

## Standard Operating Procedure and Checklist

Name of Department	Legal Metrology
--------------------	-----------------

### A. Standard Operating Procedure for Applicant

Application for	Certificate for Verification of Weights & Measures and Its Renewal
Application Type	First time Verification of Weights & Measures
Mandatory supporting documents required(enclosures)	<ol style="list-style-type: none"> <li>1. EPIC/Aadhar</li> <li>2. PAN</li> <li>3. Valid Manufacturing Licence</li> <li>4. Model Approval Certificate</li> <li>5. Valid Dealer/Repairer License</li> <li>6. Purchase Invoice</li> <li>7. Clear picture showing the sealing provision as prescribed on the Model Approval Certificate</li> <li>8. Trading licence from respective ADC in case of Non-Tribal</li> <li>9. NOC from District Administration and NHAI / State Government State PWD whichever is applicable if weighbridges installed by the side of the road and petroleum retail outlets.</li> </ol> <p>To be noted: in case of replacement or adding of weighing and measuring instrument in existing business establishment; documents mentioned under Sl.1, 2, 8 and 9 are excluded.</p>
Process description	<ul style="list-style-type: none"> <li>➤ <b>Step 1:</b> Submission of online application along with supporting documents.</li> <li>➤ <b>Step 2:</b> Review of application and enclosures by concerned Inspector of Legal Metrology and forwarding the application to Deputy Controller of Legal Metrology</li> <li>➤ <b>Step 3:</b> Review by Deputy Controller of Legal Metrology and forwarding application to Joint Controller of Legal Metrology</li> <li>➤ <b>Step 4:</b> Review by Joint Controller of Legal Metrology and forwarding application to Controller of Legal Metrology</li> <li>➤ <b>Step 5:</b> Approved or reject by the Controller and instructions sent to concerned Inspector of Legal Metrology either regarding rejection or spot verification to be carried out</li> <li>➤ <b>Step 6:</b> Inspector of Legal Metrology informs the applicant on total fee to be paid</li> <li>➤ <b>Step 7:</b> applicant pays the fee and confirms to Inspector of Legal Metrology</li> <li>➤ <b>Step 8:</b> Inspector of Legal Metrology informs applicant about the date of verification visit</li> <li>➤ <b>Step 9:</b> Inspector of Legal Metrology either issues Certificate for Verification of Weights &amp; Measures, which can be downloaded by applicant or administer Form No. WM-18 duly mentioning the rectification which needs to be done before issuance of Certificate</li> <li>➤ <b>Step 10:</b> Applicant informs Inspector of Legal Metrology about completion of rectification work as per Form No. WM-18</li> <li>➤ <b>Step 11:</b> Continue from Step 8</li> </ul>

<p>Procedure for Fees payment</p>	<p><b>Fee for Verification:</b>Department informs the applicant about the applicable fee, which can be paid online. Determination of fee is as follows:</p> <p>A. Fee payable for verification and stamping of weight or measures at the office or camp office of Legal Metrology officer as per revised Schedule IX.</p> <p>B. If, at the request of the user of weight or measure, verification is done at any premises other than the office or camp office of the Legal Metrology Officer, an additional fee shall be charged at half the rate specified in Schedule IX and the user of the weight or measure shall pay the expenses incurred by the Legal Metrology Officer for visiting the premises including the cost of transporting and handling the Working Standard and other equipment subject to a minimum of rupees one hundred.</p> <p><i>No Additional fee shall be charged for verification and stamping of weights and measures in situ of:</i></p> <ul style="list-style-type: none"> <li>• <i>Vehicle tanks for petroleum products and other liquids, meter for liquids other than water (fuel dispenser, Liquid Petroleum Gas, Milk Dispensers), Compressed Natural Gas Dispensers, Non Automatic weighing instruments like weighbridge, platform machines, crane scale Automatic Gravimetric filling instruments, automatic rail weighbridge, Discontinuous totalizing automatic weighing instruments and such other weight or measures which cannot be or should not be moved from its location.</i></li> <li>• <i>Weight or measures in the premises of manufacturer or dealer of such Weight or Measure.</i></li> </ul> <p>C. If a weight or measure is presented to the Legal Metrology Officer for re-verification after expiry of the validity of the stamp, an additional fee at half the rates specified in Schedule IX shall be payable for every quarter of the year or part thereof.</p> <p>D. Full fee shall be payable for re-stamping any weight or measure held in stock with manufacturer or dealer within the period specified, in the Legal Metrology (General) Rules, 2011 from the date on which it was last stamped, provided that the original stamp was not obliterated.</p> <p>E. A weight or measure which on verification / inspection is found to be incorrect shall returned to the person concerned for adjustment informing him, in a proforma specified by the Controller, of the defects found in the weight or measure, and calling upon him to remove the defects within a period not exceeding seven days. When the necessary adjustment has been carried out, such weight or measure shall be verified on payment of the fees specified in schedule IX and if found correct shall be stamped.</p>
<p>List of Reference Documents</p>	<p>The Meghalaya Legal Metrology (Enforcement) Rules, 2011</p>
<p>Timeline for completing the process</p>	<p>30 days.</p>

Checking of Application Status	Application status can be tracked through Single window portal
Departmental Workflow	Online Application >Office of the Inspector of Legal Metrology>Review of application/enclosures by Inspector of Legal Metrology>Review by Deputy Controller>Review by Joint Controller >Controller instructs Inspector to carry out Spot Verification > Instruction to applicant to pay fee > Spot Verification by Inspector > Either the certificate is issued or rectification to be carried out is suggested to applicant

**B. Inspection Procedure:**

1. Verification /Inspection is carried out for:
  - a. Weight and Measuring instrument listed in Schedule IX
  - b. Equipment at Manufacturer/dealer premises
2. Every person using any weight and measures in any transaction or for protection shall present such weight and measures for verification/re-verification at the office of Legal Metrology officer. And in case the weight or measures is such that it cannot or should not be moved from its location, the person using such weight or measures shall report to Legal Metrology Officer at least 30 days in advance of the date on which the verification falls due.
3. The Legal Metrology officer conducts examination of weight and measures for verification
4. The Legal Metrology officer stamps every weight or measures if after testing and verification such weight and measures conforms to the standards established by Act, with a stamp of uniform design issued by the controller.
5. The Legal Metrology officer also mark the year and its quarter (A,B,C,D).
6. On completion of verification and stamping the Legal Metrology Officer issues a certificate of Verification.
7. A weight or measure which on verification found to be incorrect is returned to the person concerned for adjustment informing him in Performa (WM-18) specified by controller, of the defects found in weight or measures and calling upon him to remove the defects within a period not exceeding 7 days. When its complied weight or measure can be verified upon payment of fees specified in Schedule IX and if found correct shall be stamped.
8. Re-Verification Process of Weight or Measure is done during the period mentioned in the verification certificate.

**C. Checklist of Documents for Inspection**

1. Copy of application
2. Copy of instruction from Controller for conducting spot verification

**2. Standard Operating Procedure for Applicant**

Application for Application Type	Certificate for Verification of Weights & Measures and Its Renewal Renewal
Mandatory supporting documents required (enclosures)	1. Last issued certificate
	<ul style="list-style-type: none"> <li>➤ Step 1: Submission of online application along with supporting documents.</li> <li>➤ Step 2: Review of application and enclosures by concerned Inspector of Legal Metrology</li> <li>➤ Step 3: Inspector of Legal Metrology informs the applicant on total</li> </ul>

<p><b>Process description</b></p>	<p>fee to be paid</p> <ul style="list-style-type: none"> <li>➤ <b>Step 4:</b> Applicant pays the fee and confirms to Inspector of Legal Metrology</li> <li>➤ <b>Step 5:</b> Inspector of Legal Metrology informs applicant about the date of verification visit</li> <li>➤ <b>Step 6:</b> Inspector of Legal Metrology either issues Certificate for Verification of Weights &amp; Measures, which can be downloaded by applicant or administer Form No. WM-18 duly mentioning the rectification which needs to be done before issuance of Certificate</li> <li>➤ <b>Step 7:</b> Applicant informs Inspector of Legal Metrology about completion of rectification work as per Form No. WM-18</li> <li>➤ <b>Step 8:</b> Continue from Step 5</li> </ul>
<p><b>Procedure for Fees payment</b></p>	<p><b>Fee for Verification:</b> Department informs the applicant about the applicable fee, which can be paid online. Determination of fee is as follows:</p> <ul style="list-style-type: none"> <li>A. Fee payable for verification and stamping of weight or measures at the office or camp office of Legal Metrology officer as per revised Schedule IX.</li> <li>B. If, at the request of the user of weight or measure, verification is done at any premises other than the office or camp office of the Legal Metrology Officer, an additional fee shall be charged at half the rate specified in Schedule IX and the user of the weight or measure shall pay the expenses incurred by the Legal Metrology Officer for visiting the premises including the cost of transporting and handling the Working Standard and other equipment subject to a minimum of rupees one hundred.</li> </ul> <p><i>No Additional fee shall be charged for verification and stamping of weights and measures in situ of:</i></p> <ul style="list-style-type: none"> <li>• <i>Vehicle tanks for petroleum products and other liquids, meter for liquids other than water (fuel dispenser, Liquid Petroleum Gas, Milk Dispensers), Compressed Natural Gas Dispensers, Non Automatic weighing instruments like weighbridge, platform machines, crane scale Automatic Gravimetric filling instruments, automatic rail weighbridge, Discontinuous totalizing automatic weighing instruments and such other weight or measures which cannot be or should not be moved from its location.</i></li> <li>• <i>Weight or measures in the premises of manufacturer or dealer of such Weight or Measure.</i></li> </ul> <ul style="list-style-type: none"> <li>C. If a weight or measure is presented to the Legal Metrology Officer for re-verification after expiry of the validity of the stamp, an additional fee at half the rates specified in Schedule IX shall be payable for every quarter of the year or part thereof.</li> <li>D. Full fee shall be payable for re-stamping any weight or measure held in stock with manufacturer or dealer within the period specified, in the Legal Metrology (General) Rules, 2011 from the date on which it was last stamped, provided that the original stamp was not obliterated.</li> <li>E. A weight or measure which on verification / inspection is found to be incorrect shall returned to the person concerned for adjustment informing him, in a proforma specified by the Controller, of the defects found in the weight or measure, and calling upon him to remove the</li> </ul>

	defects within a period not exceeding seven days. When the necessary adjustment has been carried out, such weight or measure shall be verified on payment of the fees specified in schedule IX and if found correct shall be stamped.
List of Reference Documents	The Meghalaya Legal Metrology (Enforcement) Rules, 2011
Timeline for completing the process	30 days.
Checking of Application Status	Application status can be tracked through Single window portal
Departmental Workflow	Online Application > Office of the Inspector of Legal Metrology > Review of application/enclosures by Inspector of Legal Metrology > Review by Deputy Controller > Review by Joint Controller > Controller instructs Inspector to carry out Spot Verification > Instruction to applicant to pay fee > Spot Verification by Inspector > Either the certificate is issued or rectification to be carried out is suggested to applicant

#### A. Inspection Procedure:

1. Verification /Inspection is carried out for:
  - a. Weight and Measuring instrument listed in Schedule IX
  - b. Equipment at Manufacturer/dealer premises
2. Every person using any weight and measures in any transaction or for protection shall present such weight and measures for verification/re-verification at the office of Legal Metrology officer. And in case the weight or measures is such that it cannot or should not be moved from its location, the person using such weight or measures shall report to Legal Metrology Officer at least 30 days in advance of the date on which the verification falls due.
3. The Legal Metrology officer conducts examination of weight and measures for verification
4. The Legal Metrology officer stamps every weight or measures if after testing and verification such weight and measures conforms to the standards established by Act, with a stamp of uniform design issued by the controller.
5. The Legal Metrology officer also mark the year and its quarter (A,B,C,D).
6. On completion of verification and stamping the Legal Metrology Officer issues a certificate of Verification.
7. A weight or measure which on verification found to be incorrect is returned to the person concerned for adjustment informing him in Performa (WM-18) specified by controller, of the defects found in weight or measures and calling upon him to remove the defects within a period not exceeding 7 days. When its complied weight or measure can be verified upon payment of fees specified in Schedule IX and if found correct shall be stamped.
8. Re-Verification Process of Weight or Measure is done during the period mentioned in the verification certificate.

#### B. Checklist of Documents for Inspection

1. Copy of application
2. Copy of last issued certificate