



Government of West Bengal  
Directorate of Legal Metrology  
45, Ganesh Chandra Avenue, 3<sup>rd</sup> Floor,  
Kolkata-700013

Phone: 033-22256447/ 23629549  
Fax: 033-22364258; e-mail clm.cad-wb@nic.in

ORDER

No: 1820 /CLM/Lic/2016/2018, dated Kolkata, the 30<sup>th</sup> November, 2018: Save and except the complaint based inspections, in exercise of the power conferred under section 14(4) of Legal Metrology Act, 2009 directs that usual inspection for issuance/ alternation of entry/ renewal of license shall read with procedures mentioned in Para (8) of Standard Operating Procedure (SoP) for disposing application for issuance of Manufacturers, Dealers and Repairers License under West Bengal Legal Metrology (Enforcement) Rules, 2011 revised on 18.04.2016 and in pursuant of implementation of recommendation no. 68 of BRAP of EoDB, shall limit to following uploaded documents and physical inspection to testify the correctness of claim as may be made in electronic application forms of requested service.

Sl. No	Documents	Manufacturing Licence	Dealership Licence	Repairing Licence
1	Current Trade Licence	Required	Required	Required
2	Rent / Ownership document of Trading premises	Required	Required	Required
3	GST Registration document, if necessary	If necessary	If necessary	If necessary
4	Current Income Tax Return	Required	Required	Required
5	PAN/EPIC	Required	Required	Required
6	Certificate of Enlistment	Required	*	*
7	Professional Tax Receipt	Required	Required	Required
8	Experience Certificate	Required	*	Required
9	Partnership deed / Memorandum and Articles of Association / Form -32	If necessary	If necessary	If necessary
10	Space Suitability ( Schematic diagram of the premises )	Required	Required	Required
11	Monogram / Trade Mark logo	Required	*	*
12	List of Tools and equipments	Required	*	Required
13	Test Weights / Measures	*	*	Required
14	Model approval Certificate	Required	Required	*
15	Agreement with supplier	*	Required	*
16	Land conversion into commercial of trading premises	Required	Required	Required
17	Commercial Electricity connectivity	Required	Required	Required
18	NoC from PCB, if any	Required	*	*

Controller of Legal Metrology,  
West Bengal

No. 1820 /1(31)/CLM/Lic/2016/2018

Dated: Friday, 30 November 2018

Copy forwarded in favour of information and necessary action to:

1. The Secretary to the Govt. of West Bengal, Consumer Affairs Department, 11A Mirza Ghalib Street, Kolkata- 700087: This is in reference to no. 4861-CAD-11015(99)/12/2018 dt. 29.11.2018.
2. The PS to Hon'ble MIC, Department of Consumer Affairs, 11A, Mirza Ghalib Street, Kolkata-700087;
- 3-5. The Deputy Controller of Legal Metrology, North Bengal/ Deputy Controller of Legal Metrology, South Bengal/ Deputy Controller of Legal Metrology (CL)

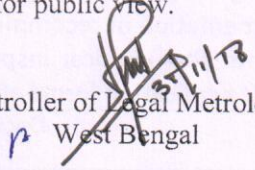
Central Laboratory, P-326, CIT Scheme No. VI, Kankurgachi, Kolkata-700054, Phone No. 033-23629549

No More, No Less, We Enforce Just Exact

6-29. The Assistant Controller of Legal Metrology Darjeeling/ Jalpaiguri/ Alipurduar/ Coochbehar/ Dakshin Dinajpur/ Uttar Dinajpur/ Malda/ Murshidabad/ Birbhum/ Purba Bardhaman/ Paschim Bardhaman/ Purulia/ Jhargram/ Bankura/ Paschim Medinipur/ Purba Medinipur/ Hugli/ Howrah/ Nadia/ North 24 Parganas/ Kolkata North/ South 24 Parganas/ Kolkata South;

30. Sri Sudip Mallik, Consultant State EoDB Team, MSME & T Department, Hemanta Bhawan, 4<sup>th</sup> Floor, 12 BBD Bag (East), Kolkata-700001;

31. Mr. P.S Mitra, Deputy Manager, WEBEL Technology Ltd., Block BP-5, Sector V, Salt Lake City, Kolkata-91: He is requested to upload it to e-Parimap portal for public view.

  
Controller of Legal Metrology,  
West Bengal