

**Detailed Procedure for Spot Inspection for Registration/New License/Renewals of  
Manufacturers/Dealers/Repairers of Weights and Measures**

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 Renewals/Registration/New License of Manufacturers / Dealers / Repairers of Weights and Measures.
3. The Applicant will download the form and submit the same to the Assistant Controllers of respective zones.
4. The Assistant Controller verifies the application form and forwards to the Inspector of respective jurisdiction within 7 days 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.
5. The applicant will be intimated regarding the date of spot inspection of the premises after submission of application through the intimation letter addressed to them.
6. The Inspector will visit the premises of the Manufacturer / Dealer / Repairer on the scheduled date and inspect the premises and verify the original documents submitted by the applicant
7. The Inspector will collect the specimen signature of the applicant and submit the same along with the Inspection Report within 48 hours to the Assistant Controller, where the application will be scrutinized. A copy of the Inspection Report is also sent to the applicant within 48 hours. 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.
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.
9. Applicant is then granted registration/new license certificate. This license is valid till December 31<sup>st</sup> from the date of issue of license and renewal of application needs to be applied. The application for renewal should be initiated before November 30<sup>th</sup> of a particular year.