

GOVERNMENT OF ASSAM
FOOD, CIVIL SUPPLIES & CONSUMER AFFAIRS (A) DEPARTMENT
DISPUR, GUWAHATI-6

ORDERS BY THE GOVERNOR OF ASSAM
NOTIFICATION

Dated: Dispur, the 29th June, 2021

No. FSA.122/2018/291: In exercise of powers conferred under Section-4 of the Assam Right to Public Service Act (ARTPS Act), 2012 (As amended), the Governor of Assam is hereby pleased to notify the services along with stipulated time limits for rendering services, as per Annexure-I enclosed herewith, of the Controller of Legal Metrology under Food, Civil Supplies & Consumer Affairs (A) Department, as required under Section-4 of the ARTPS Act, 2012.


(Shri Debajyoti Dutta, I.A.S.)

Secretary to the Government of Assam

Food Civil Supplies & Consumer Affairs Department,
Dispur, Guwahati-06.

Memo No. FSA.122/2018/291-A

Dated: Dispur, the 29th June, 2021

Copy to:

1. The Secretary to the Governor of Assam, Raj Bhawan, Guwahati.
2. The Secretary to the Govt. of Assam, Administrative Reforms & Training Department, Dispur, Guwahati-06, for your kind information.
3. The P.P.S. to the Hon'ble Chief Minister, Assam.
4. The Staff Officer to the Chief Secretary, Assam, Dispur.
5. The State Project Director, Assam Rural Infrastructure and Agricultural Services (ARIAS) Society (An Autonomous Body under Govt. of Assam), Agriculture complex, Khanapara, G.S. Road, Guwahati-781022, Tel: +91 361-2332125; Fax: +91-361-2332564; email: spd@arias.in, for your kind information.
6. The P.S. to the Hon'ble Minister, Food, Civil Supplies and Consumer Affairs Department, Dispur, for kind appraisal of the Hon'ble Minister.
7. The P.S. to the Principal Secretary to the Govt. of Assam, Food, Civil Supplies and Consumer Affairs Department, Dispur, for kind appraisal of the Principal Secretary.
8. The P.S. to the Secretary to the Govt. of Assam, Food, Civil Supplies and Consumer Affairs Department, Dispur, for kind appraisal of the Secretary.
9. The Controller of Legal Metrology (I/c), Ramakrishna Mission Road, Ulubari, Guwahati - 07, Assam, for information and necessary action. You are requested to circulate this notification to all concerned districts and Sub-Divisions.

By Order, etc...


(Shri Probin Chandra Bora)

Joint Secretary to the Govt. of Assam

Food Civil Supplies & Consumer Affairs Department,
Dispur, Guwahati-06.

Notified Public Service under the Assam Right to Public Service Act, 2012 in respect of Legal Metrology Department, Assam

Sl. No.	Notified Public Service	Stipulated Time Limit for providing the service	Time limit for disposal by Appellate Authority	Documents to be enclosed with the application	User charge, if any (in Rupees)
1	2	3	4	5	6
1	Nomination of the Director by the Company under section 49 (2) of the Legal Metrology Act, 2009.	15 working days		Thirteen Schedule under Rule 29 of the Legal Metrology (General), Rules, 2011.	NA
2	Registration as Manufacturer / Packer of pre-packed commodities under rule 27 of The Legal Metrology (Packaged Commodities) Rules, 2011	15 working days		The specified Form is available in the EODB Portal. 1. Valid Trade license issued by concerned Municipal Corporation / Board / Town Committee / Gaon Panchayat 2. GST Registration Certificate 3. Proof of Identity / Address 4. Certificate issued by FSSAI in case of Food Item	Fee: Rs. 500/-
3	Registration as Importer of pre-packed commodities under rule 27 of The Legal Metrology (Packaged Commodities) Rules, 2011	15 working days		The specified Form is available in the EODB Portal 1. Valid Trade license issued by concerned Municipal Corporation / Board / Town Committee / Gaon Panchayat 2. GST Registration Certificate 3. Proof of Identity / Address 4. Certificate issued by FSSAI in case of Food Item 5. Import license issued by the Govt. of India.	Fee: Rs. 500/-

				6. Model approval certificate issued by the Govt. of India in case of Weights & Measures.	
4	Licence as Dealer of Weights & Measures under section 23 of the Legal Metrology Act, 2009.	15 working days		<p>The specified Form (Form– LD–I) is available in the EODB Portal</p> <ol style="list-style-type: none"> 1. Valid Trade license issued by concerned Municipal Corporation / Board / Town Committee / Gaon Panchayat 2. GST Registration Certificate 3. Model approval certificate issued by the Govt. of India. 4. Authorization letter issued by manufacturer to sell weight or measure. 5. Copy of the License of the manufacturer of weights & measures issued by the Legal Metrology Department. 	Fee: Rs. 500/- per year
5	Licence as Repair of Weights & Measures under section 23 of the Legal Metrology Act, 2009.	15 working days		<p>The specified Form (Form– LR–I) is available in the EODB Portal</p> <ol style="list-style-type: none"> 1. Valid Trade license issued by concerned Municipal Corporation / Board / Town Committee / Gaon Panchayat 2. GST Registration Certificate 3. Proof of Identity / Address 4. Passport Photograph 5. Experience Certificate from manufacturer / dealer / repairer. 6. Copy of the License (manufacturer / dealer / repairer) issued by Legal Metrology Department. 	<p>Fee:</p> <p>(a) Rs. 500/- per year for repairing all types of weights, capacity measures, length measures, beam scales and counter machines.</p> <p>(b) Rs. 1,000/- per year for repairing weights and measures as mentioned in (a) above and others.</p> <p>Security Deposit:</p> <p>*Security deposit to be made by Repairer–</p> <p>(a) Rs. 2,500/- for repairing all types of weights, capacity measures, length measures, beam scales and counter machines.</p>


					(b) Rs. 5,000/- for repairing weights and measures as mentioned in (a) above and others.
6	Licence as Manufacturer of Weights & Measures under section 23 of the Legal Metrology Act, 2009.	15 working days		The specified Form (Form- LM-I) is available in the EODB Portal 1. Valid Trade license issued by concerned Municipal Corporation / Board / Town Committee / Gaon Panchayat 2. GST Registration Certificate 3. Model approval certificate issued by the Director of Legal Metrology, New Delhi, Govt. of India 4. Proof of Identity / Address 5. Passport Photograph 6. Land documents where the factory of the manufacturer is established.	Fee: Rs. 2,000/- per year
7	Renewal of licence as Dealer of weights & measures	15 working days		1. Existing valid Dealer License Document. 2. Copy of the current Trade license issued by concerned Municipal Corporation / Board / Town Committee / Gaon Panchayat 3. GST Registration Certificate or exemption declaration by the applicant (if applicable) 4. Quarterly returns for the period January to March, April to June, July to September of the current year and October to December of the preceding year	Fee: Rs. 500/-
8	Renewal of licence as Repair of weights & measures	15 working days		1. Existing valid Repairing License Document. [FORM LR -3]	Fee: Rs. 500/-

				<ol style="list-style-type: none"> 2. Copy of the current Trade license issued by concerned Municipal Corporation / Board / Town Committee / Gaon Panchayat 3. GST Registration Certificate or exemption declaration by the applicant (if applicable) 4. Address proof of the Skilled Worker (s) 5. Group Photo of the Applicant (s) and skilled worker (s) 6. Quarterly returns for the period January to March, April to June, July to September of the current year and October to December of the preceding year 	
9	Renewal of licence as Manufacturer of weights & measures	15 working days		<ol style="list-style-type: none"> 1. Existing valid Manufacturing License Document. [FORM LM -3] 2. Copy of the current Trade license issued by concerned Municipal Corporation / Board / Town Committee / Gaon Panchayat 3. GST Registration Certificate or exemption declaration by the applicant (if applicable) 4. Quarterly returns for the period January to March, April to June, July to September of the current year and October to December of the preceding year 	Fee: Rs. 500/-
10	Appeal against an order of a Legal Metrology Officer / Controller of Legal Metrology	15 working days		As per Section 50 of the Legal Metrology Act, 2009 and the Form specified in Schedule-X of the Rule 24 (1) of the Assam Legal Metrology (Enforcement) , Rules,2011.	Fee specified in 24 (2) of the Assam Legal Metrology (Enforcement), Rules, 2011. Rs. 500/- for Appellate Authority and Rs. 200/- for Designated Public Servant.

11	Verification and Stamping of New Dispensing Pumps of Petrol / Diesel	15 working days	<ol style="list-style-type: none"> 1. Letter addressed to the Controller from the concerned Oil Company. 2. Letter addressed to the Controller by the Dealer. 3. Model approval certificate of the Dispensing Pumps issued by the Govt. of India. 4. NOC issued by the Deputy Commissioner. 5. Explosive License 6. GST Registration Certificate. 7. Land Document. 8. Appointment Letter issued by concerned OIL Company. 9. Proof of Identity / Address.
12	Verification and Stamping of New Weighbridge	15 working days	<ol style="list-style-type: none"> 1. Letter addressed to the Controller from the concerned Person / Establishment. 2. Purchase Invoice of the Weighbridge. 3. Purchase invoice / Verification Certificate of 1 (one) tone Cast Iron Weights. 4. Copy of the Valid Dealer License of the Seller. 5. Model approval certificate of the weighbridge issued by the Director of Legal Metrology, New Delhi, Govt. of India. 6. N.O.C issued by the Civil Administration / Municipal Board / Town Committee / Gaon Panchayat / National Highway Authority. 7. Proof of Identity / Address.
13	Verification & Stamping of New Mobile Dispensing Unit fitted with Vehicle tank	15 working days	<ol style="list-style-type: none"> 1. Letter addressed to the Controller from the concerned Oil Company. 2. Letter addressed to the Controller by the Dealer. 3. Model approval certificate of the Dispensing Pumps issued by the Govt. of India.

				<ul style="list-style-type: none"> 4. Explosive License 5. Copy of the Dealer License by the Seller of Dispensing Unit. 6. Copy of the Fabrication License issued by the Legal Metrology. 7. Purchase voucher of the Dispensing unit and the Vehicle Tank. 8. Proof of Identity / Address. 	
14	Re-verification and Stamping of Dispensing Pumps of Petrol / Diesel	<p>15 working days** **For re-verification intimation shall be submitted to the local Inspector of Legal Metrology at least 30 (thirty) days in advance of the date on which the verification falls due</p>	15 working days	<ul style="list-style-type: none"> 1. Verification Certificate issued in the previous year by the Legal Metrology Officer. 	
15	Re-verification and Stamping of Weighbridge	<p>15 working days** **For re-verification intimation shall be submitted to the local Inspector of Legal Metrology at least 30 (thirty) days in advance of the date on which the verification falls due.</p>	15 working days	<ul style="list-style-type: none"> 1. Verification Certificate issued in the previous year by the Legal Metrology Officer. 	
16	Re-verification & Stamping of Mobile Dispensing Unit fitted with Vehicle tank	<p>15 working days** **For re-verification intimation shall be submitted to the local Inspector of Legal Metrology at least 30 (thirty) days in advance of the date on</p>		<ul style="list-style-type: none"> 1. Verification Certificate for Dispensing Unit and Tank vehicle issued in the previous year by the Legal Metrology Officer. 	

		<i>which the verification falls due.</i>			
17	Verification and Re-verification / Stamping of other Weights & Measures.	15 working days** <i>**For re-verification intimation shall be submitted to the local Inspector of Legal Metrology at least 30 (thirty) days in advance of the date on which the verification falls due.</i>		1. For New Verification: (a) Purchase document from the Dealer of Weights & Measures. 2. For Re-Verification: (b) Verification Certificate issued in the previous year by the Legal Metrology Officer.	


(Shri Debajyoti Dutta, I.A.S.)
Secretary to the Government of Assam
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Dispur, Guwahati-06.