

Office of Controller Legal Metrology, Maharashtra State,

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Procedure/Guidelines for auto renewal of Licenses

In compliance with the mandate of State Reform Action Plan (SRAP) 2020 reforms framed by Department for Promotion of Industry and Internal Trade (DPIIT) Government of India auto renewal process of licenses is hereby followed as follows-

- 1) Licensee can submit request for auto renewal of licenses by following procedure laid down in " User Manual Auto Renewal of License" available on "<http://www.vaidhmapan.maharashtra.gov.in/homepages>" under tab "Auto Renewal of Licenses".
- 2) Renewal request should be submitted at least 30 days before the expiry of the license for regular renewal fee. Permission is required from Controller of Legal Metrology to submitting request for auto-renewal after expiry of the validity period of license and same should be required to upload in "Extra Document" caption with self attested in pdf. Format.
- 3) After submission of request, request number will be generated and will be randomly allocated to Legal Metrology Officer by computerized system for verification of documents and remarks.
- 4) Licensee can track the status of renewal request by entering request number.
- 5) After scrutiny of the documents uploaded by the licensee, if Verification Officer finds that the documents uploaded are as per documents list published, forward the request with his remarks regarding renewal eligibility period for further proceeding. Else, issue notification for uploading the specific documents within 5 days after issuing notification for uploading the documents. If licensee failed to upload the documents within given time, officer will forward the request of the licensee to renewal authority for further necessary action.
- 6) Document verification work will be limited to documents and check list published only.
- 7) On receipt of renewal request license renewal authority will take a decision regarding the renewal eligibility period of concerned licensee by selecting number of years from drop down menu and click on "save and send for Payment". If licensee is found in default in respect of registers, quarterly reports and verification certificates of loan article and test weight or measure, renewal authority should take decision as per terms and conditions of license and provisions in the rules.
- 8) Renewal eligibility period should be from 1 year to 5 years. If premises is owned/ from family member renewal eligibility period shall be maximum. If the premises is on lease/leave and license agreement then Renewal eligibility period should be from 1 calendar year to, up to the complete calendar years period of lease/leave and license agreement. Provided that, in any case Renewal eligibility period should not be more than 5 years.
- 9) Licensee can download approved license from their login.
- 10) Licensee should take a note that, after auto renewal the documents uploaded founds to be incorrect/false, legal action will be initiated against licensee according to the Law.


(Dr. Ravinder Kumar Singal)
Controller of Legal Metrology,
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