

**Procedures and List of Documents**  
**Issue of Licence to the REPAIRER of Weights and Measures**

**PROCEDURE**

- Any person desirous to obtain a license for Reapirer of weights and measures may apply online either through '*niveshmitra.up.nic.in*' or directly on '*legalmetrology-up.gov.in*' in the prescribed format, after registering himself on the respective portal.
- Duly filled and submitted application to be initially visible to district nodal officer, who depending on address of location of firm would simply forward to the respective Local Senior Inspector/ Inspector (Legal Metrology Officer).
- On receiving the application & being satisfied with the application in respect of particulars & required documents, local Senior Inspector/Inspector will conduct the inspection of premises proposed by the applicant and also inspect the required documents and will prepare a report and recommendation and send it along with application online to the Divisional Assistant Controller (Licensing Authority).
- At the time of inspection, the applicant would be required to produce signed copy of duly filled application & self attested copies of all the documents uploaded with the application.
- In case of any substantive shortcoming in application, query/objection may be raised by Local Inspector or Assitant Controller; the same will be visible online to the applicant, who will have facility to remove these online.
- The Assistant Controller, after examining the application, report by local LMO and documents, finding *prima-facie* case suitable to grant the license, may constitute a three member committee to examine and test the capability and competence of the applicant to repair the weights and measure, accordingly the local LMO sends the report so prepared by the committee to the Assistant Controller.
- The Assistant Controller, after examining the Committee reports and documents and finding it suitable for grant of License, may require the applicant to deposit the License fee of 100/- in the appropriate HEAD OF ACCOUNTS, which may be paid online by the applicant.
- After the fee is deposited, Assistant Controller will issue digitally signed licence, which would be downloadable by the applicant online.

**DOCUMENTS to be uploaded:-**

- Photographs, Identity and Address proof of the applicant/partners.
- Proof of the Date of Birth of applicant/partners.
- Ownership or tenancy document of the proposed premises.
- Partnership deed, in case of partnership firms.
- Document regarding the qualification, in the case of electronic weighing machines.
- Experience certificate.
- List of Machinery and tools.
- Affidavit to state that applicant would adhere to the Legal provisions and the directions issued by the Controller.
- Affidavit to state that applicant had neither been punished by any Court nor is any criminal proceeding pending in any court.
- Registration document of factory/shop/establishment /municipal trade license, as the case may be.
- Copy of GST Registration.
- Copy of PAN.