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|  | <p align="center">Government of West Bengal Directorate of Legal Metrology, West Bengal 45, Ganesh Chandra Avenue, 3rd Floor, Kolkata – 700013</p> | | <p align="center">Control Copy Copy no. 1</p> |
| <p>Document no./ Title</p> | <p>Standard Operating Procedure (SoP) for disposing of application for issuance/ alteration of Registration Certificate for Manufacturers / Importers/ Packers under the Legal Metrology (Packaged Commodities) Rules, 2011.</p> | | |
| <p>Section Title</p> | <p>Procedure for disposing application for issuance of new Registration Certificate for Manufacturers / Importers/ Packers</p> | | |
| <p>Section No.</p> | <p>Revision Date</p> | <p>Page</p> | <p>Issue Date</p> |
| | <p align="center">28.10.2022</p> | <p align="center">6</p> | <p align="center">15.07.2015</p> |

1:0: Purpose: The purpose of this SoP is to establish the procedure for processing and disposing of an application for issuance of Registration Certificate for Manufacturers / Importers/ Packers under the Legal Metrology (Packaged Commodities) Rules, 2011.

2:0: Scope: This SoP envisages for processing and disposal of application for issuance of Registration Certificate for Manufacturers / Importers/ Packers under the Legal Metrology (Packaged Commodities) Rules, 2011 within the stipulated time. This SoP specifies documents to be submitted along with the application and also specifies offices for submission of application. It also envisages the legal requirements i.e. maintenance of the register, submission of the report under the Legal Metrology (Packaged Commodities) Rules, 2011.

3:0: Definition: This SoP for disposing application for obtaining fresh Registration Certificate 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 developed and freely distributed by this Directorate including electronic form as available at <https://dolmwb.gov.in> . The online application form may also be available at other Government websites as decided by the competent authority from time to time. The application shall contain all information as required under rule 27(2) of the Legal Metrology (Packaged Commodities) Rules, 2011.
- (ii) **Electronic Form:** as defined under section 2(1)(r) of the Information Technology Act.

| Directorate of Legal Metrology, West Bengal | | | | |
|--|---|--------------|---------------------------|-------------|
| Doc. No.2 | SoP for disposing application for issuance/alteration of Registration Certificate for Manufacturers / Importers/ Packers under The Legal Metrology (Packaged Commodities) Rules, 2011 | | | |
| Ver. No. 5.0 | Ver. Date 28.10.2022 | Amend. No. 5 | Amend date: 28.10.2022 | Page 1 of 6 |

- (iii) **Electronic Record (ER):** as defined under section 2(1)(t) of the Information Technology Act, 2000.
- (iv) **Information:** shall include 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 terms of rule 27(2) of the Legal Metrology (Packaged Commodities) Rules, 2011;
- (v) **Registration Certificate:** shall mean certificate in appropriate form containing name, complete address and commodity/ies pre-packed or imported by the applicant, issued by the Controller of Legal Metrology under rule 27(1) of the Legal Metrology (Packaged Commodities) Rules, 2011;
- (vi) **Registration fees:** shall mean a fee of Rupees Five hundred (Rs.500.00) only as per rule 27(1) of the Legal Metrology (Packaged Commodities) Rules, 2011. Such fees to be remitted under the head of account 1475-00-106-001-12 through GRIPS.
- (vii) **Requisite Documents:** means and includes scanned images of documents of appropriate size and file format as mentioned below.

| Sl. No. | Documents | Registration Certificate | Format | Max. file Size |
|---------|--|--------------------------|--------|----------------|
| 1 | Address Proof (Current Trade License/Factory License) | Required | PDF | 2 MB |
| 2 | Copy of label containing declarations as per the Legal Metrology (Packaged Commodities) Rules, 2011 | Required | PDF | 2 MB |

4:0: Responsibilities: The issuance of Registration Certificate for Manufacturers / Importers/ Packers under the Legal Metrology (Packaged Commodities) Rules, 2011 requires general and specific responsibilities which are mentioned hereinunder:

- (i) To receive any service the applicant shall have to register himself/herself with valid

| Directorate of Legal Metrology, West Bengal | | | | |
|---|---|--------------|---------------------------|-------------|
| Doc. No.2 | SoP for disposing application for issuance/alteration of Registration Certificate for Manufacturers / Importers/ Packers under The Legal Metrology (Packaged Commodities) Rules, 2011 | | | |
| Ver. No. 5.0 | Ver. Date 28.10.2022 | Amend. No. 5 | Amend date: 28.10.2022 | Page 2 of 6 |

mobile no., e-mail address and image of identity proof, signature etc.

(ii) The applicant(s) shall have a valid debit card / net banking facility for payment of fees online through GRIPS.

(iii) All application and necessary documents for issuance/alteration of entry in registration certificate shall be mandatorily uploaded at <https://dolmwb.gov.in> . If any applicant requires any ICT assistance for obtaining service, the Packaged Commodity Wing of the Directorate and/or office of the Assistant Controller of Legal Metrology located at district headquarters shall render the sought assistance. As per rule 27(4)(a) of the Legal Metrology (Packaged Commodities) Rules, 2011, if the application is incomplete the system shall prevent submission of application. Even, if the applicant, by providing incorrect information or uploading incorrect document(s) submits the application, the cause and consequence of such shall be borne by the applicant. The application fees so deposited shall be forfeited. On successful submission, the system shall acknowledge the application through e-mail and SMS.

(iv) The CLM, WB shall dispose the application for issuance/alteration of entry of registration certificate and as per rule 29(1) of the Legal Metrology (Packaged Commodities) Rules, 2011 and shall cause to maintain records of issued Registration Certificate, which is open for public inspection free of cost at <https://dolmwb.gov.in> . In terms of rule 30 of the Legal Metrology (Packaged Commodities) Rules, 2011 a compiled list of the manufacturers/packers/importers registered under rule 29 shall be circulated among the Controllers of concerned States and shall be uploaded quarterly at <https://dolmwb.gov.in> .

5:0: Presumptions:

- (i) 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;
- (ii) Both the ACLM and Packaged Commodity Wing of Directorate of Legal Metrology, West Bengal have access to uninterrupted internet service.

6:0: Procedure:

(i) All application and requisite documents for issuance/ alteration of entry in registration certificate shall be uploaded at <https://dolmwb.gov.in> . The payment of fees shall be made through GRIPS online. If the application is incomplete, in terms of rule 27(4)(a) of the Legal Metrology (Packaged Commodities) Rules, 2011, the system shall prevent the successful

| Directorate of Legal Metrology, West Bengal | | | | |
|--|---|--------------|---------------------------|-------------|
| Doc. No.2 | SoP for disposing application for issuance/alteration of Registration Certificate for Manufacturers / Importers/ Packers under The Legal Metrology (Packaged Commodities) Rules, 2011 | | | |
| Ver. No. 5.0 | Ver. Date 28.10.2022 | Amend. No. 5 | Amend date: 28.10.2022 | Page 3 of 6 |

submission of application. 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.

(ii) The DCLM in charge of Packaged Commodities Wing, shall process the online application for registration of manufacturers, packers, and importers. After processing, he shall either forward the application electronically to the CLM within 30 (thirty) working days from the date of successful submission for disposal of application as per rule or reject the application forfeiting the application fees after electronically recording the reason for such rejection. The applicant shall receive status updates through e-mail/SMS.

(iii) The CLM shall dispose of the application within 15 (fifteen) working days either by registering the applicant and issuance of Registration Certificate under rule 27(4)(b) of the Legal Metrology (Packaged Commodities) Rules, 2011 or by rejecting the application thereby forfeiting the application fees so deposited by passing reasoned order, which shall be available to the applicant in his account/ e-mail.

(iv) As per rule 29(1) of the Legal Metrology (Packaged Commodities) Rules, 2011, electronic record of issued Registration Certificate will be available at <https://dolmwb.gov.in>, which is open for public inspection free of cost under rule 29(2) of the Legal Metrology (Packaged Commodities) Rules, 2011.

(v) Digitally signed Registration Certificate shall be sent to the applicant through e-mail. All the associated documents of the Registration Certificate shall be considered as A (i.e. Permanent Record) as per Rule 90 of the Bengal Record Manual, 1943. Electronic records (ER) as generated for preparation of the Registration Certificate shall also be retained securely.

(vi) The maximum time limit for disposal of application is Forty Five (45) working days from the date of successful submission of application in <https://dolmwb.gov.in>.

(vii) Maintenance of unique identity number of Registration Certificate is required. Each Registration Certificate 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 registration certificate shall bear 14 digit numbers. 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

| Directorate of Legal Metrology, West Bengal | | | | |
|--|---|--------------|---------------------------|-------------|
| Doc. No.2 | SoP for disposing application for issuance/alteration of Registration Certificate for Manufacturers / Importers/ Packers under The Legal Metrology (Packaged Commodities) Rules, 2011 | | | |
| Ver. No. 5.0 | Ver. Date 28.10.2022 | Amend. No. 5 | Amend date: 28.10.2022 | Page 4 of 6 |

follows, which can be adopted here. Place of issue of Registration Certificate shall be of one digit (i.e. 1 for Kankurgachi). Inspectoral unit shall be of four-digits alphanumeric number i.e. digits

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|------------|---|---------------|---|----------------|------------------|---|---|---|--------------|--|----|----|----|
| 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 Registration Certificate | | | |

shall be of the numeric number and fourth digit shall be an English alphabet. License type shall bear one digit, i.e. 4 for a registration certificate. All the Registration Certificate issued previously shall be re-numbered based on the procedure above and the applicant shall be intimated accordingly. However last 4 digits shall remain the same.

| 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 | Hoogly | 14 | 14 | Purulia | 22 | 22 | Kalimpong |
| 7 | 07 | Jalpaiguri | 15 | 15 | North 24 Parganas | 23 | 24 | Jhargram |
| 8 | 08 | Cooch Behar | 16 | 16 | South 24 Parganas | 24 | 23 | Paschim Bardhaman |


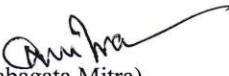



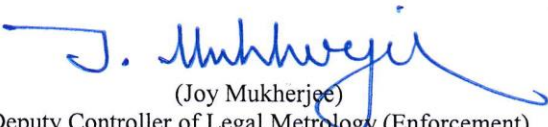


7:0: Abbreviations:

CLM: Controller of Legal Metrology; DCLM: Deputy Controller of Legal Metrology;
GRN: GRIPS Receipt Number; SoP: Standard Operating Procedure;
ICT: Information and Communication Technology

8:0: Reference:

- The Legal Metrology Act, 2009
- The Legal Metrology (Packaged Commodities) Rules, 2011;
- The Bengal Records Manual, 1943;
- The Kolkata Gazette, Extraordinary, Notification no. 4098/13017(13)/2/2020 dt. 18.10.2022;
- Memo No. Kg-L/72 dt. 25.04.2013 of CLM, West Bengal;
- Memo No. CLM/Lic/329 dt. 14/07/2015 of CLM, West Bengal
- Memo No. CLM/C.Lab/582 dt. 07.12.2015 of DCLM,(CL), Directorate of Legal Metrology, West Bengal;
- Memo No. 3152-CA/LM/O/1M-1/14 dt.18.11.2015 of Joint Secretary, C.A. Deptt., West Bengal;
- No. 4168-F(Y) dt. 28.05.2015 of Finance Deptt., Audit Branch, Govt. of West Bengal;
- Order No. 1278/CLM/Lic/2016/2017, dated Kolkata, the 14th September, 2017;
- Memo No. 3185-CA/Estt/O/1N-1/16dt.14.09.2017 of Secy., C.A. Deptt., Govt. of West Bengal;
- Relevant sections of the Information Technology Act, 2000

| Directorate of Legal Metrology, West Bengal | | | | |
|---|---|--------------|---------------------------|-------------|
| Doc. No.2 | SoP for disposing application for issuance/alteration of Registration Certificate for Manufacturers / Importers/ Packers under The Legal Metrology (Packaged Commodities) Rules, 2011 | | | |
| Ver. No. 5.0 | Ver. Date 28.10.2022 | Amend. No. 5 | Amend date: 28.10.2022 | Page 5 of 6 |

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| Directorate of Legal Metrology, West Bengal | | | | |
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| Doc. No.2 | SoP for disposing application for issuance/alteration of Registration Certificate for Manufacturers / Importers/ Packers under The Legal Metrology (Packaged Commodities) Rules, 2011 | | | |
| Ver. No. 5.0 | Ver. Date 28.10.2022 | Amend. No. 5 | Amend date: 28.10.2022 | Page 6 of 6 |