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 Oraganisation, 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 use of illegal non-standards and mal practices in weights & measures. To check the mandatory declaration as prescribed under the Rules, determine the net weight of Packaged Commodities in the premises of the Manufacturer, Packers and to check that the price of packaged commodities offered by the traders shall not exceed than the price printed in the packaged in order to protect the Consumers from being cheated by unscrupulous traders.

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 obtained 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 and the Inspectorate Offices in all the Districts and one in Sohra Civil Sub-Division.

2.4 **Duties of the Public Authority** – To supervise the work of all the Zonal Officers and the Inspectors, in enforcing the Legal Metrology Act/Rules.

2.5(i)**Main activities/functions of the Public Authority** – The main activities of the Public Authority are to ensure that all consumers in the State are getting correct weights and measures in any transaction.

2.5 (ii) The main functions of the Legal Metrology Department is to enforce and implement the various provisions of the Legal Metrology Act / Rules. Verification and Periodical re-verification and stamping of all weights & measures used in any commercial transaction or protection was undertaken as prescribed under the Rules. Frequent surprise inspection, raids and seizure are being undertaken to check the use of illegal non-standard, unverified weights and measures, mal-practices in weights and measures, declaration in packaged commodities and to check that the price of packaged commodities shall not exceed than the MRP. Any violation detected, legal proceeding was taken against the offenders as per the Legal Metrology Acts & Rules.

2.6 **List of Services being provided by the Public Authority with a brief write up on them** – The Department issued Verification Certificate to the users of weights and measures, Manufacturer, Repairer and Dealer Licence in weights and measures and Registration of Manufacturer, Packer and Importer in Packaged Commodities. Frequent Surprise inspection is conducted by the Inspectors to all the business establishment, trading centres, permanent & weekly markets within their limit of jurisdiction to safeguard the interest of the consumers.

2.7 **Organisational Structure** –

Directorate Level

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

Ministerial Staff –

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

District Levels

Asstt. Controller of Legal Metrology

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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

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

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

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

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

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

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

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

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

2.8 **Expectation of the Public Authority from the Public for enhancing its effectiveness and efficiency** – The Department has made publicity by distributing pamphlets and advertisement through print and electronic media to educate the consumers in particular and the public in general relating to the Legal Metrology Act & Rules. The Department encourage the consumers to lodge a complaint in the Directorate, Zonal and Inspectorate Office by writing a complaint letters or by telephone and also to login in MEPGRAMS Government of Meghalaya Portal in case if any malpractices, 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 the provisions of the Legal Metrology Act & Rules.

2.9 **Arrangements and methods made for seeking public participation/contribution** –The Department, through the Enforcement Staff issue notices to the traders or through the Traditional Heads of localities/villages and the person incharge of Permanent / Weekly markets etc to disseminate the information to all the traders within their jurisdiction for bringing all their weights & measures, weighing & measuring instruments for getting them verified and re-verified periodically as prescribed under Rules 27 of the Legal Metrology (General) Rules, 2011 to ensure the accuracy and uniformity of all weights and measures used in any transaction or protection.

2.10 **Mechanism available for monitoring the service delivery and public grievance resolution** – The Department through the enforcement staff in the Inspectorate Offices undertaken frequent surprise inspections, seizures and raids in all trading centres, permanent/weekly markets and every business establishment in their respective jurisdiction to ensure that all weights and measures used in any commercial transaction or protection are duly verified and re-verified periodically as prescribed under the Rules. The Inspectors also address any grievances received in the form of complaint from the consumers.

CHAPTER – 3 (Manual 2)

Powers and duties of Officers and Employees

Designation - 1. Controller of Legal Metrology

Powers :-

i) Exercise the powers of Director delegated to him under subsection (7) of section 13 of the Act, subject to sub-section (8) of the said section.
ii) Implement the provisions of Act and Rules, in the State.
iii) Supervise the work of all Legal Metrology Officers within the State and give directions to them from time to time.
iv) Grant of Manufacturer, Repairer, Dealer licences in weights and measures and Registration of Manufacturer, Packers and Importers in Packaged Commodities.
v) Hear appeals filed under section 50 and decide the same in the manner as provided in sub-section (3) of section 50 or send back the case with such directions as he may think fit.
vi) Provide Working or Secondary Standard weights, measures, balances and such other equipments to every Legal Metrology Officer as per Rule 20 of Meghalaya Legal Metrology (Enforcement) Rules, 2011.
vii) Compound the offences under the Act and Rules.
viii) Delegate his powers except power of hearing of appeal under section 50, to any Legal Metrology Officer.
ix) Appointing Authority to all the Non-Gazetted Officers and Staff and sanction of leave to all the Staff in the Directorate, Zonal and Inspectorate Offices.
x) Financial – Power to sanction as per delegation of power under the Meghalaya Delegation Power Rules. He is also presently the Drawing and Disbursing Officer of the Directorate.

All Legal Metrology Officers in the State shall work under direct control, superintendence and discipline of the Controller.

Designation -2. Joint Controller of Legal Metrology

Powers:-

(i) Exercise the powers conferred on him by the Act subject to the limitations as provided in sub-section 3 of section 14 and delegated powers of the Controller under sub-section (7) of section 13 of the Act, subject to sub-section (8) of said section of the Act within his local limit.
(ii) Assist the Controller in all the matters of accounts, administration and guide in technical as well as in Legal matter pertaining to Legal Metrology Act/Rules.
(iii) Deal with the Compounding of offences under section 48 as authorized by the Controller from time to time.
(iv) Assist the Controller in appeals filed under section 50 of the Act.
(v) Supervise and control the staff at Headquarters.
(vi) Seek approval from the Controller in the matter of inspection of Inspectorate Offices and carry out inspection as per directives of the Controller.
(vii) Assist the Controller for fixing physical and financial target for the Inspectors.
(viii) Public Information Officer under RTI Act.

Designation -3. Deputy Controller of Legal Metrology

Powers:-

(i) Exercise the powers conferred on him by the Act subject to the limitations as provided in sub-section 3 of section 14 and delegated powers of the Controller under sub-section (7) of section 13 of the Act, subject to sub-section (8) of said section of the Act within his local limit.
(ii) Assist Controller and Joint Controller in the Matters related to office establishment, compounding of offences filed under section 48 and appeals filed under section 50 of the Act.
(iii) Deal with the Compounding of offences under section 48 as authorized by the Controller from time to time.
(iv) Carry out office inspections of subordinate offices.
(v) Assistant Public Information Officer as per RTI Act.
(vi) Perform any other duties and functions assigned to him by the Controller or Joint Controller from time to time.

Designation -4. Inspector of Legal Metrology (Headquarter)

Powers:-

(i) Assists superiors in all the matters related to Secondary & Working Standards Laboratories.
(ii) Assists superiors in the work related to issuance and renewal of licences of manufacturer, Dealer and Repairer of weights & measures.
(iii) Assists superiors in the work related to issuance of Registration of Manufacturer and Packer.
(iv) Assists superiors in providing stamps, dices, pinches, tools for verification & stamping and Working Standard equipments to LMOs.
(v) Check all the reports submitted by the Inspectors.
(vi) Perform any other duties and functions assigned by Controller from time to time.

Duties of Ministerial staff in the Directorate

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. Daily	- Receive and Issue of all official letters, compiling of all Reports and Returns and 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 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

Designation: - Assistant Controller of Legal Metrology

(i) Exercise the powers conferred on him by the Act subject to the limitations as provided in sub-section 3 of section 14 and delegated powers of the Controller under sub-section (7) of section 13 of the Act, subject to sub-section (8) of said section of the Act within his local limit.

(ii) Verify the Working Standards against the Secondary Standards, at an interval not exceeding one year as per rule 31 (3) of Legal Metrology (National Standards) Rules, 2011.

(iii) Supervise the work of Inspectors in his jurisdiction.
(iv) Carry out inspection of premises on complaint or otherwise in the manner and for the purpose as provided in sections 15 and 16 of the Act.
(v) Recommend the issue of fresh licences to manufacturer, Dealers and Repairer of weights or measures.
(vi) Recommend or otherwise, the issue of registration to Manufacturer and Packer.
(vii) Compounding of offences under the Act and Rules as authorized by the Controller from time to time.
(viii) Supervise the work of verification and stamping of weight or measures.
(ix) Inspect office of every inspector within his jurisdiction at least once in a year.
(x) Visit and supervise work at camp office of his jurisdiction, as and when required.
(xi) Arrange special campaigns.
(xii) Propose areas of jurisdiction to the Inspector within his local limit and submit to the Controller for approval of the same.
(xiii) Recommend and forward the Tour Programme and Work Diary of the Inspector to the Controller for approval.
(xiv) Present the Secondary Standard Weight and Measure to the Regional Reference Standards Laboratory for verification at an interval not exceeding Two years as per Rules 31 (2) of Legal Metrology (National Standards) Rules 2011.
(xv) Public Information Officer in the Zonal Office.
(xvi) Drawing and Disbursing Officer
(xvii) Discharge any other duties and functions assigned or directed by Controller

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 Astt. & Driver	- Accompany the Astt. Controller in their official tours and to assist the Assistant Controller of Legal Metrology for maintenance of Secondary Standards Laboratory, and for verification of 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

Designation - Inspector of Legal Metrology

i) Exercise the Powers conferred on him by the Act subject to the limitations as provided in sub-section 3 of section 14 and delegated powers of the Controller under sub-section (7) of section 13 of the Act, subject to sub-section (8) of said section of the Act within his local limit.
ii) Act as the D.D.O. of his own office as delegated by the Controller.
iii) Public Information Officer under RTI Act.
iv) Prepare the Tentative Tour Programme in advance and forward to the respective Assistant Controller for forwarding and recommending to the Controller for approval.

v) Verification and Periodical Re-verification of weights or measures within his local jurisdiction.
vi) Realized verification and stamping fees as specified in Schedules IX and make deposit as provided in Rules 16 and 17 of The Meghalaya Legal Metrology (Enforcement) Rules, 2011.
vii) Search inspect the premises within his local limit for implementing various provisions of The legal Metrology Act and Rules made there under as and when required.
viii) Book cases if it is detected and submitted the reports to the Controller and exercise a spot compounding as empowered under Rules 26 of the Meghalaya Legal Metrology (Enforcement) Rules, 2011.
ix) Take due care of Working Standards, Date Stamps/Plugs, Punches Pliers, Paper Seals/Sticker and tools supplied to his by the Department.
x) Co-ordinate and work with the District Administration
xi) Discharge any other duties and functions assigned or directed by Controller.

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,
Westtern 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.
	5. Inspector of Legal Metrology, Resubelpara North Garo Hills District.
	6. 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	The enforcement works of the Department are carried out and acted accordingly as per the provisions of the Legal Metrology Act/Rules. The purpose of these Act/Rules is to maintain the accuracy and uniformity of all weights and measures and also to eliminate illegal non-standard weights & measures and to check manipulation in weights and measures in any commercial transaction to ensure the mandatory declaration and the net weight in the packaged commodities and also to check that the prices of the packages shall not exceed than the MRP (inclusive of all Taxes).	From Book Stall and also from the Web Site WWW//Fca.nic.in Xerox copy of the Act/Rules can be obtained from the office of the Controller of Legal Metrology, Meghalaya, Shillong.	Price as fixed by the publisher.
2.	The Meghalaya Legal Metrology (Enforcement) Rules, 2011	Rules			
3.	The Legal Metrology (Packaged Commodities) Rules, 2011.	Rules			
4.	The Legal Metrology (General) Rules, 2011.	Rules			
5.	The Legal Metrology (Approval of Models) Rules, 211	Rules			
6.	The Legal Metrology (National Standard) Rules, 2011	Rules			
7.	The Legal Metrology (Numeration) Rules, 2011	Rules			
8.	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	Book Stall
2.	Rules	The Legal Metrology (Packaged Commodities) Rules, 2011.		
3.	Rules	The Legal Metrology (General) Rules, 2011.		Office of the Controller of Legal Metrology, Meghalaya, Shillong
4.	Rules	The Meghalaya Legal Metrology (Enforcement) Rules, 2011		
5.	Rules	The Legal Metrology (Approval of Models) Rules, 2011	From the office of the Controller of Legal Metrology, Meghalaya, Shillong	
6.	Rules.	The Legal Metrology (National Standard) Rules, 2011		
7.	Rules.	The Legal Metrology (Numeration) Rules, 2011		
8.	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.	Smti B.Kharlukhi	LDA	0364					

Public Information Officers:

Sl. No	Name	Designation	S.T.D Code	Phone No.		Fax	Email	Address
				Office	Home			
1.	Shri K.Shabong	Deputy Controller of Legal Metrology	0364				kyrshanshabong2020@gmail.com	
2.	Shri M.P.Jala	Assistant Controller of Legal Metrology, Eastern Zone, Shillong	0364	2221464				
3.	Shri I.Dkhar	Assistant Controller of Legal Metrology, Western Zone, Tura	0364	233022			iaithrangsuk@gmail.com	
4.	Shri K.M.Umlong	Inspector of the Office of the Inspector of Legal Metrology, Shillong.	0364	2504084			kyrsoimylliemumlong@gmail.com	
5.	Smti J.Rapthap	Inspector of Legal Metrology, Sub-Division, Sohra					sohrametrology@gmail.com	
6.	Shri G.Kharshandi	Inspector of Legal Metrology, Nongpoh					geoffreyarlandi@gmail.com	
7.	Shri W.Chyne	Inspector of Legal Metrology, West Khasi Hills, Nongstoin					wanlambok.chyne@gmail.com	
8.	Shri L.Kharkongor	Inspector of Legal Metrology, East Jaintia Khasi Hills, Khliehriat					lashan.k@rediffmail.com	
9.	Shri Kieffer H.Khongsit	Inspector of Legal Metrology, South West Khasi Hills, Mawkyrwat						
10.	Smti Steffanie I.M.Nongbri	Inspector of Legal Metrology, West Jaintia Hills, Jowai						
11.	Shri R.K.Marak	Inspector of Legal Metrology, West Garo Hills, Tura	03651	232180			raksangmarak@gmail.com	
12.	Shri S.G.Momin	Inspector of Legal Metrology, East Garo Hills District, Williamnagar					saljrangmomin@gmail.com	
13.	Shri Iran Rechil	Inspector of Legal Metrology, South Garo Hills, Baghmara					iamiranrechil@gmail.com	
14.	Shri C.D.Sangma	Inspector of Legal Metrology, South West Garo Hills, Ampati					chingx2008@gmail.com	
15.	Shri Macduf R.Marak	Inspector of Legal Metrology, North Garo Hills, Resubelpara						

Department Appellate Authority

Sl. No.	Name	Designation	S.T.D Code	Phone No.		Fax	Email	Address
				Office	Home			
1.	Shri H.K.Thabah, MCS	Controller of Legal Metrology, Meghalaya, Shillong	0364				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. Process of execution	As per procedures, Rules/regulations prescribed by the Government.
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.	
				OFFICE	HOME
1.	Shri H.K.Thabah, MCS	Controller of Legal Metrology	0364	2222576 PABX-2342	
2.	Shri K.Shabong	Deputy Controller of Legal Metrology	0364	2221537	
3.	Shri M.P.Jala	Asstt. Controller of Legal Metrology, EZ, Shillong	0364	2221537	
4.	Shri I.Dkhar	Asstt. Controller of Legal Metrology, WZ, Tura	0364	2221464	
5.	Shri K.M.Umlong	Inspector of Legal Metrology, Shillong	03651	233022	
6.	Smti J.Rapthap	Inspector of Legal Metrology, Sohra	0364	2504084	
7.	Shri W.Chyne	Inspector of Legal Metrology, Nongstoin			
8.	Shri K.H.Khongsit	Inspector of Legal Metrology, Mawkyrwat			
9.	Shri G.Kharshandi	Inspector of Legal Metrology, Nongpoh			
10.	Smti S.I.M. Nongbri	Inspector of Legal Metrology, Jowai			
11.	Shri L.Kharkongor	Inspector of Legal Metrology, Khliehriat			
12.	Shri R.K.Marak	Inspector of Legal Metrology, Tura	0365	2299931	
13.	Shri S.G.Momin	Inspector of Legal Metrology, Williamnagar	03655	295009	
14.	Shri Iran Rechil	Inspector of Legal Metrology, Baghmara	03651	232180	
15.	Shri C.D.Sangma	Inspector of Legal Metrology, Ampati			
16.	Shri M.R.Marak	Inspector of Legal Metrology, Resubelpara			

Chapter 11 (Manual 10)

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

12.1 Please provide information in following format

Sl. No.	Name	Designation	Scale of Pay	The procedure to determine renumeration as provided in the regulation
1.	Shri H.K.Thabah, MCS	Controller of Legal Metrology	Borne IAS/MCS cadre	As per Meghalaya 5th Pay Commissions
2.	Shri K.Shabong	Deputy Controller of Legal Metrology	Level-18	
3.	Shri M.P.Jala	Asstt. Controller of Legal Metrology	Level-16	
4.	Shri I.Dkhar	Asstt. Controller of Legal Metrology	Level-16	
5.	Shri.K.Mylliemumlong	Senior Inspectors of Legal Metrology	Level-14	
6.	Smti. J. Rapthap		Level-14	
7.	Shri. R.K. Marak		Level-14	
8.	Shri. L. Kharkongor		Level-14	
9.	Shri.F.Khongshun		Level-14	
10.	Shri.G.Kharshandi		Level-14	
11.	Shri.S.G.Momin		Level-14	
12.	Shri.W.Chyne		Level-14	
13.	Shri.C.D.Sangma		Level-14	
14.	Shri Iran Rechil	Inspectors of Legal Metrology	Level-12	
15	Shri K.H.Khongsit		Level-12	
16	Smti S.I.M. Nongbri		Level-12	
17	Shri M.R.Marak		Level-12	
18	Shri M.J.Warlarpih		Level-12	

16.	Directorate		
		Scale of Pay	As per Meghalaya 5th Pay Commissions
	1. Superintendent.	Level -12	
	2. Supervisory Assistant	Level – 11	
	3. U.D.Astts.	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**	
	1. U.D. Assistant	Level – 8	As per Meghalaya 5th Pay Commissions
	2. LDA-cum-Typist	Level – 5	
	3. Driver	Level - 3	
	4. Manual Assistant	Level – 2	
	5. Peon	Level – 1	
	6. Chowkidar	Level – 1	
		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 2023-2024

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 install ments)	Actual expen diture for the least year	Responsible Officer for the quality and the complete execution of the work
Does not arise									

For other Public Authorities
Does not arise.

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 weighment and measurement, methods weighment 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 weighment 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 given in the Legal Metrology (General) Rules 2011 and for weighing and measuring instruments it is manufacture as per the Model Approval Certificate issued by the Competent Authority as per the provisions of the Legal Metrology (Approval of Models) Rules, 2011. Every weights & measures used by the traders are verified and periodically re-verified as prescribed under the provisions of Rules 27 of the Legal Metrology (General) Rules, 2011 to ensure its uniformity and accuracy.

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 needs to get themselves register as per the provisions of Rules 27 of the Legal Metrology (Packaged Commodities) Rules, 2011 with this Department.

6. **What is pre-packed commodity?**
Any commodity which, is placed in a package in the absent of the purchaser, of whatever nature, whether sealed or not, so that the product contained therein has a pre-determined quantity.

7. **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.

8. **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.

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

Periodical Verification of weights and measures as per the provisions of Rules 27 of the Legal Metrology (General) Rules, 2011 are as follows:-

a) Twenty-four months for all weights, capacity measures, length measures, tape, beam scale and counter machine.
b) Sixty month for storage tanks, and
c) Twelve months for all weight or measure including tank lorry other than that mentioned in clauses (A) & (B).

10. 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.

11. 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.

12. 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.

13. 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, 2011are 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.

14. **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.

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

No, A licence issued or renewed under this Act is not saleable nor transferable as per the provisions of Sub-rule 10 of the Rules 11 of the Meghalaya Legal Metrology (Enforcement) Rules, 2011.

16. **Is it necessary to display the certificate of verification?**

It is not necessary to display every certificate of verification granted under the Act but the traders shall keep it in the premises.

17. **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.

18. **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) Amendment Rules, 2018.

19. **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 or can login in MEPGRAMS Government of Meghalaya portal.

20. **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.

21. **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.

22. **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.

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

No person can use any unverified weights & measure in any commercial transaction or protection. He must use only weights & measures duly verified and stamped by the Legal Metrology Department.

24. 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.

25. 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:

(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.

26. 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.

27. 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 of Legal Metrology of States and UTs.

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

No.

29. 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).

30. 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.

31. 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/-.

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

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

33. 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.

34. **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.

35. **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 periodically as prescribed under the Rules. In the mean time he has to inspect and check the weights and measures pre-packed commodities and other activities related to Legal Metrology Department.

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

Every weight & measure, weighing & measuring instruments shall presented to the Inspector at the specific date, time and place fixed by him. The Inspector will verify the said weights and measures against the Working Standards and perform all the different type of test in respect with weighing and measuring instrument. On satisfying the results of the test he will secured with a seal or stamped and issued a Verification Certificate and realised the Verification fees accordingly as prescribed under the Rules.

37. **How the Legal Metrology District organised ?**

The Legal Metrology has set up Inspectorate offices in the eleven districts and one in Sohra Civil 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.

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