 सत्यमेव जयते	<b>Government of West Bengal</b> <b>Directorate of Legal Metrology, West Bengal</b> <b>45, Ganesh Chandra Avenue, 3<sup>rd</sup> Floor,</b> <b>Kolkata – 700013</b>	<b>Control Copy</b> <b>Copy no.</b> <b>1</b>	
<b>Document no./ Title</b>	<b>Standard Operating Procedure (SoP) for disposing application for issuance of Manufacturers, Dealers and Repairers License under West Bengal Legal Metrology (Enforcement) Rules, 2011.</b>		
<b>Section Title</b>	<b>Procedure for disposing LM-1, LD-1 and LR-1 for issuance of new licenses in LM-3, LD-3 and LR-3</b>		
<b>Section No.</b>	<b>Revision Date</b>	<b>Page</b>	<b>Issue Date</b>
	18.04.2016	13	14.07.2015

**1:0: Purpose:** The purpose of this SoP is to establish the procedure for processing and disposing application in LM-1, LD-1 and LR-1 for new manufacturer, dealership and repairer license in LM-3, LD-3 and LR-3 respectively under rule 11 of West Bengal Legal Metrology (Enforcement) Rules, 2011. This SoP is prepared under rule 19(iii) of West Bengal Right to Public Services Rules, 2013.

**2:0: Scope:** This SoP envisages for processing and disposal of application for issuance of manufacture/ dealership/ repairer licenses in LM-3, LD-3 and LR-3 respectively within the stipulated time as notified/ or may be notified time to time under sec. 3(2) of the West Bengal Right to Public Services Act, 2013. This SoP specifies documents to be submitted along with application and specifies offices for submission of application (i.e. LM-1, LD-1 and LR-1) and documents. It broadly guides types of articulations/comments expected in inquiry by ILM(s) and recommendation or otherwise to be made by ACLM(s). It also envisages the legal requirements i.e. maintenance register, submission of report under West Bengal Legal Metrology (Enforcement) Rules, 2011 and West Bengal Right to Public Services Rules, 2013. This SoP only partially modifies memo. No. Kg-L/72 dt. 25.04.2013 and memo. no. CLM/Lic/329 dt. 14/07/2015 of CLM, West Bengal.

**3:0: Definition:** This SoP for disposing application for obtaining new licenses adopts the following definition in its framework

- (i) **Application:** means (in) appropriate form as mentioned in Schedule II-A of West Bengal Legal Metrology (Enforcement) Rules, 2011. For application of manufacturer license, dealership license and repairer license, application to be submitted in LM-1, LD-1 and LR-1 respectively as specified in rule 11(1) of West Bengal Legal Metrology (Enforcement) Rules, 2011.

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- (ii) **Electronic Record (ER):** is defined under section 2(t) of Information Technology Act, 2000 as ‘data, record or data generated, image or sound stored, received or sent in an electronic form or micro film or computer generated micro fiche.
- (iii) **Information:** includes all data, message, text, image which require(s) to be subscribed by the applicant(s) to best of his/her/their knowledge for factual correctness and/or the applicant(s) want(s) the inquiry/recommending or licensing authority to believe to be true to act upon, under certification in the applications as mentioned in Schedule IIA of West Bengal Legal Metrology (Enforcement) Rules, 2011;
- (iv) **Licence:** means (in) appropriate form as mentioned in Schedule III of West Bengal Legal Metrology (Enforcement) Rules, 2011. For manufacturer license, dealership license and repairer license, license to be issued in LM-3, LD-3 and LR-3 respectively as specified in rule 11(3) of West Bengal Legal Metrology (Enforcement) Rules, 2011;
- (v) **Necessary fees:** means necessary fees as mentioned in Schedule IV of West Bengal Legal Metrology (Enforcement) Rules, 2011. Licencing fees for manufacturers, dealers and repairers are Rs.500/-, Rs.100/- and Rs.100/- respectively. Such fees to be remitted under head of account 1475-00-106-001-13 through GRIPS
- (vi) **Requisite Documents:** means and includes authenticated copy of enclosures as mentioned against each type of licences in ‘SoP in respect of services provided by the Legal Metrology Directorate under West Bengal Right to Public Services Act, 2013’ issued vide no. CLM/Lic/329 dated 14.07.2015. The requirements of documents for issuance of manufacturers/ dealers/ repairers licenses are mentioned below.

Sl. No.	Documents	Manufacturers License	Dealers License	Repairers License
1	Current trade License	Required	Required	Required
2	Rent/Ownership	Required	Required	Required
3	VAT	Required	Required	×
4	CST	Required	Required	×
5	Income Tax	Required	Required	Required
6	PAN/ EPIC	Required	Required	Required
7	Certificate of enlistment	Required	×	×
8	Professional Tax Receipt	Required	Required	Required
9	Experience Certificate	Required	×	Required
10	Partnership deed/ EM-1/Form-32	Required	Required	Required
11	Space Suitability Certificate (Schematic diagram)	Required	Required	Required
12	Monogram/ Trade mark	Required	×	×
13	List of tools/ equipments	Required	×	Required
14	Test Weights	×	×	Required
15	Model Approval Certificate	Required	Required	×
16	Agreement with suppliers	×	Required	×
17	Land conversion Certificate	Required	Required	Required
18	Commercial electricity	Required	Required	Required
19	NoC from PCB, WB, if any	Required	×	×

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**4:0: Responsibilities:** The issuance of license for weights and/or measure under rule 11 of West Bengal Legal Metrology (Enforcement) Rules, 2011 vis-a-vis West Bengal Right to Public Services Act, 2013 requires involvement of three Offices, i.e. Office of ILM, ACLM, DCLM and Directorate, therefore general and specific responsibility of each offices are mentioned herein under:

(i) All application and necessary documents for license shall be received in the Office of the Inspector of Legal Metrology against issuance of Form I and entry in Register in Form IV under West Bengal Right to Public Services Rules, 2013. If the application is incomplete it should be immediately returned to the applicant(s) describing summary of deficiency in Form I and Register IV shall be updated accordingly. If the application is complete in all forms the ILM shall conduct inquiry and submit the same with Form I under West Bengal Right to Public Services Rules, 2013 to ACLM with his recommendation for further action. ILM shall ensure that the application so received from the applicant is disposed within 30 (thirty) working days.

(ii) ACLM upon the receipt of inquiry shall examine the application and shall conduct further inquiry to ascertain the suitability of place and forward the same to Licensing Section of Directorate of Legal Metrology with his recommendation. If the application is found deficient or applicant is not suitable, ACLM shall reject the application as per rule 11(4) of West Bengal Legal Metrology (Enforcement) Rules, 2011. ACLM shall maintain Register in Form IV under West Bengal Right to Public Services Rules, 2013 and register in Schedule V of West Bengal Legal Metrology (Enforcement) Rules, 2011. ACLM shall ensure that the application so received from ILM is disposed within 15 (fifteen) working days.

(iii) The specially empowered Deputy Controller of Legal Metrology is responsible for processing application and shall coordinate with the Licensing Section for maintenance of record. The specially empowered Deputy Controller of Legal Metrology of Directorate of Legal Metrology shall maintain Register in Form IV under West Bengal Right to Public Services Rules, 2013 and register in Schedule V of West Bengal Legal Metrology (Enforcement) Rules, 2011 and shall maintain archive all license issued as permanent record. A copy of licence along with all original enclosure shall be deposited to the

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License Section of Directorate of Legal Metrology, for archival purpose. Such copy of License along with document shall be preserved as prescribed.

(iv) Such specially empowered Deputy Controller of Legal Metrology, WB shall ensure that application so received is disposed within 30 (thirty) working days excluding number days applicant has taken to deposit necessary fees from the date of intimation.

**5:0: Abbreviations:**

ACLM: Assistant Controller of Legal Metrology; EM-1: Entrepreneurs' Memorandum;  
 CLM: Controller of Legal Metrology; GRN: GRIPS Receipt Number;  
 DCLM: Deputy Controller of Legal Metrology; ILM: Inspector of Legal Metrology;  
 SoP: Standard Operating Procedure;

**6:0: Reference:**

- (i) Legal Metrology Act, 2009;
- (ii) West Bengal Legal Metrology (Enforcement) Rules, 2011;
- (iii) West Bengal Right to Public Services Act, 2013;
- (iv) West Bengal Right to Public Services Rules, 2013;
- (v) Bengal Records Manual, 1943;
- (vi) Kolkata Gazette, Extraordinary, notification no. 2931-CA/RTPS/O/2C-1/14 dt. 17.12.2014;
- (vii) Memo. No. Kg-L/72 dt. 25.04.2013 of CLM, West Bengal;
- (viii) Memo.No. CLM/Lic/329 dt. 14/07/2015 of CLM, West Bengal
- (ix) Memo. No. CLM/C.Lab/582 dt. 07.12.2015 of DCLM,(CL), Directorate of Legal Metrology, West Bengal;
- (x) Memo. No. 3152-CA/LM/O/1M-1/14 dt. 18.11.2015 of Joint Secretary, CA Deptt., West Bengal;
- (xi) No. 968-CA/LM/O/1J-1/16 dated 28.03.2016 of Deptt. Of Consumer Affairs, Govt. Of West Bengal.
- (xii) No. 4168-F(Y) dt. 28.05.2015 of Finance Deptt., Audit Branch, Govt. Of West Bengal;
- (xiii) Technical Report Study of Uniform Coding Scheme For Computerisation of Land Records NIC-LRISD-001(NICSI/70182) August 2008
- (xiv) Relevant sections of Information Technology Act, 2000;

**7:0: Presumptions:**

- (i) It is presumed that both the Office of the ILM, ACLM and DCLM maintain sufficient stock of pre-printed stationeries for implementing provisions of West Bengal Right to Public Service Rules, 2013 and training thereof;
- (ii) Both the ACLM, DCLM and Licensing Section of Directorate of Legal Metrology, West Bengal has access to GRIPS portal through internet.

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**8:0: Procedure:**

(i) All application i.e. LM-1, LD-1 and LD-1 shall be submitted to the respective office of Inspector of Legal Metrology and upon receipt of application, such supplication shall be scrutinised immediately to ascertain its completeness in terms of information and enclosed requisite documents as mentioned in 3.0 (V). Form I shall be issued on completion of scrutiny and Register in Form IV under West Bengal Right to Public Services Rules, 2013 shall be filled up against such application, if found complete. If any deficiency in terms of incompleteness of information in application or non availability of requisite document then application along with enclosures documents shall be returned mentioning the summery of deficiency in Form I and Register in Form IV under West Bengal Right to Public Services Rules, 2013 shall be updated accordingly.

(ii) The ILM/ Inquiring Officer shall inquire into information as provided by applicant against each item of the application to ascertain its correctness. While ascertaining correctness of information ILM shall examine whether the requisite documents as submitted corroborate the information subscribed by applicant. Based on the inquiry and examination of requisite documents the ILM/ Inquiring Officer shall give comment against each item on application itself. No vague or subjective comment is appreciated. Based on inquiry and examination of requisite documents the ILM/ Inquiring Officer shall write whether the information is 'correct' or 'not correct' or whether space/ infrastructure is 'suitable' or 'not suitable'. The schematic diagram as submitted shall be properly examined and certified by ILM.

(iii) In the space for recommendation, the ILM/ Inquiry Authority shall based upon enquiry/ examination of document/ comments made against each items of information provided by applicant, shall either 'recommend' or 'not recommend' the application. Such recommendation shall be univocal and not conditional to fulfilment some other conditionality. However, based upon the inquiry/ examination of document the ILM/ Inquiring Officer is at liberty to partly recommending the application specifying clearly types of weight and measure/ weighting instruments/ measuring instruments and their class/ capacity thereof, to be manufactured/ repaired/ sold. The time limit for complete submission of inquiry report to the office of the ACLM from the date of receipt of

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application is fixed at 30 (thirty) working days<sup>1</sup>. While submitting application along with necessary documents, ILM shall enclose Form I with it.

(iv) Upon receipt of inquiry report from ILM/ Inquiring Officer, the ACLM shall examine the same and dispose the same by recommending the same to the specially empowered DCLM, or rejecting the application within 15 (fifteen) working days<sup>1</sup>. Before recommending the application, ACLM shall be personally satisfied regarding correctness of information, inquiry report and shall examine suitability of applicant for issuance of licence as per rules/ orders/ circulars. The ACLM shall make a physical inquiry to ascertain place suitability and approve the schematic diagram as certified by ILM. ACLM shall avoid in subscribing any vague or subjective comment. The recommendation of ACLM shall be univocal and without any conditionality. However, based upon the inquiry/ examination of document/comment of the ILM/ Inquiring Officer, the ACLM is at liberty to partly recommend the application specifying clearly types of weight and measure/ weighting instruments/ measuring instruments and their class/ capacity thereof, to be manufactured/ repaired/ sold. While forwarding the application with requisite documents, to the Licence Section of Directorate of Legal Metrology, Form I as issued by ILM shall be enclosed with intimation to respective ILM for updating Register IV<sup>2</sup>.

(v) If the ACLM based on inquiry/ comment of inquiring officer intends to reject the application, under rule 11(4) of West Bengal Legal Metrology (Enforcement) Rules, 2011, s/he shall give the applicant a reasonable opportunity of showing cause against the proposed action. On receipt of the reply ACLM shall dispose application accordingly. If rejected, ACLM shall subscribe the summery of cause of rejection in Form I (on both applicants' copy and office copy) and give the applicants' copy to applicant with intimation to concerned ILM for updating Register in Form IV. The order of rejection, application and requisite document shall be kept in the Office of ACLM for record. Disposal of such record shall be guided as per Rule 90 of Bengal Record Manual, 1943. Such record shall be classified as C as maximum time limit for applying for appeal is fixed for 60 (sixty) days<sup>3</sup>.

(vi) Upon the receipt of the application along with requisite documents from ACLM by the specially empowered DCLM, it shall be entered in Register IV and shall be scrutinize to

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assess the completeness and suitability of application in the prescribed manner. If the application is incomplete either in terms incompleteness in information or incompleteness in terms of submission of any requisite documents, the application shall be summarily returned to ACLM along with Form I mentioning the summary of deficiency and Register in Form IV shall be updated accordingly.

(vii) Maximum time limit for disposing license at the specially empowered DCLM is thirty (30) days<sup>1</sup>. However, this excludes number of days taken by the applicant to deposit necessary fees and intimate the Licensing Section.

(viii) If the application for Manufactures/ Dealers/ Repairer license is found complete and suitable, the specially empowered DCLM shall allow applicant to deposit necessary fees as per paragraph 3:0 (vi) through GRIPS within stipulated period failing to which application is liable to be rejected or such DCLM may obtain further report/ clarification within stipulated period. Upon the receipt of the further report/ clarification, such DCLM may allow depositing of requisite fees through GRIPS or reject the application<sup>4</sup>. However, as per rule 11(4) of West Bengal Legal Metrology (Enforcement) Rules, 2011 no application for issuance of license shall be rejected unless applicant has been given a reasonable opportunity of showing cause against such proposed rejection.

(ix) Upon receipt of necessary fees receipt (GRIPS paid challan), the specially empowered DCLM shall issue license with intimation to concerned ACLM. Four (4) copies of License shall be prepared. One copy shall be sent to the Applicant by registered post. Second copy shall be sent to concern ACLM for record and renewal. Third copy shall be kept for record in the office custody of such specially empowered DCLM and forth copy shall be kept in the Licensing section of Directorate for record. All the original associated documents of the issued licence shall be kept in the Licensing Section of the Directorate forthwith and shall be considered as A (i.e. Permanent Record) as per Rule 90 of Bengal Record Manual, 1943. Under rule 11(6) of West Bengal Legal Metrology (Enforcement) Rules, 2011 register in Schedule V and Register IV under West Bengal Right to Public Services Rules, 2013 shall be updated accordingly. Electronic records as generated for preparation of the Licence shall also be retained securely.

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(x) All the application along with documents received by the specially empowered DCLM shall cause to process the application following the note sheet as shown in Appendix I. Individual leaver file (i.e. preferably Cobra File or similar brand) shall be maintained to process each application. For processing of Manufacturers License green coloured file, Dealers license yellow coloured and repairers license pink coloured file shall be maintained. The colour coding shall help to identify the file at ease.

(xi) Since application for license shall be disposed in multiple locations as notified vide No. 968-CA/LM/O/1J-1/16 dated 28.03.2016 of Deptt. of Consumer Affairs, Govt. Of West Bengal, therefore maintenance of unique identity of license number is required. Each license shall bear following numeric number. Following NIC Coding system (i.e. NIC-LRISD-001(NICSI/70182, August 2008), the following coding pattern shall be maintained. Each license shall bear 14 digit

State Code	District Code	Place of Issue	Inspectoral Unit				License Type	Serial No. of license					

numbers. First two digits shall identify the state and presently it will be 19. Next two digits shall identify districts. District code (dcode) as use by revenue administration is as follows, which can be adopted here. Place of issue of license shall be of one digit (i.e. 1 for DCLM posted at

Sl. No.	dcode	Name of District	Sl. No.	dcode	Name of District	Sl. No.	dcode	Name of District
1	01	<b>Bankura</b>	8	08	<b>Koochbihar</b>	15	15	<b>North 24 Parganas</b>
2	02	<b>Bardhaman</b>	9	09	<b>Malda</b>	16	16	<b>South 24 Parganas</b>
3	03	<b>Birbhum</b>	10	10	<b>Paschim Medinipur</b>	17	17	<b>Dakshin Dinajpur</b>
4	04	<b>Darjiling</b>	11	11	<b>Purba Medinipur</b>	18	18	<b>Uttar Dinajpur</b>
5	05	<b>Haora</b>	12	12	<b>Murshidabad</b>	19	19	<b>Kolkata (South)</b>
6	06	<b>Hugly</b>	13	13	<b>Nadia</b>	20	20	<b>Alipurduar</b>
7	07	<b>Jalpaiguri</b>	14	14	<b>Purulia</b>	21	21	<b>Kolkata (North)</b>

Kankurgachi, 2 for DCLM posted at Siliguri). Inspectoral unit shall be of four digit alpha numeric number i.e. first three digits shall be of numeric number and fourth digit shall be of alpha type. License type shall bear one digit, i.e. 1 for manufacturers' license, 2 for dealers' license and 3 for repairs license.

<sup>1</sup> Memo. No. Kg-L/72 dated 25.04.2013

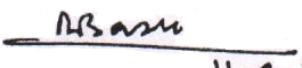
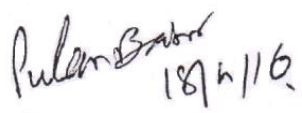
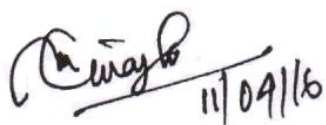

<sup>2</sup> Memo. No. CLM/C.Lab/582 dated 7.12.2015

<sup>3</sup> Under Sec. 50(2) of Legal Metrology Act, 2009

<sup>4</sup> No. 4168-F(Y) dt. 28.05.2015 of Finance Deptt., Audit Branch, Govt. Of West Bengal;

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Prepared by	Approved by
<p style="text-align: center;">             11.4.16            (Ajoy Kr Basu)            Law Officer,            Directorate of Legal Metrology,            West Bengal         </p> <p style="text-align: center;">             18/4/16            (Pulak Basu)            Deputy Controller Legal Metrology, (C.L)            Directorate of Legal Metrology,            West Bengal         </p> <p style="text-align: center;">             11/04/16            (M. C. Majhi)            Deputy Controller Legal Metrology, (Enforcement)            Directorate of Legal Metrology,            West Bengal         </p>	<p style="text-align: center;"> <i>Approved under sec. 14(4)            of Legal Metrology Act, 2009</i> </p> <p style="text-align: center;">             18/4/16            (Dr. Dipankar Mandal)            Controller of Legal Metrology,            West Bengal         </p>

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## APPENDIX-I

### NOTE

File No: \_\_\_\_\_

Date: \_\_\_\_\_

Received application from \_\_\_\_\_  
 \_\_\_\_\_ in LM-1 /LD-1/LR-1/  
 Registration of Packers form (strike out whichever is not applicable) for obtaining New  
 License or Registration Certificate/ Alternation of entry in existing License or  
 Registration Certificate/ Inclusion of entry in existing License or Registration Certificate  
 along with copy of valid below noted documents(strike out whichever is not applicable):

Sl. No.	Documents	Manufacturer		Dealership		Repairer		Registration Certificate	
		Submitted	Yes/No	Submitted	Yes/No	Submitted	Yes/No	Submitted	Yes/No
1	Trade License	Submitted	Yes/No	Submitted	Yes/No	Submitted	Yes/No	Submitted	Yes/No
2	Rent/Ownership	Submitted	Yes/No	Submitted	Yes/No	Submitted	Yes/No	Submitted	Yes/No
3	Import/ Export Registration	x	x	x	x	x	x	Submitted	Yes/No
4	VAT	Submitted	Yes/No	Submitted	Yes/No	x	x	Submitted	Yes/No
5	CST	Submitted	Yes/No	Submitted	Yes/No	x	x	x	x
6	Income Tax	Submitted	Yes/No	Submitted	Yes/No	Submitted	Yes/No	x	x
7	PAN/ EPIC	Submitted	Yes/No	Submitted	Yes/No	Submitted	Yes/No	x	x
8	Certificate of enlistment	Submitted	Yes/No	x	x	x	x	x	x
9	Professional Tax Receipt	Submitted	Yes/No	Submitted	Yes/No	Submitted	Yes/No	x	x
10	Experience Certificate	Submitted	Yes/No	x	x	Submitted	Yes/No	x	x
11	Partnership deed/ EM-1/Form-32	Submitted	Yes/No	Submitted	Yes/No	Submitted	Yes/No	Submitted	Yes/No
12	Space Suitability Certificate	Submitted	Yes/No	Submitted	Yes/No	Submitted	Yes/No	x	x
13	Monogram/ Trade mark	Submitted	Yes/No	x	x	x		Submitted	Yes/No
14	List of tools/ equipments	Submitted	Yes/No	x	x	Submitted	Yes/No	x	x
15	Test Weights	x	x	x	x	Submitted	Yes/No		
16	Model Approval Certificate	Submitted	Yes/No	Submitted	Yes/No	x	x	x	x
17	Agreement with suppliers	x	x	Submitted	Yes/No	x	x	x	x
18	Land conversion Certificate	Submitted	Yes/No	Submitted	Yes/No	Submitted	Yes/No	Submitted	Yes/No
19	Commercial electricity	Submitted	Yes/No	Submitted	Yes/No	Submitted	Yes/No	x	x
20	NoC from PCB, WB	Submitted	Yes/No	x	x	x		Submitted	Yes/No
21	Certificate under seed act, if any	x	x	x	x	x	x	Submitted	Yes/No
22	Food license for food item	x	x	x	x	x	x	Submitted	Yes/No
23	Liquor license	x	x	x	x	x	x	Submitted	Yes/No
24	Explosive License	x	x	x	x	x	x	Submitted	Yes/No
25	Certificate from SWID, if any	x	x	x	x	x	x	Submitted	Yes/No
26	Fire License	Submitted	Yes/No	x	x	x	x	x	x
27	Demand Draft/GRIPS Challan	Submitted*	Yes/No	Submitted*	Yes/No	Submitted*	Yes/No	Submitted	Yes/No
28	Original License/ Regism. Certificate	Submitted*	Yes/No	Submitted*	Yes/No	Submitted*	Yes/No	Submitted*	Yes/No

\*: Required for alternation/ inclusion of entry

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**NOTE**

File No:

In continuation of page 1:

Upon the scrutiny of the application and enclosed documents it appears that (*strike off whichever not applicable*):-

- *the application is completed in all forms and Form-I is issued vide no. \_\_\_\_\_ dated \_\_\_\_\_ \*under the provision of WBRTPS Rules, 2013 and submitted for further process; or*
- *the application is incomplete as it does not contain the document(s) mentioned in page 1 or document(s) submitted is incomplete as per SoP hence the application is rejected and returned along with Form-I vide no. \_\_\_\_\_ dated \_\_\_\_\_ \*under the provision of WBRTPS Rules, 2013 with the request to resubmit rectifying the anomaly(ies), such as \_\_\_\_\_ and the present application stands rejected and Register-IV is updated accordingly; or*
- *the application is not recommended by ACLM or contains adverse comment of ILM, hence the application is rejected and returned along with Form-I vide no. \_\_\_\_\_ dated \_\_\_\_\_ \*under the provision of WBRTPS Rules, 2013 and Register-IV is updated accordingly;*

\*As per notification no. 2931-CA/RTPS/O/2C-1/14 dated 17.12.2015, the service shall be provided within 75 days from the Issue of Form-I

Receiving Officer

Date:

DA/ILM/ ACLM or DCLM

Perused the note above it appears:

Hence, the application for issuance of new license/ alternation / inclusion of entry for Manufacturer / Dealership/ Repairer / Registration Certificate for Packers' or Importers' is recommended / not recommended (*strike off whichever not applicable*) therefore:

- *the applicant for new Manufacturer / Dealership license or alternation/ inclusion of entry of Manufacturer / Dealership/ Repairer, may be allowed to deposit the requisite fee; or*

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File No: \_\_\_\_\_

In continuation of page 2:

- *the applicant for Repairer license may be requested to appear before the test as prescribed; or*
- *the applicant/ Recommending Authority is being/ may be requested to clarify the following: \_\_\_\_\_*  
\_\_\_\_\_ ; or
- *the application stands rejected due to \_\_\_\_\_ and informed the applicant vide no. \_\_\_\_\_ dated \_\_\_\_\_ and disposed*

Submitted to CLM, WB for perusal and approval.

DA/ILM/ ACLM or DCLM

Date: \_\_\_\_\_

DCLM\*\*\*/CLM

Perused the application, documents submitted, comments, recommendation and note above. Now, *(Strike off whichever is not applicable):*

- *clarification on \_\_\_\_\_ please be obtained from \_\_\_\_\_ for ascertaining \_\_\_\_\_ and put up; or*
- *the application for issuance/ alternation/ inclusion of entry of Manufacture License/ Dealership License / Repairer License/ Registration Certificate stands rejected due to \_\_\_\_\_ and the applicant is required to be intimated accordingly and Register IV shall be updated accordingly; or*
- *the application for issuance of Manufacture License/ Dealership License / Registration Certificate stands approved and the applicant is allowed to deposit fees through GRIPS and submit the challen for issuance of new license/ registration certificate (if not already paid); or*
- *the application for issuance of Repairer License stands processed and the applicant is allowed to appear before the test and put up with result of test;*
- *the application for alternation/ inclusion of entry in Manufacture License/ Dealership License/ Repairer License/ Registration Certificate stands approved in existing license/ registration certificate, if requisite fees already paid;*

CLM/DCLM\*\*\*

DA/ILM/ ACLM or DCLM

Directorate of Legal Metrology, West Bengal

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<b>Directorate of Legal Metrology, West Bengal</b>				
Doc. No.1	SoP for disposing application for issuance of Manufacturers, Dealers and Repairers License under West Bengal Legal Metrology (Enforcement) Rules, 2011			
Ver. No. 1.0	Ver. Date 18.04.2016	Amend. No. 1	Amend date 18.04.2016	Page 12 of 13

**NOTE**

File No: \_\_\_\_\_

Date: \_\_\_\_\_

In continuation of page 3:

In compliance to the instruction above, it appears that *(Strike Off whichever is not applicable)*

- *the applicant was intimated about the cause of rejection of his/ her application vide no. \_\_\_\_\_ dated \_\_\_\_\_ and the application thus disposed accordingly; or*
- *clarification on \_\_\_\_\_ was obtained and it appears from the memo no. \_\_\_\_\_ dated \_\_\_\_\_ that \_\_\_\_\_ and put up for approval/ rejection; or*
- *the applicant deposited the requisite fees vide GRIPS Challan No. \_\_\_\_\_ dated \_\_\_\_\_ or through Demand Draft no. \_\_\_\_\_ dated \_\_\_\_\_ against the requisition issued vide no. \_\_\_\_\_ dated \_\_\_\_\_ [and result of test held on \_\_\_\_\_ (for repairer only)], which are duly verified and found correct. Now, the new License/ Registration Certificate or for alternation/ inclusion of entry in License/ Registration Certificate is placed here for signature;*
- \_\_\_\_\_

Date: \_\_\_\_\_

DA/ILM/ ACLM or DCLM

DCLM\*\*\*/ CLM

Note above is perused. *Seen/ Rejected/Approved*, signed and disposed\*. Register in Schedule V under rule 11(6) of West Bengal Legal Metrology Enforcement Rules, 2011 or Register under rule 29(1) of Legal Metrology (Packaged Commodities) Rules, 2011 and/or Register IV\*\* of West Bengal Right to Public Services Rules, 2013 be updated accordingly. \_\_\_\_\_

CLM/ DCLM\*\*\*

\*As per notification no. 2931-CA/RIPS/O/2C-1/14 dated 17.12.2015, the service shall be provided within 75 days from the Issue of Form-I  
\*\*Decisions of CLM, WB to be replicated in LM-1/LD-1/LR-1  
\*\*\* No. 968-CA/LM/O/11-1/16 dated 28.03.2016 of Deptt. of Consumer Affairs, Govt. Of West Bengal  
+ Strike off whichever is not applicable

<b>Directorate of Legal Metrology, West Bengal</b>				
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