

Department of Legal Metrology  
Andhra Pradesh

Inspection process

*These recommendations cover the verification process for all classes of weights and measures as prescribed under the Legal Metrology (General) Rules, 2011. This is also to cover any verification process that the states may have included in their respective enforcement rules.*

[Verification, Re-verification, Calibration and Recalibration of Weighing and Measuring Instruments]

Procedure and Check-List

S No.	Procedure	Agency	Time to complete	Associate costs
1	<p><b>New verification or calibration of Certificate of Verification</b></p> <ul style="list-style-type: none"> <li>• inform the Local District Inspector or Inspector about the Weighing and Measuring Instruments bought and</li> <li>• Obtain date for verification and fee payable to the Govt., if it requires verification before use.</li> <li>• Check for any assistance is to be provided during the verification process to the Departmental Officials.</li> <li>• Pay fee to the Govt and keep ready the Weighing and Measuring Instruments by the date of verification.</li> <li>• Down load the Certificate of Verification of the Weighing and Measuring Instruments verified</li> <li>• Display the Certificate of Verification at a conspicuous place</li> </ul>	District Inspector or Inspector of Legal Metrology	15 days	<p>1. Fee varies from rupees THREE to FIVE THOUSAND per load receptor.</p> <p>It depends on the type, class, capacity of weighing and measuring instruments.</p> <p>2. Fee is as per Schedule IX, under Rule 17(1) of AP Legal Metrology (Enforcement ) Rules 2011</p>
2	<p><b>in case of re-verification or re-calibration of Weighing and Measuring Instruments</b></p> <ul style="list-style-type: none"> <li>• Re-verification or re-calibration of Weighing and</li> </ul>	District Inspector or Inspector of Legal	15 days	<p>1. Fee varies from rupees THREE to FIVE THOUSAND per load</p>

	<p>Measuring Instruments is required</p> <ul style="list-style-type: none"> <li>• Avoid use of Weighing and Measuring Instruments without re-verification</li> <li>• Validity of verification certificate of Weighing and Measuring Instruments is 12 months,</li> <li>• In case of storage tanks the validity of verification certificate is 60 months</li> <li>• In case of all weights, capacity measures, length measures, tape measures, beam scales and counter machines, the validity of verification certificate is 24 months</li> <li>• 30 days before expiry of validity of verification certificate, the department will intimate online due date of re-verification and recalibration.</li> <li>• If no valid mobile number to intimate, the user is requires to intimate 30 days before expiry of validity of verification certificate to the department for re-verification and re-calibration.</li> <li>• Obtain date for re-verification and fee payable to the Govt.,</li> <li>• Check for any assistance is to be provided during the re-verification process to the Departmental Officials.</li> <li>• Take assistance of licenced repairer or licenced manufacturer to get</li> </ul>	Metrology		<p>receptor.</p> <p>It depends on the type, class, capacity of weighing and measuring instruments.</p> <p>2. Fee is as per Schedule IX, under Rule 17(1) of AP Legal Metrology (Enforcement ) Rules 2011</p>
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	<p>servicing of weighing and measuring instruments and to adjust its accuracy</p> <ul style="list-style-type: none"> <li>• Pay fee to the Govt and keep ready the Weighing and Measuring Instruments by the date of re-verification.</li> <li>• Down load the Certificate of Verification of the Weighing and Measuring Instruments verified</li> <li>• Display the Certificate of Verification at a conspicuous place</li> </ul>			
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**[In case of *non compliance* of Verification, Calibration and Recalibration of Weighing and Measuring Instruments and mandatory declarations on Pre-packaged commodities and filling quantity in Pre-packaged commodities ]  
Procedure and Check-List**

3	<p><b><i>Details of inspection:</i></b></p> <p><i>a) in case of weights and measures:</i></p> <p><i>(i) details of weights or measures:</i></p> <p><i>(i) model approval no.</i></p> <p><i>(ii) Descriptive markings</i></p> <p><i>(iii) Verification certificate</i></p> <p><i>(iv) Date of reverification</i></p> <p><i>(v) Integrity of seal or stamp</i></p> <p><i>(vi) Manipulation in the weight or measrue</i></p> <p><i>(vii) Deliveries</i></p> <p><i>(viii) Discrepancies noticed</i></p> <p><i>(ix) Violations noticed</i></p> <p><i>b) In case of packaged commodities</i></p> <p><i>(i) details of pre-packaged commodities:</i></p> <p><i>(i) name and address of the manufacturer / packer</i></p> <p><i>(ii) commodity name</i></p> <p><i>(iii) retail sale price</i></p> <p><i>(iv) date of packing</i></p> <p><i>(v) consumer care</i></p> <p><i>(vi) genetically modified mark</i></p> <p><i>(vii) for specified quantities</i></p>	Legal Metrology Department	60 days or two month or limitation under CrPC	<p>1. Compounding Fee varies from a FEW HUNDREDS to THOUSANDS.</p> <p>It depends on the nature of offence, violation of provision of Act and Rules.</p> <p>2. Compounding Fee is as per Schedule XII, under Rule 27 of AP Legal Metrology (Enforcement) Rules 2011</p>
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	<p>(Schedule II of PC Rules) packed</p> <p>(viii) for exceptions on declaration of quantities (Schedule IV of PC Rules)</p> <p>(ix) for qualification 'when packed' specified quantities (Schedule III of PC Rules)</p> <p>(x) exemption if any as per Rule 26 of PC Rules.</p> <p>(c) In case of short fill</p> <p>(i) Quantity found in the package in testing</p> <p>(ii) Error noticed</p> <p>(iii) whether error is above 1 mpe (Schedule I of PC Rules)</p> <p>(d) In case of excess price</p> <p>(i) Price at which sold</p> <p>(ii) whether sold price is above MRP</p> <p>(e) In case of alteration of retails sale price</p> <p>(i) Modus operandi noticed in alteration of retail sale price</p> <p>(ii) Discrepancies noticed</p> <p>(iii) Violations noticed</p> <p>1. inspection at packing premises</p> <p>(i) solids - the data sheet under rule 19 of LM (PC) Rules</p> <p>(ii) liquids by volume -I the data sheet under rule 19 of LM (PC) Rules</p> <p>(iii) liquids by gravimetric -I the data sheet under rule 19 of LM (PC) Rules</p> <p>(iv) length by volume - the data sheet under rule 19 of LM (PC) Rules</p> <p>(v) number - the data sheet under rule 19 of LM (PC) Rules</p> <p>(vi) re-test requisition</p> <p>(vii) fee paid for re-test</p> <p>(vii) orders on re-pack of pre- packages in question (under rule 19/20 of the PC Rules</p> <p>(viii) packer's registration</p> <p>(ix) short address registration</p> <p>(x) Importer registration</p>			
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4	<p><b>Details of inspection:</b></p> <ul style="list-style-type: none"> <li>• <i>seizure memo,</i></li> <li>• <i>panchanama,</i></li> <li>• <i>show cause notice,</i></li> <li>• <i>trader representation on show cause notice,</i></li> <li>• <i>appeal (CLM / State Govt. / DLM / Central Govt.),</i></li> <li>• <i>result of appeal,</i></li> <li>• <i>request letter to compound the case,</i></li> <li>• <i>referring the compounding information to the compounding authority (AC/DC/CLM/DLM),</i></li> <li>• <i>compounding the case as per compounding authorities orders,</i></li> <li>• <i>filing the case in the court / charge sheet /</i></li> <li>• <i>orders of the court /</i></li> <li>• <i>disposal of case /</i></li> <li>• <i>disposal of the seized property under rule 19 or under rule 22 of general rules,</i></li> <li>• <i>re- verification seized weight / measure,</i></li> <li>• <i>issue of verification certificate of weights and measures by inspector:</i></li> </ul>	Legal Metrology Department	60 days or two month or limitation under CrPC	<p>1. Compounding Fee varies from a FEW HUNDREDS to THOUSANDS.</p> <p>It depends on the nature of offence, violation of provision of Act and Rules.</p> <p>2. Compounding Fee is as per Schedule XII, under Rule 27 of AP Legal Metrology (Enforcement) Rules 2011</p>
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