



# **GOVERNMENT OF GOA**

## **CITIZENS' CHARTER**

**BY**

**THE OFFICE OF THE CONTROLLER  
LEGAL METROLOGY,  
DEPARTMENT OF LEGAL METROLOGY,  
PORVORIM – GOA.**

## **ACKNOWLEDGEMENT**

To protect the interest of the Consumers, different Act and Rules are in force. To get a commodity in proper weight or measure for the value paid, is a common right of a Consumer. As per the statute and rules for safeguarding the rights of Consumers, Legal Metrology wing is in force.

Legal Metrology wing is a service oriented Government machinery. For information of the general Public regarding the Acts and Rules implemented by this wing, so also the different licences, time limit and complaint disposal, the guidelines in brief are made available in the Citizens' Charter. If the general Public is aware of the above guidelines, the Legal Metrology wing will be more people oriented and transparent. So also, I am confident that it will be very helpful to raise the image of the Legal Metrology wing in the interest of the Public / Consumer.

Controller, Legal Metrology  
Goa State

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*PUBLISHED BY*

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**THE OFFICE OF THE CONTROLLER**  
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**GOVERNMENT OF GOA,**  
**PORVORIM – GOA.**

## **INTRODUCTION**

**The Department of Legal Metrology:** The nomenclature of “the Department of Weights and Measures” is changed as “the Department of Legal Metrology”, as notified by the Government on issuing the Notification. As the name suggests, the Department of Legal Metrology, relates to the units of weights and measures, methods of measurements and measuring instruments and the regulatory safeguards to the public. It is the result of the well foresight of our National Leaders that led to the adoption of the most progressive and uniformed Metric System throughout our Country, in order to align with the recommendation of International Organisation of Legal Metrology, for which India is also a Member Country.

The Department of Legal Metrology is one of the important organs of Consumers' Protection. It has an important role to play in providing the Citizen with friendly Administration of Services. It is concerned with technical and statutory requirements to safeguard the Public Interest from the point of view of security and accuracy of weights, measures, etc.

### **Acts, Rules, Aims, Objectives, Activities and Functions of the Department of Legal Metrology:**

The Department is a Statutory Organisation, functioning under the respective Act and Rules, which are as follows:

1. The Legal Metrology Act, 2009.
2. The Legal Metrology (Packaged Commodities), 2011.
3. The Legal Metrology (General) Rules, 2011.
4. The Goa Legal Metrology Rules, 2011.

The above Acts and Rules, have laid down guidelines for the Department and the general Public (Consumers) at large to follow a standard pattern. The Department is concerned with the implementation of the provisions of the Central Act, and the various Rules framed thereunder. The Central Act is the Parent Act. It establishes the standards, regulates the Inter-State trade and commerce in weights and measures and other goods which are sold or distributed by way of weights, measures, or number and regulates the commodities sold in packaged form. Internationally recognized Units of Measurement, known as International System of Unit (SI) have been adopted under the Act. The Department monitors the implementation of these Act and Rules and enforces them to safeguard public interest. Implementation of the above Central Act and other Acts and Rules are being done under the Legal Metrology Act, 2009, at State level. In this context, the Department carries out the following statutory functions:

- i) Initial and periodical verifications of weights, measures, weighing and measuring instruments.
- ii) Inspections and surprise visits to the traders' premises, inspections under the Legal Metrology Act, 2009, of all the general traders, (of shops, establishments, groceries, consumers' societies, etc.,) Factories, Mining Industries, Petroleum retail outlets such as Dispensing Pumps (petrol pumps) petroleum vehicle tanks, petroleum storage tanks, for the check of weights, measures, weighing scales both mechanical as well as Electronic, Measuring Instruments such as Dispensing Pumps, Flow meters, Taxi and Auto rickshaw (Fare) meters, all types of packaged commodities.
- iii) Joint raids and weekly market inspections, and launching of prosecutions against the offenders.
- iv) Verification of the weights, measures, weighing instruments and the measuring instruments.
- v) Maintenance of the Secondary Standards, Working Standards and their periodical verifications.
- vi) Metrological control on Packaged Commodities, including inspections and surprise visits for the same.
- vii) Launching prosecutions against offenders, compounding the offences and filing cases in the Court of Law.
- viii) Metrological control on Manufacturers/packers of the packaged commodities, including the inspections and surprise visits to check the net content at manufacturing premises and packing premises.
- ix) Control on Manufacture/Dealer/Repair/Sale, of weights, measures, weighing and measuring instruments, by issue of licences.

The pre-packed commodities are not packed in the presence of the consumers. Therefore, according to the Legal Metrology (Packaged Commodities) Rules, 2011, there is a need that the consumers should be made aware that on every packaged commodity should bear the following, printed on it:

- a. The name and address of the manufacturer/packer.
- b. Generic or common name of the commodity contained in the package.
- c. Net quantity of the content in terms of weight, measure, or number as the case may be.
- d. Month and year of packing or manufacturing.
- e. Maximum Retail Sale Price including all taxes.
- f. Any other additional information such as e-mail address, helpline, telephone number etc.

### **Organisational 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, on issuing the **NOTIFICATION**.

The Minister in Charge of the Department is Minister for Legal Metrology, Government of Goa, Secretariat, Porvorim.

The Secretary (I.A.S.) Legal Metrology, Government of Goa, Secretariat, Porvorim, is the Head of the Department.

The Controller of Legal Metrology (Gazetted, Group 'A'), is the Head of Office, who has the overall control over the whole State of Goa, and overall control over the working of all the Assistant Controllers, Inspectors, etc., who carries out their duties as per the Statutes and submits their reports, through their respective Assistant Controllers. The Official address of the Controller Legal Metrology with telephone number and e-mail address is as given below:

“The Controller Legal Metrology,  
Office of the Controller, Legal Metrology,  
Legal Metrology Bhavan,  
Next to National Sample Survey Office,  
Near Air India Colony, Housing Board,  
P.O. Alto - Porvorim. Pin Code 403 521.  
Ph. No.0832 - 2416432.  
0832 - 2412037.  
Fax No. (on request) 0832 - 2416432.  
E-mail Address: [con-lega.goa@nic.in](mailto:con-lega.goa@nic.in)

There are Five Zonal Offices of Assistant Controllers of Legal Metrology (Gazetted, Group 'B') with their respective Offices, allotted to them, on issuance of NOTIFICATION by the Government, at –

**Addresses:**

**Jurisdiction under Control**

- |   |  |
|---|--|
| <p>1. The Asst. Controller, Legal Metrology, North Zone, Opp. Idgah Masjid, Dattawadi, Mapusa, Goa. Pin Code 403 507 Ph. No.0832-2256311.</p>   | <p>With Hqs. as Mapusa (North Zone) having the jurisdiction over the Talukas of Bardez, Pernem, Bicholim and Sattari.</p>              |
| <p>2. The Asst. Controller Legal Metrology, H.O. Central Lab/ Packaged Commodities Office of the Controller, Legal Metrology, Next to National Sample Survey Office, Near Air India Colony, Housing Board. Pin Code 403 521. Ph. No.0832-2412037.</p> | <p>With Hqs. as Porvorim (Central Laboratory/Packaged Commodities) having the jurisdiction over the whole State of Goa.</p>            |
| <p>3. The Asst. Controller, Legal Metrology, Central Zone, Neugui Building, Mala, Panaji – Goa. Pin Code 403 001. Ph. No.0832-2904464.</p>  | <p>With Hqs. as Panaji (Central Zone) having the jurisdiction over the Talukas of Tiswadi and Ponda.</p>                               |
| <p>4. The Asst. Controller Legal Metrology, South Zone-I, Railway Station, Margao-Quepem Road Navelim, Margao - Goa. Pin Code No. 403 601 Ph. No.0832-2703859.</p>  | <p>With Hqs. as Margao (South Zone-I) having the jurisdiction over the Talukas of Salcete, and Mormugao.</p>                           |
| <p>5. The Asst. Controller Legal Metrology, South Zone-II, Market Yard, Curchorem, Goa. Pin Code No. 403706 Ph. No.0832-2652037.</p>  | <p>With Hqs. as Curchorem (South Zone-II) having the jurisdiction over the Talukas of Quepem, Sanguem, Dharbandora &amp; Canacona.</p> |

There are Ten Offices of the Inspectors of Legal Metrology (Non-Gazetted posts), spread over in the Talukas allotted to them on issuance of NOTIFICATION by the Government, and the Inspectors in their respective Offices, carryout their duties as per the Statutes in force, in their allotted jurisdiction under the supervision of the Assistant Controller who is having control over the respective jurisdiction. The headquarters of the Inspectors and the Talukas under their control are as shown below –

1. With Hqs. as Mapusa having jurisdiction over the Taluka of Bardez.
2. With Hqs. as Pernem having jurisdiction over the Taluka of Pernem
3. With Hqs. as Bicholim having jurisdiction over the Talukas of Bicholim and Sattari.
4. With Hqs. as Panaji, having jurisdiction over the Taluka of Tiswadi.
5. With Hqs. as Ponda having jurisdiction over the Taluka of Ponda.
6. With Hqs. as Margao having jurisdiction over the Taluka of Salcete.
7. With Hqs. as Vasco having jurisdiction over the Taluka of Mormugao.
8. With Hqs. as Curchorem, having jurisdiction over the Taluka of Quepem
9. With Hqs. as Sanguem having jurisdiction over the Taluka of Sanguem & Dharbandora.
10. With Hqs. as Canacona having jurisdiction over the Taluka of Canacona.

The Inspector Legal Metrology in their respective Offices are assisted by Office staff with designation as - Laboratory Assistant (Group 'C') and Field / Manual Assistant (Group 'D').

This Office has control over the following:

1. **Weights, Measures, etc.:** Weights, measures, etc., means every type of (metric) weights, measures, weighing and measuring instruments inclusive of taxi/auto rickshaw meters, weigh bridges, dispensing pumps (petrol pumps), storage tanks, vehicle tanks, etc.
2. **Trader:** A trader is the user of weights and measures, weighing and measuring instruments, or dealing in packaged commodity items.
3. **Offender:** An offender is a person who contravenes the Provisions of the above-mentioned Acts and Rules.
4. **Manufacturer:** A Manufacturer is a person/owner of a Manufacturing Unit who has to apply to the Department in the prescribed form and is/are issued with a licence to manufacture the weights, measures, weighing and measuring instruments under Legal Metrology Act 2009.
5. **Dealer:** A Dealer is a person who deals with weights, measures, weighing and measuring instruments, who has to apply to the Department in the prescribed form to the Department and is issued with a licence by the Department to deal with the weights, measures, weighing and measuring instruments.
6. **Repairer:** A Repairer is a person who repairs the weights, measures, weighing and measuring instruments, who has to apply to the Department in the prescribed form and is issued with a licence by the Department to carry out the repair work of weights, measures, weighing and measuring instruments.

### **Under the Legal Metrology (Packaged Commodities) Rules 2011**

1. A “Manufacturer” in relation to any commodity in packaged form, means a person who, or a firm which, produces, makes or manufactures such commodity and includes a person, firm which puts, or causes to be put, any mark on any packaged commodity, not produced, made or manufactured by him or it, and the mark claims the commodity in the package to be a commodity produced, made or manufactured by such person or firm, as the case may be;
2. A “Packer” means a person who, or a firm, which pre-packs any commodity, whether in any bottle, tin, wrapper or otherwise, in units suitable for sale whether wholesale or retail;
3. A “Dealer” in relation to any commodity in packaged form, means a person who, or a firm which, carries on directly, or otherwise, the business of buying, selling, supplying or distributing any such commodity whether for cash or for deferred payment or for commission, remuneration or other valuable consideration, and includes a commission agent who carries on such business on behalf of any principal, but does not include a manufacturer who manufactures any commodity which is sold or distributed in a packaged form except where such commodity is sold by such manufacturer to any other person other than a dealer;
4. A “Retail Dealer” in relation to any commodity in packaged form means a dealer who directly sells such packages to the consumer and includes, in relation to such packages as are sold directly to the consumer, a wholesale dealer who makes such direct sale;

### **FOR CONSUMERS TO KNOW:**

1. All weights, measures, weighing and measuring instruments used by the Trader in their trade, commerce and industry are required to be verified periodically and stamped by the Inspector Legal Metrology, under the Law. Look for the stamp of verification on the weights and measures, etc.
2. The trader in their trade, commerce and industry, is required to use the beam scale suspended from hook or stand, to avoid manipulation by hand, to his own advantage.
3. The Consumers should buy their requirements in round metric units like 10 grams, 100 grams, 500 grams, 1 kilogram, etc. This way calculation becomes easier.
4. The Consumers should avoid the use of ‘pao kilo’ or ‘quarter kilo’ and ask for 200 grams or 200 ml or for similar easily calculable quantity in terms of decimal units.
5. The Consumers should buy milk in terms of litre or milli litre and not in kilograms or grams.
6. The Consumers should learn to read the scale indications and observe the weighing of your purchases.



7. The Consumers should better buy the definite quantities and not by moneys' worth.
8. The Consumers should refuse to buy any commodity in terms of old units i.e. seer, foot, etc., this is illegal and there is every chance that trader may cheat.
9. The Consumers while buying milk should see that they get the right quantity they have paid for. Check the date of packing and the MRP printed on milk pouches.
10. 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 to be included in the weight of the sweets.
11. Petrol pumps are periodically checked by this Department for accurate delivery of petrol. In case of suspected short delivery, the Consumers should report the matter to the Legal Metrology Officers.
12. When buying ready-made clothes, the Consumers should buy only by metric measurements i.e. in meters and centimeters and not by sizes. Different manufacturers may use different sizes where one will find himself/herself in garments, which do not fit him/her. Shirts are sold by collar sizes, which vary by steps of 1 cm. e.g. 35cms, 36 cms, 37cms, etc. Banians are sold by chest measurements which vary in steps of 5 cms, e.g. 85 cms., 90 cms, 95cms, etc.
13. When buying land or a plot for house building the Consumers always should buy in terms of hectares or square meters. Acres, yards, feet and inches are no longer recognized under the Law in force.
14. While buying the packaged commodities the Consumers should ensure that the net weight or measure is clearly and legibly indicated on the packages. Mere package size may be deceptive. Marking of net content on sealed packages is obligatory under the Law in force.
15. The Consumers should read and compare the labeled quantities in relation to prices. This way the Consumers may strike a better bargain.
16. The Consumers when buying the packaged commodities should check that on the concerned package, the original marked price is not smudged off, or re-written or affixed with a sticker with fresh increased price.
17. While buying cooking gas (LPG) the Consumers should see that the net content of gas and tare weight of cylinder are marked on the gas cylinder and the seal is intact. In case of doubt of less content of gas the Consumers may insist for re-weighment in their presence.
18. The Consumers when buying packaged commodities, for example cement – he/she may ask for its weighment again in his/her presence in case of doubt.

19. The price of a commodity is judged not only by its quality but also by its quantity. The Consumers should be cautious that they get the full quantity worth their money.

20. The Consumer should insist for the bill/ cash memo of the purchases wherever possible.

**PUBLIC GRIEVANCES AND THEIR REDRESSAL METHOD AND TIME LIMIT FOR DIFFERENT WORKS RELATING TO TRADERS / CONSUMERS:**

<b>Sr. No.</b>	<b>Item of Work</b>	<b>Time Limit</b>	<b>Whom to contact</b>
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>
1.	Verification/re-verification and stamping of weights, measures, etc.	Next day of production of weights or measures. For weighing and measuring instruments, 3 days of its production.	Jurisdictional Assistant Controller/ Inspector of Legal Metrology.
2.	Issue of registration Certificate of manufacturer / packer of pre-packed commodities	Within 30 days of application.	Asst. Controller, Central Laboratory/Packaged Commodities of Legal Metrology.
3.	Issue of fresh licences for repairers, Dealers and manufacturers.	Within 30 days of submission of application.	Controller of Legal Metrology.
4.	Renewal of licences of repairers, dealers and manufacturers.	Within 30 days of submission of application.	Controller of Legal Metrology.
5.	Changes to be incorporated in registration of manufacturer/packer of pre-packed commodity.	Within 15 days of submission of application.	Controller of Legal Metrology.
6.	Alteration / changes to be made in the licences of repairers, dealers and manufacturers of weights and measures.	Within 15 days of submission of application.	Controller of Legal Metrology.
7.	Issue of duplicate licence copy to repairers, dealers and manufacturers of weights and measures.	Within 15 days of application.	Controller of Legal Metrology.
8.	Action on complaint for violation of provisions of Weights And Measures Laws.	Within 20 days of filing the complaint.	Controller Legal Metrology through respective Jurisdictional Asst. Controller/Inspector.
9.	Registration of shorter address of manufacturer or packer of commodity in packaged form.	Within 30 days of application.	Controller Legal Metrology.
10.	Fresh tests of net contents checking at manufacturers or packers premises in case of errors beyond maximum permissible error.	Immediately after completion of the first test if prescribed fee is paid.	Jurisdictional Assistant Controller/Inspector Legal Metrology.

## **VARIOUS VIOLATIONS, WHICH AFFECT THE CONSUMERS' INTEREST UNDER THE DEPARTMENT'S LAWS IN FORCE:**

1. Use of weights, measures, weighing and measuring instruments other than those prescribed under the Rules.
2. Use of quotations, etc., otherwise than in terms of Standard Units like weights, measures, weighing and measuring instruments.
3. Manufacture, repair or sale of weights, measures, weighing and measuring instruments, without valid licence.
4. Manufacture, sale of weights, measures, weighing and measuring instruments, other than standard ones prescribed under the Act in force.
5. Sale of unstamped weights, measures, weighing and measuring instruments.
6. Use of weights, measures, weighing and measuring instruments not re-verified and stamped on or after the due date/s.
7. Non-display of the CERTIFICATES issued by the Department of Legal Metrology.
8. Pre-packed commodity, whether it is manufactured in-State, inter-State and imported shall not be sold, distributed, delivered, displayed or stored for sale unless the package complied with the provisions of the Act and the Rules.
9. Counterfeiting, tampering, removal of seals and increasing, diminishing or altering any weight or measure with a view to deceive any person in transaction.
10. Sale or delivery of commodities by non-standard weight or measure or weighing or measuring instruments.
11. Keeping of non-standard weights or measures or weighing or measuring instruments for use in transactions.
12. Selling of any article less than the quantity contracted for or rendering any service less than the service contracted for or buying any article in excess of the commodity contracted for or obtaining any service in excess of the service contracted for.
13. Entering in to a Contract or other Agreement in terms of any Standard weights or measures other than the approved standard weights or measures, etc.
14. Alteration and tampering with any licence issued by the Department of Legal Metrology under the Act / Rules.
15. Selling or delivering rejected weights, measures, weighing and measuring instruments.
16. No person shall impersonate in any way the Controller, Assistant Controllers, Inspectors or any other official of the Department of Legal Metrology.
17. No person shall give false information to the Department of Legal Metrology which may be required or asked for and no person shall submit either a false returns or maintains a false records or registers.
18. No employer shall avoid the vicarious responsibility for the offences committed by his employee.
19. No person shall pre-pack any commodity unless he / she register himself in accordance with the Standards of Weights and Measures (Packaged Commodities) Rules 1977.
20. 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 retail sale price (MRP) printed on the package or on the label affixed thereto.
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.
22. No package shall be sold, delivered or displayed for sale unless it contains the declared quantity on it or on the label affixed thereto.
23. No LPG should be sold by breaking the seal or without mentioning the net content of the same.

### **EXTRA HINTS TO CONSUMERS TO KNOW:**

1. Do you have any doubt about the correctness of weights and measures, etc., used by any trader or industrial establishments ?

If yes, then on the weights and measures, etc., look for the seal of verification stamp of this Department and demand for the Certificate of verification issued by this Department. If you are still not satisfied then contact the Enforcement Officials of your area (jurisdiction).

2. Do you feel cheated by a trader by way of weights, measures, weighing and measuring instruments ?

If yes, please contact at once the Enforcement Official of the area and report the incident and your observations. Do volunteer yourself to be a witness during the inspection of the Enforcement Officials of this Department.

3. Does any trader or hawker compel you to buy goods in terms of non-standards units?

In such case, demand and insist on delivering the commodities in Standards Units only. Pailli, padds, rath, feet, tolas, etc., are non-standards units of weights and measures. These are illegal and the present Law in force prohibits their uses in force in any transaction of trade and commerce. In any transaction by such Non-Standards Units, contact the Enforcement Official of your area / jurisdiction and report him the mal-practices.

4. Have you been confused by quoting or reading any advertisements or exhibits in units other than Standards Units ?

Then insist to quote in terms of Standards Units or demand to change the exhibit and advertisement in terms of Standards Units only.

5. Do you purchase commodities in packaged forms ?

If yes, please look for the following mandatory declaration on the packages:-

- a) Name and Address of the Manufacturer/Packer.
- b) Common or generic name of the commodity.
- c) Net contents of the commodity.
- d) Month and year of packing / manufacturing.
- e) Maximum retail sale price.
- f) Any other additional information such as e-mail address, helpline, telephone number etc.

### **APPEAL TO THE CITIZENS' / CONSUMERS'**

1. To get awareness on weights and measures laws, participate in the consumer awareness programme conducted by the Department and by keeping in touch with the Department.
2. Not to neglect the provisions of Department's Laws in force and assist the Department to enforce the said Laws.
3. Promptly report to the Authorities concerned, any instance of malpractices by way of short weightment / measurement of commodities or any other violations of Department Laws in force, for taking legal action.
4. In case any fault is noticed, co-operate to report to the Enforcement Official of the respective area / jurisdiction, so that the mal-practices are brought to books so as enable this Office to take action for such default by imposing fine and in default to pay fine, to file the case in the Court of Law.
5. To co-operate and give additional suggestions if any, to improve the present activities of the Department.

**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,

(1)	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) VAT/ Sales Tax Registration Number/CST Number/ .....  
Professional Tax registration Number/IT Number.
- (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 applicants (2)	Comments of the inspecting Officer (3)
(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 company.	.....	
(5) Number and date of shop/establishment/current Municipal Trade Licence.	.....	
(6) Professional Tax/IT Tax registration Number etc if any.	.....	
(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) Have you 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,

(1)	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 VAT/CST/Sales Tax/Professional Tax/Income Tax. ....		
(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	Comments of the inspecting officer
(2)	(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 VAT/Sales Tax/CST/Professional Tax/Income Tax. ....		

**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 ₹ ..... (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,

(1)	To be filled by the applicants	Comments of the inspecting officer
(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 VAT/ Sales Tax/CST/Professional Tax/Income Tax.	.....	
(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) Have you have sufficient stock of loan/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 ₹ ..... (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 applicants	Comments of the inspecting officer
(2)	(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 company.	.....	
(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 VAT/ CST/Sales Tax/Professional Tax/Income Tax.	.....	
(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 trade mark/ 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 ₹ ..... (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 (INTRA STATE)**

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 or imported:  
\_\_\_\_\_  
\_\_\_\_\_.

Cont...2/-

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 ₹ 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.

**APPLICATION FORM FOR REGISTRATION AS MANUFACTURER / PACKER /  
IMPORTER (INTER STATE)**

To,  
The Director of Legal Metrology,  
Government of India.

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 or imported:  
\_\_\_\_\_  
\_\_\_\_\_.

Cont...2/-

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 ₹ 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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