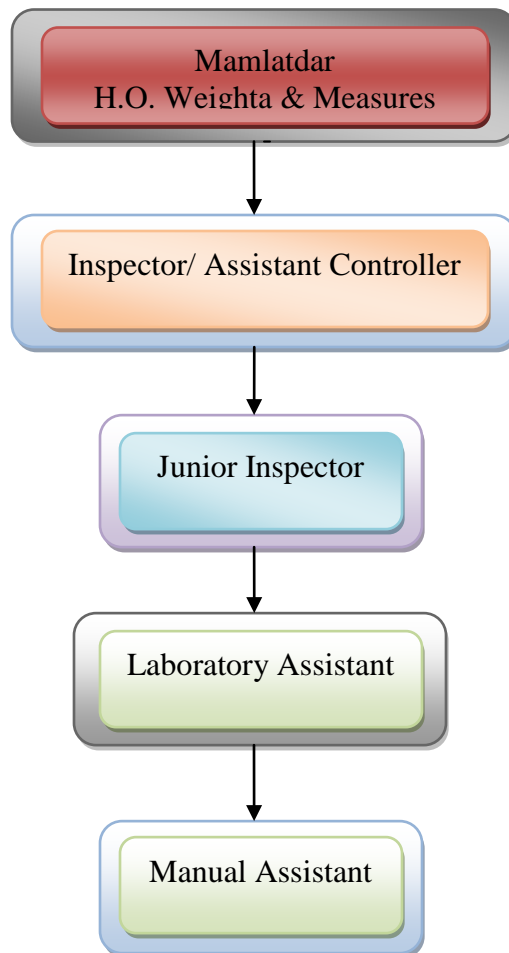


ANNEXURE

INSPECTOR OF WEIGHTS & MEASURES, DAMAN.

SUO-MOTO PUBLICATION OF 17 MANUALS
MANUAL-(I)

Weights & Measures Office Organization Structure:



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| i) | <p><u>Particulars of organization, functions and duties</u></p> <p>The Mamlatdar, Daman is Head of office of Inspectorate of Weights & Measures, Daman.</p> <p>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.</p> <ol style="list-style-type: none"> 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. |
| ii) | <p><u>POWER AND DUTIES OF OFFICERS AND EMPLOYEES.</u></p> <p><u>I - Inspector of Weights & Measures, Daman:</u></p> <p>He is also declare as Assistant Controller of Weights & Measures, Daman. Over all supervision over office & staff members General Inspection, surprise visit verification & Stamping of 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 Collector/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.</p> <p><u>II - Junior Inspector of Weights & Measures. :</u></p> <ol style="list-style-type: none"> 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 2009. 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. |

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| | <p><u>III - Laboratory Assistant. :</u></p> <ol style="list-style-type: none"> 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. Toe prepare Verification Certificate of Traders. |
| iii) | <p><i>PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY.</i></p> <p>Enforcement decision are taken by the Authorities as provided under Act & Rules.</p> |
| iv) | <p><i>NORMS SET BY IT FOR THE DISCHARGE OF IT FUNCTIONS ;</i></p> <p>As laid down under the Enforcement Act & Rules.</p> |
| v) | <p><i>RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER IT CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS;</i></p> <ol style="list-style-type: none"> 1) The Standards of Weights & Measures (Enforcement) Act – 2009. 2) The Daman & Diu, Standards of Weights & Measures (Enforcement) Rules – 2011. 3) Standards of Weights & Measures (Packaged Commodities) Rules 2011. |
| vi) | <p><i>A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER IT CONTROL;</i></p> <p>Documents --- NIL --- Reference Standard Weights & Measures are kept in office.</p> |
| viii) | <p>Statement of the boards, councils, committees and other bodies consisting of two or more persons constitute as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;</p> <p>----- No boards, committees, etc constituted -----</p> |

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| ix) | <i>DIRECTORY OF ITS OFFICERS AND EMPLOYEES :</i> | | | |
| Sr. no. | Name | Designation | Telephone No. | |
| 1 | Vacant. | Inspector/Assistant Controller, of Weights & Measures - Daman. | | |
| 2 | Shri, Gulab A. Patel | Jr. Inspector Weights & Measures, Daman. | 9825158406 | |
| 3 | Shri Bharat D. Tandel | Laboratory Assistant. Weights & Measures, Daman. | 9998926990 | |
| 4 | Shri, Darpan H. Damania | Manual Assistant Weights & Measures, Daman. | 9228243048 | |
| x) | <i>MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS;</i> | | | |
| Sr. no. | Name | Designation | Basic pay + Grade pay | |
| 1 | Shri, Gulab A. Patel | Jr. Inspector Weights & Measures, Daman. | Rs,11290 + Rs,2400 | |
| 2 | Shri Bharat D. Tandel | Laboratory Assistant. Weights & Measures, Daman. | Rs,8910 + Rs,2000 | |
| 3 | Shri, Darpan H. Damania | Manual Assistant Weights & Measures, Daman. | Rs,5630 + Rs, 1800 | |
| There is no system of compensation. | | | | |
| xi) | <i>BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE;</i> | | | |
| Sr. No. | Budget Head/Unit of Appropriation. | | Allotted 2013-14. | |
| | 1 | | 2 | |
| 1 | 3475 –NONPLAN | | | |
| | 01-Salaries | | 9,09,000/- | |
| | 06-Medical Treatment | | 5,000/- | |
| | 11-Domestic Travel Expenses | | 11,000/- | |
| | 13- Office Expenses | | 40,000/- | |
| | 50-Other Charges | | 60,000/- | |
| | Total :- | | 10,25,000/- | |

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| | 2 | 3475 – PLAN | |
| | | 01-Salaries | --- |
| | | 13- Office Expenses | 3,00,000/- |
| | | 50-Other Charges | 1,00,000/- |
| | | Total :- | 4,00,000/- |
| xii) | MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES; | | |
| | No subsidy programmes are implemented by this office | | |
| xiii) | PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT. | | |
| | ---- NIL ---- | | |
| xiv) | DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM. | | |
| | No information reduced in an electronic form. | | |
| xv) | PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE; | | |
| | No library or reading room is maintained for public use. | | |
| xvi) | NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS. | | |
| | Shri. K. K. Dubey, Mamlatdar, Daman. Head of Office. | | |
| xvii) | SUCH OTHER INFORMATION AS MAY BE PRESCRIBED : | | |
| 1. | SUO MOTO DISCLOSER OF WEIGHTS & MEASURES OFFICE, DAMAN. | | |
| | Information related to procurement. There is no procurement. made by Weights & Measures Office which exceed the limit of Rs, 10 Lakhs. | | |
| 2. | Public Private Partnership. | | |
| | There is no agreement enter for public private partnerships | | |

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| 3. | <i>Transfer policy and Transfer order.</i> <i>This clause is not applicable to port Office</i> |
| 4. | <i>RTI Application.</i> <i>There is no RTI application received by Weights & Measures, Daman.</i> |
| 5. | <i>CAG and PAC paras.</i> <i>There is no CAG paras pending or received by Weights & Measures, Daman.</i> |
| 6. | <i>Citizen Charter.</i> <i>Citizen Charter is placed on official website www.daman.nic.in.</i> |
| 7. | <i>Discretionary and Non-discretionary grants</i> <i>No grant received by Weights & Measures, office, Daman.</i> |