

*Legal Metrology*  
*Weights & Measures Organization*  
*OF*  
*Food Civil Supplies And Consumer*  
*Affairs, Department*  
*Himachal Pradesh*  
**TRAINING MANUAL**

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# **1. INTRODUCTION**

The organization of Weights & Measures was established in 1958 with the object of bringing about the uniformity in Weights & Measures in accordance with the international standards – India being signatory to meter convention- so as to facilitate trade and commerce. Ever since in view of rapid advancement of science & technology and globalization of economies, there has been vast improvement in weighing and measuring techniques and has extended the scope of weights & measures. Now with the view to establish the standards of Weights & Measures, regulate trade and commerce in Weights & Measures and other goods which are sold or distributed by weight, measure or number and for matter connected therewith or incidental thereto, the Legal Metrology Act, 2009 has been enforced on 1-4-2011.

## **2. VISION**

To protect the Consumer from Exploitation and Cheating with regard to Weighment & Measurement.

## **3. MISSION**

To work for the uniformity of standards in weights and measures being used in trade and transaction and human protection through out the country in consonance with the international standards.

In the State, Legal Metrology Organization is established, which maintains the standards by enforcing the provisions of legal metrology laws with the intention to protect the interest of the consumers in all relation of Weights & Measures.

To ensure that the consumers receive the article through judicious measurement for the payment made by them.

## **4. OBJECTIVES OF ORGANIZATION**

1. To verify the Weighing & Measuring instruments.
2. To enforce the laws of Weights & Measures.
3. To redress the Public Grievances in relation of Weights & Measures.
4. To act as data bank for feedback to the State as well as Central Govt.

## **5. FUNCTIONS OF ORGANIZATION :**

1. Verification and re-verification of Weights & Measures as per the law.
2. Ensuring consumer that they receive the true quantity of commodity purchased for the value paid.
3. Ensuring that the pre-packed commodities are in consonance with packaged commodities rules with regard to mandatory declarations as required to be declared on the packages.
4. Bringing the violators of legal metrology Act and rules to book by conducting inspections.
5. Regulating the manufacturing dealing in and repairing of weights and measures equipments by issuing licenses for this purpose.
6. Addressing to grievances of consumers in relation of Weights & Measures and declarations on packaged commodities.

## **6. List of Acts/Rules Enforced by the Legal Metrology Department, HP**

### **The Legal Metrology Act, 2009**

with

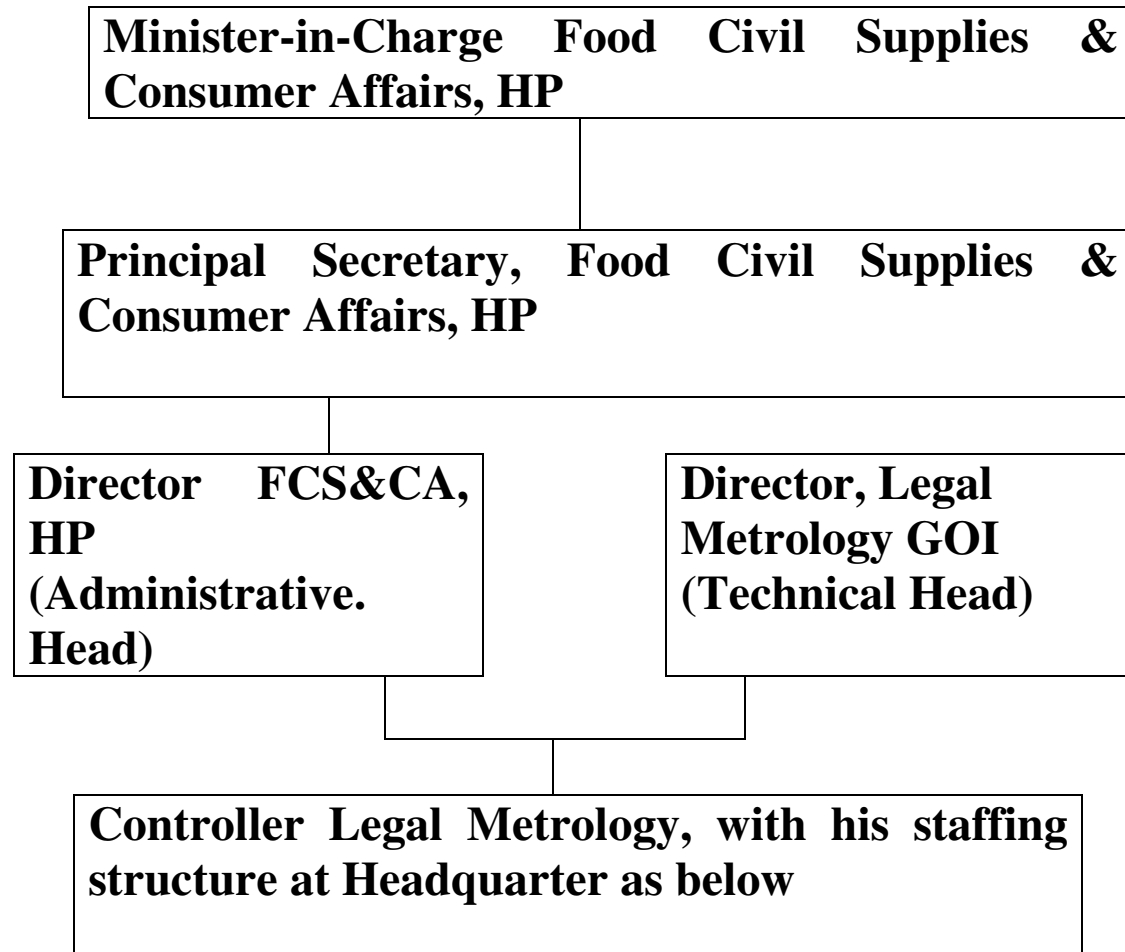
1. The Legal Metrology (General) Rules, 2011.
2. The Legal Metrology (Numeration) Rules, 2011  
as amended by (Amendment) Rules, 2011
3. The Legal Metrology (National Standards) Rules, 2011.
4. The Legal Metrology (Approval of Models) Rules, 2011.
5. The Legal Metrology (Packaged Commodities) Rules, 2011.

&

6. HP Legal Metrology (Enforcement) Rules, 2011.

## **7. Structure of the organizations:**

To achieve the above, the structure of the organization is as below:-



<b>Name of Post</b>	<b>No. of Posts</b>
<b>Joint Controller, Legal Metrology</b>	<b>1</b>
<b>Dy. Controller, Legal Metrology</b>	<b>1</b>
<b>Assistant Controller</b>	<b>1</b>
<b>Inspector</b>	<b>1</b>
<b>Manual Assistant</b>	<b>1</b>
<b>Supdt.</b>	<b>1</b>
<b>Sr. Asstt.</b>	<b>2</b>
<b>Jr. Asstt./Clerk</b>	<b>2</b>
<b>Sr. Scale Stenographer</b>	<b>1</b>
<b>Jr. Scale Stenographer</b>	<b>1</b>
<b>Driver</b>	<b>1</b>
<b>Peon</b>	<b>3</b>
<b>Sweeper</b>	<b>1</b>
<b>Chowkidar</b>	<b>1</b>



Apart from the above, the whole of the State has been divided into six divisions each under of the Assistant Controller, Legal Metrology directly accountable to the controller Legal Metrology. The jurisdictions of Assistant Controllers are as shown below:-

<b>Sr.No</b>	<b>Name of Division</b>	<b>Jurisdiction</b>
1	Shimla	Consisting of Shimla Distt, Kinnaur Distt.
2	Solan	Consisting Solan Distt. & Sirmour Distt.
3	Mandi	Consisting of Mandi Distt. ,Kullu Distt., Lahaul & Spiti Distt.(except Kaza Sub-Division)
4	Bilaspur	Consisting of Bilaspur, Hamirpur & Una Distt.
5	Dharmshala	Consisting of Kangra District.
6	Chamba	Chamba Disrict.

An Assistant Controller, Legal Metrology- Divisional Incharge- controls a number of circle offices each under the charge of an Inspector Legal Metrology as detailed below:-

<b>Sr. No</b>	<b>Division</b>	<b>Circle offices each under Inspector</b>	<b>Jurisdiction</b>
1	Shimla	1. Rohroo 2. Shimla 3. Rampur 4. Kinnaur	Consisting of Theog, Rohru, Chopal & Dodra-Kwar and sub-division of Shimla District. Shimla urban & rural sub-division of Shimla District. . Consisting of Rampur sub-division of Shimla District & Ani sub-division of Kullu District. Consisting of Kinnaur Distt. & Kaza sub-division of Lahaul & Spiti District.
2	Solan	1. Solan 2. Parwanoo 3. Nalagarh	Consisting of Solan sub-division & Kandaghat sub-division of Solan District. Consisting of Kasauli Tehsil of Solan District. Consisting of Nalagarh, sub-division and Arki sub-division of Solan District.
3	Bilaspur	1. Bilaspur 2. Hamirpur 3. Una	Consisting of Bilaspur Distt. Hamirpur Distt. Una Distt.
4	Mandi	1. Mandi 2. Sundernagar 3. Kullu	Consisting of Mandi Sadar, Chachyot, Joginder Nagar, Chachyot & Thunag The. of Mandi District., Consisting of Sundernagar, Sarkaghat and Karsog The. of Mandi District. Consisting of Kullu Distt.

5	Dharamshala	1. Palampur 2. Kangra 3. Dehra 4. Nurpur	Consisting of Baijnath, Palampur and Jaisinghpur Sub-Division of Kangra District. Kangra & Dharamshala sub-division of Kangra District. Consisting of Dehra, Kasba-Kotla (Jaswan), Khundian & Rakkar sub-Teh. of Kangra District. Consisting of Nurpur, Jwali, Indora and Fatehpur Teh. of Kangra District.
6	Chamba	1. Chamba 2. Bharmour	Chamba Distt. Chamba Distt.

## **8. Staffing Pattern:**

Detail of sanctioned posts and vacancies of weights and measures organization as on 17-11-2011.

<b>Name of Post</b>		<b>Sanctioned</b>	<b>Filled Up</b>	<b>Vacant</b>
<b>1</b>	<b>Controller Legal Metrology (W&amp;M)</b>	<b>01</b>	<b>--</b>	<b>01</b>
<b>2</b>	<b>Jt. Controller Legal Metrology (W&amp;M)</b>	<b>01</b>	<b>01</b>	<b>--</b>
<b>3</b>	<b>Dy. Controller Legal Metrology (W&amp;M)</b>	<b>01</b>	<b>--</b>	<b>01</b>

	<b>Metrology (W&amp;M)</b>			
<b>4</b>	<b>Assistant Controller Legal Metrology (W&amp;M)</b>	<b>07</b>	<b>05</b>	<b>02</b>
<b>5</b>	<b>Supdt. Gr.-II</b>	<b>01</b>	<b>--</b>	<b>01</b>
<b>6</b>	<b>Sr. Asstt.</b>	<b>02</b>	<b>02</b>	<b>--</b>
<b>7</b>	<b>Sr. Scale Stenographer</b>	<b>01</b>	<b>01</b>	<b>--</b>
<b>8</b>	<b>Jr. Scale Stenographer</b>	<b>01</b>	<b>01</b>	<b>---</b>
<b>9</b>	<b>Jr. Asstt./Clerk</b>	<b>07</b>	<b>05</b>	<b>02</b>
<b>10</b>	<b>Inspector</b>	<b>23</b>	<b>16</b>	<b>07</b>
<b>11</b>	<b>Manual Asstt.</b>	<b>19</b>	<b>15</b>	<b>04</b>
<b>12</b>	<b>Maintenance Supervisor</b>	<b>01</b>	<b>--</b>	<b>01</b>
<b>13</b>	<b>Driver</b>	<b>02</b>	<b>--</b>	<b>02</b>
<b>14</b>	<b>Peon</b>	<b>09</b>	<b>08</b>	<b>01</b>
<b>15</b>	<b>Chowkidar</b>	<b>01</b>	<b>01</b>	<b>--</b>
<b>16</b>	<b>Sweeper</b>	<b>01</b>	<b>01</b>	<b>--</b>
	<b>Total</b>	<b>78</b>	<b>56</b>	<b>22</b>

## **9. Job Profile:**

### **I. Manual Assistant:**

Since Inspector is duly supported by the manual assistant who, apart from doing the manual assistance work to inspectors, like upkeep of instruments, setting of the instruments, and helping in weighing procedure etc., is also required to assist the inspector in any other manner he desires eg. making the daily and weekly reports, diaring and dispatching the dak, and helping Inspector during the time of inspections. He is also supposed to be acquainted with provisions of the Weights & Measures laws.

### **II. Inspector:**

At the cutting edge the officer under law responsible for verification and stamping, and maintaining the primary record is the Inspector Legal Metrology. As per the act he is supposed to be a technical man qualification of whose is as laid down in the Legal Metrology laws.

### **III. Assistant Controllers Legal Metrology:**

They are responsible for the smooth functioning and working of Legal Metrology laws in the divisions, as such, perform the following functions :-

1. Supervise and direct the activities of the Inspectors.
2. To accord sanction and compound the cases.

3. Keep the original records receipts of Inspector and monitor the cases in the court of law.
4. They are the DDO's and Head of Offices and coordinate the working with the District Level Officers.
5. They work under the supervision control and direction of the Controller, Legal Metrology, HP and perform any other acts delegated directed by the Controller to them.
6. They are also the repository of data base.

#### **IV. Other Legal Metrology Officers:**

All other Legal Metrology Officers work under the supervision direction and control of the Controller Legal Metrology, HP and assist him in ministerial, enforcement, policy making, etc. functions given to them by the Controller from time to time in addition to the functions defined for them in the Act/Rules.

#### **V. Controller Legal Metrology:**

The Controller is the final authority and head of weights & measure organization in the State and is responsible to over see the enforcement/implementation of Legal Metrology Laws in the State. Carries out the directions/decision of Director Legal Metrology, GOI/State Govt. in policy formulation.

## **10. Other Staff:**

### **Superintendent, Sr. Assistant, Sr. Scale/Jr. scale Stenographer, Jr. Asstt./Clerks, Peon's etc.**

The job profile or duties of the above are as laid down in the office manual, but since they are provided to Legal Metrology Deptt. by the Director Food, Civil Supplies & Consumer Affairs, HP- being joint cadre post - their training is carried out in Director Food, Civil Supplies & Consumer Affairs, Deptt. HP.

## **11. Training Policy:**

Inkeeping with the training policy of HP Govt. that training is to be provided to all the officials of the Govt. at every level to enhance their performance, the training need assessment was done, as per the following Methodology By:

1. Analysis of the work reports of the officials.
2. Interviewing staff at various levels.
3. Analysis of requirements of new Act/Rules.
4. Assessment of Proficiency attained earlier.
5. Assessment of the expectations of the stake holders.

Due to rapid advancement of Science and Technology, and measuring techniques, which are becoming more and more precise, a fundamental background in the knowledge of science and technology is sine-quo-non for technical staff, which at present, however, is deficient. The qualification of Technical staff has now been laid in the new laws. However, to meet out the exigency it was revealed that there are three categories of technical staff:

1. Those who have worked long enough, and are able to be benefited by further training.
2. Those who are newly inducted in the organization and need to be trained from the ground level.
3. Those who do not have any motivation for the improvement in performance.
- 4.

## **12. Threat Perception**

1. Lack of scientific temper and qualification of functional staff on the face of rapidly changing techno-socio-economic environment.
2. Shortage of qualified staff:



### **13. Strength:**

The strength point is that to impart training in Legal Metrology and allied branches of knowledge. The “Indian Institute of Legal Metrology” has been established by law by the centre Govt. at Kanke Ranchi which imparts long term, short term training courses in Legal Metrology and allied subjects. Apart from devising capsules for refresher courses to meet out requirement of rapidly changing scenario.

### **14. OBJECTIVES OF TRAINING**

1. After the completion of the basic training course the trainee will be able to acquire to fundamental skill to enforce the various provisions of the act (which are majorly technical in nature) and maintenance of standards. Training will also enable them to make the cases of offence effectively as per the act.
2. The refresher courses will, not only enable the trainees to keep abreast of the changing technology; but will also enable them to assimilate new concepts coming in the modification of the instruments.

3. Knowledge of the RTI will enable the trainees to deal with the information effectively and timely manner.
4. Computer training will enable the trainee to save the time and facilitate e-governance.
5. Knowledge of the CrPC, IPC and Evidence Act will enable them to make the cases expeditiously and effectively.
6. By acquiring the knowledge of service rules and procedure trainees will dispose off the matter more quickly.

## **15. TRAINING FRAME WORK**

Since new act of Legal Metrology has been enforced since 1-4-2011. It is imperative that all people need orientation training into it, thus the Assistant Controllers to be sent to Indian Institute of Legal Metrology Kanke Ranchi for 4 days course on Legal Metrology Act, 2009 conducted by Indian Institute of Legal Metrology as per their laid down schedule with two AC's at a time. These AC's will further trained the Inspector under them on the job specifically for 10 days at a time. Otherwise the training work is as below:-

## **16. Training Schedule of Staff**

Sr. No	Name of Post	Name of Course	Duration	Training Institutions
1.	Manual Assistant	1. As will be devised by IILM Ranchi 2. Induction and on the job training course by Inspector & AC's.	--- ---	IILM Ranchi  Organization itself
2	Inspector, Legal Metrology	1. Basic Training Course	4 month	Indian Institute of Legal Metrology Kanke Ranchi
		2. Special course on pre packed commodities	1 week	--do---
		3. Special Course on non-automatic electronic weighing machine	--do--	----do---
		4. Verification of Static & in motion weigh bridges	---do--	---do---
		5. Special course on auto Taxi Fare Metre	---do---	---do--
		6. Workshop on calibration of verification of standard of weights & Measure	---do--	---do---
		7. Special course on fuel dispenser and Petroleum	---do---	---do--

		products		
		8. Clinical thermometer	---do--	---do---
		9. Bridge course for inspectors who do not fulfill the basic qualification	---do--	---do---
		10. Law CRPC, IPC & Evidence Act	3 days	HIPA
		11. RTI Act	2 days	---do---
		12 Computer Course office, excel, word power	3 days	---do--
3	Assistant Controllers and other Legal Metrology Officers	1. As above		
		2. Financial administration	3 days	HIPA
		3. Service Rules	4 days	---do---
4	Controller Legal Metrology	In addition as will be by determined by the Govt. from time to time.		

## 17. Yearwise employees to be trained

Sr. No	Category of Staff	Total sanctioned strength in position	Yearwise employees to be trained				
			1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year	4 <sup>th</sup> year	5 <sup>th</sup> year
1.	Controller Legal Metrology	01	---	--	--	--	---
2.	Joint Controller Legal Metrology	01	1	--	--	---	---
3	Deputy Controller, LM	01	1	---	---	---	---
4	Asstt. Controller, LM	07	3	3	1	--	--
5	Supdt. To Clerk	12	To be trained by FCS&CA, Department.				
6	Inspector	23	5	5	5	5	3
7	Manual Asstt.	19	5	5	5	4	---
8	Maintenance Supervisor	01	1	-	-	-	-
9.	Driver	02	On the job				
9	Peon	9	On the job				
10	Chowkidar	01	On the job				
11	Sweeper	01	On the job				

## **18. Funding for the Training:**

The training which is imparted in Indian Institute Legal Metrology, Kanke Ranchi is almost free of cost only TA/DA admissible to the official involved while the training in other institute like HIPA or any other specialized institute etc., the funding will be done out of the 1% of the salary budget. This at present comes out to be 2 Lacs 62 thousand annually.

## Training of the staff of Weights & Measure Organization upto 11/2011

Sr. No	Official	Designation	Course	Institute
1	Sh. P.K. Pandey	Joint Controller Legal Metrology	1 Training Managers, Training Course 9/2011 2. Training needs analysis 10/2011	HIPA  ---do---
2	Sh. K.C. Gaur	Deputy Controller Legal Metrology	1. Legal Metrology Act, 2009 . 7/, 2011 2. Result Framework Document. 8/2011	IILM, Ranchi  HIPA
3	Sh. K.L. Dogra	Asstt, Controller Legal Metrology	1. Legal Metrology Act, 2009. 7/, 2011	IILM, Ranchi
4	Sh. Naseeb Kumar	Inspector, Legal Metrology	1. Basic Training Course. 8/2011 to 11/2011	IILM, Ranchi
5	Sh. Neeraj Bharti	Inspector, Legal Metrology	1. Basic Training Course. 8/2011 to 11/2011	IILM, Ranchi
6	Sh. Joginder Singh	Inspector, Legal Metrology	1. Special Course on in motion Railway & Static weigh bridges. 6/2011	IILM, Ranchi
7	Sh. Bhag Mal	Inspector, Legal Metrology	1. Special Course on in motion Railway & Static weigh bridges. 6/2011	IILM, Ranchi

## Training proposed after 2011 to 3/2012 of the staff of Weights & Measure Organization

Sr. No	Official	Designation	Course	Institute
1	Sh. Ashok Awasthi	Inspector, Legal Metrology	Basic Training Course 12/2011 to 3/2012 IILM, Ranchi.	
2	Legal Metrology Officer for any course proposed by IILM, Ranchi.			