

## Application for Manufacturing/Dealer/Repairing Licenses

### Procedure:

Procedure to be followed by the applicant and step by step movement of the application within the Department along with timelines for completion of each steps is same irrespective of Risk Category(High, Medium, Low), Size of firm ( Micro, Small & Large) Investor type (Foreign, Domestic) and Business location (Rural, Urban).

#### a. Procedure to be followed by applicant:

1. Visit the website of the Directorate of Legal Metrology: <https://dolmwb.gov.in>
2. Go through the SoP for Issuance of License ( Manufacturing / Dealer/ Repairing ) wherein the detailed procedure (Step by step movement of application within the department along with timeline) and list of requisite documents are specified.

[Revised SOP.Mfg Dealers Repairers.pdf](#)

[Click here to view SoP/User Guide](#)

#### b. Step by step movement of application within department along with timeline

| Step No.                        | Procedure  | Official Involved | Timeline       |
|---------------------------------|--|-------------------|----------------|
| 1.                              | All application and requisite documents for issuance/ alteration of entry in license application shall be uploaded at <a href="https://dolmwb.gov.in">https://dolmwb.gov.in</a> The payment of fees shall be made through GRIPs online, after final approval from DCLM in respect of completely correct application duly recommended by ILM & ACLM. If the applicant, by providing incorrect information or uploading incorrect document(s), submits the application, the cause and consequence of such act shall be borne by the applicant. |                   |                |
| 2.                              | On successful submission of the online application for manufacturing, dealer, repairing licenses (New/ Alteration), the application reaches to concerned ACLM's Login. ACLM forward the application online to respective ILM.  | ACLM              | 7 days         |
| 3.                              | Respective ILM inspect the site & documents, if the application found correct in all respect & he duly recommend & forward the application online to ACLM/ in case of non recommended application also to be forwarded online to ACLM.   | ILM               | 15 days        |
| 4.                              | Respective ACLM shall recommend/ non recommend the application online to DCLM.   | ACLM              | 8 days         |
| 5.                              | DCLM after necessary scrutiny either send back the application to ACLM seeking clarification in respect of uploaded document(s)/ in case of all correct & recommended application DCLM give approval for payment of license fees online through GRIPs. On successful payment through GRIPs, the License (manufacturing, dealer, repairing) and(New/ Alteration) as the case may be, will be generated online.  | DCLM              | 15 days        |
| <b>Total Timeline in WBRTPS</b> |  |                   | <b>45 days</b> |

### **Comprehensive list of documents:**

Comprehensive list of documents required for application are same irrespective of risk category (High, Medium, Low), size of firm (Micro, Small, Medium & Large), Investor type (Foreign, Domestic), and Business location (Rural, Urban).

[Revised SOP.Mfg Dealers Repairers.pdf](#)

 Click here to view the SoP for comprehensive list of documents required (Please refer to the Sub Point (vii) of Point 3.0 of the SoP)

### **Fees:**

Fees are same irrespective of risk category (High, Medium, Low), size of firm (Micro, Small, Medium & Large), Investor type (Foreign, Domestic) and Business location (Rural, Urban).

[Rvised SOP.PC Regn.pdf \(dolmwb.gov.in\)](#)

 Click here to view fee circular [Please refer to the Sub Point (vi) of Point 3.0, read with Annexure A of the SoP]