



DEPARTMENT OF LEGAL METROLOGY

CITIZEN CHARTER



DEPARTMENT OF LEGAL METROLOGY

**Legal Metrology Bhavan, Next to National Sample Survey Office,
Near Air India Colony, Housing Board, P.O. Alto-Porvorim, Porvorim,
Bardez, Goa - 403 521 India**

Motto

“No More, No Less, But Exact”

Mission

To protect the interest of all stakeholders especially, consumers, under the provisions of the Legal Metrology Act, 2009 and the Rules made there under, and to deliver the services of the department to the utmost satisfaction of all stakeholders by ensuring metrological accuracies in the weights and measures with traceability to the National Physical Laboratory (NPL).

Vision

To implement various provisions of the Legal Metrology Act & Rules to provide social justice to the consumer, be environment friendly with accuracy and accountability with timely updation.

FOREWORD

In order to raise the quality, extend accountability, and carry out services effectively and courteously, the Citizens' Charter for the Department of Legal Metrology, has been prepared.

This Charter seeks to provide a framework which enables Citizens to know:

1. Services provided by the Department of Legal Metrology.
2. Redressal of Public Grievances.

The main principle behind this Charter is to ensure transparency, public participation, and accountability, besides information choice and redressal machinery wherever possible.

**LET US JOIN HANDS IN MAKING THIS
CHARTER A SUCCESS!**

Any suggestions for improvement in the Citizen Charter is appreciated

INDEX

Sr. No.	Content	Page No.
1.	Introduction	1
2.	Organisational Structure	8
3.	Delivery of Services	11
4.	Complaint Redressal System	13
5.	Offences under Legal Metrology	14
6.	Tips for Consumers	17
7.	Frequently Asked Questions (FAQs)	22
8.	Forms	28

INTRODUCTION

Metrology provides a solid framework for reliable measurements. It plays a vital role in the development of technology, industries, quality products, economy, trade, and sustainable society. Legal Metrology is the application of legal requirements to measurements and measuring instruments.

Incipiently, the Department of Weights and Measures used to function under the aegis of the Department of Civil Supplies. In 1990, after Goa attained Statehood, an independent Department of Weights and Measures was set up with the view to provide a uniform standard of Weights & Measures in the state. The nomenclature of “the Department of Weights and Measures” was later changed to “the Department of Legal Metrology”, as notified by the Government by issuing the Notification.

The Department of Legal Metrology is engaged in regulating the use of correct weighing and measuring instruments in protection, trade and commerce to ensure that the exact weight, measure and number of any commodity is provided to any customer as contracted for or paid for by him. It also safeguards consumers' interests by ensuring mandatory declarations on packaged commodities.

The Department carries out regular/surprise inspections in markets, fair price shops, industries, petrol pumps, gas agencies, and other public outlets to check whether weighing and measuring units bear valid verification stamps and deliver the correct weight, measure, or volume of commodities to consumers. Inspections are also conducted on receipt of complaints. Action is taken against short delivery and overcharging on packaged commodities, Non-declarations on packaged commodities and use of defective, non-standard weights and measures as per relevant Acts and Rules.

The Department of Legal Metrology is one of the important organs of Consumers Protection. The noble and bounden duty of the Department is to protect the interest of the people by preserving and defending the National Standards essential in providing the citizens a basis of value comparison and fair competition in the marketplace. Consumer awareness is the cornerstone of this Department and the Department carries out Consumer Awareness Programme to educate the consumer about their rights and duties, malpractices and other aspects.



Aim of the Department

To deliver the services of the department swiftly to the utmost satisfaction of all stakeholders of Legal Metrology by minimizing the gap between the service provider and the service user by:

- Maintenance of accuracy in all Weights, Measures, Weighing & Measuring Instruments used in the government & Semi-Government, Organisations, Factories, Industries, Shops, trading premises, etc., used or intending to be used in transactions or for protection.
- Regulation of the commodities sold in packaged form
- Protection of Consumers against cheating in Weights and Measures used in transactions and for protection.
- To ensure correct quantities in Weights, Measures, and Packaged Commodities.
- To create regular awareness with respect to consumer rights among the general public.

Act & Rules Governing the Department:

The Department is a Statutory Organization, functioning under the following Act and Rules:

1. The Legal Metrology Act, 2009.
2. The Legal Metrology (Packaged Commodities) Rules, 2011.
3. The Legal Metrology (General) Rules, 2011.
4. The Goa Legal Metrology Rules, 2011.
5. The Legal Metrology (Approval of Models) Rules, 2011.
6. The Legal Metrology (National Standards) Rules, 2011.
7. The Legal Metrology (Numeration) Rules, 2011.
8. The Indian Institute of Legal Metrology Rules, 2011.

Activities of the Department

The Act and Rules governing the Department have laid down guidelines for the Department and the general public (Consumers) at large to follow a standard pattern. In this context, the Department carries out the following statutory functions:

- Maintenance of the Secondary Standard Laboratory.
- Maintenance of the Working Standard Laboratories.
- Initial verification and stamping of weights and measures, weighing and measuring instruments to ensure accuracy and conformity to the specified standard as laid down in the Act and Rules.
- Periodical re-verification & stamping of weights, measures, weighing and measuring instruments used by any person or firm etc., in any transaction or for protection.
- Regulation of the Commodities sold in packaged form to see that such commodity is packed in the correct quantity and sold at a price not beyond the Maximum Retail Sale Price (MRP inclusive of all taxes) printed on the package.

- To conduct awareness campaigns in order to enlighten the public in general and consumers in particular so that they will not be cheated by unscrupulous traders.
- Imparting various training's to the Enforcement Officers of the Department at the Indian Institute of Legal Metrology (IILM), Kanke, Ranchi, Jharkhand, and other recognized Institutes established by the Government of India.
- Conducting of inspections/surprise visits/joint raids at trading premises according to the provisions of the Legal Metrology Act and Rules and to take legal action against defaulters.
- Examination and determination of net quantity and error in packages at the premises of the manufacturer/packer of packaged commodities.

- To register the manufacturer/packer/importer via online mode under the provision of the Legal Metrology (Packaged Commodities) Rules, 2011.
- The Department is also issuing licenses via online mode to any person who wants to be a Manufacturer, Dealer, or Repairer of weights, measures, weighing, and measuring instruments on payment of prescribed fees.
- The Department periodically renews the licence issued to the Manufacturers, Dealers and Repairers of weights, measures, weighing and measuring instruments on payment of prescribed fees through online mode.
- The disposal of prosecution cases by way of compounding of the offense for violation of the Act and Rules by the defaulters.
- Filing of the non-compoundable prosecution cases in the Court of Law for disposal there of.

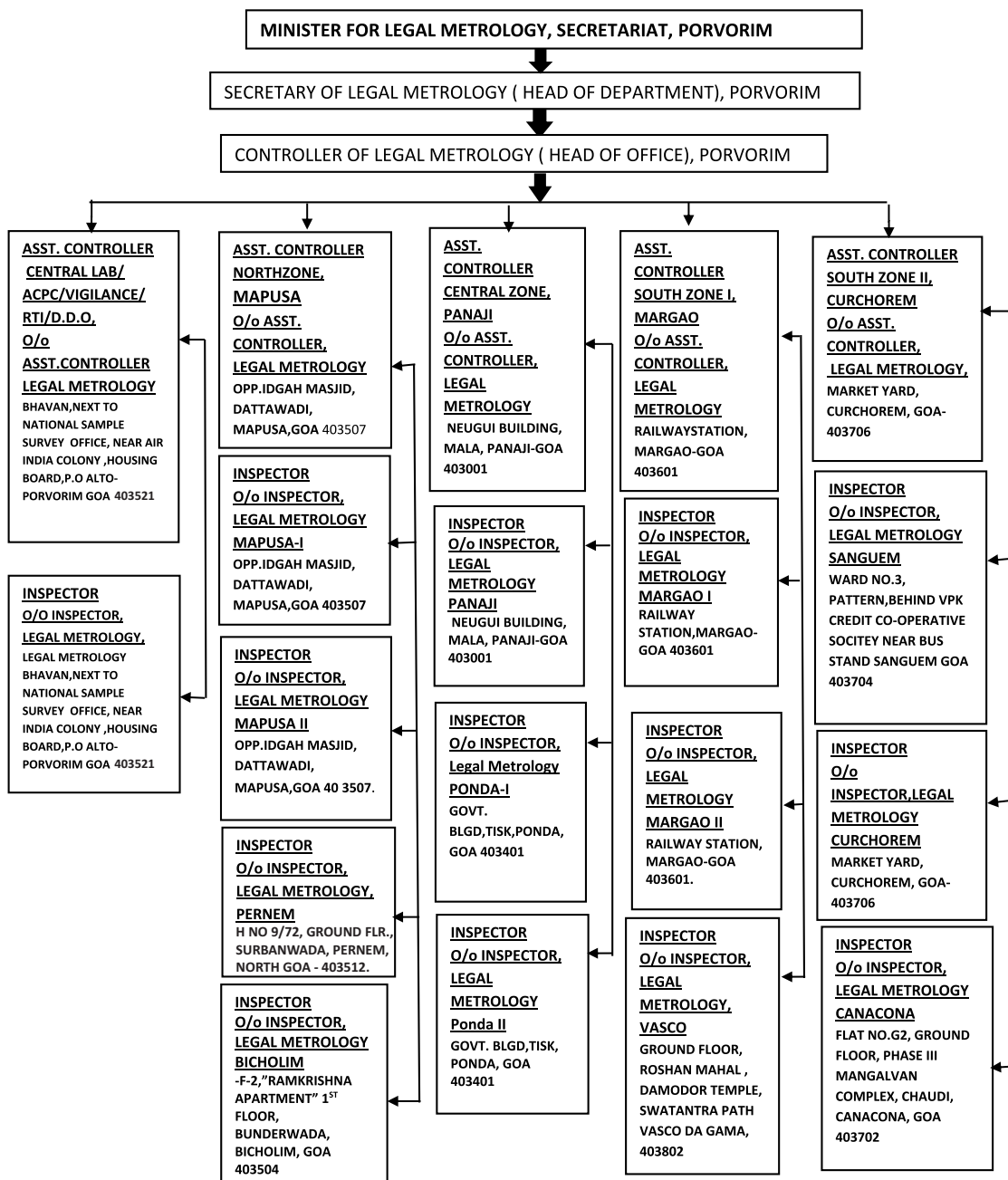
ORGANIZATIONAL STRUCTURE

- The Department functions with the help of its subordinate offices, spread over the State of Goa. These offices function under their respective jurisdiction, as notified by the Government.
- The Controller of Legal Metrology (Gazetted-Group A), is the Head of Office, who has overall control over the whole state of Goa, and overall control over the working of all the Assistant Controllers (Gazetted-Group B), and inspectorial units.
- The Assistant Controllers of Legal Metrology are assisted by office staff with designation as Lower Division Clerk/Multi tasking Staff (Group 'C').
- The Inspector of Legal Metrology in their respective offices are assisted by office staff with designation as Laboratory Assistant (Group 'C'), and Field Assistant (Group 'C').

GEO MAP OF OFFICES OF LEGAL METROLOGY



ORGANOGRAM OF LEGAL METROLOGY



DELIVERY OF SERVICES

The delivery of the following services as per the timeline mentioned below is provided for different services related to stakeholders/ consumers;

Sr. No.	Name of Service	Time Line	Whom to contact
1	Verification/re-verification and stamping of weights, measures, etc.	Within 2 days	Respective jurisdiction of Assistant Controller/ Inspector of Legal Metrology.
2	Issue of registration certificate of manufacturer / packer of Prepacked commodities (online)	within 10 days of submission of application	Controller of Legal Metrology
3	Issue fresh licenses for repairers, dealers and manufacturers.(Online)	within 10 days of submission of application	Controller of Legal Metrology
4	Renewal of licenses of repairers, dealers and manufacturers.(Online)	within 15 days of submission of application	Controller of Legal Metrology

To avail of our online services log on to: <https://goaonline.gov.in/>

For detailed information about Online Services, Schedules, and Checklists visit the official website of the Department of Legal Metrology, Goa:-<https://clm.goa.gov.in>

Courteous and helpful service will be extended by all officials. If you have any complaints with respect to the delivery of the above services or any complaints related to the Legal Metrology Act and Rules in force, you are welcome to register your complaints with the following officers;

Sr. No.	Name of Officer	Designation	Contact No	E-Mail Id
1.	Shri Arun N. Panchwadkar	Controller Legal Metrology	9822139332/2416432	con-lega.goa@nic.in
2.	Smt. Ranjan M.Borkar	Assistant Controller Legal Metrology	9860275831/2412037	ranjan.borkar@gov.in
3.	Shri. Nitin Purushan	Assistant Controller Legal Metrology	9822580540	nitin.purushan@gov.in
4.	Shri. Gulam A. Gulburg	Assistant Controller Legal Metrology	9175676870	gulam.gulburg@gov.in
5.	Shri. Demu Mapari	Assistant Controller Legal Metrology	9822383578	demu.mapari@gov.in
6.	Shri Shubert J.D'costa	Assistant Controller Legal Metrology	9623433227	shubert.dcosta@gov.in
7.	Shri Vikas V. Kundolkar	Inspector Legal Metrology	9822153491	vikas.kandolkar@gov.in
8.	Shri Sujan V. Rane Sardessai	Inspector Legal Metrology	9545924342	sujan.ranesardessai@gov.in
9.	Shri Satish D Gawas	Inspector Legal Metrology	9881285369	satish.gawas@gov.in
10.	Shri Rajesh S. Vengurlekar	Inspector Legal Metrology	9823340411	rajesh.vengurlekar@gov.in
11.	Shri Liladhar V. Kumbharjuvekar	Inspector Legal Metrology	9552578406	liladhar.kum@goa.gov.in
12.	Shri Bhupendra U. Dessai	Inspector Legal Metrology	8010307913	bhupendra.dessai@goa.gov.in
13.	Shri Melshawn Dias	Inspector Legal Metrology	7387993447	melshawn.dias@goa.gov.in
14.	Shri Aditya R Parab	Inspector Legal Metrology	8806454538	aditya.parab@goa.gov.in
15.	Shri Sidhesh V. Shirgaonker	Inspector Legal Metrology	99239 82642	sidhesh.shirgaonker@goa.gov.in
16.	Shri Keshavraj G. Govenkar	Inspector Legal Metrology	8847744981	keshavraj.govenkar@goa.gov.in
17.	Miss Swezel U. Colaco	Inspector Legal Metrology	8329432877	swezel.colaco@goa.gov.in
18.	Shri Azen R. Rodrigues	Inspector Legal Metrology	8668223892	azen.rodrigues@goa.gov.in
19.	Shri Rajat R. Karapurkar	Inspector Legal Metrology	9834519374	rajat.karapurkar@goa.gov.in

COMPLAINT REDRESSAL SYSTEM

The citizens/consumers can report their grievances by the following methods:

Method 1: Written complaints/grievances can be filed /addressed before The Controller of Legal Metrology, at the address:

Office of the Controller, Legal Metrology, Legal Metrology Bhavan, Next to the National Sample Survey Office, Near Air India Colony, Housing Board, P. O. Alto -Porvorim. Pin Code 403 521.

Method 2: Grievances can be emailed to the Department on: con-lega.goa@nic.in

Method 3: Consumers can also lodge their grievances/ complaints telephonically vide Quick Response No. for Public Grievances: 9403301977

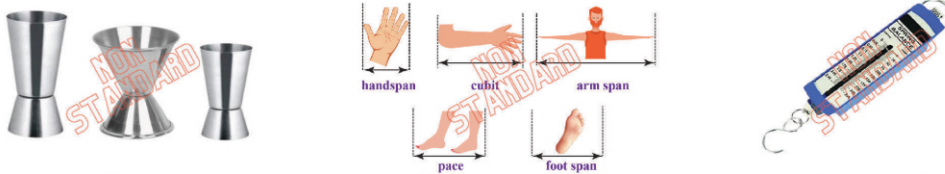
Method 4: Grievances can be registered by consumers on National Consumer Helpline Portal : <https://consumerhelpline.gov.in>

Method 5: The Consumers can drop their Complaints/ Grievances to the Legal Metrology Officers in the respective jurisdiction/area.

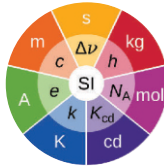
OFFENCES UNDER LEGAL METROLOGY

These are some of the violations under the Legal Metrology Act, 2009 and the Rules made there under which affect the consumer's interest:

1. Use of weights, measures, weighing and measuring instruments other than the standards as prescribed under the Act and Rules.



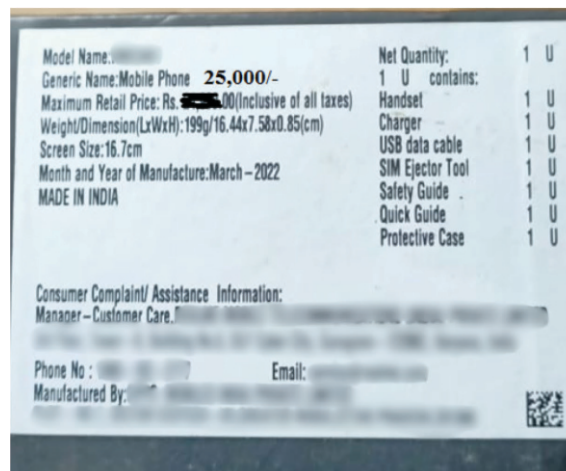
2. Use of quotations etc., otherwise than in terms of standard units of weights or measures.



3. Manufacture, Repair or sale of weights, measures, weighing and measuring instruments without valid license.
4. Manufacture and sales of weights, measures, weighing and measuring instruments other than standards as prescribed under the Act and Rules.
5. Sale of un-verified weights, measures, weighing and measuring instruments.
6. Use of un-verified weights, measures, weighing and measuring instruments.
7. Non-display of 'Verification Certificate' issued by the Department in a conspicuous place at the trading premises.

8. Sale or delivery of commodities by non-standard weight or measure or weighing or measuring instrument.
9. Selling of any article less than the quantity contracted for or rendering any service less than the service contracted for .
10. Entering into a contract or other agreement in terms of any standard weights or measures other than the approved standard weights or measures, etc.
11. No person shall impersonate in any way the Controller, Assistant Controllers, Inspectors or any other official of the Department of Legal Metrology.
13. No person shall submit either a false returns or maintain false records or registers.
14. No retail dealer or other person including the manufacturer, packer and wholesale dealer shall make sale of any commodity in packed form at a price exceeding the maximum retail sale price (MRP) printed on the package or on the label affixed thereto.
15. Keeping non-standard weights, measures, weighing and measuring instruments for use in transaction and for protection.
16. Counterfeiting, tampering, removal of seals and increasing, diminishing or altering any weight, measure, weighing and measuring instruments with a view to deceive the consumer.
17. Alteration and tampering with any licence issued under Legal Metrology the Act and Rules.
18. Selling or using of rejected weights, measures, weighing and measuring instruments.

19. Pre-packing of any packaged commodity without registration in accordance with the Legal Metrology (Packaged Commodity) Rules, 2011.
20. Sale, delivery or display for sale of any commodity in packaged form without mandatory declarations required under the Legal Metrology (Packaged Commodity) Rules, 2011.
21. No retail dealer, manufacturer, packer or other person shall obliterate, smudge or alter the retail sale price (MRP) indicated on the package or on the label affixed thereto.



Smudged and Altered MRP

TIPS FOR CONSUMERS

1. All weights, measures, weighing & measuring instruments used by the traders in transaction and for protection are required to be verified periodically and stamped by the Legal Metrology Officer as prescribed under the Legal Metrology Act & Rules.



2. Traders should use a Beam Scale suspended from a hook or a stand in order to avoid hand manipulation.



Beam scale
suspended from hook



Hand Manipulation
of Beam Scale

3. The Consumers should not buy any commodity in terms of old units like Pailee, Padd, Seer, Tola, Foot, Acre or Gallon are traditional methods of weighing and measuring and are no longer recognized under the law.



Padd

4. Measuring of land should be in terms of metric units like square meter or hectare. Inches, feet, yard and acres are old system of measurement and are no longer recognized under the law.



Measuring land using measuring tape

5. While buying petrol from a petrol pump, Consumers can check if they are getting the proper quantity by using the 5 litre verified conical measure available at every petrol pump.



Conical Measure 5l.



6. While buying any commodity in packaged form, the consumer should ensure that the following mandatory declarations are clearly and indicated on the package:

- (a) Name and complete Address of the manufacturer/packer/importer. In case the commodity is imported: Country of Origin
- (b) Common or generic name of the commodity.
- (c) Net Quantity of the commodity.
- (d) Month and year of manufacturing
- (e) Best before/Use by date.
- (f) Maximum retail sale price (inclusive of all taxes).
- (g) Unit Sale Price
- (h) Complete Consumer Care details (Complete Name address, Contact Number and Email ID).
- (I) The Dimensions of the product (If needed)



7. Consumers should check that the original MRP written on the package is not smudged off, re-written or a higher price is affixed with a sticker.
8. The Consumers, while buying sweets, confectionery, etc should insist on the full (net) weight of the sweets being delivered to them. It should be seen that the weight of the box is not included in the weight of the sweet.



Net weight= Total weight (commodity+box)-weight of the empty Box

9. Consumers Beware! No retailer/ seller can charge more than the MRP for any packaged commodity. Bargaining on MRP is your right.



10. Get your LPG Cylinders weighed before delivery. It is mandatory for the gas cylinder delivery vehicle / delivery boy to possess a verified weighing instrument. The weight of the empty cylinder (Tare weight) is marked on every cylinder.

BE ALERT !!

It is your right to check the weight of your cylinder gas on delivery



GAS CYLINDER SPECIFICATION		
Total Weight of LPG Cylinder	Weight of Gas	Weight of empty Cylinder
29.5 kg	14.2 kg	15.3 kg

Total Weight of the cylinder = Tare Weight + Net Weight of Gas.
Net Weight of Gas: 14.2kg (for domestic Cylinders)



Frequently Asked Questions (FAQs)

1. Where & How can one apply for verification of weights and measures?

The application for verification of weights and measures is to be made at the Office of the Inspector Legal Metrology/ Office of the Assistant Controller Legal Metrology of the respective taluka/jurisdiction. One can apply for verification of weights and measures by making a written application 30 days prior to the next verification date to the concerned office of that jurisdiction.

2. Which Weights and Measures are verified by the Assistant Controller, Legal Metrology?

The following Weights and Measures are verified and stamped by the Assistant Controller, Legal Metrology:-

- i. Fuel Dispensers
- ii. Weigh Bridges
- iii. Storage Tanks
- iv. Flow Meters
- v. Automatic Gravimetric Filing Instruments
- vi. Batching Plants
- vii. Belt Weighers/Check Weighers

All other weights & measures are verified and stamped by the Inspector Legal Metrology.

3. Can a person sell or use unstamped weights or measures?

No. Weights or measure cannot be sold or offered, exposed or possessed for sale or used or kept for use in any transaction or for protection unless it has been verified & stamped by a Legal Metrology Officer.

4. What is the validity period of the Verification Certificate of different weights/measures?

Type of Weight/Measure	Validity Period
Storage Tank	5 Years
Counter Scales Beam Scales All types of weights Capacity Measures Liquor/Peg Measures Length Measures	2 Years
Electronic Weighing Scales Platform Scales Weigh Bridges Tank Lorries Fuel Lorries Fuel Dispensers Flow Meters Taxi Meters/Auto Rickshaw Meters	1 Year

5. Is it necessary to display the certificate of verification?

Yes, it is necessary to display the certificate of verification granted under the Legal Metrology Act at a conspicuous place in the premises where such weights or measures are being, or intended or likely to be used in any transaction or for protection.

6. What are the instances where stamping and verification is not necessary under the Legal Metrology Act, 2009?

The provisions of this Legal Metrology Act, with regards to verification and stamping of weights & measures, shall not apply to any weight/measure which is:-

- Used in any factory exclusively engaged in the manufacture of arms, or ammunitions or both, for the use of the armed forces of the union.
- Used for scientific investigation or for research.
- Manufactured exclusively for export.

7. What are the Services provided by the Legal Metrology Department Goa through Goa Online Portal?

- i. Registration as Manufacturer/Packer of Packaged Commodities.
- ii. License as Manufacturer of Weights or Measures and its auto renewal.
- iii. License as Dealer in Weights or Measures and its auto renewal.
- iv. License as Repairer of Weights or Measures and its auto renewal.

Note: Any Alteration/Change in the Registration Certificate as a Manufacturer/Packer of Packaged Commodities is to be done in offline mode by an application made at the Office of the Controller Legal Metrology, Porvorim Goa.

8. Who is the competent authority to grant licence?

The Controller Legal Metrology is the competent authority to grant the licence. Application for licence should be made via <https://goaonline.gov.in>.

9. How do I view the process flow for licences issued by the department?

User can view and download a PDF of the process flow for licenses from the official website of the Legal Metrology Department, Goa.

10. Is the licence issued under Legal Metrology Act transferable?

No. A licence issued or renewed under this Act is not saleable or otherwise transferable.

11. I have inadvertently missed the declarations on packaged commodity and realized the mistake. Is there any remedy for me against prosecution?

Applicant may apply for relaxation under rule 33 of the Legal Metrology (Packaged Commodities) Rules, 2011.

12. Are the Legal Metrology (Packaged Commodities) Rules, 2011 applicable to imported packages?

Yes, the Rules are applicable both to imported packages as well as the indigenous packages.

13. Who is responsible in case of imported packages?

Registered Importer, in India, is responsible in case of imported packages.

14. Where do I register as an importer of Packaged Commodities?

User can get registered as an Importer of Packaged Commodities as per Rule 27 of the Legal Metrology (Packaged Commodities) Rules, 2011 by logging on to <https://goaonline.gov.in>.

15. How can I register my grievances with the Department?

The citizens/consumers can report their grievances by the following methods:

Method 1: Written complaints/grievances can be filed /addressed before The Controller of Legal Metrology, at the address: Office of the Controller, Legal Metrology, Legal Metrology Bhavan, Next to the National Sample Survey Office, Near Air India Colony, Housing Board, P. O. Alto -Porvorim. Pin Code 403 521.

Method 2: Grievances can be emailed to the Department on: con-lega.goa@nic.in

Method 3: Consumers can also lodge their grievances/ complaints telephonically vide Quick Response No. for Public Grievances: 9403301977

Method 4: Grievances can be registered by consumers on National Consumer Helpline Portal : <https://consumerhelpline.gov.in>

Method 5: The Consumers can drop their Complaints/ Grievances to the Legal Metrology Officers in the respective jurisdiction/area.

16. I need information under Right to Information Act (RTI), 2005, Whom should I contact?

User may address a letter seeking information under RTI to the concerned APIO/PIO of that jurisdiction



1st Appellate Authority:

Controller Legal Metrology,
Porvorim-Goa.



Public Information Officer:

Asst. Controller, Legal Metrology
Packaged Commodities /Central Lab. /
Vigilance Officer/RTI/DDO Porvorim-Goa.



Assistant Public Information Officers:

1. Asst. Controller, Legal Metrology Central Zone, Panaji-Goa.
2. Asst. Controller, Legal Metrology North Zone, Mapusa-Goa.
3. Asst. Controller, Legal Metrology South Zone I, Margao-Goa.
4. Asst. Controller, Legal Metrology South Zone II, Curchorem-Goa.



Public Grievance Officer:

Shri. D. N. Mapari
Assistant Controller, Legal
Metrology
Quick Response
No:-9403301977

Application Formats for applying for different licenses / renewal of licenses.

FORM-LM-I A

[See rule 9 (1)]

[Application form for Licence as Manufacturer of Weights or Measures under the Legal Metrology Act, 2009]

To,

	To be filled by the applicant	Comments of the inspection officer
(1)	(2)	(3)

(1) Name of the manufacturing concern for which licence
is desired.

(2) Complete address of the concern. Whether premises
is/are owned/rented/taken on lease/leave licence, duly
supported by documents.

(3) Date of Establishment of workshop/factory.

(4) Name (s) and address (s) along with their father's/
husband's name of proprietor (s) and/or Partners and
Managing Director (s) in the case of limited company

(5) The date and current registration number of factory/
shop/ establishment/ Municipal Trade licence.

- (6) Nature of manufacturing activities at present.
- (7) The type of weights and measures proposed to be
manufactured viz :
- (i) Weights
 - (ii) Measures
 - (iii) Weighing Instruments
 - (iv) Measuring Instruments with details in each case.
- (8) The number of persons employed/proposed to be employed
 - (i) Skilled
 - (ii) Semi-skilled
 - (iii) Unskilled
 - (iv) Specialist trained in the line
- (9) The monogram or trade mark intended to be imprinted
on weights and measures to be manufactured.
- (10) Details of machinery, tools accessories, owned and
used for manufacturing weights measures etc.
- (11) Details of foundry/workshop facilities arranged.
Whether ownership, long term lease etc.
- (12) Facilities of steel casting and hardness testing of
Vital parts etc or other means.

- (13) Availability of electric energy.
- (14) Details of loan received from Government or financial
Institution. If so, give details.
- (15) Name of bankers, if any.
- (16) Registration Number of GST.
- (17) Have you applied previously for a manufacturer's
licence? If so, when and with what results ?
- (18) (a) Whether the item (s) proposed to be
manufactured will be sold within the State or
out side the state or both.
- (b) Details of Model Approval received from
Government of India;
- (c) When can you produce
for inspection samples of your products for which
licence is desired ?

To be certified by the applicant (s)

Certified that I / We have read the Legal Metrology Act, 2009 and the Goa Legal Metrology Rules, 2011 and agree to abide by the same and also the administrative orders and instructions issued or to be issued thereunder.

I / We agree to deposit the Scheduled licence fees with Government as soon as required to do so by the Licencing Authority.

All the information furnished above is true to the best of my / our knowledge.

Place:

Date:

.....
Signature and Designation

To be filled in by Departmental Officer of the State Government

Date of Receipt of Application:

Serial Number of application:

Date of inspection:

Recommendation of Inspecting Officer:

Place:

Date:

.....
Signature and Designation of Inspecting Officer

Final orders of Licensing Authority

Licence granted/refused:

Licence Number:

Valid till:

Place:

Date:

.....
Signature and Designation

FORM-LM-IB

[See rule 9 (1)]

**[Application form for Licence as Repairer of Weights or Measures
under the Legal Metrology Act, 2009]**

To,

(1)	To be filled by the applicant (2)	Comments of the inspection officer (3)
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- (1) Name of the concern seeking the licence.
- (2) Complete address of the workshop
.....
- (3) (a) Whether premises are owned/rented/taken. on
lease dully supported by documents.
(b) Date of establishment.
- (4) Name (s) and address (s) along with their father's/
husband's name of proprietor (s) and/or Partners and
Managing Director (s) in the case of Limited comp~~pa~~
.....
- (5) Number and date of shop/establishment/current
Municipal Trade Licence.
- (6) Registration Number of GST
- (7) The type of weights and measures proposed to repaired

(8) Area in which you wish to operate

(9) Previous experience in the line

(10) Number of skilled staff employed or proposed to be

employed:

(i) Skilled

(ii) Semi-skilled

(iii) Unskilled

(iv) Employees trained in the line

(11) Details of machinery/tools/accessories available

(12) Availability of electric energy

(13) Do you have sufficient stock of loan/test weights. etc.?

Give details.

(14) Have you applied previously for a repairer's licence?

If so, When and with what results?

To be certified by the applicant(s)

Certified that I / We have read the Legal Metrology Act, 2009 and the Goa Legal Metrology Rules, 2011 and agree to abide by the same and also the administrative orders and instructions issued or to be issued there under.

I / We agree to deposit the Scheduled licence fees with Government as soon as required to do so by the Licensing Authority.

All the information furnished above is true to the best of my / our knowledge.

Place:

Date: Signature and Designation

To be filled in by Departmental Officer of the State Government

Date of Receipt of Application :

Serial Number of application :

Date of inspection :

Recommendation of Inspecting Officer :

Place:

Date: Signature and Designation of Inspecting Officer

Final orders of Licencing Authority

Licence granted / refused :

Licence Number :

Valid till :

Place:

Date: Signature and Designation

FORM-LM-IC

[See rule 9 (1)]

[Application form for Licence as Dealer in Weights or Measures under the Legal Metrology Act, 2009]

To,

	To be filled by the applicant	Comments of the inspecting officer
(1)	(2)	(3)

(1) Name of the establishment/shop/person seeking the licence.

(2) Complete address of the establishment, etc.

(3) Date of establishment.

(4) Name (s) and address (es) of proprietors and / or partners
and Managing Director (s) in the case of Limited company.

(5) Number and date of Registration Number of current shop/establishment/Municipal Trade licence.

(6) Categories of weights and measures sold/proposed
to be sold at present.

(7) Registration Number of GST.

(8) Do you intend to import weights, etc. from places
outside the State/Country ? If so indicate sources of
supply. (Give details of manufacturer's trade mark/
monogram and his licence number) and provide

(a) Registration of importer of Weights or Measures, if any

(b) Approval of model imported into India by Central Government.

(9) Have you applied previously for a dealer's licence,
either in this State or elsewhere ? If so give details ?

To be certified by the applicant(s)

Certified that I / We have read the Legal Metrology Act, 2009 and the Goa Legal Metrology Rules, 2011 and agree to abide by the same and also the administrative orders and instructions issued or to be issued there under.

I / We agree to deposit the Scheduled licence fees with Government as soon as required to do so by the Licensing Authority.

All the information furnished above is true to the best of my / our knowledge.

Place:

Date:

.....
Signature and Designation

To be filled in by Departmental Officer of the State Government

Date of Receipt of Application:

Serial Number of application:

Date of inspection:

Recommendation of Inspecting Officer:

Place:

Date:

.....
Signature and Designation of Inspecting Officer

Final orders of Licensing Authority

licence granted / refused:

Licence Number:

Valid till:

Place:

Date:

.....
Signature and Designation

FORM-LM-IIA

[See rule 9 (2)]

[Application form for renewal of Licence as Manufacturer of Weights or Measures under the Legal Metrology Act, 2009]

To,

(1)	To be filled by the applicant (2)	Comments of the inspecting officer (3)
(1) Name and complete address of the manufacturing concern for which renewal of licence is desired.	
(2) Manufacturing Licence No.	
(3) Name (s) and address (s) along with their father's/ husband's name of proprietor (s) and/or Partners and Managing Director (s) in the case of Limited company.	
(4) (a) Type of weights and measures which are manufactured as per licence granted.	
(b) Do you propose any change	
(5) The monogram or trade marks used on weights and measures manufactured by you.	
(6) Details of workshop facilities available	
(7) Details of production and sales in the last 5 years.	
(8) Number and date of shop/establishment Registration Number.	
(9) Registration Number of GST.		

To be certified by the applicant (s)

Certified that I / We have read the Legal Metrology Act, 2009 and the Goa Legal Metrology Rules, 2011 and agree to abide by the same and also the administrative orders and instructions issued or to be issued there under.

I / We have deposited the Scheduled licence fees of Rs.
(Rupees.....) to the Sub-Treasury / Bank on..... and the original challan is enclosed.

All the information furnished above is true to the best of my / our knowledge.

Place :

Date :

.....
Signature and Designation

FORM-LM-IIB

[See rule 9 (2)]

**[Application form for renewal of Licence as repairer of Weights or Measures
under the Legal Metrology Act 2009]**

To,

	To be filled by the applicant	Comments of the inspecting officer
(1)	(2)	(3)

- (1) Name and complete address of the repairing concern/
person seeking renewal of the licence .
- (2) Repairer's Licence Number.
- (3) Name(s) and address(s) along with their father's/
husband's name of proprietor(s) and/or Partners and
Managing Director(s) in the case of Limited company.
- (4) Registration Number and date of current shop/
establishment/Municipal Trade Licence.
- (5) Registration Number of GST.
- (6) (a) The Type of weights and measures repaired
as per licence granted.
- (b) Do you propose any change.
- (7) Area in which you are operating.
- (8) Do you have sufficient stock of load/test weights, etc.?
- (9) Please give details with particulars of stamping.

To be certified by the applicant (s)

Certified that I / We have read the Legal Metrology Act, 2009 and the Goa Legal Metrology Rules, 2011 and agree to abide by the same and also the administrative orders and instructions issued or to be issued there under.

I / We have deposited the Scheduled licence fees of Rs.
(Rupees.....) to the Sub-Treasury / Bank on..... and the original challan is enclosed.

All the information furnished above is true to the best of my / our knowledge.

Place :

Date :

.....
Signature and Designation

FORM-LM-IIC

[See rule 9 (2)]

[Application form for renewal of Licence as Dealer in Weights or Measures under the Legal Metrology Act 2009]

To,

(1)	To be filled by the applicant (2)	Comments of the inspecting officer (3)
(1) Name of the establishment/shop/person seeking the renewal of licence
(2) Dealer's Licence Number.	
(3) Date of establishment.	
(4) Name(s) and address(s) along with their father's/ husband's name of proprietor(s) and/or Partners and Managing Director(s) in the case of Limited comp any.	
(5) Registration Number and date of shop/establishment/ current Municipal Trade Licence.	
(6) Categories of weights and measures sold at present.	
(7) Registration Number of GST.	
(8) Are you intending to import weights and measures etc. from places outside the State/Country? If so, indicate sources of supply from the State(s) / Country(s). (Give details of manufacturer's trademark/ monogram and his licence number.)	

To be certified by the applicant (s)

Certified that I / We have read the Legal Metrology Act, 2009 and the Goa Legal Metrology Rules, 2011 and agree to abide by the same and also the administrative orders and instructions issued or to be issued there under.

I / We have deposited the Scheduled licence fees of Rs.
(Rupees.....) to the Sub-Treasury / Bank on..... and the original challan is enclosed.

All the information furnished above is true to the best of my / our knowledge.

Place :

Date :

.....
Signature and Designation

**APPLICATION FORM FOR REGISTRATION AS MANUFACTURER / PACKER /
IMPORTER.**

To,
The Controller,
Legal Metrology,
Porvorim – Goa.

Dated:

Subject: Registration of Manufacturer / Packer / Importer under Rule 27 of the Legal Metrology (Packaged Commodities) Rules, 2011.

Sir,

I / We hereby apply for registration as a packer and furnish the required information for your consideration.

1. Name of the Applicant (Firm): _____
2. Complete Address of the Registered Office:
3. Name(s) and Address(es) of the Proprietor / Partners/Directors:
4. Complete address of the premises at which the pre-packing or import is made by the applicant.
5. Name(s) of the Commodity / Commodities to be pre-packed imported: _____

DECLARATION

I / We hereby declare that the commodity in packaged form manufactured / packed / imported by us shall comply with the requirements of provisions of the Legal Metrology (Packaged Commodities) Rules, 2011.

Signature of the Applicant
with Office Seal

Encl:

1. Demand Draft of Rs. 500.00 {To be ascertained in whose favour the DD will be drawn}
(Write the name of the Company on the back of the Demand Draft for identification and safety).
2. Photocopy of Trade License.
3. Sample copy of label to be used.
4. Duplicate copy of this application form duly filled up.

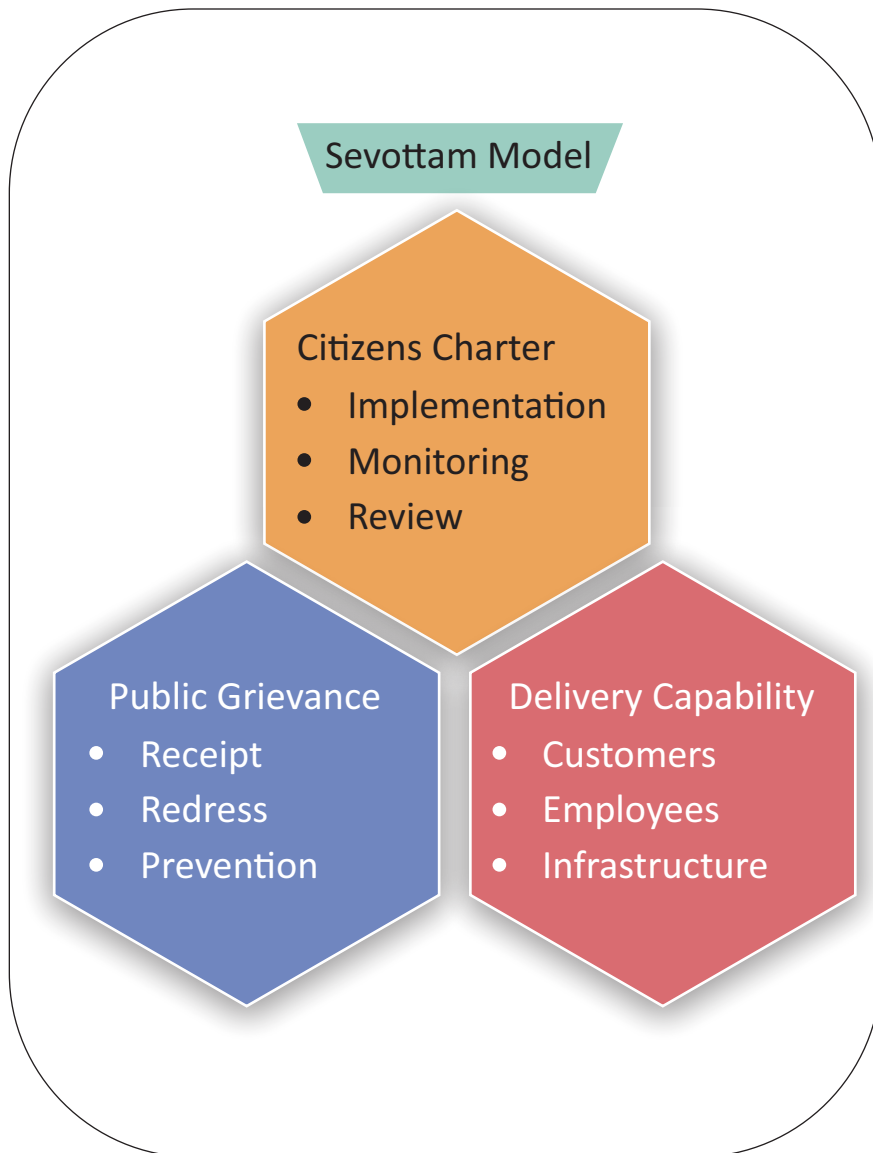
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APPEAL TO THE CITIZEN

- To get awareness on Legal Metrology Laws by participating in the consumer awareness programmes conducted by the department and by keeping touch with department.
- To assist and help the department to enforce Legal Metrology Laws.
- To report to the Authorities concerned any instance of malpractice by way of short weighment/measurement of commodities or any other violation of the Legal Metrology Laws for taking legal action.
- To give any other suggestion to improve this Citizens Charter and activities of the Department.

Please remember that :

**CORRECT WEIGHMENT BRINGS DEVELOPMENT, HEALTH AND
PROSPERITY TO THE SOCIETY AND THE COUNTRY AS A
WHOLE”**



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