

Procedure for alterations in licenses

The applicant should login before 60 days to expiry of license in the department portal for alterations if any required.

1. He should upload the copy of the original license.
2. In case of change in Skilled Worker (other than the licensee), the licensee shall upload the undertaking from the new Skilled Worker.
3. Upload the new Skilled Worker certificate.
4. In case of change in address of the licensee, upload the new rental deed to be uploaded (in case of owned premises, current municipal/gram panchayat tax receipt).
5. In case of change in add or remove of manufacturing of Weights and Measures, the manufacturer shall upload the details of change of Weights and Measures.
6. The manufacturer shall upload the model approval copy issued by GOI.
7. All shall pay prescribed fee for alteration Rs. 500/- for each alteration.