

**GOVERNMENT OF ASSAM**  
**OFFICE OF THE CONTROLLER OF LEGAL METROLOGY::ASSAM::GUWAHATI**  
(Office Address: Ram Krishna Mission Road, Ulubari, Guwahati-781007.)

No.CWM/GET-329/2012/194/9800

Dated: Guwahati, the 19<sup>th</sup> Jan'2021.

From: Shri S. N. Baishya,  
Controller of Legal Metrology (i/c),  
Assam, Guwahati.

To,  
✓ The Secretary to the Govt. of Assam,  
Food, Civil Supplies & Consumer Affairs Department,  
Dispur, Guwahati-6

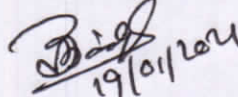
Sub:- **Notified Public Service under the Assam Right to Public Service Act, 2012 in respect of Legal Metrology Department, Assam.**

Sir,

With reference to the above, I have the honour to submit herewith notified Public Service as mentioned in **Annexure-I** under the Assam Right to Public Service Act, 2012 in respect of Legal Metrology Department, Assam for favour of your kind information and necessary action.

**Enclosures:** As sated above,

Yours faithfully,



Controller of Legal Metrology (i/c)  
Assam, Guwahati.

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

**Annexure-1**

Sl. No	Notified public service	Designated Public Servant	Stipulated time limit for providing the service	Appellate Authority	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	7	8
1	Nomination of the Director by the Company under section 49(2) of the Legal Metrology Act, 2009.	Controller of Legal Metrology, Assam	15 working days	Secretary to the Govt of Assam, F.C.S. & C.A. Department, Dispur		Thirteen Schedule under Rule 29 of the Legal Metrology (General), Rules, 2011.  The specified Form is available in the EODB Portal.	NA
2	Registration as Manufacturer / Packer of pre-packed commodities under rule 27 of The Legal Metrology (Packaged Commodities) Rules, 2011	Controller of Legal Metrology, Assam	15 working days	Secretary to the Govt of Assam, F.C.S. & C.A. Department, Dispur		1. Valid Trade licence 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	Controller of Legal Metrology, Assam	15 working days	Secretary to the Govt of Assam, F.C.S. & C.A. Department, Dispur		The specified Form is available in the EODB Portal  1. Valid Trade licence 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. 6. Model approval certificate issued by the Govt. of India in case of Weights & Measures.	Fee : Rs.500/-

*Pratik Barua*  
19/10/2024

SI No	Notified public service	Designated Public Servant	Stipulated time limit for providing the service	Appellate Authority	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	7	8
4	Licence as Dealer of Weights & Measures under section 23 of the Legal Metrology Act, 2009.	Controller of Legal Metrology, Assam	15 working days	Secretary to the Govt of Assam, F.C.S. & C.A. Department, Dispur		<p>The specified Form (Form-LD-1) is available in the EODB Portal</p> <ol style="list-style-type: none"> <li>Valid Trade licence issued by concerned Municipal Corporation /Board/Town Committee/Gaon Panchayat</li> <li>GST Registration Certificate</li> <li>Proof of Identity/Address</li> <li>Passport Photograph</li> <li>Experience Certificate from manufacturer/dealer/ repairer.</li> <li>Copy of the license (manufacturer/dealer/ repairer) issued by Legal Metrology Department</li> </ol>	<p>Fee : Rs.500/- per year</p>
5	Licence as Repair of Weights & Measures under section 23 of the Legal Metrology Act, 2009.	Controller of Legal Metrology, Assam	15 working days	Secretary to the Govt of Assam, F.C.S. & C.A. Department, Dispur		<p>The specified Form (Form-LR-1) is available in the EODB Portal</p> <ol style="list-style-type: none"> <li>Valid Trade licence issued by concerned Municipal Corporation /Board/Town Committee/Gaon Panchayat</li> <li>GST Registration Certificate</li> <li>Proof of Identity/Address</li> <li>Passport Photograph</li> <li>Experience Certificate from manufacturer/dealer/ repairer.</li> <li>Copy of the license (manufacturer/dealer/ repairer) issued by Legal Metrology Department</li> </ol>	<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.1000/- 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.2500/- for repairing all types of weights, capacity measures, length measures, beam scales and counter machines.</p> <p>b) Rs.5000/- for repairing weights and measures as mentioned in (a) above and others.</p>

*[Handwritten Signature]*

Sl. No	Notified public service	Designated Public Servant	Stipulated time limit for providing the service	Appellate Authority	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	7	8
6	Licence as Manufacturer of Weights & Measures under section 23 of the Legal Metrology Act, 2009.	Controllor of Legal Metrology, Assam	15 working days	Secretary to the Govt. of Assam, F.C.S. & C.A. Department, Dispur		<p>The specified Form (Form- LM-1) is available in the EODB Portal</p> <ol style="list-style-type: none"> <li>Valid Trade licence issued by concerned Municipal Corporation /Board/Town Committee/Gaon Panchayat</li> <li>GST Registration Certificate</li> <li>Model approval certificate issued by the Director of Legal Metrology, New Delhi, Govt. of India</li> <li>Proof of Identity/Address</li> <li>Passport Photograph</li> <li>Land documents where the factory of the manufacturer is established.</li> </ol>	Fee : Rs. 2000/- per year
7	Renewal of licence as Dealer of weights & measures	Controllor of Legal Metrology, Assam	15 working days	Secretary to the Govt. of Assam, F.C.S. & C.A. Department, Dispur		<ol style="list-style-type: none"> <li>Existing valid Dealer Licence Document.</li> <li>Copy of the current Trade licence issued by concerned Municipal Corporation /Board/Town Committee/Gaon Panchayat</li> <li>GST Registration Certificate or exemption declaration by the applicant (if applicable)</li> <li>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</li> </ol>	Fee : Rs. 500/-

*[Handwritten Signature]*  
19/01/2019

Sl. No	Notified public service	Designated Public Servant	Stipulated time limit for providing the service	Appellate Authority	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	7	8
8	Renewal of licence as Repair of weights & measures	Contoller of Legal Metrology, Assam	15 working days	Secretary to the Govt. of Assam, F.C.S. & C.A. Department, Dispur		<ol style="list-style-type: none"> <li>Existing valid Repairing Licence Document. [ FORM LR -3]</li> <li>Copy of the current Trade licence issued by concerned Municipal Corporation /Board/Town Committee/Gaon Panchayat</li> <li>GST Registration Certificate or exemption declaration by the applicant (if applicable)</li> <li>Address proof of the Skilled Worker(s)</li> <li>Group Photo of the Applicant(s) and skilled worker(s)</li> <li>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</li> </ol>	Fee : Rs. 500/-
9	Renewal of licence as Manufacturer of weights & measures	Controller of Legal Metrology, Assam	15 working days	Secretary to the Govt. of Assam, F.C.S. & C.A. Department, Dispur		<ol style="list-style-type: none"> <li>Existing valid Manufacturing Licence Document. [ FORM LM -3]</li> <li>Copy of the current Trade licence issued by concerned Municipal Corporation /Board/Town Committee/Gaon Panchayat</li> <li>GST Registration Certificate or exemption declaration by the applicant (if applicable)</li> <li>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</li> </ol>	Fee : Rs. 500/-

*[Signature]*  
19/10/2021

Sl. No	Notified public service	Designated Public Servant	Stipulated time limit for providing the service	Appellate Authority	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	7	8
10	Appeal against an order of a Legal Metrology Officer/Controller of Legal Metrology	Controller of Legal Metrology, Assam	15 working days	Secretary to the Govt. of Assam, F.C.S. & C.A. Department, Dispur		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	Controller of Legal Metrology, Assam	15 working days	Secretary to the Govt. of Assam, F.C.S. & C.A. Department, Dispur		<ol style="list-style-type: none"> <li>1. Letter addressed to the Controller from the concerned Oil Company.</li> <li>2. Letter addressed to the Controller by the Dealer.</li> <li>3. Model approval certificate of the Dispensing Pumps issued by the Govt of India.</li> <li>4. NOC issued by the Deputy Commissioner.</li> <li>5. Explosive License</li> <li>6. GST Registration Certificate.</li> <li>7. Land Document.</li> <li>8. Appointment Letter issued by concerned OIL company.</li> <li>9. Proof of Identity/Address.</li> </ol>	

*[Handwritten Signature]*  
19/10/2024

Sl. No	Notified public service	Designated Public Servant	Stipulated time limit for providing the service	Appellate Authority	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	7	8
12	Verification and Stamping of New Weighbridge	Controller of Legal Metrology, Assam	15 working days	Secretary to the Govt. of Assam, F.C.S. & C.A. Department, Dispur		<ol style="list-style-type: none"> <li>Letter addressed to the Controller from the concerned Oil Company.</li> <li>Letter addressed to the Controller by the Dealer.</li> <li>Model approval certificate of the Dispensing Pumps issued by the Govt of India.</li> <li>Explosive License</li> <li>Copy of the Dealer License by the Seller of Dispensing Unit.</li> <li>Copy of the Fabrication License issued by the Legal Metrology.</li> <li>Purchase voucher of the Dispensing unit and the Vehicle Tank.</li> <li>Proof of Identity/Address.</li> </ol>	
13	Verification & Stamping of New Mobile Dispensing Unit fitted with Vehicle tank	Controller of Legal Metrology, Assam	15 working days	Secretary to the Govt of Assam, F.C.S. & C.A. Department, Dispur			

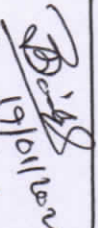
*[Signature]*  
14/10/2024

Sl. No	Notified public service	Designated Public Servant	Stipulated time limit for providing the service	Appellate Authority	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	7	8
14	Re-verification and Stamping of Dispensing Pumps of Petrol/Diesel	Controller of Legal Metrology, Assam	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>	Secretary to the Govt. of Assam, F.C.S. & C.A. Department, Dispur	15 working days	1. Verification Certificate issued in the previous year by the Legal Metrology Officer.	
15	Re-verification and Stamping of Weighbridge	Inspector of Legal Metrology of the concerned area	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>	Controller of Legal Metrology, Assam	15 working days	1. Verification Certificate issued in the previous year by the Legal Metrology Officer.	

*Prigla*  
19/11/2014



Sl. No	Notified public service	Designated Public Servant	Stipulated time limit for providing the service	Appellate Authority	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	7	8
16	Re-verification & Stamping of Mobile Dispensing Unit fitted with Vehicle tank	Inspector of Legal Metrology of the concerned area	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.	Controller of Legal Metrology, Assam		1. Verification Certificate for Dispensing Unit and Tank vehicle issued in the previous year by the Legal Metrology Officer.	
17	Verification and Re-verification/ Stamping of other Weights & Measures.	Inspector of Legal Metrology of the concerned area	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.	Controller of Legal Metrology, Assam		1. For New Verification: (a) Purchase document from the Dealer of Weights & Measures. 2. For Re-Verification: (a) Verification Certificate issued in the previous year by the Legal Metrology Officer.	

  
 19/01/2021  
 Controller of Legal Metrology (I/c),  
 Assam, Guwahati-7.