

**OFFICE OF THE CONTROLLER OF LEGAL METROLOGY**  
**PUDUCHERRY**

**List of Documents**

**I. List of Documents required for issue of a licence for Manufacturer of Weights & Measures**

1. Documents in support of proof of legal title of the premises
2. Documents relating to the details of proprietors or partners or managing directors
3. Documents relating to Constitution of the firm
4. Documents in support of registration with local authorities viz., Municipality/ Commune Panchayat
5. Details of list of workers- skilled, semiskilled, unskilled with names and addresses
6. Documents relating to the details of manufacturing activities
7. Documents relating to the details of machinery, tools, accessories owned & used for manufacturing
8. Details of foundry/ workshop facilities
9. Documents relating to facilities of steel casting and hardness testing of vital parts
10. Documents relating to the availability of electric energy
11. Details of loan received/ name of bankers
12. Documents relating to Tax Registration details
13. Documents in support of Model Approval received from Government of India

**II. List of Documents required for issue of a licence for repairer of weights and measures**

1. Documents in support of proof of legal title of the premises
2. Documents relating to the details of proprietors or partners or managing directors
3. Documents relating to Constitution of the firm
4. Documents in support of Registration with local authorities viz., Municipality/ Commune Panchayat
5. Details of list of workers- skilled, semiskilled, unskilled with names and addresses
6. The type of weights and measures proposed to be repaired
7. Details of machinery, tools, accessories available
8. Area of operation willing & previous experience in the line
9. Availability of sufficient stock of test weights
10. Documents relating to the availability of electric energy
11. Documents relating to Tax Registration details

**III. List of Documents required for issue of dealer in weights and measures**

1. Documents in support of proof of legal title of the premises
2. Documents relating to the details of proprietors or partners or managing directors
3. Documents relating to Constitution of the firm
4. Documents in support of registration with local authorities viz., Municipality/ Commune Panchayat
5. Categories of weights and measures sold/ proposed to be sold at present
6. Details of manufacturing activities
7. If intend to import weights etc. from places outside the state/ country,
  - (a) details of manufacturers' trademark/ monogram and licence number
  - (b) registration details as importer of weights and measures
  - (c) Approval of model imported into India by Central Government
8. Documents related to Tax Registration details