

## Procedure for Alteration in license

1. Application for alteration in license is to be submitted online along with documents as per **Annexure- 13, 14, 15** respectively for Manufacturer, Repairer and Dealer license on the web site of this organization.
2. After successful uploading of application, the same will be randomly allocated to the Legal Metrology Officer for investigation purpose.
3. After scrutiny of the application by the investigation officer, if the application is complete in itself the investigating officer will inform the applicant about the date of his visit to the premises. However, if he finds that any of the requisite document is actually not uploaded by the applicant, the officer will inform the applicant for compliance of the same.
4. The applicant should forthwith upload required documents. After confirming the uploaded documents the investigating officer will inform the applicant about the date of his visit to the premises.
5. While investigation, the Legal Metrology Officer should check the document list as per **Annexure- 16, 17, 18** respectively for Manufacturer, Repairer and Dealer license uploaded by applicant. He should physically verify the documents.
6. After verification and investigation in details, the inspecting officer shall upload the report within next 2 working days.
7. After due consideration of the report received from the inspecting officer, if the licensing authority arrives at the conclusion and is satisfied that the applicant fulfils all the requirements, his/her application should be considered for alteration in license. And thereafter inform the applicant to deposit the requisite fees as specified in Rules.
8. After intimation of remittance of license fee the license renewal authority will carry out the alteration and upload the license which will be available on the website.
9. If the alteration in license is refused due to non-compliance of all or any of the requirements, the decision duly reasoned shall be communicated to the applicant.
10. Intimation regarding alteration in license shall be communicated online to the concerned Legal Metrology Officer for information and record.
11. License issuing authority should ensure that the process of alteration in license, shall be completed within the time frame as may be specified.

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