



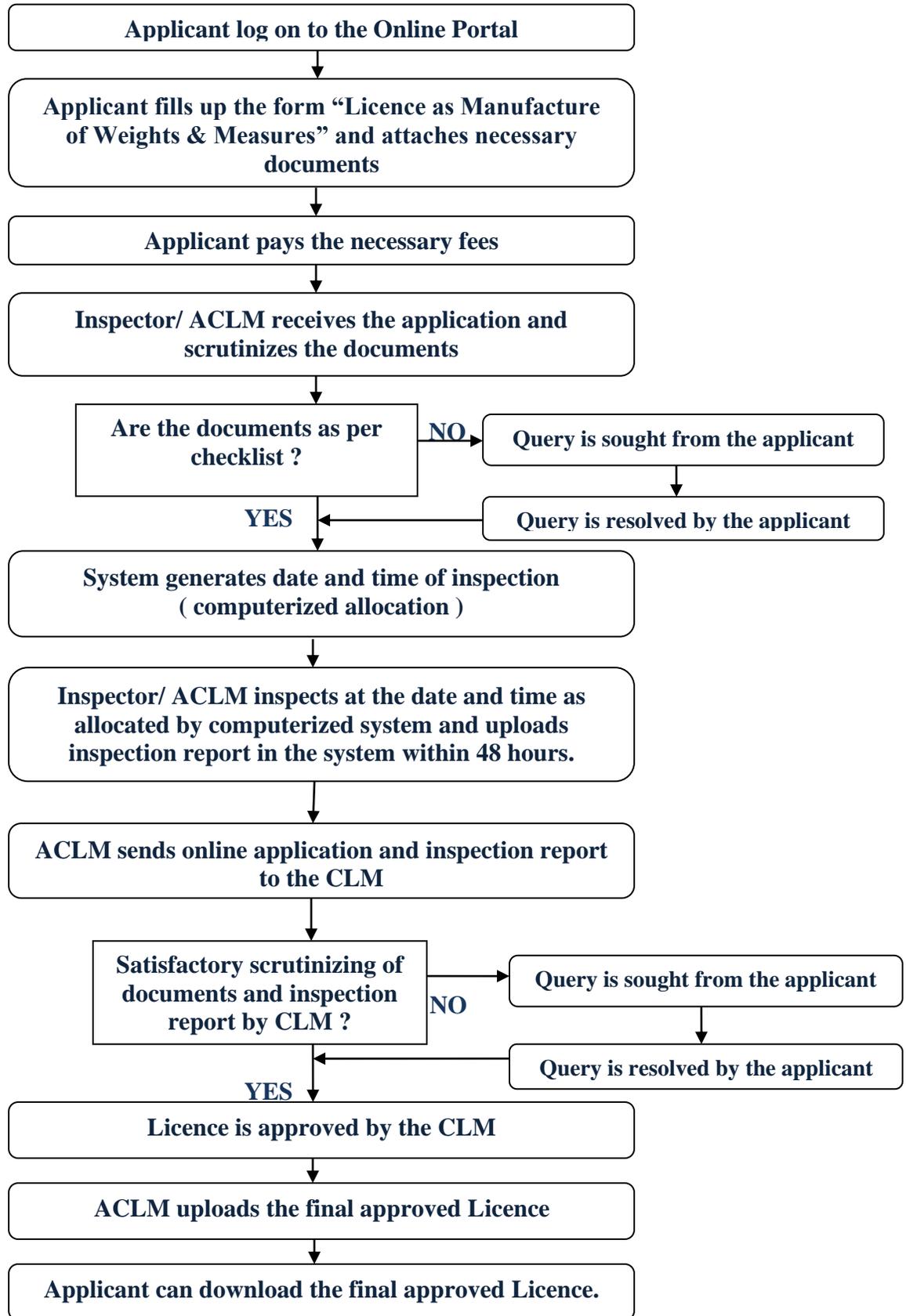
**UT Administration of Dadra and Nagar Haveli and Daman and Diu
Department of Legal Metrology (Weights & Measures)
DNHDD**

Inspection Procedure, Checklist, Timelines & Fees.

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Ease of Doing Business

INSPECTION PROCEDURE & PROCESS FLOW:



CHECKLIST

Sr. No	Name of the Document
1	Model approval certificate issued by the Govt. of India
2	Proof of ownership of business premises/ Rent agreement.
3	GST Certificate
4	Partnership deed (If operating in partnership)
5	Memorandum & Articles of Association (If operating a Private / Limited)
6	List of Raw Material Required.
7	List of Machinery & Tools
8	List of Weights & Measures used and maintained.
9	List of Directors/ Partners of the company as amended time to time.

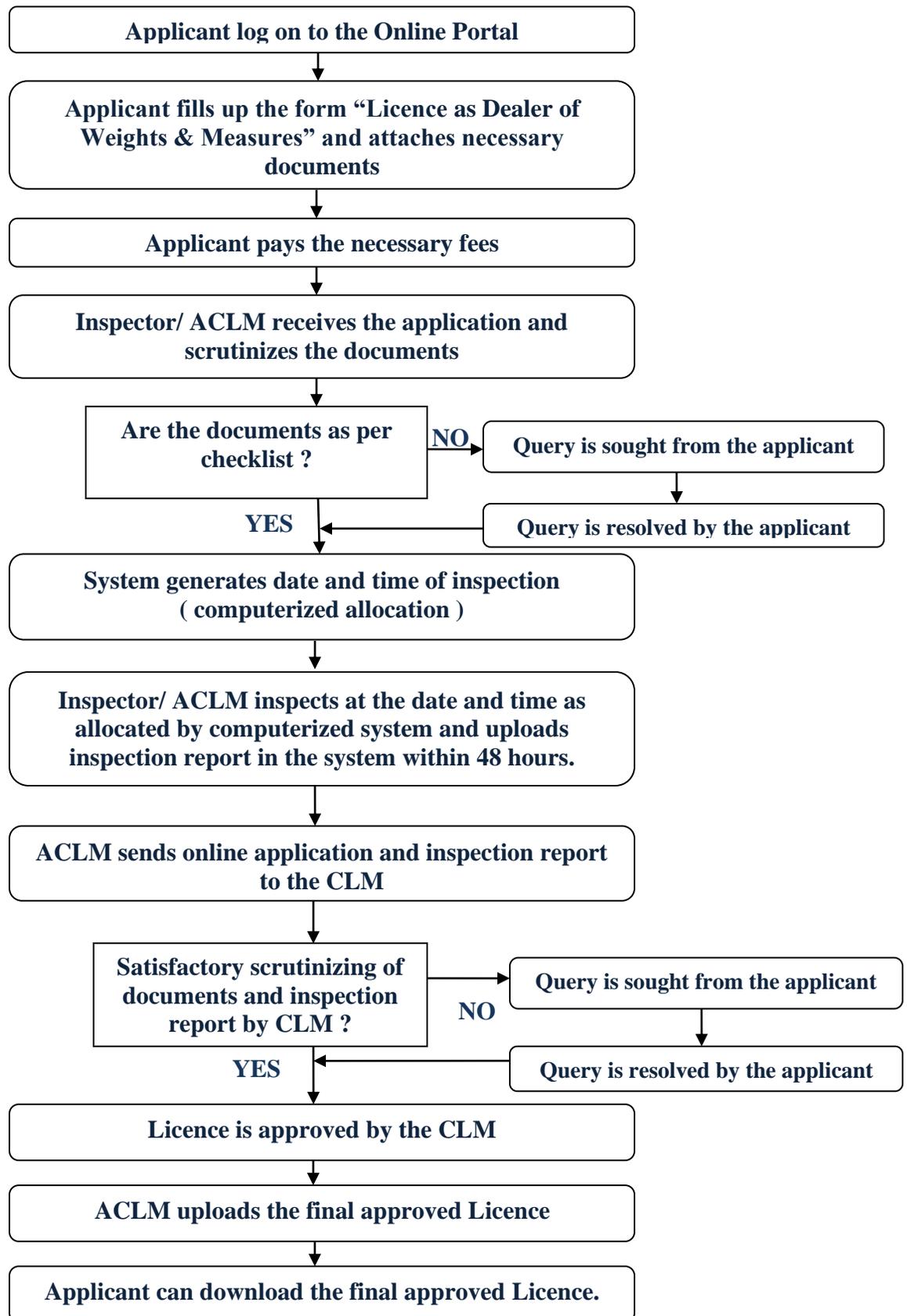
TIMELINE

30 Days from the date of online application.

FEES

Rs. 500/-

INSPECTION PROCEDURE & PROCESS FLOW:



CHECKLIST

Sr. No	Name of the Document
1	Model approval certificate issued by the Govt. of India
2	Proof of ownership of business premises/ Rent agreement.
3	GST Certificate
4	Partnership deed (If operating in partnership)
5	Memorandum & Articles of Association (If operating a Private / Limited)
6	List of Raw Material Required.
7	List of Machinery & Tools
8	List of Weights & Measures used and maintained.
9	List of Directors/ Partners of the company as amended time to time.

TIMELINE

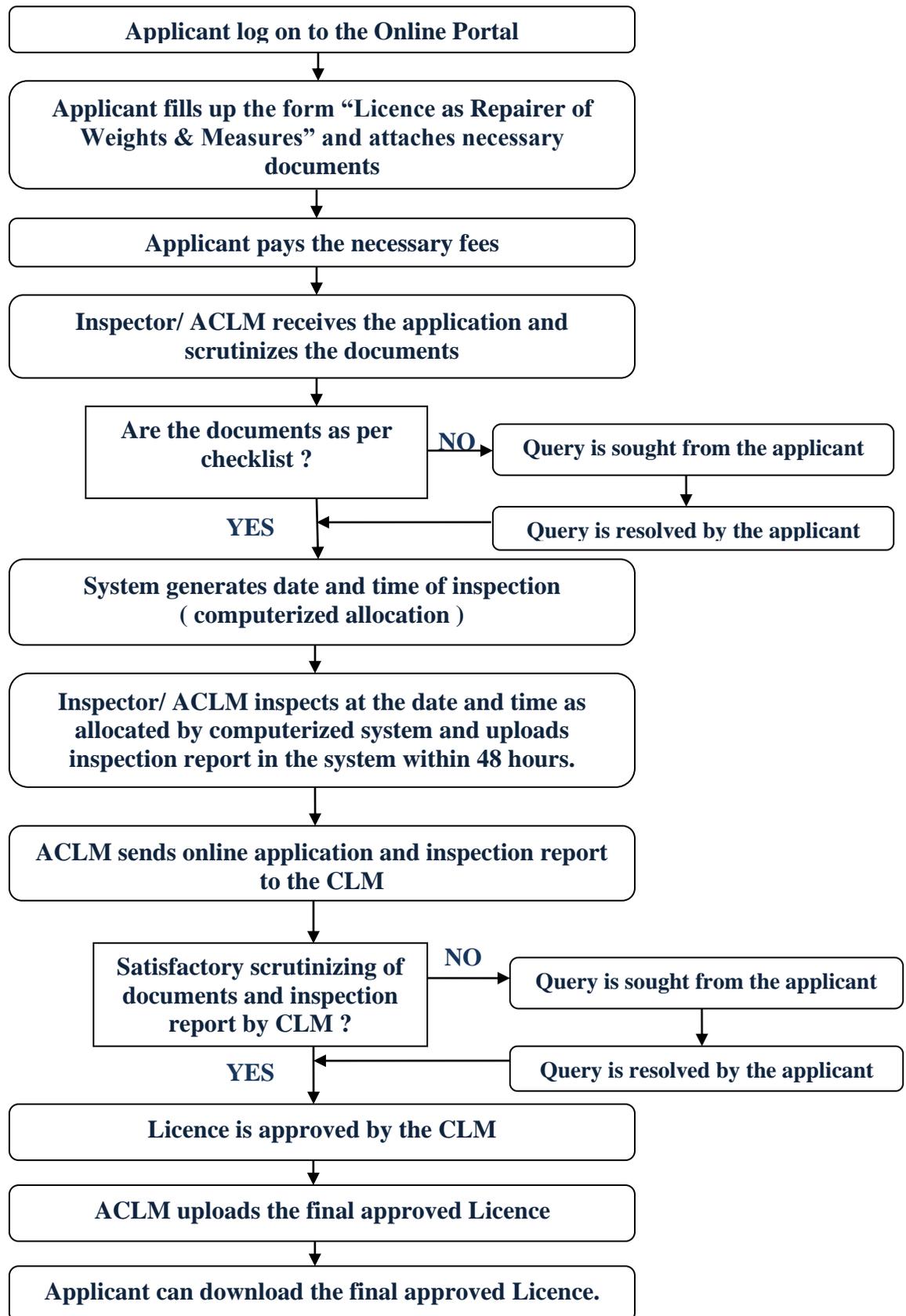
30 Days from the date of online application.

FEES

Rs. 100/-

SERVICE: Licence as Repairer of Weights & Measures.

INSPECTION PROCEDURE & PROCESS FLOW:



CHECKLIST

Sr. No	Name of the Document
1	Proof of ownership of business premises/ Rent agreement.
2	GST Certificate
3	Education Qualification Certificate of Applicant
4	Experience Certificate
5	Partnership deed (If operating in partnership)
6	Memorandum & Articles of Association (If operating a Private / Limited)
7	List of Machinery & Tools
8	List Weights & Measures and Test Equipment Tools
9	Verification Certificate of Weights & Measures and Test Equipment Tools
10	List of Directors/ Partners of the company as amended time to time.

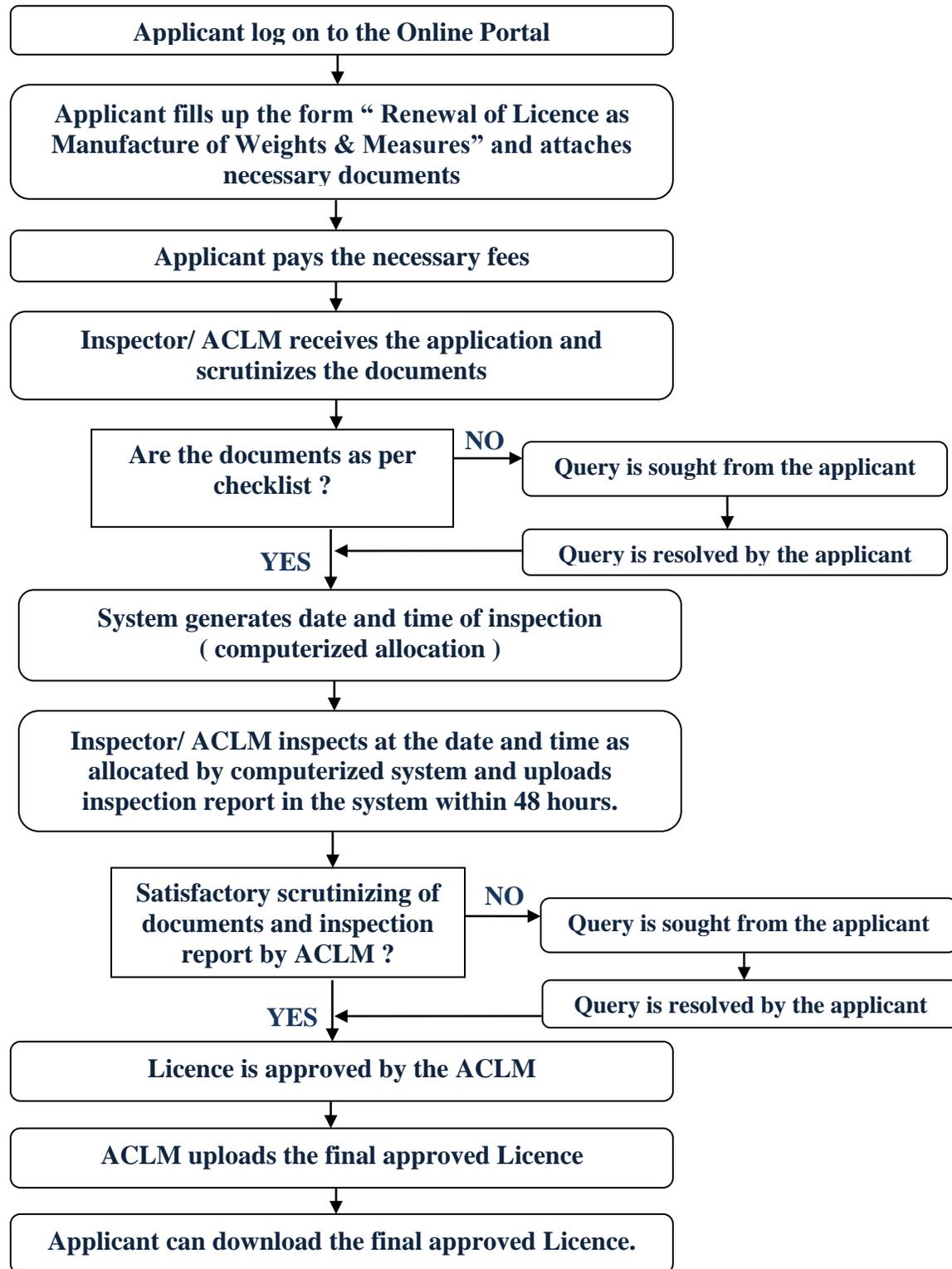
TIMELINE

30 Days from the date of online application.

FEES

Rs. 100/-

INSPECTION PROCEDURE & PROCESS FLOW:



CHECKLIST

Sr. No	Name of the Document
1	Original Licence
2	Renewed Licence
3	Register/ Periodical Return LM-4
4	Verification Certificate of Weights & Measures and Test Equipment Tools

TIMELINE

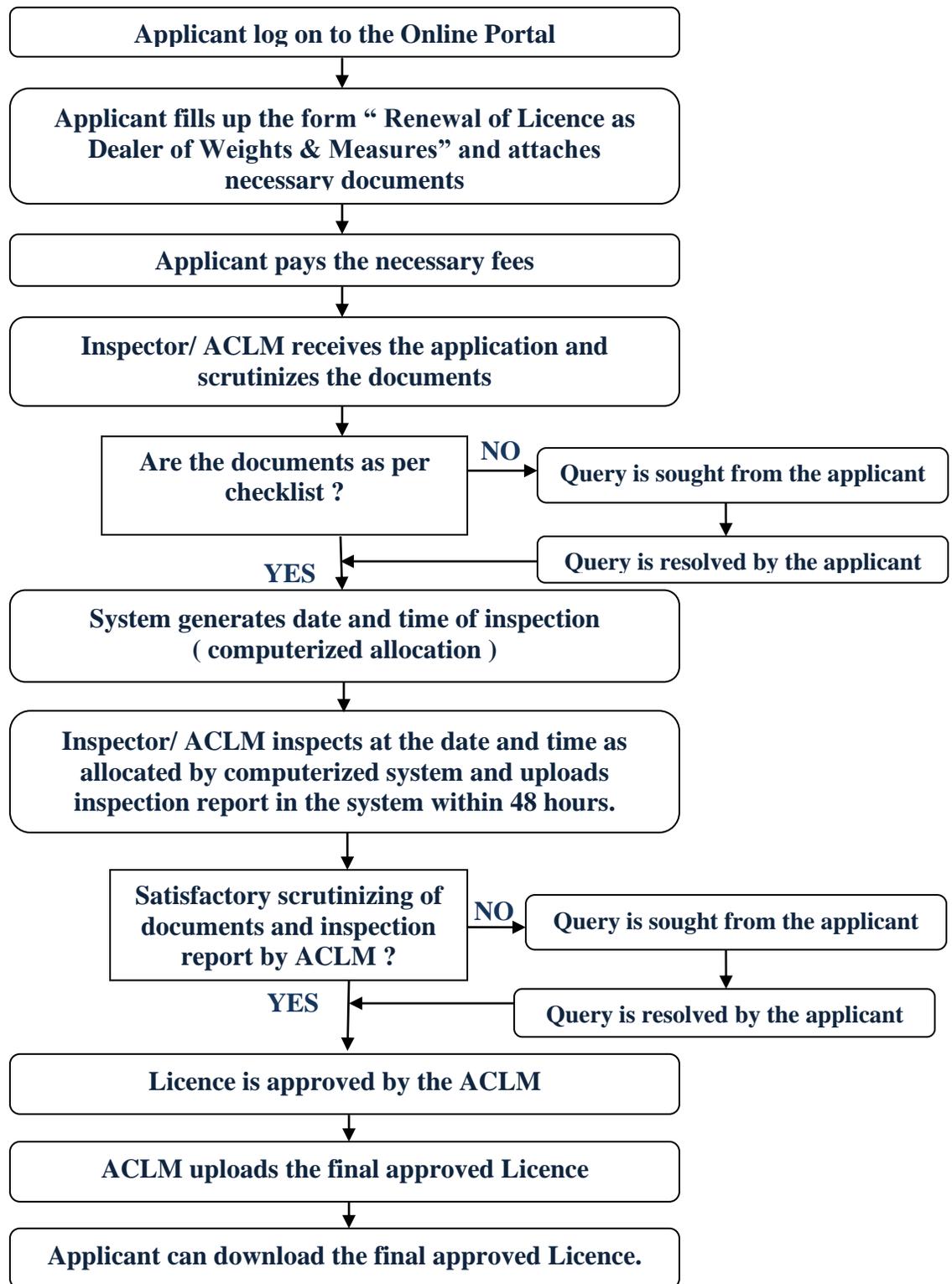
30 Days from the date of online application.

FEES

Rs. 500/-

SERVICE: Renewal of Licence as Dealer of Weights & Measures.

INSPECTION PROCEDURE & PROCESS FLOW:



CHECKLIST

Sr. No	Name of the Document
1	Original Licence
2	Renewed Licence
3	Register/ Periodical Return LD-4
4	Verification Certificate of Weights & Measures and Test Equipment Tools

TIMELINE

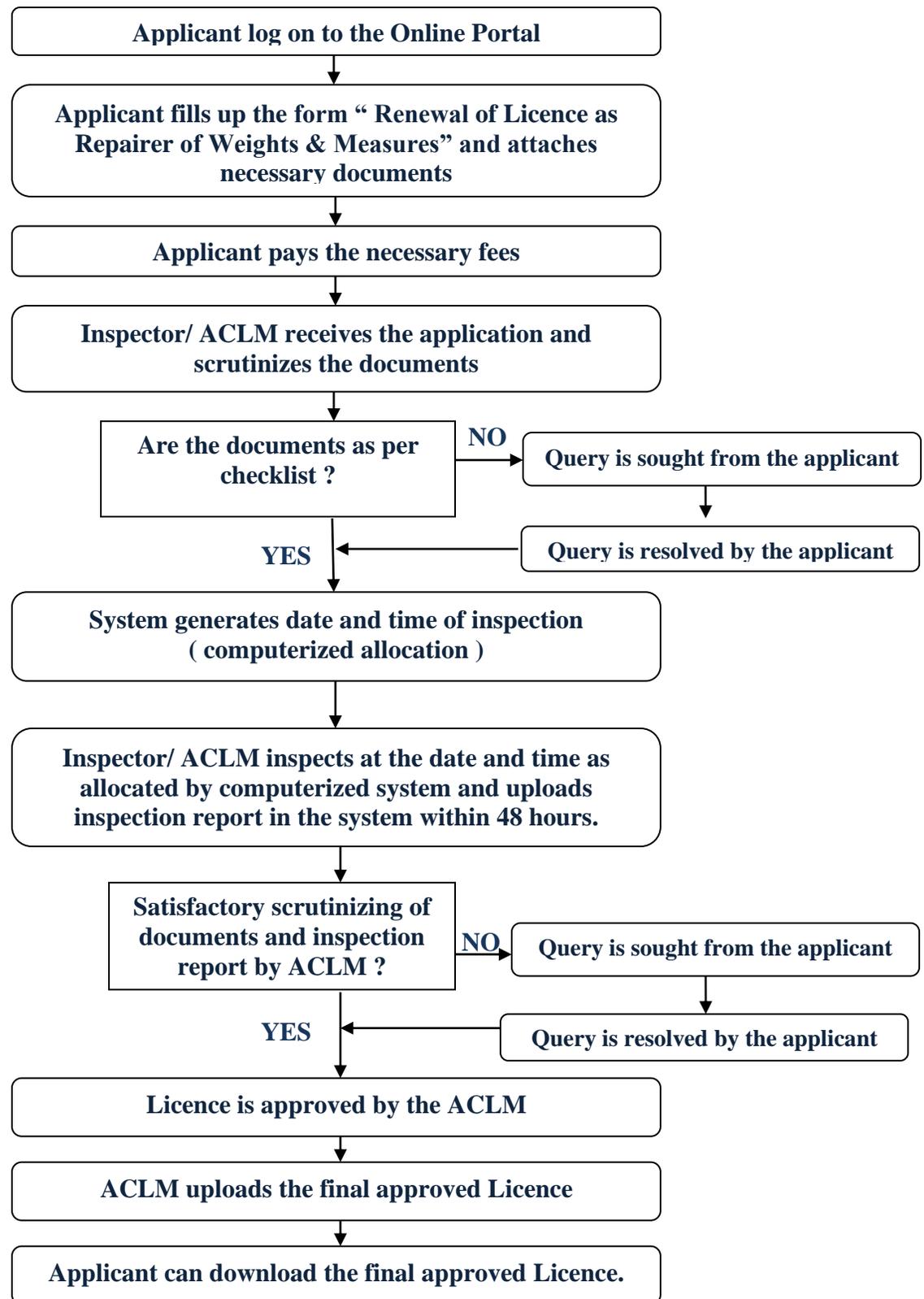
30 Days from the date of online application.

FEES

Rs. 100/-

SERVICE: Renewal of Licence as Repairer of Weights & Measures.

INSPECTION PROCEDURE & PROCESS FLOW:



CHECKLIST

Sr. No	Name of the Document
1	Original Licence
2	Renewed Licence
3	Register/ Periodical Return LR-4
4	Verification Certificate of Weights & Measures and Test Equipment Tools

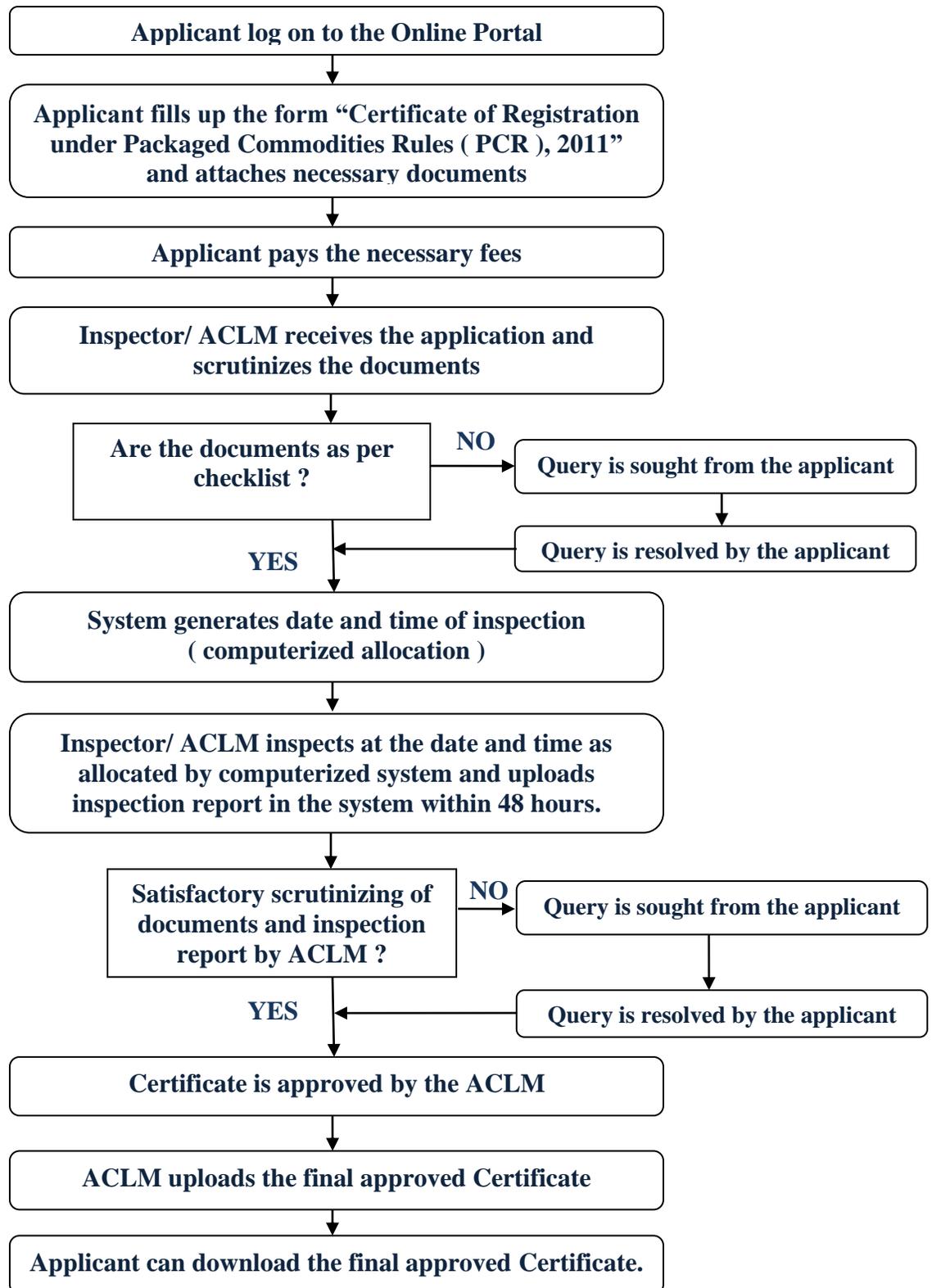
TIMELINE

30 Days from the date of online application.

FEES

Rs. 100/-

INSPECTION PROCEDURE & PROCESS FLOW:



CHECKLIST

Sr. No	Name of the Document
1	Trade Licence
2	Proof of ownership of business premises/ Rent agreement.
3	GST Certificate
4	Partnership deed (If operating in partnership)
5	Memorandum & Articles of Association (If operating a Private / Limited)
6	List of items to be packed in different packing size
7	List of Directors/ Partners of the company as amended time to time.
8	Export/Import Code Certificate (In case of Importer)

TIMELINE

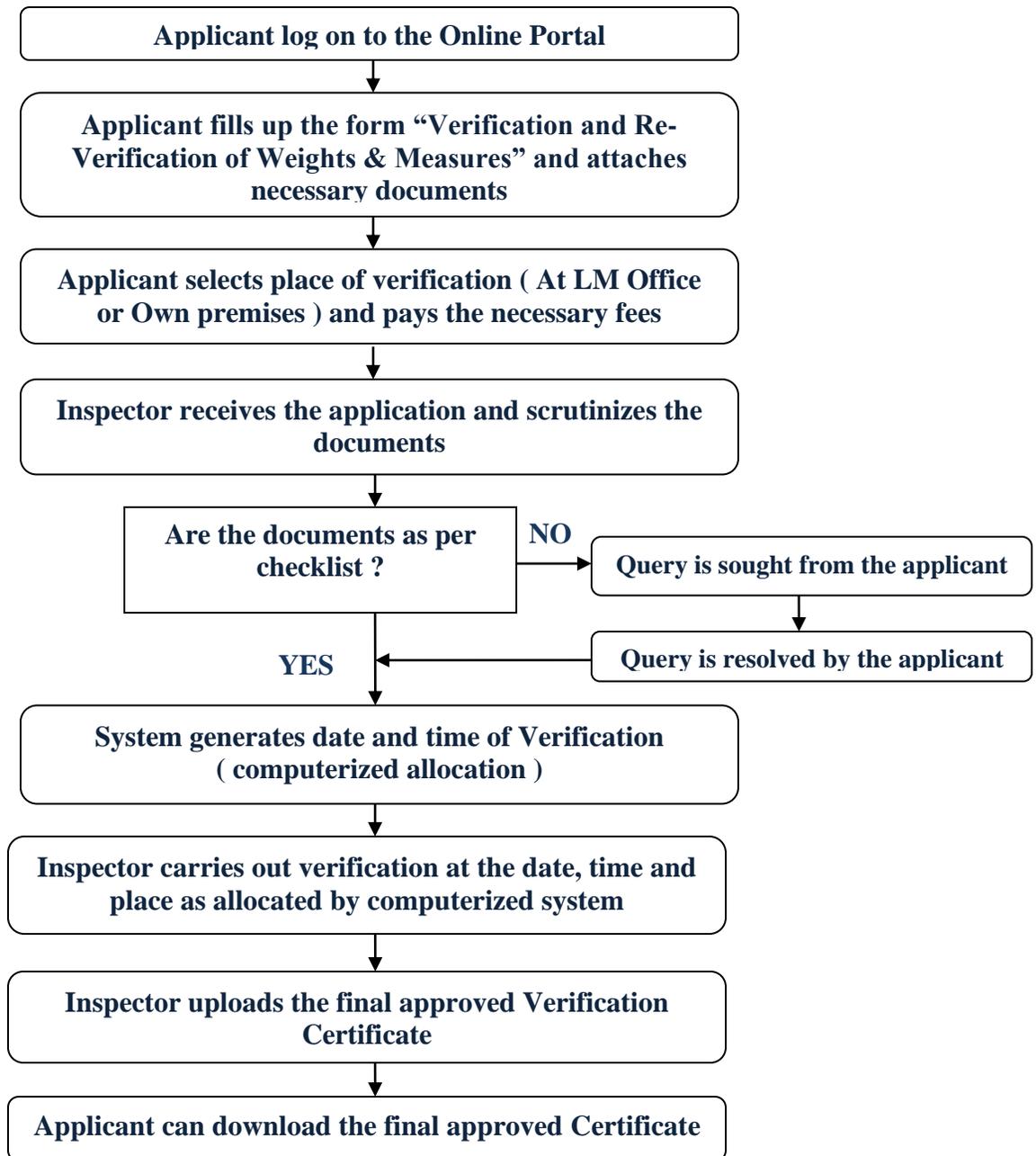
30 Days from the date of online application.

FEES

Rs. 500/-

SERVICE: Verification & Re-Verification of Weights & Measures

INSPECTION PROCEDURE & PROCESS FLOW



CHECKLIST

Sr. No	Name of the Document
1	Bill/Invoice of Weights, Measures (In case of new verification)
2	Last year Verification Certificate

TIMELINE

05 Days from the date of verification (In office)

07 Days from the date of verification (Outside office)

FEES

- Fees payable for verification and stamping at office as specified in Schedule IX
- For verification and stamping at any premises other than the office, an additional fee shall be charged at half the rate specified in the Schedule IX (See rule 17(2))
- No additional fee shall be charged for verification and stamping for
 - Fuel Dispensers, LPG Dispenser, CNG Dispensers, Weighbridges, Platform machines, Crane scales, Automatic Gravimetric Filling Instruments, Discontinuous Totalizing Automatic Instruments and such other weight or measure which cannot and should not be moved from its location.
 - Weight or measures in the premises of manufacturer or dealer of such weights & measures.

Thank You

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