

	<p style="text-align: center;">Government of West Bengal Directorate of Legal Metrology, West Bengal 45, Ganesh Chandra Avenue, 3rd Floor, Kolkata – 700013</p>	<p style="text-align: center;">Control Copy Copy no. 1</p>
<p>Document no./ Title</p>	<p>Standard Operating Procedure (SoP) for Auto-renewal of Manufacturers, Dealers and Repairers License under the West Bengal Legal Metrology (Enforcement) Rules, 2011.</p>	
<p>Section Title</p>	<p>Procedure for Auto-Renewal of licenses in LM-3, LD-3 and LR-3</p>	

1:0: Purpose: The purpose of this SoP is to establish the procedure for processing and disposing of online auto-renewal application 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>.

2:0: Scope: This SoP envisages for processing and disposal of application for auto-renewal of manufacturer/ dealership/ repairer licenses in LM-3, LD-3 and LR-3 respectively. This SoP specifies documents required along with the online application for disposal. It also envisages the legal requirements i.e. maintenance of register, submission of the report under the West Bengal Legal Metrology (Enforcement) Rules, 2011.

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

- (i) **Application:** shall means (in) online application form as available in the e-Parimap portal.
- (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;

- (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 auto-renewal of the license for weights and/or measure under rule 11 of the West Bengal Legal Metrology (Enforcement) Rules, 2011 requires no involvement of Offices, i.e., Office of ILM, ACLM, DCLM and Directorate.

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 licence shall be auto-renewed by the system and the applicant shall receive a confirmation message through SMS and e-mail. No change of parameter is allowed for auto-renewal. Responsibility for correctness of information as submitted and subscribed by the applicant lies on the applicant. Submission of false information/return by the applicant at the time of auto-renewal application is punishable offence.

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 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 licences issued to manufacturers, repairers and dealers of weights and measures shall be auto-renewed upon uploading of required documents by the licence holder and after payment of requisite fees required for renewal.

ii) The online application shall be submitted and requisite documents shall be uploaded online through e-Parimap portal available at <https://dolmwb.gov.in> as per provisions of Rule 11 of the West Bengal Legal Metrology (Enforcement) Rules, 2011. No change of parameter is allowed for auto-renewal. After deposition of necessary fees, the process of submission of application shall be completed. On successful submission of the application, the licence shall be auto-renewed by the system and the applicant shall receive a confirmation message through SMS and 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. 4366-CAD-13017(13)/2/2020 dt. 11.11.2022;

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