

Name of The Service	Issuance of New Licence Repairer
Designated officer	Controller Legal Metrology, Haryana, Chandigarh
Check List	<ol style="list-style-type: none"> 1. Proof of the legal title of the premises-attested copy of the sale deed/lease deed/Allotment letter/property Tax receipt OR Rent receipt / N.O.C from the owner. 2. Tools and Equipments list. 3. Copy regarding constitution of the firm. 4. List of testing equipments. 5. Experience Certificate. The applicant is required to furnish the experience certificate for at least two years for the items applied in the name of the skilled worker/proprietor /partner/Director of the firm or diploma in Engineering or certificate of instrument mechanic from the I.T.I. 6. Copy of the literature of the items to be manufactured. 7. List of skilled/un-skilled workers. 8. Model approval certificate from the Govt. of India, Department of Consumer Affairs.
Fees to be paid to get the service	Rs.2000 Per Annum after approval of CLM
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 required to register himself on registration portal at http://haryanafood.gov.in website.(http://lm.haryanafood.gov.in/lm/default.aspx) 2. After successful registration, the applicant is required to fill the application for new license in the given format LR1, 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</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 issuance of the Licence. 12. The applicant will deposit the fees online and after verification of the fees, the Licence is issued