

**LA GAZETTE DE L'ETAT DE PONDICHERRY**

**THE GAZETTE OF PONDICHERRY**

**PART - II**

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**GOVERNMENT OF PONDICHERRY**

**REVENUE DEPARTMENT**

No. 991/LM/MI/99

Pondicherry, the 6th November, 2001.

**NOTIFICATION**

In exercise of the powers conferred by section 72 of the Standards of Weights and Measures (Enforcement) Act, 1985 (Central Act 54 of 1985), the Lieutenant - Governor, Pondicherry hereby makes the following rules further to amend the Pondicherry Standards of Weights and Measures (Enforcement) Rules, 1990, the draft of the same having been previously published in Part - II of the Extraordinary Gazette No.27 dated 1st November, 2000 as required by sub-section (4) of section 72 of the said Act, namely :-

*1. Short title and commencement :-* (1) These rules may be called the Pondicherry Standards of Weights and Measures (Enforcement) Amendment Rules, 2001.

(2) They shall come into force on and from the date of their publication in the official gazette.

*2. Amendment of rule 2.-* In the Pondicherry Standards of Weights and Measures (Enforcement) Rules, 1990 (hereinafter referred to as the said rules), for clause (e) of rules 2, the following shall be substituted, namely :-

“(e) words and expressions used in these rules and not defined but defined in the Act, the Standards Act and the Rules made thereunder shall have the meanings respectively assigned to them in those Act and Rules.”

*3. Amendment of rule 6:-* In the said rules, for sub-rule (3) of rule 6, the following shall be substituted, namely :-

“(3) Every secondary standards balance shall be verified at least once in a period of twenty-four months and shall be adjusted, if necessary, to make it correct within the limits of sensitivity and other metrological qualities prescribed under the Standards Laboratory or by the Controller or such

other officer not below the rank of Inspector of Legal Metrology as may be authorised by the Controller in this behalf.”

4. *Amendment of rule 7.*- In the said rules for sub-rule (3) of rule 7 the following shall be substituted, namely :-

“ (3) Every working standard balance shall be verified at least once in a period of twelve months and shall be adjusted, if necessary, to make it correct within the limits of sensitivity and other metrological qualities prescribed under the Standards Act, by the laboratory-in-charge of the Reference Standard Laboratory or by the Controller or such other officer not below the rank of Inspector of Legal Metrology as may be authorised by the Controller in this behalf.”

5. *Amendment of rule 9.*- In the said rules, for sub-rule (3) of rule 9, the following shall be substituted namely :-

“ (3) No beam scale or weighing instrument other than a Class A or Class B beam scale or any non-automatic weighing instrument of high accuracy class (Class II) or special accuracy class (Class I) shall be used in any transaction referred to in sub-rules (1) and (2).”

6. *Omission of rule 10.*- In the said rules, rule 10 and the Schedule referred to therein, shall be omitted.

7. *Amendment of rule 12 :-* In rule 12 of the said rules.-

(i) in sub-rule (2), after the words “renewal of a licence” in the words “at least” shall be inserted:

(ii) for sub-rule (4), the following shall be substituted, namely :-

“(4) Every licence issued to a manufacturer, repairer or dealer shall be valid for a period of one calendar year and may be renewed for a period of five years by the Controller or such other officer as may be authorised by him in this behalf on payment of five times the fee specified in Schedule -VII :

(iii) for sub-rule (5), the following shall be substituted, namely :-

“(5) The fee payable for the licence referred to in sub-rule (1) and for the renewal of the licence referred to in sub-rule (2) shall be specified in Schedule -VII :

Provided that an additional fee at the full rates specified in Schedule-VII shall be payable by the applicant if he is permitted by the Controller to make the application for the renewal of licence within a period of thirty days from the date of expiry of the period of validity of the licence.”

(iv) after sub-clause (5) as so amended, the following shall be inserted, namely :-

“(5A) The fee payable for the alteration of a licence or for the issue of duplicate licence shall be specified in Schedule-VII-A.”

(v) after sub-rule (8), the following shall be inserted namely -

“(9) Every licence to a manufacturer, repairer or dealer shall be issued by the Controller or any other officer authorised by him in this behalf as per the norms and procedure specified in this behalf.”

8. *Amendment of rule 13:-* In the said rules, in rule 13 :-

(i) in sub-rule (1), the brackets and figures “(1)” shall be deleted : and

(ii) sub-rule (2) shall be omitted

(9) *Amendment of rule 14 :-* In the said rules, for sub-rule (1) of rule 14, the following shall be substituted, namely :-

“(1) Every weight or measure used or intended to be used in any transaction or for industrial production or for protection shall be verified at least once in twelve months. The re-verification and stamping shall be done in the same quarter of the next year.

Provided that storage tanks including vats, shall be re-verified or recalibrated and stamped at least once in a period of five years ;

Provided further that weights including bullion and carat weights shall be re-verified and stamped once in a period of twenty-four months :

Provided also that the Beam Scale, Counter Machine and Liquid Capacity Measures (dipping measure, pouring measure and conical measure) shall be re-verified and stamped once in a period of twenty-four months.”

*10. Amendment of rule 15.-* In the said rules, in rule 15.-

(i) for sub-rule (3), the following shall be substituted, namely :-

“(3) For the verification of the weight or measure referred to in sub-rule (2), the user shall provide such facilities to the Inspector as may be specified by the Controller” : and

(ii) for sub-rule (6), the following shall be substituted, namely :-

“(6) Where a weight or measure is brought to the Inspector for verification or re-verification, he may verify the same after receipt of the prescribed fee.”

*11. Amendment of rule 16.-* In the said rules, in rule 16:-

(i) for the explanation under sub-rule (2), the following shall be substituted, namely :-

“**Explanation.-** The year shall be deemed to consist of four quarters of which the first quarter shall be of the months of January, February and March, which shall be marked as A ; the second quarter shall be of the months of April, May and June, which shall be marked as B; the third quarter shall be of the months of July, August and September, which shall be marked as C; and the fourth quarter shall be of the months of October, November and December, which shall be marked as D.” and

(ii) in sub-rule (4), for the words “ rupees five”, the words “rupees ten” shall be substituted.

*12. Amendment of rule 17 :-* In the said rules, in rule 17.-

(i) in sub-rule (2), for the words “half the rates” and “rupees ten” occurring therein, the words “full rates” and “rupees hundred” shall respectively be substituted :

(ii) in sub-rule (4), for the words “No fee”, the words “Full fee” shall be substituted :

(iii) in sub-rule (5), after the words and figures Schedule-XII”, the words “failing which full fee shall be charged” shall be inserted : and

(iv) after sub-rule(5) as so amended, the following sub-rule shall be inserted, namely :-

**“(5A) Fee for grant of copies of any document.-** The fee payable for the grant of certified copies of any document by an Assistant Controller, not being a document of confidential nature shall be one rupee for every 10 words or less.”

*13. Amendment of rule 18.-* In the said rules, for sub-rule (1) of rule 18, the following shall be substituted, namely.-

“(1) Before commencing the work of verification or re-verification, the Inspector shall inform the person concerned of the fees payable by him under these rules and shall receive the same in the manner as specified by the Controller and issue a receipt on the form approved by the Controller, one copy of such receipt being kept on record.”

*14. Amendment of rule 19.-* In rule 19 of the said rules-

(i) in sub-rule (2).-

(a) after the words “Any weight or measure or document or thing”, the words “or goods” shall be inserted ;

(b) in the proviso to sub-rule (2) as so amended, after the words “weight or measure or document or thing” , the words “ or goods” shall be inserted :

(ii) for the existing proviso under sub-rule (3), the following shall be substituted, namely.-

“ Provided that if the trader or his agent or the other person (who has committed the offence) refuses to sign the form, the Inspector shall obtain the signature of not less than two persons present at the time of such refusal by the trader or his agent or other person. In the case of goods returned to the trader he shall give an undertaking that he shall not sell the defective goods without rectifying the defects thereon .”

(iii) after sub-rule (4), the following proviso shall be inserted , namely :-

“ Provided that the Controller shall be the final authority to decide whether the goods seized and detained are subject to speedy or natural decay.”

(iv) in sub-rule (5), after the words brackets and figures “sub-section (1)”, the words and figures “ of section 29 of the Standards Act” shall be inserted, and

(v) after sub-rule (5) as so amended, the following sub-rule shall be inserted, namely :-

“(6) The goods referred to under sub-rule (4) which are not to be the subject of proceedings in a court shall be so dealt with as prescribed below :-

The goods referred to under sub-rule (4) which are not to be the subject to proceedings in a court, shall after the expiry of sixty days of its seizure, be so dealt with as the Controller may by special order direct.”

*15. Amendment of rule 22.-* In rule 22 of the said rules.-

(i) sub-rule (4) shall be omitted, and

(ii) after sub-rule (5), the following sub-rule shall be inserted, namely :-

“(6) To ensure proper delivery of the petrol/diesel pumps, the retail dealer of the pump shall keep a verified five litre capacity measure in his remises and check the output from the pump every day to ensure its correct delivery. In case of any short delivery, the dealer shall stop the delivery through the pump immediately and inform the Inspector/authorised officer to recalibrate the pump.”

16. *Omission of Schedule-I, Schedule-IA, Schedule-II, Schedule-IIA and Schedule-III.*- In the said rules, Schedule-I, Schedule-IA, Schedule-II, Schedule-IIA and Schedule-III shall be omitted.

17. *Amendment of Schedule-V-A.*- In the said rules, for Schedule-V-A embodying Form IM-I, Form LR-I, and Form LD-I, the following shall be substituted, namely :-

**“SCHEDULE - V - A**

*[See rule 12(1)]*

**FORM IM-I**

**Application Form for Licence as Manufacturer of Weights,  
Measures under the Standards of Weights  
and Measures (Enforcement) Act, 1985.**

To

	To be filled by the applicant	Comments of the Inspecting Officer
	(1)	(2)
1. Name of the manufacturing concern for which licence is desired :		
2. Complete address of the concern. Whether premises are owned/rented/taken on lease/leave licence, duly supported by documents :		
3. Date of establishment of workshop/factory :		
4. Name(s) and address(es) along with their father`s/ husband`s name, of proprietor(s) and /or partner(s) 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-killed :
- (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 :
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. Sales Tax Registration Number CST Number/  
Professional Tax Registration Number/  
Income-Tax 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  
outside the State or both :
- (b) Details of Model Approval received from  
Government of India; or when can you produce  
for inspection samples of your products for  
which licence is desired? :

**(To be certified by the applicant)**

Certified that I/we have read the Standards of Weights and Measures Act, 1976, the Standards of Weights and Measures (Enforcement) Act, 1985 and the Pondicherry Standards of Weights and Measures (Enforcement) Rules, 1990 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 the Department 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

**SCHEDULE -V - A**

*[See rule 12(1)]*

**FORM LR-I**

**Application Form for Licence as Repairers of Weights,  
Measures under the Standards of Weights  
and Measures (Enforcement) Act, 1985.**

	To be filled by the applicant	Comments of the the Inspecting Officer
	(1)	(2)

1. Name of repairing concern seeking the licence :

2. Complete address of the workshop :

3. (a) Whether premises are owned/rented /taken on lease/leave licence, duly 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 partner(s) and managing director(s) in the case of limited company :
5. Number and date of shop/ establishment/ current Municipal Trade Licence :
6. Professional Tax/Income-Tax registration number :
7. The type of weights and measures proposed to be repaired :
8. Area in which you wish to operate :
9. Previous experience in the line :
10. Number of staff employed or proposed to be employed -
  - (i) Skilled :
  - (ii) Semiskilled :
  - (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 wieghts, 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)**

Certified that I/we have read the Standards of Weights and Measures Act, 1976, the Standards of Weights and Measure (Enforcement) Act, 1985 and the Pondicherry Standards of Weights and Measures (Enforcement) Rules, 1990 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 lincece fee with Government as soon as required to do so by the Licensing aurhoty.



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

Place :

Dated : Signature and designation

(To be filled in by the 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 :

Singature and designation

### SHCEDULE-V-A

[See rule 12(1)]

#### FORM LD - I

### Application Form for Licence as Dealers in Weights, Measures under the Standards of Weights and Measures(Enforcement) Act, 1985

To

	To be filled by the applicant	Comments of Inspecting Officer

1. Name of the establishment/shop/person  
seeking the licence :

2. (a) Complete address of the establishment /shop/person :
- (b) Whether the premises are owned/rented/ taken on lease/leave licence /duly supported by document :
3. Date of establishment :
4. Name(s) and address(es) along with father`s/ husband`s name of proprietor(s) and/or partner(s) 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 CST/Sales Tax/ Professional Tax/Income-Tax :
8. Do you intend to import weights, etc, from places outside the State/Country? If so, indicate source of supply. (Give details of manufacturer`s trade mark/monogram and his licence number) :
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 application)**

Certified that I/we have read the Standards of Weights and Measures Act, 1976, the Standards of Weights and Measures (Enforcement) Act, 1985 and the Pondicherry Standards of Weights and Measures(Enforcement) Rules, 1990 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 fee 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 the Department 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

*18. Amendment of Schedule V.B.-* In the said rules, for Schedules - V-B embodying Form IM-2, Form LR-2, Form LR-2 and Form LD-2, the following shall be substituted, namely :-

**“ SCHEDULE - V -B**

[See rule 12 (1)]

**FORM IM - 2**

**Application for renewal of Licence as Manufacturer  
of Weights, Measures under the Standards or Weights  
and Measures (Enforcement) Act, 1985**

To

	To be filled by the applicant	Comments of the the Inspecting Officer
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(es) along with father`s/ husband`s name, of properietor(s) and/or partner(s) and managing director(s) in the cas 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 No. :		
9. Registration No. of Sales Tax/CST/ Professional Tax/Income-Tax :		

**(To be certified by the application)**

Certified that I/we have read the Standards of Weights and Measures Act, 1976, the Standandards of Weights and Measures (Enforcement) Act, 1985 and the Pondicherry Standards of Weights and Measures (Enforcement) Rules 1990 and agree to abide by the same and also the administrative orders and instructions issued or to be issued thereunder.

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

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

Place :

Date :

Signature and designation.

### SCHEDULE - V - B

[See rule 12(1)]

#### FORM LR-2

#### Application for renewal of Licence as Repairers of Weights, Measures under the Standards of Weights and Measures (Enforcement) Act, 1985.

To

	To be filled by the applicant (1)	Comments of the Inspecting Officer (2)
1. Name and complete address of the repairing concern/person seeking renewal of licence :		
2. Repairer`s Licence No. :		
3. Name(s) and address(es) along with father`s/ husband`s name of proprietor (s) and/or partner(s) and managing director(s) in the case of limited company. :		
4. Registration number and date of current/shop/ establishment Municipal Trade Licence :		
5. Registration No of Sales Tax/Profession Tax/ Income -Tax :		
6. (a) The type of weights and measures repaired as per licence granted :		
(b) Do you propose any change :		
7. Details of repair works done in the last 5 years :		
8. Areas in which you are operating :		
9. Please give details with particulars of stamping :		

**(To be certified by the application)**

Certified that I/we have read the Standards of Weights and Measures Act, 1976, the Standards of Weights and Measures (Enforcement) Act, 1985 and the Pondicherry Standards of Weights and Measures (Enforcement) Rules, 1990 and agree to abide by the same and also the administrative orders and instructions issued or to be issued thereunder.

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*

**SCHEDULE - V- B**

[See rule 12 (1)]

**FORM LD -2**

**Application for renewal of Licence as Dealers in Weights,  
Measures under the Standards of Weights and Measures (Enforcement) Act, 1985**

To

	To be filled by the applicant	Comments of the Inspecting Officer
1. Name of the establishment/shop/person seeking the renewal of licence :		
2. Dealer`s Licence No. :		
3. Date of establishment :		
4. Name(s) and address(es) along with father`s/ husband`s name of proprietor(s) and/or partner(s) 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 CST/Sales Tax/ Professional Tax/Income-Tax :		
8. Details of sales done in the last 5 years :		

9. 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)**

Certified that I/we have read the Standards of Weights and Measures Act, 1976 the Standards of Weights and Measures (Enforcement) Act, 1985 and the Pondicherry Standards of Weights and Measures(Enforcement) Rules, 1990 and agree to abide by the same and also the administrative orders and instructions issued or to be issued thereunder.

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 "*

*19. Amendment of Schedule VI.- In the said rules.-*

(a) for the existing Conditions of Licence appended to Form LM-3 under Schedule-VI, the following shall be substituted, namely:-

**“Conditions of Licence (Manufacturer)**

1. The person in whose favour this licence is issued shall-

- (a) Comply with all the relevant provisions of the Act and rules for time being in force :
- (b) Not encourage or countenance any infringement of the provisions of the Act, or the rules for the time being in force :
- (c) Exhibit this licence in some conspicuous part of the premises to which it relates :
- (d) Comply with any general or special directions that may be given by the Controller of Legal Metrology:
- (e) Surrender the licence in the event of closure of business and/or cancellation of licence:
- (f) Present the weights, measures, weighing or measuring instruments as the case may be, manufactured and meant for use within the State to the Inspector for verification and stamping before sale ;
- (g) Present the weights, measures, weighing or measuring instruments as the case may be, manufactured and meant for use outside the State and covered under the First Schedule of the Inter-State Verification and Stamping Rules, 1987, to the Inspector for verification and stamping before sale : and

- (h) Submit the application for renewal of this licence, as required under the rules before at least thirty days of the date of expiry of the validity of the licence :

2. Every condition prescribed after the issue of this licence shall, if notified in the official gazette, be binding on the persons to whom the licence has been granted :

(b) for the existing Conditions of Licence appended to Form LR-3 under Schedule - VI, the following shall be substituted, namely.-

**“Conditions of Licence (Repairer)**

1. The person in whose favour this licence is issued shall.-

(a) Comply with all the relevant provisions of the Act and rules for the time being the force :

(b) Not encourage or countenance any infringement of the provisions of the Act, or the rules for the time being in force :

(c) Exhibit this licence in some conspicuous part of the premises to which it relates:

(d) Comply with any general or special directions that may be given by the Controller of Legal Metrology :

(e) Surrender the licence in the event of closure of business and/or cancellation of licence :

(f) (i) present the weights, measures, weighing or measuring instruments as the case may be, duly repaired to the Inspector for undertaking verification and stamping as specified in rule 14(1) before delivery to the user :

(ii) In the case of weights, measures, weighing or measuring instruments, if they are serviced/repaired before the date on which the verification falls due, and where, in the process and the verification stamp of the Inspector is defaced, removed or broken, they shall be presented duly repaired to the Inspector for re-verification and stamping before delivery to the user :

(g) Submit the application for renewal of this licence, as required under the rules before at least thirty days of the date of expiry of the validity of the licence.

2. Every condition prescribed after the issue of this licence shall if notified in the official gazette be binding on the persons to whom the licence has been granted “

(c) for the existing Conditions of Licence appended to Form LD-3 under Schedule-VI, the following shall be substituted, namely :-

**“Conditions of Licence (Dealer)**

1. The person in whose favour this licence is issued shall :-

(a) Comply with all the relevant provisions of the Act and rules for the time being in force :

(b) Not encourage or countenance any infringement of the provisions of the Act, or the rules for the time being in force :



(c) Exhibit this licence in some conspicuous part of the premises to which it relates :

(d) Comply with any general or special directions that may be given by the Controller of Legal Metrology :

(e) Surrender the licence in the event of closure of business and/or cancellation of licence :

(f) Submit the application for renewal of this licence, as required under the rules before at least thirty days of the date of expiry of the validity of the licence :

(g) Not sell or offer , expose or possess for sale any non-standard weight or measure.

2. Every condition prescribed after the issue at this licence shall, if notified in the official gazette, be binding on the persons to whom the licence has been granted .”

20. *Amendment of Schedule - VII.*- In the said rules, for Schedule-VII, the following shall be substituted, namely :-

**“SCHEDULE - VII**  
**[See rule 12(5)]**  
**Licensing and Renewal fees for manufacturers,**  
**repairers or dealers of weights and measures**

Manufacturer	...	Rs. 500.00 per year
Repairers	...	Rs. 100.00 per year
Dealer	...	Rs. 100.00 per year

21. *Insertion of new Schedule.- VIIA.*- In the said rules, after Schedule.VII, as so amended the following Schedule shall be inserted, namely :-

**“SCHEDULE - VIIA**  
**[See rule 12(5)]**

Fee for alteration of licence	...	Rs. 50.00
Fee for issue of duplicate licence	...	Rs. 10.00

22. *Amendment of Schedule.-IX* - In the said rules, for Schedule-IX, the following shall be substituted, namely :-

**“SCHEDULE-IX**  
**[See rule 12(7)]**

**Security deposit to be made by Licensee/Repairer**

Repairers of weights and measures excluding weighing and measuring instruments	...	Rs. 2,500.00
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Repairers of weights and measures including weighing and measuring instrument ... Rs. 5,000.00

23. *Amendment of Schedule-XI.*- In the said rules, in Schedule-XI, the following shall be inserted at the end, namely:-

“Foot Note :

In the case of rejected weights, measures, etc., the Inspector shall give separate certificate of rejection mentioning the reasons for rejection against each item.”

24. *Amendment of Schedule-XIII.*- In the said rules, for Schedule-XIII, the following shall be substituted, namely :-

### “SCHEDULE - XIII

[See rule 25(1)]

#### **Form of appeal against an order of an Inspector/ Assistant Controller/Deputy Controller/Controller**

1. Name and address of the applicant :
2. No. and date of the order of the Inspector/  
Assistant Controller/Deputy Controller/Controller  
of Legal Metrology against which the appeal is  
preferred (Enclose copy of the order) :
3. Whether the appellant desires to be heard in  
person or through an authorised representative :
4. Grounds of appeal :

25. *Insertion of Annexure.*- After Schedule-XIII in the said rules, the following Annexure containing the guidelines for manufacturers/repairers/dealers of weights and measures shall be inserted, namely :-

### “ANNEXURE

#### **THE POLICY FOR FRESH LICENCE FOR MANUFACTURE, REPAIR AND SALE OF WEIGHTS AND MEASURES**

1. Every licence shall be issued in a prescribed form on a payment of prescribed fee and shall be valid for a prescribed period.

2. Every licence application shall be entertained in the prescribed form along with the supporting documents/papers, etc., required for the particular licence, i.e., manufacturer, repairer or sale of weights and measures.

3. Application for licences shall be examined by the Inspector, Legal Metrology.

4. No incomplete application shall be sent to Headquarters by the Inspector, Legal Metrology.

5. The supporting document, etc., are mentioned against the heading ‘Manufacturer Licence Repairer Licence or Seller/Dealer Licence’.

6. The Assistant Controller shall visit the premises of the applicant as a test check, if he thinks so.

7. Incomplete applications shall not be entertained by zones headquarters and as such applications shall be deemed to have filed by the Department without intimating to the applicant.

8. The fresh application shall be entertained at the zones level and shall be processed by the zones itself. The report along with clear recommendations must be sent to headquarters within 30 days. The entire period for disposal of case will be 60 days.

## 1. GUIDELINES FOR FRESH MANUFACTURER LICENCE OF WEIGHTS AND MEASURES

The licence application to manufacture weights and measures shall be furnished in the prescribed *pro forma* i.e.. LM-1 along with supporting documents/papers, etc., and the following points are to be examined :-

### 1. Premises :

#### A. Proof of legal possession of the premises .

The applicant must have legal and physical possession of the premises and furnish a latest rent receipt/sale deed/house-tax receipt/any other legal document and 'No objection Certificate' from the owner of the premises in case of rented premises as the case may be.

#### B. Minimum space required for smooth and proper working.

(i) The workshop premises/manufacturing premises should be suitable and adequate and it would not be less than the area specified below for the different items as mentioned against each :-

(1) Casting of Weights- 50 kgs to 50 grams	...	100 sq. mts.
(2) Manufacturing of Beam Scale, 'A.B.C.D'.	...	40 sq. mts.
(3) Counter Scales	...	30 sq. mts.
(4) Platform Machines/Non-automatic Weighing Scale/Automatic Weighing Scale.	...	40 sq.mts.
(5) Weight Bridge/Electronic, Digital Bridges Mech	...	80 sq. mts.
(6) Conical Measures, Dipping type Measures, Length Measures, Brass Weights/Bullion Weights.	...	40 sq.mts.
(7) Taxi Meter/Auto-Rickshaw/Fare Meter	...	30 sq.mts.
(8) Self/Semi-self Weighing Machines/Person Weighing Machines/Spring balance.	...	40 sq.mts.
(9) Clinical Thermometer	...	10 sq.mts.
(10) Domestic Water Meter	...	25 sq.mts.
(11) Kitchen Scale/Tubular Balances/Bathroom Scales	...	40 sq.mts.
(12) Sphygmomanom Meter to measure blood pressure	...	15 sq. mts.

**NOTE :** For any other item not covered above, the area will be considered by the licensing authorities at the time of granting licence.

However, if more than one item of manufacturing is applied for, the adequacy of the premises is to be assessed by the licensing authority, but in no case the area of the premises should be less than the minimum area prescribed to manufacture a particular item listed therein applied for (e.g) an applicant intends to manufacture C.I.weights - B/S, C/S other than his area should be 100 sq.mts. which being the requirement for C. I. weights casting).

13. in case of manufacturing of electronic weighing/measuring instruments, production of SSI registration should be must.

(ii) The workshop/manufacturing premises must be on the ground floor or basement. The workshop/manufacturing premises to manufacture the following items may be at any floor of the multi-stored commercial complexes/industrial estate/flatted factories of Industries Department/flatted factories of DDA/DSIC or any other Government or local body subject to condition that suitability of premises will be assessed by the licensing authority before grant of licence.

1. Clinical Thermometer.
2. Sphygmomanometers to measure blood pressure.
3. Non-automatic electric digital weighing scales upto 20 kgs.
4. Electronic digital meters.
5. Kitchen scale/Tubular balances/Bathroom scales.

## **II. Workshop Tools and Equipments :**

1. All necessary equipments required for the concerned items applied for manufacturing.
2. All necessary tools required for manufacturing the concerned items.
3. Testing provisions/facilities for the manufactured items.
4. Hardness Testing equipments for Platform Machines and Weigh Bridges.
5. The proof of procuring the workshop tools and equipments.

## **III. Constitution of the Firm :**

In case of the firm is not a proprietorship concern, the firm should submit a copy of partnership deed duly attested by First Class Magistrate/Notary/Oath Commissioner and in case of Private limited Company or Limited Company, Memorandum and Articles of Association approved by the Registrar, Ministry of Company Affairs, Government of India and Certificate of Incorporation.

## **IV. M.C.L./Original Lal Dora Certificate :**

Attested copies of M.C.L./Original Lal Dora Certificate of SBM of the area is to be furnished by the applicant along with the application No. M.C.L. and certificate is required for the firm in industrial area approved by the Government of India, Delhi Administration, etc., of the Government policy or where the manufacturing industry is registered under SSI on permanent basis, the registration certificate is to be submitted for that address and trade.

**V. Experience Certificate :**

The applicant is required to furnish the experience certificate for at least two years for the items applied in the name of skilled worker proprietor partner/director of the firm or Diploma in Electrical/Electronic/Mechanical Engineering or Certificate of Instrument Mechanic from the I.T.I.

**VI. Literature :**

The applicant shall furnish a copy of literature containing the details/specification/design of the items to be manufactured.

**VII. Proof of Financial Status :**

The applicant shall furnish the proof of financial status of the manufacturer of any weights and measures. The licensing authority shall assess the financial status before granting licence.

**VIII. Trade Mark :**

A copy of the approved trade mark duly registered with MRPC shall be furnished by the applicant at the time of submitting the application for grant of manufacturing licence.

**IX. Site Plan :**

A site plan of the premises shall also be furnished by the applicant.

**X. Sanctioned Power Load :**

A proof of sanctioned and installed and energised power load required for proper manufacturing of the items shall also be furnished by the applicant.

The licence shall be granted in view of section 36, 37, 38 of Standards of Weights and Measures Act, 1976 and section 73 of the Standards of Weights and Measures(Enforcement) Act, 1985 also under the Standards of Weights and Measures (Approval of Models) Rules, 1987.

**XI.** The licensing authority, may relax any of the condition referred above.

**XII.** If the manufacturing is to be done under the proviso I-B (II) above, the licensee is required to provide all the facilities to the Officer/Inspector of the Department during the visit to his premises for inspection and verification especially in handling the balances/testing equipments,etc.,

**DOCUMENTS TO BE ATTACHED WITH THE PRESCRIBED APPLICATION FORM :**

1. Proof of the legal title of the premises, attested copy of the sale deed/lease deed/allotment letter, property tax receipt.
2. Rent receipt/N.O.C. from the owner.
3. Tools and equipments list.
4. List of testing equipments.
5. Copy regarding constitution of the firm.
6. Experience certificate.
7. M.C.L./Original Lal Dora Certificate.

8. Copy of the literature of the items to be manufactured.
9. Proof of financial status.
10. Proof of power load sanctioned/installed/energised.
11. Copy of permanent SSI registration.
12. List of skilled/unskilled workers with their name and addresses.

## 2. GUIDELINES FOR GRANT OF REPAIRER`S LICENCE

The licence application to repair weights and measures shall be furnished in the prescribed *Pro forma* i.e. LR-I along with supporting documents/papers,etc., and the following points are to be examined.

### 1. Premises :

#### *A. Proof of legal possession of the workshop premises.*

The application must have legal and physical possession of the premises and furnish latest rent receipt/sale deed/house-tax receipt/ any other documents and No-objection Certificate from the owner of the property.

#### *B. Minimum area required for the smooth and proper working*

The workshop premises should be suitable and adequate not less than the area as detailed below :

(i) Weights, Measures, Weighting and Measuring instruments	...	15 sq.mts.
(ii) Taxi and Autorickshaw Fare Meters	...	4.5 sq.mts.
(iii) Electronic Weighing scales	...	15 sq.mts.

The workshop must be with an adequate entrance without opening to any residential part of the premises. The workshop premises must be on ground floor or basement.

The workshop/repairing premises to repair the following items may be at any floor of the multi-storeyed commercial complexes/industrial estates/flatted factories of Industries Department/flatted factories of DDA/DSIC or any other Government or local body subject to condition that suitability of premises will be assessed by the licensing authority before granting licence.

1. Autorickshaw/Taxi Fare Meter.
2. Electronic weighing scales upto 20 kg.
3. Kitchen scales/Tubular balance/Bathroom scales/Spring balance.
4. Electronic Digital meter.
5. Sphygmomanom meter to measure blood pressure.

### II. The Workshop Tools and Equipments:

The firm shall have the following sufficient tools and equipments to carry out the repairing work of weights, measures, weighing and measuring instruments :-

1. Set of files
2. Set of screwdrivers
3. Set of punches (A to Z)
4. Drill machines
5. Set of spanners
6. Set of ring spanner
7. Hammers and cutters
8. Stove/Bhatti Heating arrangement
9. Melting pot
10. Pouring pot
11. Tota plass
12. Set of number punches (1 to 9)
13. Plass
14. Bunk
15. Sand paper
16. Oil can
17. Stop watch - For Taxi/Autorickshaw
18. Bench Machine - Fare Meters only.

The proof of procuring the workshop tools and equipment, etc., shall also be furnished by the applicant at the time of applying for repairing licence.

### III. Test Equipment :

(i) The applicant firm must have the following test equipment :-

1	50 kg.	Balance	'B' class
2	5 kg.	Balance	'B' class
3	200 kg.	Balance	'B' class
4	2 gm.	Balance	'B' class

(ii) Test Weights ... 50 kg. to 50 gm. C.I. Weights  
50 gm. to 10 gm. Brass Weights  
10 kg. to 1 mg.. Bullion Weights

(iii) Test Capacity Measures ... 20 ltr. to 100 ml. - Conical  
2 ltr. to 10 ml. - Cylindrical

(iv) Test Length Measures ... 1 Meter Rod

(v) Additional Weights for testing Beam Scales and Platform Scales. ... One ton.

(vi) In case of Weigh Bridges ... 1 ton and additional weights up to one-fourth capacity of the weigh bridge will be required for testing the weigh bridge at the site.

(vii) Arrangement for testing the beam scales in the workshop.

(viii) Arrangement for testing the capacity measures/length measures/ peg measures.,

**Loan Articles :**

1. Beam Scales	...	'B' class-2kg/1, 1kg/1, 500gm/1 'C' class- 500 kg/1, 200 kg/1, 100 kg/1, 50kg/2, 20kg/2, 10kg/2, 5kg/2,2kg/2, 1kg/2, 500gm/2. 'D' class - As above.
2. C.I.Weights	...	(i) 50 kgs to 50 gm - 2 sets (ii) 20 kgs to 50 gm - 2 sets (iii) 2 kg to 50 gm - 2 sets
3. Brass Weights	...	1kg to 1mg/1.
4. Conical Measures	...	2 ltrs. to 10ltrs/1.5 ltr. to 10 ml/1
5. Cylindrical Measures	...	2 ltrs. to 5 ml/1
6. Meter Rod	...	1 meter/1
7. Counter Scales	...	20 kg/1, 10kg/1, 5kg/1, 2kg/1, 1 kg/1.

The applicant will submit a proof of all the loan articles produced from the source. All the loan articles should be duly verified and stamped by the Weights and Measures Department and verification certificate shall be attached by the applicant.

**IV. Constitution of the Firm :**

In case the firm is not a proprietorship concern, the firm should submit a copy of partnership deed duly attested by the First Class Magistrate/Notary/Oath Commissioner and in case of Private Company or Limited Company, Memorandum of Association approved by the Ministry of Company Affairs, Government of India.

**V. Experience Certificate :**

The applicant is required to furnish an experience certificate for at least one year for the items applied for repairing in the name of a skilled worker/proprietor/partner/director of the firm or certificate from I.T.I. in Instrument mechanic and Electronics and no repairing work shall be taken in the absence of a skilled worker.

**VI. Site Plan :**

A site plan of the premises shall also be furnished by the applicant.

The licensing authority may relax any of the condition or the part of the condition referred above.

**DOCUMENTS TO BE ATTACHED WITH THE PRESCRIBED APPLICATION FORM :**

1. Proof of the legal title of the premises/attested copy of the sale deed/lease deed/allotment letter/property-tax receipt.
2. Rent receipt/N.O.C. from the owner.
3. Tools and equipment list.



4. Test equipments.
5. List of loan articles with verification certificate.
6. Copy of the constitution of the firm.
7. Experience certificate.
8. Site plan.
9. Memorandum of Aricles in case of Privaate Limited Company and Limited Company.
10. List of skilled and unskilled workers with their names and addresses.

### **3. GUIDELINES FOR THE GRANT OF DEALER`S LICENCE**

The licence application to sell the weights and measures shall be furnished in the prescribed *pro forma* i.e., LD-I along with supporting documents/papers, etc., and the following points are to be examined.

#### **I. Premises :**

##### *A. Proof of legal possession of the shop premises.*

The applicant must have legal and physical possession of the premises and furnish latest rent receipt/sale deed/house-tax receipt/any other document and 'No-objection Certificate' from the owner of the property.

##### *B. Minimum area required.*

The ship premises should be suitable and adequate and must be of independent entrance without opening to any residential part of the premises.

#### **II. Constitution of the Firm :**

In case the firm is not a proprietorship concern the firm should submit a copy of partnership deed duly attested by First Class Magistrate/Notary/Oath Commissioner and in case of Private Company or Limited Company, Memorandum of Association approved by the Ministry of Company Affairs, Government of India.

#### **III. Site Plan :**

A site plan of the premises shall also be furnished by the applicant.

#### **IV. Proof of Financial Status :**

The applicant shall furnish the proof of financial status to sell any weights and measures. The licensing authority shall asses the financial status before granting the licence.

#### **V. Sales Tax Registration Number :**

The applicant shall furnish a copy of sales tax registration number, if registered with the concerned department.

**DOCUMENTS TO BE ATTACHED WITH THE PRESCRIBED APPLICATION FORM :**

1. Proof of the legal title of the premises, attested copy of the sale deed/lease deed/allotment letter/property tax receipt.
2. Rent receipt/N.O.C. from the owner.
3. Copy of the constitution of the firm.
4. Proof of financial status.
5. Site plan.
6. Memorandum of Articles in case of Private Limited Company and Limited Company.
7. Sales-tax registration number, if registered.

**NEW POLICY FOR RENEWAL OF LICENCES FOR MANUFACTURING,  
REPAIRING AND SALE OF WEIGHTS AND MEASURES.**

**General :**

1. All the licences shall be renewed in accordance with the provisions of the Standards of Weights and Measures (Enforcement) Act, 1985 and the Pondicherry Standards of Weights and Measures (Enforcement) Rules, 1990.
2. Licence renewal application shall be furnished in the prescribed *pro forma*
3. The renewal of licence should be completed latest by 31st December, of each calendar year.
4. Licence renewal application shall be received in the zones.
5. All the applications for renewal will be processed in the same manner by the concerned Inspector as in the case of fresh licence.

**Renewal of Manufacturing Licence :**

The licence renewal application shall be furnished in the prescribed form with the following supporting documents/papers, etc.

1. Proof of cotinual legal possession.
2. Change in constitution of the firm, if any.
3. Statement of stock and sales.
4. All the documents required for fresh licence except experience certificate/copy of the manufacture of the item being manufactured/Lal Dora certificate/MCL.
5. List of workers - Skilled and unskilled with names and addresses.
6. Prescribed licence renewal fee receipt.
7. Attested copy of M.C.L., where required.
8. Sales tax registration number, if registered.

## **II. Renewal of Repairing Licence :**

The licence renewal application shall be furnished in the prescribed form with the following supporting documents/papers, etc.

1. Proof of the legal title of the premises, attested copy of the sale deed/lease deed/allotment letter/property-tax receipt.
2. Rent receipt/N.O.C. from the owner.
3. Tools and equipment list.
4. Test equipments.
5. List of loan articles with verification certificate.
6. Copy of the constitution of the firm.
7. Month-wise statement of repairing job conducted during the year.
8. Site plan, if any change.
9. Memorandum of Articles in case of Private Limited Company and Limited Company.
10. List of workers - Skilled and unskilled with names and addresses.
11. prescribed licence renewal fee receipt.

## **III. Renewal of Dealer`s Licence:**

The licence renewal application shall be furnished in the prescribed form with the following supporting documents papers, etc-

1. Proof of the legal title of the premises attested copy of the sales deed lease deed/allotment letter/property-tax receipt.
2. Rent receipt/N.O.C. from the owner.
3. Copy of the constiution of the firm.
4. Month-wise statement of sale of weights and measures.
5. Site plan, if any change.
6. Memorandum of Articles in case of Private Limited Company and Limited Company.
7. Sales-tax registration number, if required.
8. Prescribed licence renewal fee receipt.

## **AMENDMENT IN LICENCES**

In case of any amendment in the existing licence of Manufacturer/Repairer/Dealer with reference to change in constitution, business premises, item of manufacture/repair/sale, the relevant part laid down in case of the licensing policy is to be observed and adhered to.”

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