

Service-related Information

Service Name: [Repairer 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 repairer 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 LR- 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 3000/- 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 repairer licence of weights and measures.	--	--

S. No.	Action by	Stages/ Steps	Indicative time required for approval	Statutory Fee (in INR)
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 3000/- through GRAS office name-ILM HQ 7
8.	System	Trigger SMS intimation to the applicant mentioning the application number.	Real-time	
9.	Department user	<u>Note:</u> All Competent Authorities shall have their login IDs and Passwords pre-configured along with a DSC token for digital signature. The Competent Authority logs in to the online system.	--	--
10.		The application is available in the Dashboard to view. Desk-1 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.		Desk-2 Concern JCLM verifies the remarks and application with uploaded documents and forward to CLM office for approval or rejection with reason.	5 days	
12.		Desk-3 (1) The Case worker shall verifies the application form, uploaded	5 days	

S. No.	Action by	Stages/ Steps	Indicative time required for approval	Statutory Fee (in INR)
		documents, payment details and remarks. Forward the application to 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 only for Jurisdiction- State / more than one region.**

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 repairer 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 3000/- 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 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 further procedure with approval or rejection with reason.	10 days	

S. No.	Action by	Stages/ Steps	Indicative time required for approval	Statutory Fee (in INR)
11		<p><u>Desk-2</u></p> <p>Concern DCLM verifies the remarks and application with uploaded documents and forward to concerned JCLM office for approval or rejection with reason.</p>	3 days	
12		<p><u>Desk-3</u></p> <p>Concern JCLM verifies the remarks and application with uploaded documents and forward to case worker of CLM office for approval or rejection with reason.</p>	3 days	
13		<p><u>Desk-4 (1)</u></p> <p>The Case worker shall verifies the application form, uploaded documents, payment details and remarks. Forward the application to DCLM HQ for further procedure with remarks.</p>	5 days	
14		<p><u>Desk-5</u></p> <p>DCLM HQ verifies the remarks and application with uploaded documents and forward to JCLM HQ with remarks.</p>	4 days	
15		<p><u>Desk-6</u></p> <p>JCLM HQ verifies the remarks and application with uploaded documents and forward to CLM HQ with remarks.</p>	5 days	
16		<p><u>Desk-7</u></p> <p>If recommended for approval, approves and send the application to case worker for defacement of payment.</p>	5 days	--

S. No.	Action by	Stages/ Steps	Indicative time required for approval	Statutory Fee (in INR)
		If recommended for rejection, reject the application with reason.		
17		<u>Desk-4(2)</u> After receipt of application for defacement, deface the challan & make necessary entries and forward the application to CLM for DSC.	5 days	
18		<u>Desk-8</u> After receipt of application with defacement details, CLM digitally signs the licence.	5 days	
19	Applicant	The digitally signed licence shall be available in the applicant's login for download.	--	--

➤ **Part-III :- If applied only for Jurisdiction- concerned District/Region**

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 repairer 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 3000/- through GRAS office name-ILM HQ 7

S. No.	Action by	Stages/ Steps	Indicative time required for approval	Statutory Fee (in INR)
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 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 JCLM for further procedure with approval or rejection with reason	13 days	
11		<u>Desk-2</u> Concern DCLM verifies the remarks and application with uploaded documents and forward to concerned case worker of JCLM office for approval or rejection with reason.	5 d ays	
12		<u>Desk-3 (1)</u> The Case worker shall verifies the application form, uploaded documents, payment details and remarks. Forward the application to concerned region DCLM for further procedure with remarks.	5 days	
13		<u>Desk-4</u> DCLM verifies the remarks and application with uploaded documents	5 days	

S. No.	Action by	Stages/ Steps	Indicative time required for approval	Statutory Fee (in INR)
		and forward to concerned JCLM with remarks.		
14		<u>Desk-5</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	7 days	
15		<u>Desk-3(2)</u> After receipt of application for defacement, deface the challan & make necessary entries and forward the application to concerned JCLM for DSC.	5 days	
16		<u>Desk-6</u> After receipt of application with defacement details, JCLM digitally signs the licence.	5 days	--
17	Applicant	The digitally signed licence shall be available in the applicant's login for download.	--	--

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

1. Certificate of registration of Industry/registration under Shops and Establishments Act/ NOC from Gram panchayat,
2. Authenticated document regarding Proprietorship /Registered partnership deed/ memorandum of association and articles of association along with list of directors,
3. 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,
4. Model Approval certificate,
5. Machinery, tools and equipment list,
6. PAN card,

7. Profession tax registration,
8. List of qualified persons,
9. Educational qualification certificate of the Applicant / qualified person,
10. Verification certificate of test weight or measure,
11. Self-declaration about whether any offence is pending against him in court and/ or police station,
12. Self-declaration about whether the Applicant has violated any of the provisions of Legal Metrology Act, 2009 or rules made there under,
13. 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 LR-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-
/ Managing Director Or Director In Case Of Company,
Along With Their Father's/Husband's Name- Textbox
- 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 Textbox
- GST/Profession Tax Registration Number/ IT Number- Dropdown
 - GST
 - Sales Tax
 - Profession Tax Textbox

➤ Income Tax

- Type Of Weight Or Measure Proposed To Be Repaired Textbox
- Area In Which You Wish To Operate Radio button
 - State Licence
 - Region Licence
 - District Licence
- Do You Wish To Apply For Multiple Region? Yes/No
- Select Multiple Region Details Single/ Multi
Radio Button
 - Amaravti Region
 - Chatrapathi Sambhaji Nagar Region
 - Kokan Region
 - Mumbai Region
 - Nagpur Region
 - Nashik Region
 - Pune Region
- Do You Wish To Apply For Multiple District? Yes/No
- If Yes, select Region and then Districts Dropdown- Radio Button
- If No, select Region and then District Dropdown- Radio Button
- Do You Wish To Apply For More Than One Workshop? Radio Button Yes/ No
- Workshop Details Textbox
- Previous Experience In The Line, If Any Textbox
- The Number Of staff Employed/Proposed To Be Employed
- Skilled TextBbx
- Semi-Skilled Textbox
- Un Skilled Textbox
- Employees Trained In The Line Textbox
- Name And Educational Qualification of The Qualified Personnel Textbox
- Details Of Machinery, Tools And Accessories Available To Textbox
 - Repairer Weights & Measures
- Availability Of Electric Energy Radio Button (Yes/No)
- Details Of Loan Articles Textbox
- Details Of Test Articles Textbox
- Have You Applied Previously For Repairer's License? Radio Button

- | | |
|---|--------------------|
| | Yes/No |
| ➤ If So, When And What Was The Results Details | Textbox |
| ▪ Upload Photo- | JPEG or PNG Format |
| ▪ Upload Hand Signature- | JPEG or PNG Format |
| ▪ Enter Name of the Person - | Textbox |
| ▪ I/We Have Read The Legal Metrology Act, 2009 And | Checkbox |
| ➤ The Maharashtra Legal Metrology (Enforcement) Rules, | |
| ➤ 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 LM-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 Repaired.
16. Names of the persons employed/proposed to be employed–
- A) Skilled
- B) Semi-skilled
- C) Unskilled
- D) Specialist Trained in the line
17. Names of the qualified persons.
18. Whether certificate showing educational qualification of the Applicant or his qualified person is verified and found correct. If yes, give qualification details.
19. Whether copy of appointment letter of qualified person is verified and found correct.
20. Previous experience in the field.
21. Whether machinery, tools and equipment list submitted by Applicant is physically verified and found correct.
22. Whether latest electricity bill is verified and found correct.
23. Details of Loan articles
24. Details of Test articles
25. GST registration certificate number.

26. Whether the copy of PAN Card is verified and found correct, if yes PAN number.
27. Whether the Applicant has filed Income Tax return.
28. Whether Profession Tax is paid, if yes details of receipt number and date.
29. Whether applicant had applied previously for Repairing licence. If yes, details of the result.
30. Whether verification certificate of test and loan weight or measure is verified and found correct. If yes, verification certificate number, date and validity.
31. 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.
32. 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.
33. 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).