and a "Track Your Application" section with a search box containing the ID `P2017021807`. Below this, an "Application Cycle" diagram shows the following steps: Apply (blue), Zonal Officer (green), Inspector (green), Zonal Officer (green), Assistant Controller (green), and Approved/Rejected (orange). 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:

SAMPLE



WEIGHTS AND MEASURES DEPARTMENT

C-BLOCK, VIKAS BHAWAN, NEW DELHI -110002

CERTIFICATE OF REGISTRATION

(under Rule 27 of the Legal Metrology (Packaged commodities) Rules, 2011)

Application No.: P2017

Dated at New Delhi: 27/Feb/2017

Certified that the name and address of: _____ (Registered office address)
_____ have been registered in this office and
registration no. P2017 has been assigned and is having its Manufacturing/Packing
Units as given under for packing items mentioned against each:

Manufacturing/Packing Unit(s)

Items Packed

Bakery Products, Namkeen, Sweets, Cakes etc.

Digitally signed by SHALESH KUMAR
Date: 2017.02.27 15:27:24 +05:30
Reason: I declare the 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 license 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 license 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 license in the event of closure of business and /or cancellation of License.
 - (f). Submit the application for renewal of this license, as required under the Rules before atleast thirty days of the date of expiry of the validity of the license.
 - (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 license shall, if notified in the official Gazette, be binding on the person to whom the license has been granted.

Verification by Third Party: Licenses in Public domain

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

The screenshot displays a web browser window with the URL <http://degs.org.in/wm/packerSearch/>. The page header includes the text "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 features the "delhi.gov.in" logo and the text "Govt. of NCT of Delhi". A search box titled "Importer/Packer Search" contains the prompt "Enter the Packer's Name/License ID you want to search:" and a "Search" button. On the left side, there is a "Registration Forms" section with buttons for Manufacturer, Repairer, Dealer, Packer, and Importer. Below this is a "Return Filing" section with a button for Manufacturer. The Windows taskbar at the bottom shows the system tray with a temperature of 32°C, a haze icon, and the date and time: 13:22 on 05-10-2022.

Dash-Board on Home Page: link <http://degs.org.in/wm/DashboardView>

Legal Metrology Department

Home Dashboard Log in Track your application File Fee View Growth + Announcements Contact Us

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

District	Manufacturer			Dealer			Repairer			Importer			Packers		
	Approved	Pending	Rejected	Approved	Pending	Rejected	Approved	Pending	Rejected	Approved	Pending	Rejected	Approved	Pending	Rejected
Calcutta	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Central	2	1	0	0	1	35	52	0	2	17	2	1	0	0	0
East	2	1	0	0	1	42	11	0	4	21	7	4	0	0	0
New Delhi	0	0	0	0	0	2	1	0	0	0	0	0	0	0	0
North	3	1	0	0	1	17	50	0	0	7	0	3	0	0	0
North East	14	10	0	0	4	31	70	0	0	12	22	18	0	0	0
North West	42	27	0	0	15	63	38	0	3	21	25	17	0	0	0
South	3	2	0	0	1	22	14	0	4	20	16	1	0	0	0
South West	11	8	0	0	1	8	23	0	1	10	4	4	0	0	0
Taxi Meter Unit	5	2	0	0	3	20	13	0	0	7	23	17	0	0	0
West	10	6	0	0	1	5	34	0	2	13	12	0	0	0	0

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The End