

Type of Inspection	General Inspection (Under Legal metrology Act 2009 & rules made their under)
Designated officer	Inspector Legal Metrology at Distt level / Asstt. Controller Legal Metrology at division level / Deputy Controller Legal Metrology (field level) / Controller Legal Metrology (Head Office)
Check List for official use	While going for inspection every Legal Metrology Officer (ILM/ACLM/DCLM/CLM) should ascertain the check list and carry the following things with him ; <ul style="list-style-type: none"> i) Identity card indicating jurisdiction (place of posting) or Authorization letter ii) Inspection/Challan Book . iii) Standard Weighing/Measuring equipments as per requirement. iv) Verified Test weight or measure as per requirement. v) Copy of the Act and Rules. vi) Designation stamps (unique code, quarter, Year issued by deptt.), sealing wire, seal and other required stationery material etc.
Procedure	<p>After entering into premises officer/officials(ILM/ACLM/DCLM/CLM) should disclose his identity by showing Identity card to the person in-charge of the premises.</p> <p>However, where the identity disclosure hampers the merit of the inspection, identity should be disclosed at proper time. If any obstruction or resistance is created by the trader or observed from the person in charge of the premises or any other person, the Legal Metrology Officer should seek police assistance by requesting in writing to the Area Police Station of the local jurisdiction, and report the same to higher authority for information.</p>
Report	The ILM should submit his report with inspection Performa to ACLM(concerned) and ACLM/DCLM should submit their report at HQ

Type of inspection	Inspection of Weights or Measures (Under Legal metrology Act 2009 & rules made their under)
Designated officer	Inspector Legal Metrology at Distt level / Asstt. Controller Legal Metrology at division level / Deputy Controller Legal Metrology (field level) / Controller Legal Metrology (Head Office)
Check List for official use	While going for inspection every Officers/Officials (<u>ILM/ACLM/DCLM/CLM</u>) should ascertain the check list and carry the following things with him ; i) Identity card indicating jurisdiction (place of posting) or Authorization letter ii) Inspection/Challan Book . iii) Standard Weighing/Measuring equipments as per requirement. iv) Verified Test weight or measure as per requirement. v) Copy of the Act and Rules. vi) Designation stamps (unique code, quarter, Year issued by deptt.), sealing wire, seal and other required stationery material etc.
Procedure	The ILM/ACLM/DCLM/CLM shall take following steps while inspecting Weights or Measures and packaged commodity: i) Fill the information in prescribed inspection proforma carefully ii) Inspect any record, register or other document relating thereto. iii) The Legal Metrology Officer shall obliterate the stamp on any weight or measure, if it is found during inspection that: a) any weight or measure which being due for re-verification has not been submitted for such re-verification; b) any weight or measure which does not conform to the Standards established by or under the Act; c) any weight or measure which, since the last verification, stamping and sealing has been repaired or readjusted; d) any weight or measure which does not admit proper adjustment by reason of its being broken, indented or otherwise defective. iv) If it is noticed by the inspected officers/officials that the weight or measure is not verified on or before the expiry of validity date during the same quarter (as marked on the weight or measure), he shall obliterate the stamp and issue a notice for a period not exceeding 7 days in prescribed proforma. Upon failing to comply with notice, action under section 33 of Legal Metrology Act, 2009 shall be initiated against the user of such weight or measure v) Thereafter the he shall take necessary action including prosecution under the relevant provisions of the Act and Rules. vi) During the inspection, if it is found that the user failed to produce weight or measure for verification on or before expiry of validity of stamp, he should take steps such as seizing of weight or measure, booking offence under relevant Rules. vii) During inspection the Legal Metrology Officer shall also check

	<p>all the seals of weighing and measuring instruments and find whether they are intact or not</p> <p>viii) During the inspection if short delivery or excess demand, by weight, measure or number or services obtained/rendered is noticed, he should take action as per Act/Rules & intimate to Higher authorities(ACLM/DCLM/CLM) as the case may be.</p> <p>ix) Notwithstanding anything stated above, if during the inspection it is noticed that there is violation of any other provisions of the Act and Rules, appropriate action/proceeding shall be initiated against the user/trader.</p>
Report	<p>The ILM should submit his report with inspection Performa to ACLM(concerned) and ACLM/DCLM should submit their report at HQ</p>

Type of inspection	Inspection of Packaged Commodities (Under Packaged commodities Rules 2011)
Designated officer	Inspector Legal Metrology at Distt level / Asstt. Controller Legal Metrology at division level / Deputy Controller Legal Metrology (field level) / Controller Legal Metrology (Head Office)
Check List for official use	<p>1 While going for inspection every <u>ILM/ACLM/DCLM/CLM</u> should ascertain the check list and carry the following things with him ;</p> <p>i) Identity card indicating jurisdiction (place of posting) or Authorization letter</p> <p>ii) Inspection/Challan Book .</p> <p>iii) Standard Weighing/Measuring equipments as per requirement.</p> <p>iv) Verified Test weight or measure as per requirement.</p> <p>v) Copy of the Act and Rules.</p>
Procedure	<p>While inspecting the premises of wholesale dealer or retail dealer, the Legal Metrology Officer shall:</p> <p>i) Check the declarations on the packaged commodities</p> <p>ii) Check whether there is any alteration, obliteration, and/or smudging on MRP declared on the packages</p> <p>iii) In case of overcharging, at first, receipt of said packaged commodity should be procured for evidence and thereafter prosecution may be filed against the retail or wholesale dealer as the case may be</p> <p>iv) In case no receipt is given on demand or incorrect receipt is given, report shall be prepared in presence of two witnesses and action should be initiated as per Act and Rule</p> <p>v) Check the net content of the packages, on complaint or if there is any reason to suspect that any package has been tampered with as per Rule 21 of Packaged Commodities Rules.</p> <p>However, normally without complaint, no net content checking of packages shall be carried out in the premises of retailer/wholesale dealer.</p> <p>vi) Check whether the retailer is maintaining an electronic weighing machine as per rule 18(7) of Legal Metrology Packaged Commodities Rules 2011.</p> <p>vii) Check whether the marketing companies, manufacturers, imports, distributors and delivery men are maintaining the check weigher/non automatic weighing instruments as per rule 18(8) of Legal Metrology Packaged Commodities Rules 2011.</p>
Report	The ILM should submit his report with inspection Performa to ACLM(concerned) and ACLM/DCLM should submit their report at HQ

Type of inspection	Inspection For registration as packers/importers/manufacture (Under Legal Metrology (Packaged Commodities) rules,2011)
Designated officer	Inspector Legal Metrology at Distt level / Asstt. Controller Legal Metrology at division level / Deputy Controller Legal Metrology (field level) / Controller Legal Metrology (Head Office)
Check List for official use	While going for inspection every <u>ILM/ACLM/DCLM/CLM</u> should ascertain the check list and carry the following things with him ; i) Identity card indicating jurisdiction (place of posting) or Authorization letter ii) Inspection/Challan Book . iii) Copy of the Act and Rules.
Procedure	While inspecting the premises of Manufacturer, Packer or Importer the Legal Metrology Officer shall:- i) Fill the information in prescribed inspection proforma carefully ii) Ask to produce registration certificate of Manufacturer, Packer or Importer. iii) Check the declarations, on the packages ready for dispatch. iv) Check the net content of the packages as per Rule 19 of Packaged Commodities Rules 2011. v) Ask to produce any other related Document i.e. Rent agreement/address proof/commencement of business/MOA/packing label etc.
Report	The ILM should submit his report to ACLM(concerned) and ACLM/DCLM should submit their report at HQ