

CHAPTER - 3 (MANUAL - 2)

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

CONTROLLER (WEIGHTS & MEASURES) :

Administrative powers : Over all supervision of the activities of the Weights & Measures Department and its district office / field units.

Financial powers : Declared as Head of Office and have all the financial powers as delegated to Head of Offices as defined in Delegation of Financial Power Rules.

Other powers (Statutory / Executive powers) : Powers as delegated to the Controller of Legal Metrology under the Legal Metrology Act, 2009 and the Rules made there under. To hear appeal against the decisions given / orders made by Assistant Controller and Legal Metrology Officer.

ASSTT. CONTROLLER (WEIGHTS & MEASURES)

Administrative powers : In-charge of the enforcement & legal branch.

Financial powers : No financial powers.

Other powers (Executive powers) : Powers as delegated by the Controller of Legal Metrology under the Legal Metrology Act, 2009 and the Rules made there under.

OFFICE SUPERINTENDENT (WEIGHTS & MEASURES)

Administrative powers : In-charge of the Administration branch.

Financial powers : No financial powers.

Other powers (Executive powers) : As delegated by the Controller Weights & Measures from time to time.

ASSTT. ACCOUNT OFFICER (WEIGHTS & MEASURES)

Administrative powers : In-charge of the Account Branch.

Financial powers : No financial powers. Working as Drawing & Disbursing officer for the department.

Other powers (Executive powers) : As delegated by the Controller Weights & Measures from time to time.

LEGAL METROLOGY OFFICER GRADE I (DISTRICT OFFICER IN-CHARGE)

Administrative powers : Supervision of the activities of the district office / field unit.

Financial powers : No Financial powers.

Other powers (Executive powers) :

1. Verification/stamping of Dispensing units of Petrol Pumps, Weighbridges, Tank Lorries, Flow Meters, Proving Tanks and all newly manufactured weights, measures and weighing and measuring instruments (All categories).
2. Inspection of petrol pumps, LPG Retail outlets and manufacturers/packers/importers premises for net contents checking of packaged commodities being manufactured packed, imported for retail sale.
3. Issue of Licenses.
4. Co-ordination with HQ and other agencies engaged in the field of consumers' welfare.

In addition to this any other duty as assigned by the Controller from time to time for due discharge of his/her duty as Legal Metrology Officer.

LEGAL METROLOGY OFFICER GRADE II

Administrative powers : No administrative power.

Financial powers : No Financial powers.

Other powers (Executive powers) :

1. Verification/stamping of weights, measures, weighing and measuring instruments other than those brought to Zonal Lab.
2. All office correspondence and maintenance of records.
3. Inspection of market places specially business premises of retailers, wholesalers to check violation in packaged commodities.
4. Conduct of raids in the market places for seizure of false weights and measures.
5. Verification/stamping of electronic weighing balances if JMA is not posted in zone.
6. Any other duty assigned by superior officers for due discharge of his/her duty as Legal Metrology Officer.

LEGAL METROLOGY OFFICER GRADE III

Administrative powers : No administrative power.

Financial powers : No Financial powers.

Other powers (Executive powers) :

1. Verification/stamping of weights, measures, weighing and measuring instruments brought to zonal lab by the licenced repairer or by users.
2. Collection of verification fee and deposit with Govt. Treasury
3. Inspection of commercial establishments, retailers, and wholesalers' premises for checking violation related to weights, measures and packaged commodities.
4. Correspondence related to issue of licences.
5. To attend Courts in connection with complaints relating to W & M.
6. Any other duty assigned by superiors officers for due discharge of his/ her duty as Legal Metrology Officer.

J.M.A. (LMO)

Administrative powers : No administrative power.

Financial powers : No Financial powers.

Other powers (Executive powers) :

1. Verification/Stamping of Taxi/Auto meters at Taxi Meter Unit and verification/stamping of electronic weighing balances in their respective allotted zone
2. Maintenance of Standards Laboratory - Secondary as well as Working.
3. Inspection of market places to check violation in weights and measures especially electronic balances.
4. Any other duty assigned by superior officers for due discharge of his/her duty as Legal Metrology Officer.

MANUAL ASSISTANTS

Administrative powers : No administrative power.

Financial powers : No Financial powers.

Other powers (Executive powers) :

1. To assist the inspectorate staff in their due discharge of duty.
2. To receive/ count and record in gate pass register, items being brought to Zonal laboratory for verification and stamping from users or repairers as the case may be.
3. To assist the inspectorate staff during inspections and carry seized items if any.
4. Any other duty if assigned by superior officers for due discharge of their duty.