	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 issuance of Manufacturers, Dealers and Repairers License under the West Bengal Legal Metrology (Enforcement) Rules, 2011.		
Section Title	Procedure for disposing LM-1, LD-1 and LR-1 for issuance of new licenses in LM-3, LD-3 and LR-3		
Section No.	Revision Date	Page	Issue Date
	28.10.2022	10	15.07.2015

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 issuance 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 issuance 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-1, LD-1 and LR-1) 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: -

Directorate of Legal Metrology, West Bengal				
Doc. No.1	SoP for issuance of Manufacturers, Dealers and Repairers License under the West Bengal Legal Metrology (Enforcement) Rules, 2011			
Ver. No. 5.0	Ver. Date 28.10.2022	Amend. No. 5	Amend date 28.10.2022	Page 1 of 10

- i. **Application:** shall means (in) appropriate form as mentioned in Schedule II-A of the West Bengal Legal Metrology (Enforcement) Rules, 2011. For the application of manufacturer license, dealership license and repairer license, application has to be submitted in LM-1, LD-1 and LR-1 respectively as specified in rule 11(1) 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 IIA 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/-, Rs.100/- and Rs.100/-

Directorate of Legal Metrology, West Bengal				
Doc. No.1	SoP for issuance of Manufacturers, Dealers and Repairers License under the West Bengal Legal Metrology (Enforcement) Rules, 2011			
Ver. No. 5.0	Ver. Date 28.10.2022	Amend. No. 5	Amend date 28.10.2022	Page 2 of 10

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 issuance of the license for weights and/or measure under rule 11 of 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 herein under:

- i. The applicant shall first register himself/herself at e-Parimap portal available at <https://dolmwb.gov.in> by providing valid e-mail id. and mobile no.. Applicant shall fill up the relevant electronic form and upload the signature of the applicant in JPG format of maximum size 100 kB along with mandatory documents of appropriate size and format as specified in Annexure A. 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. Then the system shall automatically generate and issue Form I to the applicant and entry in Register in Form IV under the West Bengal Right to Public Services Rules, 2013 shall be made. However, if the application is incomplete/deficient it should be returned to the applicant(s) describing a summary of deficiency and Register IV shall be updated accordingly.

Directorate of Legal Metrology, West Bengal				
Doc. No.1	SoP for issuance of Manufacturers, Dealers and Repairers License under the West Bengal Legal Metrology (Enforcement) Rules, 2011			
Ver. No. 5.0	Ver. Date 28.10.2022	Amend. No. 5	Amend date 28.10.2022	Page 3 of 10

- 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. ILM shall dispose of the application so received from the applicant within 15 (fifteen) working days.
- iv. Since, the processing of license has been made online therefore system shall prepare and maintain Register in Form IV under the West Bengal Right to Public Services Rules, 2013 and register in Schedule V of the West Bengal Legal Metrology (Enforcement) Rules, 2011 and shall be made available to all users.
- v. ACLM upon the receipt of the inquiry report shall examine the application and may conduct a further inquiry to ascertain the suitability of premises if not agreed with the report submitted by ILM and forward the same to Licensing Authority with his recommendation within 15 (fifteen) working days. e-Parimap system shall intimate the status of the application to the applicant by SMS and e-mail. Similarly, information of status shall be uploaded in Form IV under the West Bengal Right to Public Services Rules, 2013 and register in Schedule V of the West Bengal Legal Metrology (Enforcement) Rules, 2011.
- vi. The specially empowered Deputy Controller of Legal Metrology, WB shall dispose of the application within 15 (fifteen) working days excluding number of days applicant has taken to deposit necessary fees from the date of intimation.

Directorate of Legal Metrology, West Bengal				
Doc. No.1	SoP for issuance of Manufacturers, Dealers and Repairers License under the West Bengal Legal Metrology (Enforcement) Rules, 2011			
Ver. No. 5.0	Ver. Date 28.10.2022	Amend. No. 5	Amend date 28.10.2022	Page 4 of 10

5:0: Presumptions:

- i. It shall be presumed that the ILM, ACLM and DCLM 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 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-1, LD-1 and LR-1 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 scrutinized by ACLM immediately to ascertain its completeness in terms of information and attached requisite documents as mentioned in Annexure A. Form I shall be issued on completion of scrutiny by system and Register in Form IV under the West Bengal Right to Public Services Rules, 2013 shall be filled up against such application, if found complete. 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 and Register in Form IV under the West Bengal Right to Public Services Rules, 2013 shall be updated accordingly.
- 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

Directorate of Legal Metrology, West Bengal				
Doc. No.1	SoP for issuance of Manufacturers, Dealers and Repairers License under the West Bengal Legal Metrology (Enforcement) Rules, 2011			
Ver. No. 5.0	Ver. Date 28.10.2022	Amend. No. 5	Amend date 28.10.2022	Page 5 of 10

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' 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 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. However, based upon the inquiry/ examination of the document the ILM/ Inquiring Officer is at liberty to partly recommend the application specifying clearly types of weight and measures/ weighing instruments/measuring instruments and their class/capacity thereof, to be manufactured/ repaired/sold. 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 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. On submission of inquiry report, the status of the application shall be intimated to the applicant through SMS and e-mail.
- iv. Upon receipt of inquiry report electronically from ILM/ Inquiring Officer, the ACLM shall examine and dispose of the same by either recommending it to specially empowered DCLM or by rejecting the application. Before recommending the application, ACLM shall personally satisfy himself as to the correctness of information supplied and inquiry report and shall also examine the suitability of the application for

Directorate of Legal Metrology, West Bengal				
Doc. No.1	SoP for issuance of Manufacturers, Dealers and Repairers License under the West Bengal Legal Metrology (Enforcement) Rules, 2011			
Ver. No. 5.0	Ver. Date 28.10.2022	Amend. No. 5	Amend date 28.10.2022	Page 6 of 10

issuance of a license as per rules/orders/circulars. The ACLM may make a physical inquiry to ascertain suitability of premises if not agreed with the report submitted by ILM and approve the schematic diagram as certified by ILM. ACLM shall avoid subscribing to any vague or subjective comment. The recommendation of ACLM shall be univocal and without any condition. While forwarding the application, the status of the application shall be intimated to the applicant through SMS/ e-mail and Register IV shall be updated by system.

- v. Upon the receipt of the application electronically along with requisite documents from ACLM by the specially empowered DCLM, it shall be scrutinized to assess the completeness and suitability of the application in the prescribed manner. If the application is incomplete either in terms of information or in terms of submission of any required documents, the application shall be summarily returned to ACLM mentioning the summary of deficiency and Register in Form IV shall be updated accordingly. The applicant shall be informed through SMS/e-mail.

- vi. Maximum time limit for disposing of an application for a license at the level of specially empowered DCLM is fifteen (15) days. If the application for Manufacturers/ Dealers/ Repairers license is found complete and suitable, the specially empowered DCLM shall allow the applicant to deposit necessary fees as per paragraph 3:0 (vi) through GRIPS.

- vii. Since the application for a license shall be disposed of at 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 the following alpha-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 numbers.

Directorate of Legal Metrology, West Bengal				
Doc. No.1	SoP for issuance of Manufacturers, Dealers and Repairers License under the West Bengal Legal Metrology (Enforcement) Rules, 2011			
Ver. No. 5.0	Ver. Date 28.10.2022	Amend. No. 5	Amend date 28.10.2022	Page 7 of 10

1	2	3	4	5	6	7	8	9	10	11	12	13	14
State Code		District Code	Place of Issue	Inspectoral Unit				License Type	Serial No. of license				

The first two digits shall identify the state and presently it will be 19. The next two digits shall identify districts. District code (dcode) as used by revenue administration is as follows, which has been adopted here. Place of issue of a license shall be of one digit (i.e. 1 for DCLM posted at Kankurgachi, 2 for DCLM posted at Siliguri). Inspectoral unit shall be of four-digit alphanumeric number i.e. first three digits shall be of the numeric number and the fourth digit shall be an English alphabet. License type shall bear one digit, i.e. 1 for manufacturers' license, 2 for dealers' license and 3 for repairs' license.

Sl. No.	dcode	Name of District	Sl. No.	dcode	Name of District	Sl. No.	dcode	Name of District
1	01	Bankura	9	09	Malda	17	17	Dakshin Dinajpur
2	02	Purba Bardhaman	10	10	Paschim Medinipur	18	18	Uttar Dinajpur
3	03	Birbhum	11	11	Purba Medinipur	19	19	Kolkata (South)
4	04	Darjeeling	12	12	Murshidabad	20	20	Alipurduar
5	05	Howrah	13	13	Nadia	21	21	Kolkata (North)
6	06	Hooghly	14	14	Purulia	22	22	Kalimpong
7	07	Jalpaiguri	15	15	North 24 Parganas	23	24	Jhargram
8	08	Coochbehar	16	16	South 24 Parganas	24	23	Paschim Bardhaman

7:0: Abbreviations:

- i. ACLM: Assistant Controller of Legal Metrology;
- ii. CLM: Controller of Legal Metrology;
- iii. DCLM: Deputy Controller of Legal Metrology;
- iv. EM-1: Entrepreneurs' Memorandum;
- v. GRN: GRIPS Receipt Number;
- vi. ILM: Inspector of Legal Metrology;
- vii. SoP: Standard Operating Procedure;
- viii. 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 Bengal Records Manual, 1943;

Directorate of Legal Metrology, West Bengal				
Doc. No.1	SoP for issuance of Manufacturers, Dealers and Repairers License under the West Bengal Legal Metrology (Enforcement) Rules, 2011			
Ver. No. 5.0	Ver. Date 28.10.2022	Amend. No. 5	Amend date 28.10.2022	Page 8 of 10









- vi. The Kolkata Gazette, Extraordinary, Notification no. 4098/13017(13)/2/2020 dt. 18.10.2022;
- 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 the Information Technology Act, 2000;
- xv. No.3185-CA/Estt/O/1N-1/16dt.14.09.2017 of Secy.,C.A. Deptt., Govt. of West Bengal;
- xvi. Order No.1278/CLM/Lic/2016/2017, dated Kolkata, the 14th September, 2017;

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	PAN/ EPIC	Required	Required	Required	PDF	2 MB
6	Certificate of enlistment	Required	×	×	PDF	2 MB
7	Professional Tax Receipt	Required	Required	Required	PDF	2 MB
8	Experience Certificate	Required	×	Required	PDF	2 MB
9	Partnership deed / EM-1 / Memorandum and Articles of Association	Required	Required	Required	PDF	2 MB
10	Space Suitability report (Schematic diagram)	Required	Required	Required	PDF	2 MB
11	Monogram/ Trade mark	Required	×	×	JPG	100 kB
12	List of tools/ equipment	Required	×	Required	PDF	2 MB
13	Test Weights	×	×	Required	PDF	2 MB
14	Model Approval Certificate	Required	Required	×	PDF	2 MB
15	Agreement with suppliers	×	Required	×	PDF	2 MB
16	Land conversion Certificate	Required	Required	Required	PDF	2 MB
17	NOC from PCB, WB, if any	Required	×	×	PDF	2 MB

Directorate of Legal Metrology, West Bengal				
Doc. No.1	SoP for issuance of Manufacturers, Dealers and Repairers License under the West Bengal Legal Metrology (Enforcement) Rules, 2011			
Ver. No. 5.0	Ver. Date 28.10.2022	Amend. No. 5	Amend date 28.10.2022	Page 9 of 10

Prepared by	Approved by
 (Pijush Kanti Das) Joint Controller of Legal Metrology West Bengal	
 (Nabagata Mitra) Law Officer Directorate of Legal Metrology, West Bengal	
 (Manik Chandra Majhi) Deputy Controller of Legal Metrology (H.Q.) West Bengal	Approved under section 14(4) of Legal Metrology Act,2009
 (Sukalyan Biswas) Deputy Controller of Legal Metrology (Packaged Commodity) West Bengal	 (Narayan Chandra Biswas) Controller of Legal Metrology West Bengal
 (Joy Mukherjee) Deputy Controller of Legal Metrology (Enforcement) West Bengal	
 (Pulak Basu) Deputy Controller of Legal Metrology (South Bengal) West Bengal	
 (Ranjit Kumar Das) Deputy Controller of Legal Metrology (Central Lab.) West Bengal	

Directorate of Legal Metrology, West Bengal				
Doc. No.1	SoP for issuance of Manufacturers, Dealers and Repairers License under the West Bengal Legal Metrology (Enforcement) Rules, 2011			
Ver. No. 5.0	Ver. Date 28.10.2022	Amend. No. 5	Amend date 28.10.2022	Page 10 of 10