

CHAPTER - 7 (MANUAL - 6)

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

The following category of documents are held by the district offices of Weights & Measures Department :

S. N o.	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	Certificate	Certificate of Verification / Rejection: This document is issued to the user in respect of his / her Weights & Measures which are verified / rejected by the LMO after checking.	This document is issued to the users of Weights & Measures when he applies himself or through licensed repairer for verification / re-verification of his Weights & Measures. The prescribed fee is charged for such verification and its validity period is mentioned on the certificate.	Legal Metrology Officer, Grade-I, II, III & JMAs at the district level.
2.	Inspection Report	Inspection Report / Memorandum : It contains details of inspections of Weights, Measures, Weighing & Measuring Instruments and packaged commodities, carried out by LMOs of this Department at the shop / outlets / Manufacturing units, Petrol pumps and other commercial establishments. It is prepared in triplicate.	It is mandatory on the part of the LMOs to give one copy of the inspection report memo to the owner / manager of the business establishment, who was available at the time of inspection.	Legal Metrology Officer, Grade-I, II, III & JMAs at the district level.

3.	Licence	Licence as Manufacturer Dealer & Repairer of Weights & Measures Items : These are the licences for manufacturing, sale & repair of Weights, Measures & Weighing and Measuring instruments, issued under the provisions of Legal Metrology Act, 2009 and Delhi Legal Metrology (Enf.) Rules, 2011.	These licences are issued to the applicant on their applications, within 45 days of the application, if it satisfies all the criteria / norms.	LMOs Gr-II & III with recommendations of LMO Grade-I / District officer of the concerned district.
4.	Registration Certificate	Certificate of Registration : It is issued to the manufacturer / packer / importer of the packaged commodities, on the receipt of their application.	This certificate is issued to the manufacturer / packer / importer of the packaged commodities, on the receipt of their application.	LMO Gr-II & III with recommendation of LMO Grade-I / District officer of the concerned district.