

Checklist & General instructions for renewal of licences under “Auto-Renewal” process

Only valid manufacturing/ dealership/ repairing licence holders of weights and measures for the current calendar year may apply under “Auto-Renewal” process for getting their licence(s) renewed for the next year.

The APPLICANT needs to login to DLM portal (<https://dlm.pdsodisha.gov.in>) with his credentials.

1. Click on *Auto Renew* under *Licence*.
2. Click on *Previous Licence Preview* to view the data of existing licence basing on which the licence is going to be auto renewed.
3. There is no need to enter/ upload any further information/ documents by the applicant.
4. Click on *Pay Fees*, once it is enabled. The payment link will be enabled only after successful reporting by the concerned inspecting authority after due scheduling online (relating to the activity and adherence to the mandatory requirements by the applicant under L.M. Act and Rules). The fees structure is already assimilated in the portal as laid down in the Odisha Legal Metrology (Enforcement) Rules, 2011.
5. The applicant will be redirected to Odisha Government Treasury portal and has to follow necessary instructions to deposit the fees. Please ensure successful payment and wait till the payment page returns to DLM portal. The user may download the challan for his reference.
6. The licence will be renewed after successful payment of the requisite fee by the applicant and can be ascertained under heading *Payment Status*.
7. The renewed licence can be downloaded by the applicant from the *download link* in the portal after it is digitally signed by the renewal authority.
9. The payment link will be enabled from 1st of December till 31st December for all the eligible applicants.