

**OFFICE OF THE LEGAL METROLOGY DEPARTMENT  
GOVT. OF NCT OF DELHI  
ROOM NO – 116-117, C BLOCK, VIKAS BHAWAN  
NEW DELHI – 110002**

F. No. 1126-130

Dated:- 18/2/16

**MINUTES OF THE MEETING HELD ON 17.02.2016**

A meeting was held under the chairmanship of ACLM along with all the Zonal officers of this Department on 17.02.2016 wherein the following officers were present:-

1. Shri, Sugatha Menon, ZO
2. Sh. S.V. Singh, ZO
3. Sh. R.P Tripathi, ZO
4. Sh. Radhey Shyam, ZO.

The following issues were discussed:-

1. **Proper utilization of Mobile Van -** The Zonal officers were directed to inform the markets where the Mobile Van can be deployed. They were requested to inform the market association in advance about the date when the Mobile Van would be deployed in the market. The schedule for the utilization of Mobile Van should be submitted to the office of the ACLM latest by 23.02.2016.  
(Action: All Zonal officers)
2. **Revenue Growth -** The Zonal officers were reminded about the targets fixed for their Zones and it was reiterated that any laxity on their part would be viewed seriously by the Competent Authority.  
(Action: All Zonal officers)
3. **Timely deposit of cash by the Zones -** The Zonal officers were directed to deposit the cash in the bank within three days so that the audit paras on these issues can be settled and new paras are not made. All the relevant instructions under GFR should be followed strictly.  
(Action: All Zonal officers)
4. **Court cases monitoring -** The Zonal officers were advised to monitor all the court cases in Hon'ble High Court of Delhi and Supreme Court so that the cases are defended by the Department in a proper way.  
(Action: All Zonal officers)
5. **Service of Summons of the Dealers whose cases are in the Metropolitan Magistrate Court -** Since the enforcement activity is being carried out all over the Delhi, the prosecution cases who do not get compounded at the Departmental level are submitted in the Metropolitan Magistrate Court for further action. Zonal officers informed that the summons issued by the Hon'ble courts have to be delivered to the Dealers by the LMO's. To avoid running around by each LMO to all the areas in Delhi, it is advised that the summons may be handed over to the concerned Zones for delivery under proper record.  
(Action: All Zonal officers)





6. **Prosecution cases to be sent to HQ on timely basis** -All the Zonal officers were directed to send their cases which have been booked for prosecution to the HQ on timely basis so that there is no lapse on the part of the Department that any case is not attended to. They have been advised that all the cases that would be booked for prosecution by 29.02.2016 should be submitted in the HQ for compounding latest by 10.03.2016.

(Action: All Zonal officers)

7. **Information regarding science graduates-** The office of the Hon'ble Minister, F&S had desired the information regarding who LMO's are science graduates. The information was sought from the Zonal officers.

8. **Monitoring of Biometric Attendance-** All the Zonal officers were directed to monitor the biometric attendance of the staff posted in their Zones so that no complaint regarding non availability of the staff is received from the public in respect of any of the Zone.

(Action: All Zonal officers)

9. **Staff at Zonal offices -** The Zonal officers requested that one LMO should not be put on enforcement duty who is collecting the cash in the Zones. They were directed to submit the name of the LMO's who are collecting cash in their Zones so that their request can be examined at HQ before taking a decision.

(Action: All Zonal officers)

All the Zonal officers are hereby directed to take action as per the points stated above.

(PRAVIR JAIN) 18/02/16  
ASSTT. CONTROLLER (LM)

F. No. 1126-130

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Copy for information and necessary action to:-

1. PS to Secretary (LM), Legal Metrology Department, Govt. of NCT of Delhi.
2. PA to Controller (LM), Legal Metrology Department, Govt. of NCT of Delhi.
3. ACLM, Legal Metrology Department, Govt. of NCT of Delhi.
4. All Zonal officers / LMO's, Legal Metrology Department, Govt. of NCT of Delhi.
5. Guard File.

(Pravir Jain)  
Asstt. Controller (LM)  
18/02/16