	Government of West Bengal Directorate of Legal Metrology, West Bengal 45, Ganesh Chandra Avenue, 3rd Floor, Kolkata – 700013	Control Copy Copy no. 1
Document no./ Title	Standard Operating Procedure (SoP) for Renewal of Manufacturers, Dealers and Repairers License under the West Bengal Legal Metrology (Enforcement) Rules, 2011.	
Section Title	Procedure for disposing LM-2, LD-2 and LR-2 for Renewal of licenses in LM-3, LD-3 and LR-3	
Section No.	Revision Date	Page
	NIL	6
		Issue Date
		28.10.2022

1:0: Purpose: The purpose of this SoP is to establish the procedure for processing and disposing application in LM-2, LD-2 and LR-2 for renewal of manufacturer, dealership and repairer license in LM-3, LD-3 and LR-3 respectively under rule 11 of the West Bengal Legal Metrology (Enforcement) Rules, 2011 through e-Parimap portal available at <https://dolmwb.gov.in> . This SoP is prepared under rule 19(iii) of the West Bengal Right to Public Services Rules, 2013.

2:0: Scope: This SoP envisages for processing and disposal of application for renewal of manufacturer/ dealership/ repairer licenses in LM-3, LD-3 and LR-3 respectively within the stipulated time as notified/ or may be notified from time to time under Sec. 3(2) of the West Bengal Right to Public Services Act, 2013. This SoP specifies documents required along with the application (i.e. LM-2, LD-2 and LR-2) for disposal. It broadly guides types of articulations/ comments expected into inquiry by ILM(s) and recommendations or otherwise to be made by ACLM(s). It also envisages the legal requirements i.e. maintenance of register, submission of the report under the West Bengal Legal Metrology (Enforcement) Rules, 2011 and the West Bengal Right to Public Services Rules, 2013.

3:0: Definition: This SoP for disposing application for obtaining new licenses adopts the following definition in its framework. Unless it be contrary to the context, purport and/or meaning: -

- (i) **Application:** shall means (in) appropriate form as mentioned in Schedule IIB of the West Bengal Legal Metrology (Enforcement) Rules, 2011. For the renewal

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application of manufacturer license, dealership license and repairer license, application has to be submitted in LM-2, LD-2 and LR-2 respectively as specified in rule 11(2) of the West Bengal Legal Metrology (Enforcement) Rules, 2011.

- (ii) **Electronic Record (ER):** as defined under section 2(1)(r) of the Information Technology Act, 2000.
- (iii) **Electronic Form:** as defined under section 2(1)(t) of the Information Technology Act, 2000;
- (iv) **Information:** includes all data, messages, text, images etc. which is required to be subscribed by the applicant(s) to the best of his/her/their knowledge for factual correctness and/or in which the applicant(s) want(s) inquiry/recommendation or the licensing authority to believe it to be true and to act upon, under certification in the applications as mentioned in Schedule IIB of the West Bengal Legal Metrology (Enforcement) Rules, 2011;
- (v) **License:** means (in) appropriate form as mentioned in Schedule III of the West Bengal Legal Metrology (Enforcement) Rules, 2011. For manufacturer license, dealership license and repairer license, license issued in LM-3, LD-3 and LR-3 respectively as specified in rule 11(3) of the West Bengal Legal Metrology (Enforcement) Rules, 2011;
- (vi) **Necessary fees:** means necessary fees as mentioned in Schedule IV of the West Bengal Legal Metrology (Enforcement) Rules, 2011. Licensing fees for manufacturers, dealers and repairers are Rs.500/- per year, Rs.100/- per year and Rs.100/- per year respectively. Such fees to be remitted under the head of account 1475-00-106-001-13 through GRIPS.
- (vii) **Requisite Documents:** means and includes scanned copy of documents as mentioned in **Annexure A** herein below, against each type of license in 'SoP in respect of services provided by the Legal Metrology Directorate under the West Bengal Right to Public Services Act, 2013'.

4:0: Responsibilities: The renewal of the license for weights and/or measure under rule 11 of

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the West Bengal Legal Metrology (Enforcement) Rules, 2011 vis-a-vis the West Bengal Right to Public Services Act, 2013 requires the involvement of Offices, i.e., Office of ILM, ACLM, DCLM and Directorate, therefore general and specific responsibilities of each office are mentioned here in under:

- (i) The Applicant shall fill up the relevant electronic form and mandatory documents of appropriate size and format as specified in Annexure A shall be uploaded online. After deposition of necessary fees, the process of submission of application shall be completed. On successful submission of the application, the applicant shall receive a confirmation message through SMS and e-mail. The system shall automatically allot the application to the concerned ACLM.
- (ii) The ACLM, after preliminary scrutiny, shall forward the electronic application and documents to the concerned Inspector of Legal Metrology (ILM) for inquiry.
- (iii) If the application is complete in all respect, the ILM shall intimate the applicant regarding date and time of inspection at least 48 hours before the date of inspection. The ILM shall conduct an inquiry and forward the same to ACLM with his recommendation for further action. ILM shall upload the inquiry report within 48 hrs. from the date of the actual conduct of inquiry. Further, ILM shall dispose the application so received from the applicant within 15 (fifteen) working days.
- (iv) The Assistant Controller of Legal Metrology of the concerned district is responsible for processing of application & authorized for renewal.
- (v) The ACLM upon the receipt of the inquiry report shall examine the application and shall dispose of the application and e-Parimap system shall intimate the status of the application to the applicant.
- (vi) The maximum time limit for disposal of application is 30 (thirty) working days from the date of successful submission of application in <https://dolmwb.gov.in> .

5:0: Presumptions:

- (i) It shall be presumed that the ILM, ACLM have access to ICT (Information and Communication Technology) devices and internet connectivity and have training thereof;
- (ii) The ACLM, DCLM and Licensing Section of Directorate of Legal Metrology, West

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Bengal have access to GRIPS portal through internet.

- (iii) It shall be presumed that the applicant(s) possess the ICT (Information and Communication Technology) resource at his/her disposal including valid mobile no., e-mail address, debit card/ net banking facility;

6:0: Procedure:

(i) All applications i.e. LM-2, LD-2 and LR-2 shall be submitted and requisite documents shall be uploaded online through e-Parimap portal available at <https://dolmwb.gov.in> and upon receipt of the application, such application shall be scrutinised by ACLM immediately to ascertain its completeness in terms of information and attached requisite documents as mentioned in Annexure A. If any deficiency in terms of the incompleteness of information in application or non-availability of the requisite document is found, then application along with enclosed documents shall be returned to the applicant mentioning the summary of deficiency.

(ii) If the application is complete in all forms, then ACLM shall forward the same to the ILM. The status of the application shall be updated automatically. The ILM/ Inquiring Officer shall inquire into information as provided by the 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 the applicant. Based on the inquiry and examination of requisite documents the ILM/ Inquiring Officer shall give comment against each item on the electronic form. 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'

(iii) In the space earmarked for recommendation, the ILM/ Inquiring Officer shall base their recommendation on inquiry report, examination of document and/or comments made against each item of information provided by the applicant, and shall either 'recommend' or 'not recommend' the application. Such recommendation shall be univocal and not conditional to fulfillment of some other condition. The time limit for the complete submission of the inquiry report to the office of the ACLM from the date

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of receipt of application is fixed at 15 (fifteen) working days. But ILM shall have to submit the inquiry report online within 48 hrs. of actual inquiry.

(iv) Upon receipt of the application electronically along with requisite documents from ILM by the specially empowered ACLM, it shall be scrutinized to assess the completeness and suitability of the application in the prescribed manner & disposed of. If the application is incomplete either in terms of information or in terms of submission of any required documents, the application shall be rejected mentioning the summary of deficiency. The applicant shall be informed through SMS/e-mail.

7:0: Abbreviations:

- a. ACLM: Assistant Controller of Legal Metrology;
- b. CLM: Controller of Legal Metrology;
- c. DCLM: Deputy Controller of Legal Metrology;
- d. GRN: GRIPS Receipt Number;
- e. ILM: Inspector of Legal Metrology;
- f. SoP: Standard Operating Procedure;
- g. ICT: Information and Communication Technology;

8:0: Reference:


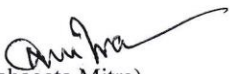






- i. The Legal Metrology Act, 2009
- ii. The West Bengal Legal Metrology (Enforcement) Rules, 2011;
- iii. The West Bengal Right to Public Services Act, 2013;
- iv. The West Bengal Right to Public Services Rules, 2013;
- v. The Kolkata Gazette Extraordinary notification no. 4096/13017(13)/2/2020 dt. 18.10.2022;

ANNEXURE A

The requirements of documents for issuance of manufacturers/ dealers/ repairers licenses are mentioned below:

Sl. No.	Documents	Manufacturers License	Dealers License	Repairers License	Format	Max. File size
1	Current trade License	Required	Required	Required	PDF	2 MB
2	Rent/Ownership	Required	Required	Required	PDF	2 MB
3	GST	Required	Required	×	PDF	2 MB
4	Income Tax	Required	Required	Required	PDF	2 MB
5	Certificate of enlistment	Required	×	×	PDF	2 MB
6	Particulars of stamping details (V.C. copy of weights & measures)	Required	x	Required	PDF	2 MB
6	Professional Tax Receipt	Required	Required	Required	PDF	2 MB
8	Schedule- VII (LM-4/LD-4/LR-4)	Required	Required	Required	PDF	2 MB

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