

Name of The Service	Renewal of Manufacturer Licence
Designated officer	Dy. Controller Legal Metrology, , Ambala (delegated power) otherwise Controller Legal Metrology, Haryana, Chandigarh
Check List	<ol style="list-style-type: none"> 1. Proof of continued legal possession of the premises. 2. Change in constitution of the firm, if any. 3. Statement of manufacturing, sale and stock. 4. List of skilled/un-skilled workers.
Fees to be paid to get the service	Rs.5000 Per Annum after approval of CLM or any other Designated officer
Timeline	30 days (On receipt of complete application form) in all respect, 15 more days if additional information is required
Inspection of workshop	7 working days from receiving the application by ILM(Concerned)
recommendation of ACLM	5 working days from the inspection report of Inspector Legal Metrology
recommendation of DCLM	4 working days from the recommendation received from Assistant Controller Legal Metrology
Approval of CLM	5 working days from the recommendation received from Deputy Controller Legal Metrology
Procedure	<ol style="list-style-type: none"> 1.The applicant is login/registered himself in portal at http://haryanafood.gov.in website.(http://lm.haryanafood.gov.in/lm/default.aspx) 2. After login/registration, the applicant is required to fill the application for new license in the given format LM2, in online mode only. 3. After filling the prescribed application, the scanned copies of all the prescribed documents as per Check list are to be uploaded. 4. The complete application is now submitted, which is automatically received by the concerned Inspector Legal Metrology (ILM)of the Distt.(or allotted ILM) 5. The application and other related document are checked & Verified by ILM(Concerned). 6. If any discrepancy is found in the application and documents, the application is sent back along with objections and the intimation received in applicant's account & via email/SMS 7. The applicant will rectify the application as per the objections and re-submit the application. 8. The ILM (Concerned) will inspect the premises/workshop of the applicant within seven days and will forward the application to the Assistant Controller Legal Metrology(ACLM) of concerned area. <i>(i) the inspection reports of licensees should be submitted department through online within 48 hours of the inspection(ii) The same inspector will not inspect the same licensee twice consecutively and inspection of the same establishment for the second time will be done by ACLM, if necessary)</i> 9. The Application is then checked & Verified by ACLM (Concerned) and forwarded to the Deputy Controller Legal Metrology, Haryana (DCLM). 10. The application along with Document are then checked & Verified by DCLM and forwarded to Controller Legal Metrology, Haryana(CLM). 11. Finally the application is checked & approved by the CLM and forward to DCLM for the renewal of the Licence. 12. The applicant will deposit the fees online and after verification of the fees, the Licence is issued