

**As per Circular No.2/289/08-PER/IT/696 dated 05/09/2008 from the  
Dy. Secretary (Per), Secretariat, Daman.**

Sr. No.	information required
1.	Name of the Department : <b>Weights &amp; Measures</b>
2.	<b>Head of Office</b> : <b>Enquiry Officer, City survey, Daman.</b> <b>Contact Person</b> : <b>Inspector of Weights &amp; Measures.</b>
3.	Contact Address : Office of the Inspector of Weights & Measures, Moti Daman. P.C. 396 220.
4.	Telephone Numbers : 0260 – 2230864.(City Survey)
5.	Fax Numbers : - NIL -
6.	Email Address : - NIL -
7.	Any Other Contact Details : - NIL -
8.	The brief description about the functionality of the department.
9.	I – Services :
	<p>1) List and description of the services/ Schemes to the Public.</p> <ul style="list-style-type: none"> <li>i) Registration of Weights ,Measures, Weighing &amp; Measuring Instruments.</li> <li>ii) Grant of licence for Manufacture, repair or sale of Weights &amp; Measures.</li> <li>iii) Verification and stamping All kind of Weights, Measures, Weighing &amp; Measuring Instruments.</li> <li>vi) Surprise Visit to factory, Shop, Patrol Pump Vegetables Market, Fair-price shop etc.</li> <li>v) Inspection, search, seizure and forfeiture of Weights &amp; Measures.</li> <li>vi) Enforcement of all provisions and imposition of penalty for contraventions of sections.</li> <li>vii) Implements of Package Commodities Act. And Rules.</li> </ul>

	<p style="text-align: center;"><b>II <u>Scheme:</u></b></p> <p style="text-align: center;">Implementation of standard of weights &amp; measures Act – 1985 and the package commodities Act – 1976 and Rules – 1977 framed there under.</p>
10.	<p>Major Achievements so far. : General Inspection, surprise visit verification &amp; Stamping of all kind of weights, measures, weighing &amp; measuring instrument and issue of verification Certificate</p> <p>Implementation of provisions contained under the Weight &amp; Measures Act &amp; Rules to make tour-camp at Diu after the approval of controller of Weights &amp; Measures and with the permission of Head of Office.</p> <p>To seize or detain the of Weights &amp; Measures and file cases against party as per Act &amp; Rules,</p>
11.	<p>If Functionality of the department touches to the public directly then</p> <ul style="list-style-type: none"> <li>* The List of task/activities</li> <li>* The required procedures for different tasks</li> <li>* The list of pre-requisites for certain procedures</li> <li>* The required forms (in MS-WORD/PDF format) with instructions like how to fill and whom to submit etc.</li> </ul> <p style="text-align: right;">Please refer Citizen’s Charter.</p> <ul style="list-style-type: none"> <li>* The Visiting hours for public: It being field office the visiting hours for public is almost through out office time.</li> </ul>

12. Any other details of public interest : Please refer Citizens Charter of the not covered in above Department

**13. Citizen Charter of the Department**

**OFFICE OF THE  
INSPECTOR OF WEIGHTS & Measures, DAMAN.**

**FOR OBTAINING REGISTRATION OF USERS CERTIFICATE:-**

1. Apply on plain paper to the Inspector, Weights & Measures, Daman. giving the full Name & complete address of the applicant for registration form.
2. Mention the details of Weighing Instruments etc.
  - a) Name and address of Traders, and Number of Weighing Scales, Measures, Weighing & Measuring Instruments at premises.
  - b) Mention of Model Approval of Weighing & Measures, and Copy of purchase Bill
  - c) fees payable Rs. 5/- per Registration Certificate.
  - d) Time limit : within 7 days from payment of prescribed fees.

**II. FOR VERIFICATION & STAMPING :**

1. Apply on plain paper to the Inspector of Weights & measures, Daman.
  - a) Every type of Weights, Scales, Weighing & measuring Instruments use in Factory or shop premises Calibration and checking from Govt. Authorized repairer and take calibration report.
  - b) After produce the Calibration report before the Inspector the inspector inspect the Weights, measures, Weighing & Measuring instruments after the

inspect He will issued the Verification Certificate. And collect the Verification & Stamping fees vide T.R.5 and the fees are deposit in Govt. treasury through Chalan.

**Particulars of organization, functions and duties**

The Enquiry Office, City Survey Daman is Head of office of the Inspectorate of Weights & Measures, Daman.

The Collector, Daman who is the Head of Department is also the Controller of Legal Metrology under whose general superintendence, direction & control the departmental officers shall exercise all powers and discharge the duties conferred or imposed and them by or under the Enforcement Act or the Standard Act i.e.

- 1) Registration of users of Weights & Measures
- 2) Grant of licence for Manufacture, repair or sale of Weights & Measures
- 3) Verification and stamping of Weights & Measures
- 4) Inspection, search, seizure and forfeiture of Weights & Measures
- 5) Enforcement of all provisions and imposition of penalty for contraventions of sections.

**Powers and duties of Officers and employees:**

**I - Inspector of Weights & Measures, Daman:**

He is also declare as Assistant Controller of Weights & Measures, Daman.

Over all supervision over office & staff members

General Inspection, surprise visit verification & Stamping all kind of weights, measures, weighing & measuring instrument and issue of verification Certificate

Implementation of provisions contained under the Weight & Measures Act & Rules to make tour-camp at Diu after the approval of controller of Weights & Measures and with the permission of Head of Office.

To seize or detain the of Weights & Measures and file cases against party as per Act & Rules,

To maintain Service book.

To impart assistance and guidance to sub-ordinates.

**II - Junior Inspector of Weights & Measures. :**

1. Over all supervision over staff members
2. To impart assistance and guidance to sub-ordinates
3. Enforcement of Provisions under the package commodities Act and Rules 1976-77 under guidance of the Inspector of Weights & Measures.
4. All the Budgetary, Establishment and Accounts matters including Audit matters. Drafting and noting on files maintenance of Dead stock Register and other registers & records as per guidance of Inspector of Weights Measures.
5. To look after the work of Office during the tour period or camp of Inspector, from time to time.
6. Other works assigned by the Inspector..
7. Dealing with Establishment & Administrative work

**III - Laboratory Assistant. :**

1. To Maintain the Laboratory and keep all the equipment, in clean condition.
2. To prepare of Salary bills and F.V.C. bill etc.
3. Maintain of Cash book, Inward, Outward Registers, Log book, Chalan file Register, Lab Register, Stationery register, Service postage Stamps Register and other work as an when suggested by the sr. or jr. Inspector of Weights & Measures.
4. To prepare Verification Certificate of Traders.

14. Pictures/Photographs of the Department Office/Building -

15. All The Information Sought Under RTI Act, Categorically.