

*HANDBOOK UNDER THE
RIGHT TO INFORMATION ACT 2005*

CHAPTER – 1

1. This Hand Book has been prepared as required under Section 4 (1) (b) Chapter II of the Right to Information Act 2005 to provide information to the public relating to the Department of Legal Metrology.
2. This Hand Book will serve as a guide to the Public regarding the Organisation, Powers, functions, duties and responsibilities etc of the Legal Metrology Office in the Directorate, District & Sub-Divisional level.
3. Public may contact the Officers who has been notified as PIOS and APIO for seeking any information relating to the Department of Legal Metrology in the Directorate, District & Sub-Division Level.

CHAPTER – 2 (Manual I)

Particulars of Organization, Functions and Duties.

- 2.1 **Objective/Purpose of the Public Authority** - The main objective of the Department of Legal Metrology is to maintain uniformity and accuracy in all weights & measures, weighing and measuring instruments used by traders in all hats, markets and trading establishments and to regulate the packaged commodities in the State as provided in the Legal Metrology Act/Rules.
- 2.2 **Mission/Vision Statement of the Public Authority** – The Legal Metrology Department aims to eliminate the mal practices dealing by weights & measures in order to protect the Consumers from being cheated by unscrupulous traders and to check charging of price higher than the marked price etc in all Packaged Commodities as required under the Legal Metrology Act & Rules.
- 2.3 **Brief history of the Public Authority and context of its formation** – The Legal Metrology Department started since the year 1972, the year in which the State obtain its Statehood. The Authority is under the control of Legal Metrology Department at the Secretariat level. Besides the office of the Controller of Legal Metrology at the Directorate level, the Department has two Zonal offices headed by the Asstt. Controller of Legal Metrology at Shillong and Tura. The District offices are located at all District Headquarters with one Sub-Divisional office at Sohra.
- 2.4 **Duties of the Public Authority** – To supervise the work of all the Zonal, Districts & Sub-Divisional Officers both assist in enforcing the Legal Metrology Act/Rules.
- 2.5(i) **Main activities/functions of the Public Authority** – The main activities of the P.A are to ensure that all consumers in the State are getting correct dealing and to ensure transparency in all transaction relating to weights & measures.
- 2.5 (ii) The main functions of the Legal Metrology Department are to enforce and implement the various provisions of the Legal Metrology Act, 2009, the Meghalaya Legal Metrology Enforcement, Rules 2011, the Legal Metrology (Packaged Commodities) Rules, 2011 and the Legal Metrology (General) Rules, 2011. Periodical verification, re-verification and stamping of all weights & measures, weighing & measuring instruments used by traders in the State and surprise inspection, raids and seizure are being undertaken from time to time to check the use of illegal non-standard weights & measures and to prevent charging of price higher than the marked price in all packaged commodities.
- 2.6 **List of Services being provided by the Public Authority with a brief write up on them** – The office issues instructions to the public and consumers in the form of advertisement for the DO'S and DON'T'S relating to weights & measures and complaints in weights & measures when received from the public is accepted and entertained by office for taking legal action as per relevant Act/Rules against the defaulters for violating the Legal Metrology Act/Rules. Cases are lodged against them and penalties as empowered by the Act are imposed as a punishment to the offenders.

2.7 Organisational Structure –

Directorate Level

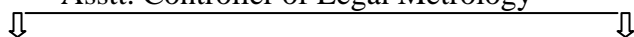
1. Controller of Legal Metrology
2. Joint Controller of Legal Metrology
3. Deputy Controller of Legal Metrology

Ministerial Staff –

1. Inspector
2. Superintendent
3. Supervisory Assistant
4. Upper Division Assistants
5. Lower Division Assistants
6. Instrument Mechanic
7. Typists
8. Manual Assistants
9. Duftry
10. Drivers
11. Peons
12. Cleaner
13. Chowkidar

District Levels

Asstt. Controller of Legal Metrology



1. Eastern Zone, Shillong

- (i). Asstt. Controller of Legal Metrology
- (ii). Upper Division Assistant
- (iii). Lower Div. Asstt-cum-Typists
- (iv). Manual Assistant
- (v). Peon
- (vi). Chowkidar

2. Western Zone, Tura

- (i). Asstt. Controller of Legal Metrology
- (ii). Upper Division Assistant
- (iii). Lower Div. Asstt-cum-Typist
- (iv). Driver
- (v). Manual Assistant
- (vi). Peon
- (vii) Chowkidar

1. Office of the Inspector of Legal Metrology, Shillong

- (i) Inspector of Legal Metrology
- (ii) Upper Division Asstt.
- (iii) Lower Div. Asstt-cum-Typist
- (iv) Manual Asstt.
- (v) Driver
- (vi) Peon
- (vii) Chowkidar

5. Office of the Inspector of Legal Metrology Tura

- (i) Inspector of Legal Metrology
- (ii) Lower Div. Asstt-cum-Typist
- (iii) Driver
- (iv) Manual Asstt.
- (v) Peon
- (vi) Chowkidar

2. Office of the Inspector of Legal Metrology, Sohra

- (i) Inspector of Legal Metrology
- (ii) Lower Div. Asstt-cum-Typist
- (iii) Manual Asstt.
- (iv) Peon
- (v) Chowkidar

6. Office of the Inspector of Legal Metrology, Williamnagar

- (i) Inspector of Legal Metrology
- (ii) Lower Div. Asstt-cum-Typist
- (iii) Driver
- (iv) Manual Asstt.
- (v) Peon
- (vi) Chowkidar

3. Office of the Inspector of Legal Metrology, Nongstoin

- (i) Inspector of Legal Metrology
- (ii) Lower Div. Asstt-cum-Typist
- (iii) Manual Asstt.
- (iv) Peon
- (v) Chowkidar
- (vi) Driver

7. Office of the Inspector of Legal Metrology, Baghmara

- (i) Inspector of Legal Metrology
- (ii) Lower Div. Asstt-cum-Typist
- (iii) Peon
- (iv) Manual Asstt.
- (v) Chowkidar

4. Office of the Inspector of Legal Metrology, Nongpoh

- (i) Inspector of Legal Metrology
- (ii) Lower Div. Asstt-cum-Typist
- (iii) Manual Asstt.
- (iv) Peon
- (v) Chowkidar
- (vi) Driver

8. Office of the Inspector of Legal Metrology, Ampati

- (i) Inspector of Legal Metrology
- (ii) Lower Div. Asstt-cum-Typist
- (iii) Manual Asstt.
- (iv) Peon
- (v) Chowkidar

9. Office of the Inspector of Legal Metrology,
Jowai

- (i) Inspector of Legal Metrology
- (ii) Lower Div. Asstt-cum-Typist
- (iii) Manual Asstt.
- (iv) Peon
- (v) Chowkidar
- (vi) Driver

12. Office of the Inspector of Legal
Metrology, Resubelpara

- (i) Inspector of Legal Metrology
- (ii) Lower Div. Asstt-cum-Typist
- (iii) Manual Asstt.
- (iv) Peon
- (v) Chowkidar

10. Office of the Inspector of Legal Metrology,
Khliehriat

- (i) Inspector of Legal Metrology
- (ii) Lower Div. Asstt-cum-Typist
- (iii) Manual Asstt.
- (iv) Peon
- (v) Chowkidar

11. Office of the Inspector of Legal Metrology,
Mawkyrwat

- (i) Inspector of Legal Metrology
- (ii) Lower Div. Asstt-cum-Typist
- (iii) Manual Asstt.
- (iv) Peon
- (v) Chowkidar

2.8 **Expectation of the Public Authority from the Public for enhancing its effectiveness and efficiency** – For the awareness of the Consumers and the public in general, the Department has made wide publicity in the form of advertisement of the Do's and Dont's relating to weights and measures with instructions to report to the Department of any malpractice, use of non-standard weights & measures by the traders and charging of price higher than marked price of any packaged goods; so that action could be taken up by the Department against the defaulters as per rules.

2.9 **Arrangements and methods made for seeking public participation/contribution** –The Department, through the Enforcement Staff issue notices to the public/traders through Headman, Bazar Head etc to co-operate with the Department by bringing all their weights & measures, weighing & measuring instruments for getting them verified and stamped regularly to ensure accuracy and uniformity.

2.10 **Mechanism available for monitoring the service delivery and public grievance resolution** – The enforcement staff of the Department undertake frequent surprise inspections, seizures and raids in all hats, markets and trading centres in their respective jurisdiction to eliminate and check the use of illegal non-standard un-verify weights & measures used by traders and short weightment etc.

CHAPTER – 3 (Manual 2)

Powers and duties of Officers and Employees

Designation - 1. Controller of Legal Metrology

- Powers -
- (i) appointing authority of all staff both in the Directorate, District & Sub-Divisional levels, transfer and posting of all transferable non gazette posts
 - (ii) To grant leave and suspend non-gazette staff in the Directorate in the District, Sub-Divisional offices. To monitor the works relating with Administrative Department and other Departments of the Government and have overall control in the Directorate, Districts & Sub-Divisional offices.
 - (iii) Financial – Power to sanction as per delegation of power under Meghalaya Delegation Financial Power Rules.

2. Joint Controller of Legal Metrology – Overall control and supervision of the office in the absence of the Controller of Legal Metrology. Guide and supervise the works of the Asstt. Controllers of Legal Metrology in the zonal offices and all the Inspector of Legal Metrology in the State. Decision of prosecution cases and other works relating to enforcement of Legal Metrology Act/Rules financial and administration etc as entrusted. He is also presently the Drawing and Disbursing Officer (DDO) of the Directorate as well as the nodal officer of Court Cases relating to Legal Metrology Department.

3. Deputy Controller of Legal Metrology – To assist the Controller of Legal Metrology and Joint Controller of Legal Metrology for exercising the duties conferred or imposed on them under the Act / Rules. Also guide and supervise the works of Assistant Controller of Legal Metrology & Inspector of Legal Metrology. He is also the Nodal Officer of the Directorate with regard to official matters pertaining to this Directorate other than Court Cases.

Duties of Ministerial staff in the Directorate

Inspector	- Dealing in all the Reports of the Inspectorate offices, Tour Programmes, Work Diaries.
Superintendent	- Dealing in (1) Assembly matters, Confidential matters like ACR etc., Pension matter, e-Governance, Medical Reimbursement, Land Acquisitions, Governor's Address, Republic Day / Independence Day Speech. (2) All miscellaneous matters not allotted to Dealing Assistants. (3) Supervising the work of the Ministerial and Grade IV Staff of the office.
Supervisory Asstt.	- Dealing with all allotted Establishment matters.
U.D. Asstts.	- Dealing in all official matters relating to the works of all offices both in Zonal offices and District offices of Inspectors of Legal Metrology and also matters relating to prosecution cases. Also dealing with Stock Registers, Licences and Bills.
L.D. Asstts.	- Receive and Issue of all official letters, compiling of all Reports and Returns and Daily Summary of all Inspectors in the State and works on all subjects as entrusted by the Authority as well as Accounts matters, RTI etc.
Typist	- All typing works of the office.
Instrument Mechanic	- Handles all matters relating to the Laboratory equipments kept in the Secondary Standards Laboratory maintained in the Directorate.
Manual Asstt.	- To accompany the Controller of Legal Metrology, Joint Controller of Legal Metrology and Deputy Controller of Legal Metrology when on tour.
Drivers	- They accompany the Controller of Legal Metrology and Joint Controller of Legal Metrology, Deputy Controller of Legal Metrology wherever they are going on tour, supervision works relating to weights and measures and other works as entrusted by the Authority.
Duftry	- Allotted with works in Treasury and Bank.
Peon	- Delivery of all letters to all Departments/offices in Shillong and perform all other works in office as entrusted by officers and staff.
Cleaner	- to clean the office and the compound.
Chowkidar	- Duty to look after the safety of the office and perform all other duties as required and entrusted by office.

Duties of the Officers & staff in the Zonal Offices

Asstt. Controller	- Supervision of the works of Inspectors of Legal Metrology in their respective zones and also of his own office. Verify and re-verify the Working Standards of the Inspectors and also to get the Secondary Standards verified at the Regional Research Standard Laboratory, Guwahati. He is also the Drawing and Disbursing Officer (DDO) of the Zonal Office.
U.D.Asstts.	- Assist the Asstt. Controller in the establishment works of the office.
L.D. Asstts-cum-Typist	- Typing all official letters and other works on any subjects entrusted to him.
Manuals Asstt. & Driver	- Accompany the Asstt. Controller in their official tours and to assist the Assistant Controller of Legal Metrology for maintenance of Secondary Standards Laboratory, and to verify Working Standards.
Peon	- Delivery of all official letters, perform inside duties as entrusted by the officers and staff and attend Treasury and Bank duties.
Chowkidars	- To open and close the office and to ensure the safety of the office and other Government properties.

Duties of the Inspectors of Legal Metrology and staff

Inspector of Legal Metrology	- Dealing with enforcement works relating to weights and measures as per the provisions of the Legal Metrology Act/Rules alongwith the Legal Metrology (Packaged Commodities) Rules, 2011. To ensure uniformity and accuracy in all weights & measures used by traders by implementing the above Act/Rules and also to supervise the works of the office staff in their respective jurisdiction. He is also the Drawing and Disbursing Officer (DDO) of the Inspectorate Office.
L.D.Asstt-cum-Typist	- Typing all official letters, receive and issue, compiling of reports of the Inspectors and other works in any subject entrusted.
Manual Asstt.	- To assist the Inspector in the enforcement works in the field and other works allotted by the Inspector.
Peon	- Attending duties with the Inspector and staff in the office, outside duties in delivery of daks/letters and attend duties at Treasury office and Bank.
Chowkidar	- To close the office and to ensure the safety of the office and other properties at night, other works as entrusted are also attended by them.

2.11 Addresses of the offices under the Department –

Directorate Level –

1. Controller of Legal Metrology
2. Joint Controller of Legal Metrology
3. Deputy Controller of Legal Metrology

} Lower Lachumiere,
Temple Road,
Shillong – 793001

Zonal Level –

A. Zonal Offices

-
1. Asstt. Controller of Legal Metrology, Eastern Zone,
Lower Lachumiere,
Temple Road,
Shillong – 793001
 2. Asstt. Controller of Legal Metrology,
Wesstern Zone,
Dakopgre,
West Garo Hills District,
Tura.

Inspectors Office :-

Khasi Hills -

1. Inspector of Legal Metrology,
Lower Lachumiere, Shillong.
East Khasi Hills District.
2. Inspector of Legal Metrology, Sohra,
East Khasi Hills District.
3. Inspector of Legal Metrology, Nongstoin,
West Khasi Hills District.
4. Inspector of Legal Metrology, Nongpoh,
Ri – Bhoi District.
5. Inspector of Legal Metrology, Mawkyrwat
South West Khasi Hills District

Jaintia Hills -

1. Inspector of Legal Metrology, Jowai,
West Jaintia Hills District.
2. Inspector of Legal Metrology, Khliehriat
East Jaintia Hills District.

Garo Hills -

1. Inspector of Legal Metrology, Tura, Dakopgre
West Garo Hills District.
2. Inspector of Legal Metrology, Williamnagar,
East Garo Hills District.
3. Inspector of Legal Metrology, Baghmara,
South Garo Hills District.
4. Inspector of Legal Metrology, Resubelpara
North Garo Hills District.
5. Inspector of Legal Metrology, Ampati
South West Garo Hills District.

2.12 The time scheduled for office hours both in the Directorate and District offices are –

Summer Season from 10.00 A.M. to 5.00 P.M.

Winter Season from 10.00 A.M to 4.30 P.M. starting from 1st November to 15th February every year.

Chapter – 4 (Manual 3)

Rules, Regulation, Instructions, Manual and Records for Discharging functions

4.1 List of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions

Sl. No.	Name/Title of the document	Type of the document	Brief Write up on the documents	From where one can get a copy	Fee charged by the Department for a copy
1	The Legal Metrology Act, 2009.	Act			
2.	The Meghalaya Legal Metrology (Enforcement) Rules, 2011	Rules	The enforcement works of the Department are carried out and acted accordingly as per provisions of the Legal Metrology (Enforcement) Act/Rules. The purpose of these Act/Rules is to eliminate illegal non-standard weights & measures and to check malpractices in charging higher price in all packaged goods and to ensure accuracy and uniformity in all weights & measures, weighing and measuring instruments used by the traders	From Book Stall. Also from the Web Site WWW//Fca.nic.in	Price as fixed by the publisher.
3.	The Legal Metrology (Packaged Commodities) Rules, 2011.	Rules			
4.	The Legal Metrology (General) Rules, 2011.	Rules			
5.	The Meghalaya Legal Metrology (Enforcement) Rules, 2011	Rules			
6.	The Legal Metrology (Approval of Models) Rules, 211	Rules			
7.	The Legal Metrology (National Standard) Rules, 2011	Rules			
8.	The Legal Metrology (Numeration) Rules, 2011	Rules			
9.	The Indian Institute of Legal Metrology Rules, 2011	Rules			

Chapter 5 (Manual – 4)

Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof.

Formulation of Policy.

5.1 Whether there is any to seek consultation/participation of public or its representatives for formulation of policies? If there is please provide details of provisions in the following format.

Does not exist.

Implementation of Policy

5.2 Whether there is any provision to seek consultation/preparation to seek consultation/participation of public or its representatives for implementation of Policies ? If there is please provide details of provisions in the following format.

Does not exist.

Chapter 6 (Manual 5)

A Statement of the categories of documents that are held by it or under its control.

6.1 Use the format given below to give the information about the official documents. Also mention the place where the documents are available for e.g. at secretariat level, directorate level, others (Please mention the level in place of writing others)

Sl. No.	Category of the document	Name of the document and its introduction in one line.	Procedure to obtain the document	Held by/Under control of.
1.	Act	The Legal Metrology Act, 2009	From Book Depot/Stall/also from Web Site WWW//Fca.nic.in From the office of the Controller of Legal Metrology, Meghalaya, Shillong	Book Stall Office of the Controller of Legal Metrology, Meghalaya, Shillong
2.	Rules	The Legal Metrology (Packaged Commodities) Rules, 2011.		
3.	Rules	The Legal Metrology (Enforcement) Rules, 2011.		
4.	Rules	The Legal Metrology (General) Rules, 2011.		
5.	Rules	The Meghalaya Legal Metrology (Enforcement) Rules, 2011		
6.	Rules.	The Legal Metrology (Approval of Models) Rules, 2011		
7.	Rules.	The Legal Metrology (National Standard) Rules, 2011		
8.	Rules	The Legal Metrology (Numeration) Rules, 2011		
9.	Rules	The Indian Institute of Legal Metrology, Rules, 11		

Chapter 7 (Manual 6)

A Statement of Boards, Council, Committees and other bodies constituted as its part.

7.1 Please provide information of Boards, Councils, Committees and other Bodies related to the Public Authority in the following format.

No Board, Council, Committees and other bodies have been constituted by this Directorate.

Chapter 8 (Manual 7)

The names, designations and other particulars of the Public Information Officers.

8.1 Contact information about the Public Information Officers, Asstt. Public Information Officers and Department Appellate Authority.

Name of the Public Authority - Office of the Controller of Legal Metrology, Meghalaya, Shillong.

Assistant Public Information Officers:

Sl. No.	Name	Designation	S.T.D Code	Phone No.		Fax	Email	Address
				Office	Home			
1.	Shri A.Rangslang	Deputy Controller of Legal Metrology, Meghalaya, Shillong	0364				controller.lm.meg@gmail.com	

Public Information Officers:

Sl. No	Name	Designation	S.T.D Code	Phone No.		Fax	Email	Address
				Office	Home			
1.	Shri S.S.Syiemlieh	Joint Controller of Legal Metrology, Meghalaya, Shillong	0364	2221537		0364-2221537	controller.lm.meg@gmail.com	
2.	Shri B.Nongbri	Assistant Controller of Legal Metrology, Eastern Zone, Shillong	0364	2221464			brixiusnongbri@gmail.com	
3.	Shri S.T.Sangma	Assistant Controller of Legal Metrology, Western Zone, Tura	0364	233022			sengpants@gmail.com	
4.	Shri M.P.Jala	Inspector of Legal Metrology, Incharge, of the Office of the Inspector of Legal Metrology, Shillong.	0364	2504084				
5.	Shri F.Khongshun	Inspector of Legal Metrology, Sub-Division, Sohra						
6.	Shri L.Kharkongor	Inspector of Legal Metrology, Ri-Bhoi District, Nongpoh	0339	291030				

7.	Shri G.Kharshandi	Inspector of Legal Metrology, West Khasi Hills, Nongstoin					
8.	Shri I.Dkhar	Inspector of Legal Metrology, East Jaintia Khasi Hills, Khliehriat					
9.	Shri K.M.Umlong	Inspector of Legal Metrology, South West Khasi Hills, Mawkyrwat					
10.	Shri K.Shabong	Inspector of Legal Metrology, West Jaintia Hills, Jowai					
11.	Shri F.F.Sumer	Inspector of Legal Metrology, West Garo Hills, Tura	03651	232180			
12.	Shri R.K.Marak	Inspector of Legal Metrology, East Garo Hills District, Williamnagar (Additional Charge)				raksangmarak@gmail.com	
13.	Shri C.D.Sangma	Inspector of Legal Metrology, South Garo Hills, Baghmara					
14.	Shri S.G.Momin	Inspector of Legal Metrology, South West Garo Hills, Ampati				saljrangmomin@gmail.com	
15.	Shri R.K.Marak	Inspector of Legal Metrology, North Garo Hills, Resubelpara				raksangmarak@gmail.com	

Department A. Authority

Sl. No.	Name	Designation	S.T.D Code	Phone No.		Fax	Email	Address
				Office	Home			
1.	Shri P.M.Sangma, MCS	Controller of Legal Metrology, Meghalaya, Shillong	0364	2222576 & PABX 22342	2503416	0364-2222576	controller.lm.meg@gmail.com	

Chapter 9 (Manual 8)

Procedure followed in decision making process.

9.1 What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and Rule of Business Manual, and other rules/regulations etc can be made?)

Matters of less importance are submitted for orders at the levels of the Joint Controller of Legal Metrology and Controller of Legal Metrology. For the important ones approval of Administrative Department is sought for by the office for any decision/order in the matter.

9.2 What are the documented procedures/laid down procedures/Defined Criteria/Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?

Important matters are routed through the Administrative Department and then to other concerned Departments of the Government from their level.

9.3. What are the arrangements to communicate the decision to the public?

Instructions/decisions relating to weights and measures are communicated to the Public by making wide Publicity in the form of Advertisement, bill board and pamphlet.

9.4 Who are the officers at various levels whose opinions are sought for the process of decision making?

As 9.1 above.

9.5 Who is the final authority that vets the decision?

For light and normal cases the decision rests with the Controller of Legal Metrology and for complicated ones, cases are entrusted to the Administrative Department of Legal Metrology for necessary action from their level.

9.6 Please provide information separately in the following format for the important matters on which the decision is taken by the Public Authority.

Sl.No.	
Subject in which decision is to be taken	All Subjects
Guideline/Direction, if any.	As per procedures, Rules/regulations prescribed by the Government.
Process of execution	
Designation of the Officers involved in decision making	Controller of Legal Metrology Joint Controller of Legal Metrology
Contact information of above mentioned Officers	Phone Nos. 2222576 and PABX No.2342 for Controller of Legal Metrology Phone No. 2221537 for Joint Controller of Legal Metrology.
If not satisfied by the decision, where and how to appeal.	Appellate Authority who is the Controller of Legal Metrology.

Chapter 10 (Manual 9)

Directory of Officers and Employee

10.1 Please provide information District Wise in following format.

Sl. No.	NAME	DESIGNATION	STD CODE	PHONE NO.	
				OFFIC	HOME
1.	Shri P.M.Sangma, MCS	Controller of Legal Metrology	0364	2222576 PABX-2342	
2.	Shri S.S.Syiemlieh	Joint Controller of Legal Metrology	0364	2221537	
3.	Shri A.Rangslang	Deputy Controller of Legal Metrology			
4.	Shri B.Nongbri	Asstt. Controller of Legal Metrology, EZ, Shillong	0364	2221464	
5.	Shri S.T.Sangma	Asstt. Controller of Legal Metrology, WZ, Tura	03651	233022	
6.	Shri M.P.Jala	Inspector of Legal Metrology, I/C, Shillong	0364	2504084	
7.	Smti J.Rapthap	Inspector of Legal Metrology, (Headquarter) Shillong			
8.	Shri W.Chyne	Inspector of Legal Metrology, Shillong			
9.	Shri F.Khongshun	Inspector of Legal Metrology, Sohra			
10.	Shri G.Kharshandi	Inspector of Legal Metrology, Nongstoin			
11.	Shri K.M.Umlong	Inspector of Legal Metrology, Mawkyrwat			
12.	Shri L.Kharkongor	Inspector of Legal Metrology, Nongpoh			
13.	Shri K.Shabong	Inspector of Legal Metrology, Jowai			
14.	Shri I.Dkhar	Inspector of Legal Metrology, Khliehriat			
15.	Shri F.F.Sumer	Inspector of Legal Metrology, Tura	03651	232180	
16.	Shri R.K.Marak	Inspector of Legal Metrology, Williamnagar (Additional Charge)			
17.	Shri C.D.Sangma	Inspector of Legal Metrology, Baghmara			
18.	Shri S.G.Momin	Inspector of Legal Metrology, Ampati			
19.	Shri R.K.Marak	Inspector of Legal Metrology, Resubelpara			

Chapter 11 (Manual 10)

The monthly remuneration received by each of the Officers and employees, including the System of Compensation as provided in Regulation.

13.1 Please provide information in following format

Sl. No.	Name	Designation	Monthly remuneration	Compensation Allowance	The procedure to determine remuneration as provided in the regulation
1.	Shri P.M.Sangma, MCS	Controller of Legal Metrology			As per Meghalaya 5th Pay Commissions
2.	Shri S.S.Syiemlieh	Joint Controller of Legal Metrology	99,000/-	15,050/-	
3.	Shri A.Ransglang	Deputy Controller of Legal Metrology	94,300/-	14,815/-	
4.	Shri B. Nongbri	Asstt. Controller of Legal Metrology	83,600/-	12,608/-	
5.	Shri S.T. Sangma	Asstt. Controller of Legal Metrology	Pay slip pending with A.G/-	-	
6.	Shri K. Shabong	Inspectors of Legal Metrology	62,400	13,220/-	
7.	Shri F.F. Sumer		62,400/-	11,220/-	
8.	Shri M.P. Jala		60,600/-	11,130/-	
9.	Shri I. Dkhar		58,800/-	10,440/-	
10.	Shri.K.Mylliemumlong		52,200/-	12,540/-	
11.	Smti. J. Rapthap		52,200/-	12,540/-	
12.	Shri. R.K. Marak		52,200/-	10,110/-	
13.	Shri. L. Kharkongor		48,600/-	10,525/-	
14.	Shri.F.Khongshun		41,800/-	8,370/-	
15.	Shri.G.Kharshandi		41,800/-	9,415/-	
16.	Shri.S.G.Momin		41,800/-	8,815/-	
17.	Shri.W.Chyne		41,800/-	8,815/-	
18.	Shri.C.D.Sangma	41,800/-	8,815/-		
16.	Directorate				
		Scale of Pay			As per Meghalaya 5th Pay Commissions
	1. Superintendent.	Level -12			
	2. Supervisory Assistant	Level – 11			
	3. U.D.Asstts.	Level – 10			
	4. L.D.Asstts	Level – 6			
	5. Instrument Mechanic.	Level – 5			
	6. Typists	Level – 4			
	7. Drivers	Level – 3			
	8. Manual Asstts.	Level – 2			
	9. Duftry	Level – 2			
	10. Peons	Level – 2			
	11. Chowkidar	Level – 1			
	12. Cleaner	Level - 1			
17	Zonal & District Offices				
		Scale of Pay			As per Meghalaya 5th Pay Commissions
	1. U.D. Assistant	Level – 8			
	2. LDA-cum-Typist	Level – 5			
	3. Driver	Level - 3			
	4. Manual Assistant	Level – 2			
	5. Peon	Level – 1			
	6. Chowkidar	Level – 1			

Chapter 12 (Manual 11)

The Budget allocated to each Agency (Particulars of all Plans, proposed expenditure and reports on disbursement made.

For Public Authorities responsible for developmental, construction, technical works.

12.1 Please provide information about the details of the Budget for different activities under different Schemes in the given format.

Year 2018-19

Sr. No.	Name of the scheme/ Head	Activity	Starting date of the activity	Planned end date of the activity	Amount proposed	Amount sanction need	Amount released/ disbursed (no. of installments)	Actual expenditure for the least year	Responsible Officer for the quality and the complete execution of the work
Does not arise									

For other Public Authorities

As per Annexures (Sanction Budget of 2011-12 is enclosed both Plan and Non-Plan)

Chapter 13 (Manual 12)

The manner of Execution of Subsidy Programmes

13.1 The Department do not have such programmes.

Chapter 14 (Manual 13)

Particulars of Recipients of Concessions, permits or authorization granted by it.

14.1 The Department do not have any such programme of Concessions, permits or authorization.

Chapter 15 (Manual 14)

Norm set by it for discharge of its functions

15.1 Please provide the details of the Norms/Standards Set by the Department for execution of various activities/programmes

For implementation of any Scheme/Programme, proposal for such scheme is being sent to Government in the Administrative Department for approval and sanction of the proposed Scheme.

Chapter 16 (Manual 15)

Information available in an electronic form.

16.1 Please provide the details of the information related to the various Schemes, which are available in the electronic format.

Nil.

Chapter 17 (Manual 16)

Particulars of the facilities available to citizens for obtaining information.

17.1 Means, methods or facilitation available to the public which are adopted by the Department for dissemination of information.

(1) The Office issue instructions to the public in the form of advertisement given in English, Khasi and Garo Newspapers (2) by installation of Bill Boards in many important centres of the State (3) by distribution of pamphlet to the traders and consumers

Chapter 18 (Manual 17)

Other useful information.

1. What are Legal Metrology? What is the necessity of imposing these laws?

Means that part Metrology which treats units of weight and measurement, methods weight and measurement and weighing and measuring instruments in relation to the mandatory technical and legal requirement which have the object of ensuring public guarantee from the point of view of security and accuracy of weight and measurement.

In order to ensure uniform enforcement of laws related to matters in Legal Metrology through out the country, the Govt. has enacted : (1) The Legal Metrology Act, 2009, (2) The Legal Metrology (Packaged Commodities) Rules, 2011, (3) The Legal Metrology (General) Rules, 2011, and (4) The Meghalaya Legal Metrology (Enforcement) Rules,2011.

2. Is there any licence to manufacture, sale or repair weights and measures ?

Yes, the Department issues licence to the manufacturer, dealer and repairer of weights & measures as per the provisions of the Act & Rules.

3. How can consumer ensure that any weight & measure is standard or not?

Every weight & measures is manufactured as per the specification and model laid down by the Govt. of India. Weight & measures used by the traders are verified & stamped by the Inspector of the Legal Metrology Department, after due verification, with a seal for ensuring the integrity of the stamp of Inspector and quarter in which it is verified.

4. Who is the competent authority to grant licence?

Controller of Legal Metrology Department is the competent authority to grant the licence. Application for licence should be submitted to the Inspector of Legal metrology who will inspect the firm and forward the same to Controller of Legal Metrology with recommendation for consideration.

5. Who is packer ?

Any person or a firm, which pre-packs any commodity whether in a bottle, tin, wrapper or otherwise in units suitable for sale, is a Packer. Packers need to get themselves registered with this Department.

6. Who is an importer of packaged commodity?

The person/firm who imports the packaged commodity from outside the country for sale is an importer. Every importer has to register himself with the Legal Metrology Department.

7. What is pre-packed commodity?

Any commodity which, is placed in a package without the purchaser being present, of whatever nature, whether sealed or not, so that the product contained therein has a pre-determined quantity.

8. Can a dealer charge legally more than the maximum retail price mentioned on the package?

No, overcharging is an offence for which the trader can be prosecuted.

9. What is calibration?

Means all the operations which are necessary for the purpose of determining the value of errors of a weight or measures and if necessary Verification and stamping of the capacity of the Vehicle Tank or its compartment or any equipment is called Calibration to determine the other Metrological properties of such weight or measures, also includes the actual fixing of the position of a gauge marks or scale marks may also be carried out with a view to permitting the use of weight or measures as a standard.

10. What is the validity period of different weight or measure?

Name of Weights & Measures	Validity Period
Tank Lorries	12 Months
Cast Iron Weights	24 Months
Bullion Weights	24 Months
Sheet Metal Weights	24 Months
Counter Machine	24 Months
Capacity Measure	24 Months
Beam Scale	24 Months
Length Measure	24 Months
Electronic Scale	12 Months
Platform Machine	12 Months
Weighbridges	12 Months
Fuel Dispenser	12 Months
Storage Tank	5 Years
Dispensing Pump	One year
Weights & Measures	One year

For the facility to the Traders the Government has created four Quarters (A) i.e Jan. to March (B) April to June (C) July to September (D) October to December.

For example:- Any weight or measure verified in January can be re-verified up to next due (A) Quarter i.e, within January to March without any penalty additional fees.

11. Who is the competent Authority for grant of registration to Packer/Manufacturer/ Packaged Commodities?

The Controller, Legal Metrology is the competent Authority to grant. Registration as Packer/Manufacturer/Importer of packaged commodities.

13. What are the precautions to be taken by a person while purchasing Pre-Packed Commodities from Whole seller/ Supplier/ Manufacturer/ Shopkeeper?

Every person who either purchase or sells any Commodity in Pre-packed form should ensure that it bears the following declarations:-

Name and Address of Manufacturer/Packer/Importer.

- ii. The common and generic names of the commodities.
- iii. Net-quantity in terms of Standard Unit of weight or measure.
- iv. Month & year of Manufacture/Packing/Import.
- v. Sale price of item/packet as MRP Rs ____ (inclusive of all taxes).
- vi. Expiry date in case of eatable item.
- vii. Contact No. of the manufacturer/ packer or email address if available of the person who can be or the officer which can be contacted in case of consumer complaints.
- viii. Affixing individual stickers is not permissible for making declaration under these Rules.
- viii. Declaration shall be printed in Hindi or in English.

14. What are the requirements while purchasing the IMPORTED Items?

The followings are the mandatory declarations required on a packet which have been imported and available for sale:

- i. Name and Address of the Importer OR packer OR Manufacturer.
- ii. The common and generic names of the commodities.
- iii. Net quantity in terms of Standard Unit of weight or measure.
- iv. Month and Year of Packing/importing.
- v. Maximum Retail Price MRP
Rs (Inclusive of All Taxes).
- vi. Contact no./ email of the manufacturer/packer/importer.
- vii. Declaration may be printed on a Label securely affixed to the package or on a package itself.

15. What are the items on which the Legal Metrology (Packaged Commodities) Rules, 2011 are not applicable?

The following are the items on which the PCR, 2011 are not applicable:-

1. Any raw material for the use of Industrial purpose only.
2. Any part or material used in any Workshop, Service Station repairing bicycle, tricycle and Motor cycle.
3. Fast food items packed by Restaurant/hotel and the like.
4. Drugs/Medicines covered under Drug Control Order 1955. Scheduled and Non Scheduled formulation covered under the Drugs (Price Control) Order, 1995 made under Section 3 of Essential Commodities Act, 1955 (10 of 1955).
5. Agricultural farm products in packages of above 50 Kg.

15. Can a person sell or use unstamped weights or measures?

No, weights or measure shall be sold or offered, exposed or possessed for sale or used or kept for use in any transaction or for protection unless it has been verified & stamped by the Legal Metrology Officer.

16. Is the licence issued under Legal Metrology Act transferable?

No, A licence issued or renewed under this Act is not saleable or otherwise transferable the Legal Metrology Officer or otherwise transferable.

17. Is it necessary to display the certificate of verification?

It is necessary to display every certificate of verification granted under the Act at a conspicuous place in the premises where such weights or measures are being, or intended or likely to be used in any transaction or for protection.

18. What is the penalty if a person fails to get the weights or measure verified or re verified in due time?

Whoever, being required to present any weight or measure for verification or re-verification, omits or fails without any reasonable cause to do so, shall be punished with fine which may not be less than two thousand but may extends to ten thousand rupees and such weight or measure can be seized on inspection.

19. Is the licence for manufacturers/repairers/dealers of any weight & measure compulsory under the Legal Metrology Act, 2009. If so, what are the fees?

Yes, under sec.23 of Legal Metrology Act, 2009. no person shall make, manufacturer, repair, sell any weight or measure unless he holds a valid licence. Licence fees as per Schedule – IV of the Meghalaya Legal Metrology (Enforcement) Rules, 2011.

20. Where the consumer can complain in case he finds any violation of Legal Metrology Act & Rules?

He can lodge a complain in the Office of Controller of Legal Metrology, Assistant Controller of Legal Metrology and in the Office of Inspector of Legal Metrology of the concerned District/ Sub- Division

21. What is the penalty if a person who gives short / less deliveries?

He shall be punished with fine which may extend to Rs.10,000/- (Rupees Ten thousand) only.

22. What is the penalty if a person charges more than MRP printed in the packaged commodities?

He shall be punished with fine which may extend to Rs.2,000/- (Two Thousand) only.

23. Is it mandatory for the user of weights & measures that he gets them verified and stamped only through licensed Dealer / Repairer?

No, it is not mandatory. The user himself can get the weights & measures verified & stamped from the Inspector of concerned District/ Sub- Division.

24. Can any person use for commercial purpose any non verified weights & measures?

No, a person cannot use any unverified & unstamped weights & measure in any circumstances. He must use only weights & measures duly verified and stamped by the Legal Metrology Department.

- (a) Used in any factory exclusively engaged in the manufacture of arms, or ammunitions or both, for the use of the armed forces of the union.
- (b) Used for scientific investigation or for research.
- (c) Manufactured exclusively for export.

25. Who is the competent authority to register any person who intends to import or export any weights & measures?

Every person who intends to import/export any weight & measure needs to register himself with Department of Legal Metrology, Government of India as importer/exporter.

26. What are the instances where stamping and verification is not necessary under the Legal Metrology Act, 2009?

The provisions of this Act, in so far as they relates to the verification and stamping of weights & measures, shall not apply to any weights & measures which is:

27. What are the words or expression which can not be used on the pre-packed commodities?

The following words or expression which tends to create an exaggerated, misleading or inadequate impression as to the quantity of the commodity contained in the package like minimum, not less than, average, about, approximately or other words of similar nature.

28. Where to make application for registration as Packer or importer of package commodities?

Application can be made to the Director of Legal Metrology, Government of India or Controller Legal Metrology of States and UTs.

29. Can a packer paste stickers on printed MRP on the plea of rate revised?

No.

30. Can a chemist overcharge beyond MRP on plea that Medicine are not covered under Legal Metrology Rules?

Exemption in respect of Scheduled and Non-Scheduled formulations covered under the Drugs (Price Control) Order,

1995 made under Section 3 of the Essential Commodities Act, 1955 (10 of 1955).

31. Where complaint regarding short delivery of LPG / Petrol can be made?

Complaints may be made In the office of Controller of Legal Metrology, zonal office (Assistant Controller of Legal Metrology) and Inspector of Legal Metrology office of the concerned district office / Sub-Division.

32. What is the penalty if short weight cylinders are sold?

For short delivery of Gas Cylinders the fine can be imposed which may extend to Rs.10,000/-.

33. Where are courts of Legal Metrology Department made to protect the rights of the consumers? Can anybody lodge the complain there ?

Any person aggrieved or a recognised consumer association can file its complaint in the Court of National, State and District Consumer Forum.

34. Where complaints can be made in Legal Metrology Department. about short Weighment? If there is necessary to disclose identity to make such complaints ?

Complaints can be made to the Office of the Controller of Legal Metrology, Assistant Controller and respective Inspector of Legal Metrology or over telephone or in writing or by email.

35. Where complaints could be made against the officials of the Department ?

Such complaints could be made in the Office of 1) Controller of Legal Metrology or 2) Commissioner & Secretary, Legal Metrology Department, Shillong.

36. What work is looked after by the Legal Metrology District Offices ?

The main works of the Inspector of Legal Metrology in the District is to verify and stamp the weight and measure, weighing and measuring instrument regularly. In the mean time he has to inspect and check the weights and measures and other activities related to Legal Metrology Department.

37. How the stamping is done in the District/Sub-Division Office of the Legal Metrology Department?

Every weight & measure, weighing & measuring instruments is checked for accuracy and after receiving the prescribed Government fees, the weights & measures is stamped by the seal provided to the Inspector of Legal Metrology and verification Certificate is issued simultaneously, the request has to be made for the stamping. The fees realised is deposited to Government Treasury regularly.

38. How the Legal Metrology District organised ?

The Legal Metrology is organised in the eleven districts and one Sub-Division of the State to carry out the work entrusted to each officer. The District Office is looked after by Inspector of Legal Metrology along with his staff.

39. How the Legal Metrology District organised ?

The Legal Metrology has set up offices in the eleven districts and one Sub-Division of the State to carry out the work entrusted to each officer. The District Office is looked after by Inspector of Legal Metrology along with his staff.

- 18.2 Related to seeking information – As guided in the Right to Information Act/Rule.
- 18.3 With relation to training imparted to Public by Public Authority – The Department is enforcing the provisions of the Act/ Rules relating to weights & measures which does not need any training to the public.
- 18.4 With relation imparted to public by Public Authority - As 18.3 above.
- 18.5 With relation of registration process - No registration is taken by office except registration of Manufacturers and Packers of Packaged Commodities under the Packaged Commodity Rules 2011.
- 18.6 With relation to collection of Tax by Public Authority (Municipal Corporation, Trade Tax, Entertainment Tax, etc. - Does not arise.
- 18.7 With relation to issuing new connection- electricity/Water supply, temporary & permanent disconnection etc. - Does not arise in respect of this Department.
- 18.8 Details of any other Public Services, provided by the P/Authority - Service to the Public is through the enforcement staff whose duties are to ensure transparency and correctness in weights & measures and that packaged commodities are not sold at the price higher than the MRP inclusive of all taxes.

STATEMENT SHOWING THE LIST OF FAAS/PIOS/APIOS OF THE LEGAL METROLOGY DEPARTMENT.

Sl. No.	Public Authority	Public Information Officer	Assistant Public Information Officer	First Appellate Authorities.
1.	Office of the Controller of Legal Metrology, Meghalaya, Shillong	Shri S.S.Syiemlieh of Legal Metrology Ph No.2221537	Shri A.Rangslang, Deputy Controller of Legal Metrology	Shri P.M.Sangma, MCS Controller of Legal Metrology, Meghalaya, Shillong Ph No. 2222576 & PABX 22342
2.	Office of the Assistant Controller of Legal Metrology, Eastern Zone, Shillong	Shri B.Nongbri Assistant Controller of Legal Metrology, Eastern Zone, Shillong Ph No.2221464		Controller of Legal Metrology, Meghalaya, Shillong Ph No. 2222576
3.	Office of the Assistant Controller of Legal Metrology, Western Zone, Tura	Shri S.T.Sangma Assistant Controller of Legal Metrology, Western Zone, Tura Ph No.233022		- Do-
4.	Office of the Inspector of Legal Metrology, East Khasi Hills, Shillong	Shri M.P.Jala In- Charge, Shillong of the office of the Inspector of Legal Metrology, Shillong, Ph No.2504084		-Do-
5.	Office of the Inspector of Legal Metrology, East Khasi Hills,Sohra	Shri F.Khongshun Inspector of Legal Metrology (East Khasi Hills)Sohra, Sub-division , Sohra		-Do-
6.	Office of the Inspector of Legal Metrology, Ri-Bhoi District, Nongpoh	Shri K.Kharkongor Inspector of Legal Metrology, Ri-Bhoi District, Nongpoh Ph.No.291030		Do-
7.	Office of the Inspector of Legal Metrology, West Khasi Hills,Nongstoin	Shri G.Kharshandi Inspector of Legal Metrology,West Khasi Hills, Nongstoin		Do-
8	Office of the Inspector of Legal Metrology, South West Khasi Hills, Mawkyrwat	Shri K.M.Umlong Inspector of Legal Metrology,South West Khasi Hills, Mawkyrwat		Do-
9.	Office of the Inspector of Legal Metrology, West Jaintia Hills,Jowai	Shri K.Shabong, Inspector of Legal Metrology, West Jaintia Hills, Jowai		Do-
10.	Office of the Inspector of Legal Metrology, East Jaintia Hills,Khliehriat	Shri I.Dkhar, Inspector of Legal Metrology, East Jaintia Hills, Khliehriat.		Do-
11.	Office of the Inspector of Legal Metrology, West Garo Hills,Tura	Shri F.F.Sumer Inspector of Legal Metrology, West Garo Hills, Tura Ph.No.232180		Do-
12.	Office of the Inspector of Legal Metrology,South west Garo Hills , Ampati	Shri S.G.Momin Inspector of Legal Metrology, South west Garo Hills, Ampati		Do-
13.	Office of the Inspector of Legal Metrology, South Garo Hills, Baghmara	Shri C.D.Sangma Inspector of Legal Metrology, South Garo Hills, Baghmara		Do-
14.	Office of the Inspector of Legal Metrology, East Garo Hills,Williamnagar	Shri R.K.Marak, Inspector of Legal Metrology, East Garo Hills, Williamnagar		Do-
15.	Office of the Inspector of Legal Metrology, North Garo Hills,Resubelpara	Shri R.K.Marak, Inspector of Legal Metrology, North Garo Hills, Resubelpara		Do-

(P.M.SANGMA, MCS)
Controller of Legal Metrology
Meghalaya, Shillong

Department Appellate Authority

Sl. No.	Name	Designation	S.T.D Code	Office	Email
1.	Shri P.M.Sangma, MCS	Controller of Legal Metrology, Meghalaya, Shillong	0364	2222576	controller.lm.meg@gmail.com

Public Information Officer:

Sl. No	Name	Designation	S.T.D Code	Office	Email
1.	Shri S.S.Syiemlieh	Joint Controller of Legal Metrology	0364	2221537	Controller.lm.meg@gmail.com
2.	Shri B.Nongbri	Assistant Controller of Legal Metrology, Eastern Zone, Shillong	0364	2221464	brixiusnongbri@gmail.com
3.	Shri S.T.Sangma	Assistant Controller of Legal Metrology, Western Zone, Tura	0364	233022	sengpants@gmail.com
4.	Shri M.P.Jala	Inspector of Legal Metrology, Incharge, of the Office of the Inspector of Legal Metrology, Shillong.	0364	2504084	-
5.	Shri F.Khongshun	Inspector of Legal Metrology, Sub- Division, Sohra			
6.	Shri L.Kharkongor	Inspector of Legal Metrology, Nongpoh	0339	291030	iathrangsuk@gmail.com
7.	Shri G.Kharshandi	Inspector of Legal Metrology, West Khasi Hills, Nongstoin			
8.	Shri I.Dkhar	Inspector of Legal Metrology, East Jaintia Khasi Hills, Khliehriat			
9.	Shri K.M.Umlong	Inspector of Legal Metrology, South West Khasi Hills, Mawkyrwat			
10.	Shri K.Shabong	Inspector of Legal Metrology, West Jaintia Hills, Jowai			
11.	Shri F.F.Sumer	Inspector of Legal Metrology, West Garo Hills, Tura	0365 1	232180	
12.	Shri R.K.Marak	Inspector of Legal Metrology, East Garo			raksangmarak@gmail.com

		Hills District, Williamnagar (Additional Charge)			
13.	Shri C.D.Sangma	Inspector of Legal Metrology, South Garo Hills, Baghmara			
14.	Shri S.G.Momin	Inspector of Legal Metrology, South West Garo Hills, Ampati			saljrangmomin@gmail.com
15.	Shri R.K.Marak	Inspector of Legal Metrology, North Garo Hills, Resubelpara			raksangmarak@gmail.com

Assistant Public Information Officer

Sl. No.	Name	Designation	S.T.D Code	Office	Email
1.	Shri A.Rangslang,	Deputy Controller of Legal Metrology, Meghalaya, Shillong	0364	2222576	controller.lm.meg@gmail.com