

Service-related Information

Service Name: Dealer license of Weight or Measure under rule 6 of The Maharashtra Legal Metrology (Enforcement) Rules, 2011

- i. **Service Description:** An Act to establish and enforce standards of weight and measures, regulate trade and commerce in weights, measures and other goods which are sold or distributed by weight, measure or number and for matters connected therewith or incidental thereto.
- ii. **Competent Authority:** Controller of Legal Metrology, Maharashtra State.
- iii. **Type of Service:** Before Operation.
- iv. **Governing Act/ Rule:** The Legal Metrology Act, 2009 and the Maharashtra Legal Metrology (Enforcement) Rules, 2011.
- v. **Applicable Section/Rule:** Section 23 of the Legal Metrology Act 2009 and Rule 6(1) of Maharashtra Legal Metrology (Enforcement) Rules, 2011.
- vi. **Applicability Criteria:** It applies:

Every dealer of weight or measure shall make an application for the issue of licence to the Controller of Legal Metrology Maharashtra State in the appropriate form set LD-1.
- vii. **Delivery Mode:** Online only
- viii. **Service availability in MAITRI:** Yes
- ix. **Service Link(s):**
 - <https://maitri.mahaonline.gov.in/>
 - <https://aaplesarkar.mahaonline.gov.in/en>
- x. **Fee (in INR):** INR 1500/- only.
- xi. **Procedure Steps:**
 - **Part-I :- If applied with Manufacturer license**

S. No.	Action by	Stages/ Steps	Indicative time required for approval	Statutory Fee (in INR)
1.	Applicant	Register in the online MAITRI portal.	--	--
2.		Log in to the MAITRI portal.	--	--
3.		Select ' CAF and Service" then select "Service provided" then select 'Legal Metrology Department'	--	--
4.		Select the service 'Apply for Dealer licence of weights and measures.	--	--
5.		Fill up the application form.	--	--

S. No.	Action by	Stages/ Steps	Indicative time required for approval	Statutory Fee (in INR)
6.		Upload documents as prompted by the system.	--	--
7.		Enter The Payment Details For The Service As Applicable & Submit The Application	--	INR 1500/- through GRAS office name-ILM HQ 7
8.	System	Trigger SMS intimation to the applicant mentioning the application number.	Real-time	--
9.	Department user	<i>Note: All Competent Authorities shall have their login IDs and Passwords pre-configured along with a DSC token for digital signature.</i> The Competent Authority logs in to the online system.	--	--
10.		The application is available in the Dashboard to view. <u>Desk-1</u> The Deputy Controller shall scrutinise the application form, uploaded documents and payment information. Notify to applicant for any documents, if requires and convey the inspection date to the applicant. After inspection forward the application to concern JCLM for further procedure with approval or rejection with reason	12 days	--
11.		<u>Desk-2</u> Concern JCLM verifies the remarks and application with uploaded documents and forward to CLM office for approval or rejection with reason.	5 days	--
12.		<u>Desk-3 (1)</u> The Case worker shall verifies the application form, uploaded documents, payment details and remarks. Forward the application to	5 days	--

S. No.	Action by	Stages/ Steps	Indicative time required for approval	Statutory Fee (in INR)
		DCLM HQ for further procedure with remarks		
13.		<u>Desk-4</u> DCLM HQ verifies the remarks and application with uploaded documents and forward to JCLM HQ with remarks.	5 days	--
14.		<u>Desk-5</u> JCLM HQ verifies the remarks and application with uploaded documents and forward to CLM HQ with remarks	5 days	--
15.		<u>Desk-6</u> If recommended for approval, approves and send the application to case worker for defacement of payment. If recommended for rejection, reject the application with reason.	5 days	--
16.		<u>Desk-3(2)</u> After receipt of application for defacement, deface the challan & make necessary entries and forward the application to CLM for DSC.	3 days	--
17.		<u>Desk-7</u> After receipt of application with defacement details, CLM digitally signs the licence.	5 days	--
18.	Applicant	The digitally signed licence shall be available in the applicant's login for download.	--	--

➤ **Part-II :- If applied for only dealer license**

S. No.	Action by	Stages/ Steps	Indicative time required for approval	Statutory Fee (in INR)
1.	Applicant	Register in the online MAITRI portal.	--	--
2.		Log in to the MAITRI portal.	--	--
3.		Select ' CAF and Service" then select "Service provided" then select 'Legal Metrology Department'	--	--
4.		Select the service 'Apply for Dealer licence of weights and measures.	--	--
5.		Fill up the application form.	--	--
6.		Upload documents as prompted by the system.	--	--
7.		Enter The Payment Details For The Service As Applicable & Submit The Application	--	INR 1500/- through GRAS office name-ILM HQ 7
8.	System	Trigger SMS intimation to the applicant mentioning the application number.	Real-time	--
9.	Department user	<i>Note: All Competent Authorities shall have their login IDs and Passwords pre-configured along with a DSC token for digital signature.</i> The Competent Authority logs in to the online system.	--	--
10.		The application is available in the Dashboard to view. Desk-1 The Assistant Controller/ Inspector shall scrutinise the application form, uploaded documents and payment information. Notify to applicant for any documents, if requires and convey the inspection date to the applicant. After inspection forward the application to concern DCLM for	30 days	--

S. No.	Action by	Stages/ Steps	Indicative time required for approval	Statutory Fee (in INR)
		further approval or rejection with reason		
11.		<p><u>Desk-2</u></p> <p>If recommended for approval, approves and after making defacement entries digitally signs the licence.</p> <p>If recommended for rejection, reject the application with reason.</p>	15 days	--
12.	Applicant	The digitally signed licence shall be available in the applicant's login for download.	--	--

xii. **Document Checklist: with self attestation by the applicant**

- (a) Certificate of registration of Industry/registration under Shops and Establishments Act/ NOC from Gram panchayat,
- (b) Authenticated document regarding Proprietorship /Registered partnership deed/ memorandum of association and articles of association along with list of directors,
- (c) Premises - ownership documents/ registered rent or leave license agreement or lease agreement NOC from the owner / NOC of the member if the premise is owned by family member,
- (d) Model Approval certificate,
- (e) PAN card,
- (f) Profession tax registration,
- (g) Self-declaration about whether any offence is pending against him in court and/ or police station,
- (h) Self-declaration about whether the Applicant has violated any of the provisions of Legal Metrology Act, 2009 or rules made there under,
- (i) Latest electricity bill.

xiii. **Notified Timeline:** 45 days

xiv. **Notification Link:** <https://maitri.mahaonline.gov.in/PDF/ISMW-RTS.pdf>

xv. **Statutory Form Name and Section:** Form LD-1; Rule 6

xvi. **Form Structure:**

- Name of the Firm-
- Address-

- District- Dropdown
- Premises are - dropdown
- Owned
- Rented
- Taken on lease
- Leave Licenses
- From Family member
- Date of establishment- Calendar
- Name(s) And Address(s) Of Proprietor / Partners- Text box
/ Managing Director Or Director In Case Of Company,
Along With Their Father's/Husband's Name-
- Registration Date Of Factory Act /Shop And Establishment
Act/ Municipal Trade Licence- Calendar
- Registration Number Of Factory Act /Shop And
Establishment Act/ Municipal Trade Licence Text box
- Categories Of Weight Or Measure Proposed To Be Sold At Present Text Box
- GST/Profession Tax Registration Number/ IT Number- dropdown
 - GST
 - Sales Tax
 - * Profession Tax
 - Income Tax
- Do You Intend To Import Weight Or Measure From Places
Outside The State/Country? Radio Button
Yes/No
 - Indicate Source Of Supply (Details Of Manufacturer's Trade
Mark / Monogram And His License Number) Text Box
 - Details Of Registration Of Importer Of Weight Or Measure Text Box
 - Approval Of Model Of Weight Or Measure Imported To India
Issued By Government Of India Text Box
- Availability Of Electric Energy Radio Button (Yes/ No)
- Have You Applied Previously For A Dealer's License,
Either In This State Or Elsewhere? Radio Button (Yes/ No)
- Give Details Text Box
- Upload Photo- JPEG or PNG Format
- Upload Hand Signature- JPEG or PNG Format
- Enter Name of the Person - Text Box
- I/We Have Read The Legal Metrology Act, 2009 And
The Maharashtra Legal Metrology (Enforcement) Rules, Checkbox

2011 And Agree To Abide By The Same And Also The
Administrative Orders And Instructions Issued Or To Be
Issued There Under
All The Information Furnished Above Is True To The Best
Of My/Our Knowledge.

- Save
- Upload Documents-
- Upload Payment details
- Preview
- Submit.

xvii. **Requires Inspection: YES**

xviii. **Inspection Procedure:**

1. Date of investigation.
2. Information of the Applicant
 - A) Name of the firm.
 - B) Complete address of the firm.
 - C) Landline and mobile number of the Applicant/firm.
 - D) E-mail of the firm.
3. Whether the investigation officer has visited the premises at the address given by the Applicant in form LD-1.
4. Whether the LMO verified the actual photo/photos of the Applicant.
5. Whether the premises of the Applicant is owned / rented /leave licence /leased / from family member.
6. If the premises is owned by the Applicant himself, then date of sale deed / share certificate number.
7. If the premises is rented –
 - A) Validity period of rent agreement.
 - B) Date of NOC letter.
8. If the premises on leave licence –
 - A) Validity period of leave licence agreement.
 - B) Date of NOC letter.
9. If the premises is on lease
 - A) Validity period of registered leased agreement / date and number of rent receipt.
 - B) Date of NOC letter.
10. If the premises are owned by family member, date of NOC letter.
11. Date of establishment of the Firm
12. Constitution of Firm–

- Proprietorship- name of the proprietor with residential address.
- Partnership firm- names of the partners with residential address.
- Company- names of the directors with their residential address.

13. Registration of Establishment –

A) Registration as industry – registration number and date.

B) Registration under Shops and Establishments Act – registration number and date.

C) If the unit is located within the village panchayat area then NOC from that Gram panchayat – date of NOC.

14. Nature of business at present.

15. Types of weight or measure to be sold.

16. The details of Model Approval certificate.

17. Details of the monogram or trade mark intended to be imprinted on weight or measure to be Imported.

18. Whether latest electricity bill is verified and found correct.

19. GST registration certificate number.

20. Whether the copy of PAN Card is verified and found correct, if yes PAN number.

21. Whether the Applicant has filed Income Tax return.

22. Whether Profession Tax is paid, if yes details of receipt number and date.

23. Whether applicant had applied previously for Dealer licence. If yes, details of the result.

24. Whether self-declaration of the Applicant about whether any offence is pending against him in court and/or police station is checked. If yes, details of the same.

25. Whether self-declaration of Applicant as to whether he has violated any of the provisions of Legal Metrology Act, 2009 and Rules made there under is checked. If yes, details of the same.

26. Remarks and recommendations of the LMO

Remarks: The procedural steps indicated above is uniform for all types of establishments, irrespective of risk category, size of firm, business location or type of investor (Foreign or Domestic).