

Detailed Procedure for Registration/New License of Manufacturers/Packers/Importers of Packaged Commodities

1. Please enter the URL in the browser to open Legal Metrology Department of State Government Portal of Goa home page.
2. After successful login, you will be greeted with the homepage in which the user can choose to apply for Inspection for Registration/New License of Manufacturers/Packers/Importers of Packaged Commodities.
3. After successful login, please select the appropriate license type link under 'Apply For New License'. Click on 'Download Application' button to download the Application Form.
4. Applicant applies to Licensing Authority of Weights and Measures and submits prescribed documents along with the application form to Assistant Controller of respective zones.
5. The Assistant Controller verifies the application form and forwards to the Inspector of respective jurisdiction if the Application form is complete. Assistant Controller notifies the Applicant in case any deficiency is found who in turn re-submits the application form to the Licensing Authority.
6. Inspector conducts the physical verification of the premises and submits report to the Assistant Controller within 5 days.
7. Assistant Controller scrutinizes the form and the report. The Applicant is notified in case of any deficiency. If the documentation is complete and appropriate, then Assistant Controller forwards it to the Controller, Legal Metrology within 6 days.
8. The Controller, Legal Metrology reviews the application. If the application is not appropriate and complete, then the application is rejected. The Controller approves the application if the application is fine and there is an intimation from the office of the Controller, Legal Metrology to the applicant to pay the fees within 4 days.
9. Applicant is then granted registration/new license certificate. Please note that there is no renewal required for this license. Any alterations to should be brought to the Licensing Authority. However, if there are any changes, e.g. change of premises or change in proprietorship, a fresh application is required to be submitted with the licensing authority.