

**ONLINE APPLICATION FOR INITIAL VERIFICATION OF WEIGHING AND MEASURING INSTRUMENT**

Every persons / company installing any weighing and measuring instruments which it cannot be move from its location indicating that such weighing or measuring is being, or is intended or is likely to be used in any commercial transaction or for protection, shall, before putting such weighing and measuring instruments into such use shall get it verified and stamped by making online application to the Office of the Inspector of Legal Metrology within their respective District / Civil Sub-Division.

**How to Apply:-**

**A. INSTALLED IN NEWLY BUSINESS ESTABLISHMENT**

Every application for initial verification of weighing and measuring instruments which it cannot be move from its location shall be uploaded with the following documents:

<b>Type Of Enclosure</b>	<b>Original / Photocopy</b>	<b>Attestation Required</b>	<b>Documents Recommended</b>
Identity Proof	Original	Not Required	EPIC Aadhar
PAN	Original	Not Required	PAN Card
Model Approval Certificate	Original	Not Required	Model Approval Certificate Model Approval Certificate
Purchase invoice/Documents	Original	Not Required	Purchase Invoice
Clear picture showing the sealing provision	Original	Not Required	Model Approval Certificate Model Approval Certificate
Valid Dealer/Repairer License	Original	Not Required	Repairer License Valid Dealer License
Manufacturing Licence	Original	Not Required	Valid Manufacturing Licence
Trade Licence	Original	Not Required	Trading license (In case of non-tribal)
NOC from District Administration and NHAI and State PWD if the weighing /measuring instruments installed by the side of the National Highway/State Road.	Original	Not Required	NOC from District Administration and NHAI and State PWD if the weighing /measuring instruments installed by the side of the National Highway/State Road.

**B. INSTALLED IN EXISTING BUSINESS ESTABLISHMENT**

1. Valid Manufacturing Licence.
2. Model Approval Certificate
3. Valid Dealer / Repairer Licence
4. Purchase Invoice
5. Clear picture showing the sealing provision as prescribed on the Model Approval Certificate.

On receiving the application the Inspector of Legal Metrology shall scrutinize all the relevant documents and if it is in order he shall be forwarded to the Office of the Controller of Legal Metrology within 7(Seven) working days.

The Controller of Legal Metrology or such, Legal Metrology Officers authorised on this behalf after examining all the documents and found to be correct, he shall communicate to the concerned Inspector of Legal Metrology within 5(five) working days to fix the date of verification. The time line for issuing of Verification Certificate will be completed within 30(Thirty) days.

**C. RENEWAL OR RE-VERIFICATION OF WEIGHING AND MEASURING INSTRUMENT**

Any user of weights and measures, weighing and measuring instruments shall intimate to the respective Inspector of Legal Metrology at least 30 days in advance of the date on which the verification falls due and he shall enclosed with the last Verification Certificate or the list of the weights and measures intended to be re-verified.

The Inspector of Legal Metrology on receiving the online application will specified the date, time and location and he will intimate the applicant with an instruction to deposit the Verification Fees within 5(five) working days . The issue of Verification Certificate will be commence before the expiry of the last Verification Certificate.

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