

Chapter-1

Introduction

[4(1)(b)]

1.1 Background:

According to the section 4(1)(b) of the Right to Information Act 2005, particulars of any organisation of Government of Such as functions, powers and duties of officers and employees and procedures followed in decision making process are made available to the public besides rules and regulations, instructions, manuals and records held by public authority are also made more accessible to the public.

1.2 Objective / Purpose of this information handbook:

This handbook provides information on the activities of the department. This user of the handbook can find information such as functions, duties, powers of all the officers in the department, the Acts and Rules of the department enforcing to achieve the objective of the department, persons who are responsible for the said function, the user can approach to get the information and for appeals to redress his/her grievance. This handbook also provides names and addresses of all officers and their telephone numbers with email addresses.

1.3 Intended users of the handbook:

There is no restriction on use of information of this handbook. However, the user is requested to use the information for the benefit of the society in other words use for the societal good. All rights are vested with the department. For any correctness of information, the user may approach the department before use.

1.4 Definitions of key terms:

DCLM	Deputy Controller, Legal Metrology
ACR	Annual Confidential Report
ADMN	Administration
CLM	Controller, Legal Metrology
ACLM	Assistant Controller, Legal Metrology

FS	Flying Squad
HQRS	Head Quarters
I/C	In charge
ILM	Inspector, Legal Metrology
LM	Legal Metrology
NGO	Non Gazetted Officer
PC	Packaged Commodities
JCLM	Joint Controller, Legal Metrology
TECH	Technical
WM	Weights and Measures

1.5 Organisation of Information:

Chapter-1	Introduction
Chapter-2	Organisation, Function and Duties
Chapter-3	Powers and Duties of Officers and Employees
Chapter-4	Procedure followed in Decision-Making process
Chapter-5	Norms set for the Discharge of Functions
Chapter-6	Rules, Regulations, Instructions, Manual and Records for Discharging Functions
Chapter-7	Categories of Documents held by the public Authority under its control
Chapter-8	Arrangement for consultation with, or Representation by, the Members of the Public in relation to the Formulation of Policy of implementation thereof.
Chapter-9	Boards, Councils, Committees and other Bodies constituted as part of Public Authority.
Chapter-10	Directory of officers and employees.

Chapter-11	Monthly Remuneration received by officers and Employees, including the System of Compensation as provided in Regulations.
Chapter-12	Budget allocated to each agency including Plans etc.,
Chapter-13	Manner of Execution of Subsidy Programmes
Chapter-14	Particulars of Recipients of Concessions, permits or Authorisation Granted by the Public Authority.
Chapter-15	Information Available in Electronic Form.
Chapter-16	Particulars of facilities available to citizens for obtaining information.
Chapter-17	Names, Designations and other particulars of Public Information Officers.
Chapter-18	Other useful information.

1.6 Getting additional information:

Any further information, not provided in this handbook can be had from the concerned public authorities mentioned in the Chapter-17 of this handbook. The user can also visit websites such as;

www.oiml.org

www.fcamin.nic.in

www.aplm.gov.in

1.7 Names and Addresses of key contact points:

The user can approach Office of the Controller, Legal Metrology at the State capital or the Deputy Controllers, Legal Metrology in the Districts. For addresses please go through the Chapter-17.

Chapter -2

Organization, Functions and Duties

[Section 4(1)(b)(i)]

2.1 Particulars of the organization, functions and duties

S/ No	Name of the Organizati on	Address	Functions	Duties
1	2	3	4	5
1	Legal Metrology	O/o the Controller, Legal Metrology, A.P., D No:10-152-1, 1 st Floor, Sri Sai Towers, Food Corporation Building, Vijayawada-520007.	1. Consumer protection relating to W&M and Packaged Commodities. 2. Enforcement of W&M Laws 3. Creating awareness among consumers. 4. Coordinating with national level bodies. 5. Regulations of W&M by issuing licenses to dealers, repairers and manufacturers.	1. Verification and Stamping of W&M used in transactions for industrial production. 2. Conducting inspections 3. Prosecuting offenders 4. Conducting awareness programmes among consumers and students

Chapter-3

Powers and Duties of Officers and Employees

[Section 4(1)(b)(ii)]

3.1 Powers and duties of officers and employees of the authority by designation as follows:	
Designation of the Officer/employees	Powers and Duties.
1. Controller, Legal Metrology	The Controller, L.M., who is the Head of the Department monitoring the enforcement of W&M laws & P.C.Rules to protect the interest of consumer. The Controller had Disciplinary, Budgetary, and Administrative control over Gazetted/NGO Staff in the State under this Department.

2. JC/DC, LM.	Joint Controller/Deputy Controller, Legal Metrology are supervisory officer who monitor the work of field staff in their jurisdiction in implementation of the Act/Rules of the Department.
3. AC/ Inspector, LM.	Assistant Controller/Inspector, LM., who are field staff and implementing provisions of Act/Rules in the field by protecting the rights of consumers.
4. Ministerial Staff	Ministerial Staff who attending their duties as per the norms prescribed in the DOM.
5. Relevant G.Os	1. G.O.Ms.No.551 I&C Dept., dt.7-8-1979 2. G.O.Ms.No.123, I&C Dept., dt.6-10-1986 3. G.O.Ms.No.10 FCS&CA Dept., dt.1-4-2011

Delegation of Powers: As per:

1. G.O.Ms.No.1268 I&C Dept., dt.21-11-1966
2. G.O.Ms.No.148 Fin & Plg. (FW.Admn.TFR)Dept., Dt. 21-10-2000.

Controller:

The operational jurisdiction of the Controller, Legal Metrology is entire State. He delegated with the powers of taking independent decisions on the following matters.

- i. As per the A.P. Fin Code, Appendix-1, S.No.9, the CLM is declared as Head of the Dept.
- ii. As per the Budget Manual, the CLM is delegated with the powers of control over expenditure
 - a. Chief Controlling Officer
 - b. Watching actual
 - c. Reconciliation of Figures
 - d. Re-appropriation of Funds
 - e. Distribution of Budget
- iii. As per G.O.Ms.No.352 F&A (CS.III) Dept., dt.7-3-92 and G.O.Ms.No.579 I&C Dept., dt.11-11-1980, the appointing authority in respect of DCs/ACs./ILM without prejudice to various O.As/W.Ps in APAT/High Court.
- iv. As per FR & CCA Rules, the Controller, L.M., empowered to take disciplinary action on the Subordinates.
- v. As a Head of the Dept., he is empowered to take decisions on any matters pertaining to the implementation of the Act/Rules of the Dept.
- vi. As a Head of the Dept., he will initiate ACR's of JCs, and countersign on the ACR's of DCs, ACs & Inspectors, LM.

- vii. His Statutory powers are those as enunciated in the Legal Metrology Act 2009 and the rules made there under. He delegates powers to take independent decisions so as to make his subordinates to work effectively for realization of the objectives of the Dept.

Chapter - 4

Procedure Followed in Decision-Making Process [Section 4(1)(b)(iii)]

4.1 Procedure followed in Decision-Making by the Public Authority:			
Activity	Description	Decision-Making Process	Designation of Final Decision Making Authority
1	2	3	4
Goal-Setting & Planning	Inspections	Interacts with DCLM/JCLM	CLM
Budgeting	Allocation of budget under various heads of accounts of District Officers.	-do-	-do-
Formulation of Programmes, Schemes & Projects	Conducting of Special Drives, Joint Inspections, Awareness Programmes, Refresher Courses	-do-	-do-
Recruitment / Hiring of Personnel	Through APPSC, approval from the Government and from the District Administration.	-do-	-do-
Release of funds	Nil	Nil	Nil
Implementation / Delivery of Service / Utilization of Funds	Review of delivery of services such as inspections conducted, Compounding fee collected and Verification of Weights and Measures every month	Interacts with DCLM/JCLM	CLM
Undertaking improvements	Redressal of grievances of Public and Departmental Personnel, Submission of proposals for modernization of department	-do-	-do-

4.2 Flow Charts show Channels of Supervision and Accountability:

Level	Channel of Supervision	Flow of Supervision
I	Controller	↓
II	Joint Controller	↓
III	Deputy Controller	↓
IV	Assistant Controller	↓
V	Inspector	↓

Controller → Joint Controller → Deputy Controller → Assistant Controller →

Inspector

Chapter - 5

Norms set for the Discharge of Functions [Section 4(1)(b)(iv)]

5.1 Norms / Standards set by the Public Authority for the discharge of its functions /delivery of Services :

Sl. No.	Service	Service delivery Standards / Time frame	Authority responsible
1	Verification / Re-verification and stamping of Weights & Measures	15 days from the date of production of the articles	Inspector / Assistant Controller, Legal Metrology
2	Issue of Registration of Manufacturers / Packers or Pre-packed Commodities	Within 21 days from the date of receipt of application	Controller, Legal Metrology
3	Alterations in the Manufacturers / Packers in Registration Certificates	Within 21 days from the date of receipt of application	Controller, Legal Metrology
4	Registration of shorter address of manufacturer or packer of commodity in packed form	Within 21 days from the date of receipt of application	Controller, Legal Metrology

5	Issue of Skilled Worker Certificate	Within 21 days from the date of receipt of application	Controller, Legal Metrology
6	Issue of fresh licence for dealers, repairers and manufacturers	Within 21 days from the date of receipt of application	Controller, Legal Metrology
7	Renewal of Licences of (1) Manufacturers (2) Repairers Category-II, (3) Repairers Category -I & dealers.	Within 21 days from the date of receipt of application within the time limit specified by the Act and Rules	(1)Controller / (2)Joint Controller / (3) Deputy Controller, Legal Metrology
8	Alteration / changes to be made in the licences of dealers, repairers and manufacturers of Weights & Measures	Within 21 days from the date of receipt of application	Controller, Legal Metrology
9	Issue of duplicate licence to dealers, repairers and manufacturers of Weights & Measures	Within 21 days from the date of receipt of application	Controller, Legal Metrology
10	Action on complaint for violation of provisions of Weights & Measures Laws	Within 15 days from the date of receipt of complaints	Officer to whom the complaint is made
11	Permission to break the seal for repair of Weight or Measure	Within 3days from the date of receipt of application	Deputy Controller, Legal Metrology
12	Permission to dismantle and shifting of Weight or Measure	Within 3 days from the date of receipt of application	Deputy Controller, Legal Metrology
13	Permission to sale of any Weight or Measure under Rule 23(8) of A.P. Legal Metrology (Enforcement) Rules, 2011	Within 3days from the date of receipt of application	Deputy Controller, Legal Metrology

Chapter - 6

Rules, Regulations, Instructions, Manual and Records for Discharging Functions

[Section 4(1)(b)(v)]

1.1 Rules, Regulations, Instructions, Manual and Records for Discharging Functions that are used by the Employees:			
Sl. No.	Description	Gist of Contents	Price of the Publication if priced
1.	The Legal Metrology Act, 2009	As mentioned in the	Can be obtained

2.	The Legal Metrology (Packaged Commodities) Rules, 2011	books dealing with Laws	from open market.
3.	Andhra Pradesh Legal Metrology (Enforcement) Rules, 2011		
4.	Legal Metrology (General) Rules, 2011		
5.	Legal Metrology (Approval of model) Rules, 2011		
6.	Legal Metrology (Numeration) Rules, 2011		
7.	Legal Metrology (National Standards) Rules, 2011		
8.	The Motor Spirit and High Speed Diesel (Regulation of Supply, Distribution & Prevention of malpractices) Order 2005		

Chapter - 7

Categories of Documents held by the Public Authority under its Control [Section 4(1)(b)(vi)]

7.1 Information about the Official Document held by the Public Authority or under its control:			
Sl. No.	Category Document	Title of the Document	Designation and address of the custodian(held by / under the control of whom
1.	Licences	Form LM1, LM2, LM3 Form LR1, LR2, LR3 Form LD1, LD2, LD3	Through Mee-Seva or Single Desk Portal or AP online
2.	Registration	Registration of Packers / Manufacturer / Importer	-do-

Chapter - 8

Arrangement for Consultation with or Representation by, the Members of the Public in relation to the Formulation of Policy of Implementation thereof [Section 4(1)(b)(vii)]

8.1 Arrangements by the Public Authority to seek consultation participation of public or its representatives for formulation and implementation of policies:			
Sl. No.	Function / Service	Arrangements for consultation with or representation of public in relations with policy formulation	Arrangements for consultation with or representation of public in relations with policy implementation
Nil	Nil	Nil	Nil

Chapter - 9

Boards, Councils, Committees and other Bodies constituted as part of Public Authority [Section 4(1)(b) (viii)]

9.1. Information on boards, Councils, Committees and other bodies related to the Public authority :

The Controller, L.M., who is the Head of the Dept., is one of the member in relation to the formulation of policy of implementation there of Act/Rules of the Legal Metrology Department in the following Committees formed by Central / State Govt.

1. Member of Food Advisory Committee
2. Member of Consumer Protection Council
3. Member of Vigilance Committee under State Food Act 2013.

9.2. Minutes of meetings are accessible to the Public, the procedure as to how to access the minutes: contact points, hours of access, fee structure/cost for access and officer to be contacted.

The user can contact the District Administration for such access

Chapter - 10

Directory of officers and Employees

[Section 4(1)(b) (ix)]

10.1. Information of officers and Employees working in different units or offices at different levels and their contact addresses in the following format (including officers in charge of grievances redressal, Vigilance, audit etc.

S. No.	Name of the office/Administrative unit	Name, Designation and address of Officer/Employee	Telephone / Mobile Number	E-mail
1	2	3	4	5
1	i/c Joint Controller (Hqrs)	Sri B. Ram Kumar	0866-2974235	rdchqrs@gmail.com
2	Joint Controller, Visakhapatnam	Sri G.Rajesh Kumar	0891-2799649	rdclmvsp-ap@nic.in
3	Joint Controller, Eluru	Sri P. Sudhakar	08812 - 252838	rdclmelr-ap@nic.in
4	Joint Controller, Guntur	Sri B. Ramkumar	0863-2238560	rdclmgnt-ap@nic.in
5	Joint Controller, Kurnool	Sri M. Gopi krishna Reddy	08518-221120	rdclmknl-ap@nic.in
6	Deputy Controller (Admn)	Sri B.Manohar	0866-2974235	aclmadmn-ap@nic.in
7	Deputy Controller (Enf.)	Sri K. Issac	0866-297435	aclmenf-ap@nic.in
8	Deputy Controller, Vizianagaram	Sri N. Janardhana Rao	08922-223844	aclmvzm-ap@nic.in
9	Deputy Controller, Visakhapatnam	Sri B.Madhusudhana Reddy	0891-29799551	aclmvsp-ap@nic.in
10	Deputy Controller, Kakinada	Smt. M.N.S. Madhuri	0884-237873	aclmkkd-ap@nic.in
11	Deputy Controller, Eluru	Sri B.V. Hariprasad	08812-252981	aclmelr-ap@nic.in
12	Deputy Controller, Vijayawada	Smt A. Krishna Chaitanya	0866-2533721	aclmvjwa-ap@nic.in
13	Deputy Controller, Guntur	Sri T. ShalemRaju	0863-2223202	aclmgnt-ap@nic.in
14	Deputy Controller, Nellore	Sri K.T. Ravi Kumar	0861-2331001	aclmnlr-ap@nic.in
15	Deputy Controller, Tirupathi	Sri C. Dayakar Reddy		dclmtpt@gmail.com
16	Deputy Controller, Kurnool	Sri G.V. Subbareddy	08518-220184	aclmknl-ap@nic.in

Chapter - 11

Monthly Remuneration received by officers and Employees, including the System of Compensation as provided in Regulations

[Section 4(1)(b) (x)]

11.1 Information on remuneration and compensation structure for Officers and employees:

As per the recommendation of the Pay Revision Commission 2010.

Chapter - 12

Budget allocated to Each Agency including Plans etc.,

[Section 4(1)(b) (xi)]

Budget for last 5 years pertaining to Legal Metrology Dept :

(Rupees)

Head of Account	2013-14	2014-15	2015-16	2016-17	2017-18
3475-003-04 HQ Training (Non-Plan)	--	--	--	--	--
3475-106-01 HQ Training (Non-Plan)	36,616	28,432	35,48,000	1,35,14,000	99,94,000
3475-106-03 Dist.Offices (Non-Plan)	2,20,937	1,04,031	1,29,60,000	1,50,66,000	1,52,34,000
3475-106-03 Dist.Offices (Plan)	3,888	--			

Chapter - 13

Manner of Execution of Subsidy Programmes

[Section 4(1)(b) (xii)]

13.1 Activities / Programmes / Schemes being implemented by the public authority for Which subsidy is provided :

1. The department does not have any activities / Programmes / Schemes for which subsidy is provided

13.2 Information on the nature of subsidy, eligibility criteria for accessing subsidy and designation of officer competent to grant subsidy under various programmes /Schemes :

Name of Programme activity	Nature / Scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer to grant subsidy
Nil	Nil	Nil	Nil

13.3 Manner of execution of the subsidy Programmes :

Name of Programme activity	Application procedure	Sanction Procedure	Disbursement procedure
Nil	Nil	Nil	Nil

Chapter - 14

**Particulars of Receipts of Concessions, Permits or Authorization
Granted by the Public Authority
[Section 4(1)(b) (xiii)]**

14.1 Names and address of receipts of benefits under each programme / scheme separately :

A. Institutional Beneficiaries :

Work turned out in 5 Years :

S. No.	Particulars	2014	2015	2016	2017	2018
1	Manufacturing Licences granted/Renewed	-	34	34	70	8
2	Dealing Licences Granted/Renewed	1	303	351	673	27
4	Repairing Licences Granted/Renewed	3	504	165	647	8
5	Skilled Worker Certificates issued	4	73	25	28	--
6	Packers / Manufacturers Registered	-	56	74	113	9

Achievements :

S. No.	Particulars	2013-14	2014-15	2015-16	2016-17	2017-18
1	Stamping Fee	132518567	135452095	143434776	160657927	149102651
2	Compounding Fee	71221700	67220000	74192000	85828500	85672750
3	Cases	16856	15779	16941	17928	17500

Chapter - 15

Information Available in Electronic Form

[Section 4(1)(b) (xiv)]

15.1 Information related to the various schemes of the department which are available (Floppy, CD, VCD, Website, Internet etc) :

Information available in Electronic Form :

In case of any help or info. Policy matter / advise, service matter, schemes, Budget, service rendered by Dept., and day to day administration etc. may be approached to the following level for n/a.

1. Secretariat level : Commissioner of Civil Supplies & Ex-Officio Secretary to Govt. CAF & CS Dept., A.P. Secretariat, Velagapudi
2. Head Office : Controller, Legal Metrology, A.P., Amaravathi, Vijayawada.
3. Zonal / Dist. Level : Joint Controller/Deputy Controller, LM, concerned.

The Controller, Legal Metrology, who is appellate authority to get the info of Legal Metrology Dept. under RTI Act. Attending on RTI queries regularly. The Quarterly Annual Reports under the said Act regularly being sent to Government.

Chapter - 16

Particulars of facilities available to citizens for obtaining information

[Section 4(1)(b) (xv)]

16.1 Facilities available to citizens for obtaining information including the working hours of a library or information centre or reading room maintained for public use where information relating to the department or records / documents are made available to the public.

Facility	Description (Location of Facility / Name etc.)	Details of information made available
Notice Board	At the Office of the Functionary ILM/ ACLM/DCLM/JCLM	1. Tour particulars 2. List of licenced repairers
News Paper Reports	Adverse News items : At the Office of the functionary ILM/ ACLM/DCLM/JCLM	Rejoinders issued in regard to performance of the Department and guidelines to consumers on safe guard against malpractices.

Public Announcements	Busy Market Places, Test Checks at shandies	Test checks
Information Counter	Headquarters of Executives and Administrative Officers	Consumer Helpline No. and web address
Publications	Nil	Nil
Office Library	Nil	Nil
Websites	www.aplm.gov.in	About the department
Other Facilities (Name)	Mobile Test Laboratory with public address system	Equipped with test facilities such as digital balances having accuracy of 0.1mg to 0.1g, test measures to check deliveries of Kerosene, Petrol, Diesel and to check net contents of the packaged commodities

Chapter - 17

Names, Designations and other Particulars of Public Information Officers

[Section 4(1)(b) (xvi)]

List of Public Information Officers and Assistant Public Information Officers designated for various offices/administrative units and Appellate Authority / Officer(s) for the public authority :

Public Information Officer(s) :

S/No	Name of the Office/Administrative unit	Name & Designation of PIO	Office Tel: Residence Tel: Fax:	Email
I. State Level (Head of the Department):				
1	The Deputy Controller, Legal Metrology, A.P., D No:10-152-1, 1 st Floor, Sri Sai Towers, Food Corporation Building, Vijayawada-520007..	Sri. B. Manohar Deputy Controller (Admn) Legal Metrology, Vijayawada	0866 2450303 0866 2974239	clm-ap@nic.in

II. District Level (Limited to territorial Jurisdiction)

1	The Deputy Controller, Legal Metrology, H.No.8-19-85/1, Balaji Nagar,	Sri N. Janardhanarao Deputy Controller, Legal Metrology, Vizianagaram	08922-223844 93981 45338	aclmviz-ap@nic.in
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	Vizianagaram - 535003			
2	The Deputy Controller, Legal Metrology, D.No. 49-55-2, Vidhyuth Nagar,Near Port Stadium, Akkayyapalem, Visakhapatnam-530024	Sri B. Madhusudhana Reddy, Deputy Controller, Legal Metrology, Visakhapatnam	0891-2799551 93981 49416	aclmvis- ap@nic.in
3	The Deputy Controller, Legal Metrology H.No.9-5-9, Palavari Street, Elvinpet, Gandhinagar. Kakinada - 533003	Smt. M.N.S. Madhuri Deputy Controller, Legal Metrology, Kakinada	0884-2378773 93981 49775	aclmego- ap@nic.in
4	The Deputy Controller, Legal Metrology, Door No. 23B-3-6, Kasturivari Stret, R.R. Pet, Eluru - 534 002	Sri B.V Hariprasad Deputy Controller, Legal Metrology, Eluru.	08812-252981 93981 45564	aclmego- ap@nic.in
5	The Deputy Controller, Legal Metrology, Door No. 42-2/1-212, DRWA-679,6 th Line, Devinagar, Vijayawada - 520 003	Smt A. Krishna Chaitanya Deputy Controller, Legal Metrology, Vijayawada	0866-2533721 93981 14258	aclmvij- ap@nic.in
6	The Deputy Controller, Legal Metrology, D.No. 7-14, 3/10, Vidya Nagar, Guntur- 522007	Sri. T. Shalemraju Deputy Controller, Legal Metrology,Eluru.	0863-2223202 93981 43677	aclmgtr- ap@nic.in
7	The Deputy Controller, Legal Metrology, H.No. 23/1304 Tekkamitta Old Excise Office, Nellore - 524003	Sri K.T Ravi Kumar Deputy Controller, Legal Metrology, Nellore	0861-2331001 93981 42872	aclmnel- ap@nic.in
8	The Deputy Controller, Legal Metrology, D.No.9/86-A, OVR Buildings, West church compound, Amaravati Nagar, Tirupati-517502	Sri C. Dayakara Reddy Deputy Controller, Legal Metrology, Tirupati	08554-297098 93981 91708	aclmatp- ap@nic.in
9	The Deputy Controller, Legal Metrology, H.No.43/211&212, Narsingarao Pet Kurnool - 518004	Sri G.V Subbareddy Deputy Controller, Legal Metrology, Kurnool	08518-220184 70131 93863	aclmknl@ap.nic .in

Assistant Public Information Officer (S) (Limited to territorial Jurisdiction)

I. State Level (Head of the Department)

1	The Superintendent, E-Section, O/o Controller, Legal Metrology, A.P., D No:48-9-12 & 12A, Surya Bhavan, Boddupativari Street, Near ESI Hospital Gunadala, Vijayawada- 520004.	Sri K. Prakash, Supdt., O/o Controller, Legal Metrology, Vijayawada	0866 2450303 0866 2974239	meenakumari.n@nic.in
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II	District Level :		
1	Srikakulam	Sr. Assistant/Head Clerk O/o Deputy Controller, Vizianagaram	08922-223844
2	Vizianagaram	Sr. Assistant/Head Clerk O/o Deputy Controller, Vizianagaram	08922-223844
3	Visakhapatnam	Sr. Assistant/Head Clerk O/o Deputy Controller, Visakhapatnam	0891-2799551
4	Kakinada	Sr. Assistant/Head Clerk O/o Deputy Controller, Kakinada	0884-2378773
5	Eluru	Sr. Assistant/Head Clerk O/o Deputy Controller, Eluru	08812-252981
6	Vijayawada	Sr. Assistant/Head Clerk O/o Deputy Controller, Vijayawada	0866-2533721
7	Guntur	Sr. Assistant/Head Clerk O/o Deputy Controller, Guntur	0863-2223202
8	Nellore	Sr. Assistant/Head Clerk O/o Deputy Controller, Nellore	0861-2331001
9	Prakasam	Sr. Assistant/Head Clerk O/o Deputy	0861-2331001

		Controller, Nellore	
10	Ananthapuram	Sr. Assistant/Head Clerk O/o Deputy Controller, Ananthapuram	08554-220959
11	Chittoor	Sr. Assistant/Head Clerk O/o Deputy Controller, Ananthapuram	08554-220959
12	Kurnool	Sr. Assistant/Head Clerk O/o Deputy Controller, Kurnool	08518-220184
13	Kadapa	Sr. Assistant/Head Clerk O/o Deputy Controller, Kurnool	08518-220184

III Divisional Level (Limited to territorial Jurisdiction)			
S/No	Office Address	Name & Designation of Officer	Email Address
1	D.No.16-18-8, 1 st Floor, P.N. Colony, Srikakulam-532001	Sri K. Raja Ramesh i/c Inspector, L.M., Srikakulam.	ilmskm-ap@nic.in
2	D.No. 4-43, Opp.Venkataramana Theater Main Road, Narasannapeta - 53242	Smt. K. Raja Ramesh Inspector(FAC), L.M., Narasannapeta.	ilmnspt-ap@nic.in
3	D.No.15-104, Near Narayanadora College, Kasibugga, Palasa - 532222	Sri S. Visweswara Rao, Inspector (FAC), L.M., Palasa.	ilmpls-ap@nic.in
4	H.No.8-19-85/1, Balajinagar, Vizianagaram - 535 003	Sri S.M. Radha Krishna (I/c), Inspector, L.M., Vizianagaram.	ilmvznr-ap@nic.in
5	DibbaVeedhi, Near Nambia Rice Mill, Bobbili - 535558	Sri A. Balaram Krishna Inspector(FAC), L.M., Bobbili.	ilmbbl-ap@nic.in
6	D.No. 49-55-2, Vidhyuth Nagar, Near Port Stadium, Akkayyapalem, Visakhapatnam-530024.	Sri V. Ramarao, Inspector, L.M., Visakhapatnam.	ilmvizag-ap@nic.in
7	D.No. MIG-II A-45, Vinayakanagar Gajuwaka - 350 044	Smt S. Uma sundari, Inspector, L.M., Gajuwaka.	ilmgjk-ap@nic.in
8	D.No.7-4-9/1, Velupulaveedhi Anakapally - 531 001	Sri D. Bhaskarao Inspector, L.M., Anakapalli.	ilmakp-ap@nic.in

9	D.No.1-165/B, Opp: RCM School Narsipatnam, Visakhapatnam - 531116	Smt. P.D.V. Appala Raju, Inspector, L.M., Narsipatnam.	ilmnspm-ap@nic.in
10	D.No.76-5-27, Gandhipuram-2, Rajahmundry.- 533 103	Sri T. Siva Balaji Inspector, L.M., Rajahmundry	ilmrjm-ap@nic.in
11	D.No.6-8-466, Chinaveedhi, Tuni. - 533 401	Sri G.V. Prasad Inspector, L.M., Tuni.	ilmtni-ap@nic.in
12	D.No.6-17-4, Rajugari Street Peddapuram, - 533 437	Smt P. Sarojini Inspector, L.M., Peddapuram.	ilmpdpm-ap@nic.in
13	D.No.9-2-47/3, IOC Bunk, Yerravanthina Road, Amalapuram - 533 242	Sri G.V. Prasad i/c Inspector, L.M., Amalapuram.	ilmamp-ap@nic.in
14	D.No.2-9/1, Jadduvari Street Razole - 533 242	Sri V. S.V.S Mohan, Inspector (FAC), L.M., Razole	ilmrztl-ap@nic.in
15	D.No. 9-5-9, Palavari Street, Elvin pet, Gandhinagar, Kakinada - 533 004	Sri S. Kutumba Rao Inspector (FAC), L.M., Kakinada.	ilmkkd-ap@nic.in
16	Door No. 23B-3-6, Kasturivari Stret, R.R. Pet, Eluru - 534 002	Smt B. Kumari Inspector , L.M., Eluru.	ilmelr-ap@nic.in
17	D.No.4-1-28, 2 nd Floor, Bhaghya Buildings, Garagaparru, Bhimavaram - 534 202	Sri N. Eswara Rao Inspector (FAC), L.M., Bhimavaram.	ilmbmvm-ap@nic.in
18	D.No. 9-14/90/2, A.K.P.Road, Opp: LIC Office, Kovvuru - 534 350	Sri V. Prasanth Kumar Inspector i/c, L.M., Kovvur.	ilmkvr-ap@nic.in
19	D.No. 13-29-19, Railway Goods Shed Road, T.P.Gudem - 534 101	Sri A. Rajeswara Rao Inspector, L.M., Tadepalligudem	ilmtpgm-ap@nic.in
20	Door No. 42-2/1-212, DRWA-679, 6 th Line, Devinagar, Vijayawada - 520 003	Sri Ch. Vasudeva Rao i/c Inspector-I, L.M., Vijayawada	ilmvjwa1-ap@nic.in
21	Door No. 42-2/1-212, DRWA-679, 6 th Line, Devinagar, Vijayawada - 520 003	Sri SK. Suleman i/c Inspector-II, L.M., Vijayawada	ilmvjwa2-ap@nic.in
22	D.No. 3-193, Raithupet, Nandigama	Sri B. Venu Gopal i/c Inspector, L.M., Nandigama.	ilmndgm-ap@nic.in
23	D.No. 6-209A, Sibbabdivari Street Kothapet, Nuziveedu	Sri N.V.S. Eswara Rao Inspector, L.M., Nuziveedu.	ilmnzvd-ap@nic.in
24	D.No. 17/1, Edepalli, Beside Fire Station, Machilipatnam	Sri T. Rajendra Prasad Inspector, L.M., Machilipatnam.	ilmncpm-ap@nic.in

25	D.No. 14-126, Station Road, Gudivada - 521 301	Sri V. Prakasa Rao Inspector i/c, L.M., Gudiwada.	ilmgdw- ap@nic.in
26	D.No. 7-14, 3/10, Vidya Nagar, Guntur- 522007	Sri N. Alluraiah Inspector, L.M., Guntur.	ilmgnt- ap@nic.in
27	D.No. 2-2-39/1, Atchampet Road Sattenapalli - 522 403	Sri G. Sunil Raju Inspector, L.M., Sattenapalli.	ilmstnp- ap@nic.in
28	D.No. 12-19-22/A, 10 th Ward, Prakash Nagar, Narasaraopet - 522601	Sri Inspector i/c, L.M., Narsaraopet.	ilmnrpt- ap@nic.in
29	D.No. 6-2-11, Near Veterinary Hospital, Nidubrolu , Ponnur - 522124	Sri G. Ramadasu Inspector (FAC), L.M., Ponnuru.	ilmpnr- ap@nic.in
30	D.No. 16-42-1, Uulakki Street, Near Telephone Bhavan, Salipet, Tenali - 522 201	Sri Syed Saleem Inspector, L.M., Tenali.	ilmtnk- ap@nic.in
31	D No. 58-3-10, Kothapallivari Street, Ongole -523001	Sri K.V.S. Rama Krishna Inspector, L.M., Ongole.	ilmong- ap@nic.in
32	D.No. 11-1-8, Srungara peta, Perala Chirala - 523 157	Sri D. Anil Kumar Inspector(FAC), L.M., Chirala.	ilmmchl- ap@nic.in
33	H No..11-1-89/6, 11 th ward, Santosh Nagar, Kandukur - 523 105	Sri B. Ramachandraiah Inspector, L.M., Kandukur.	ilmkndk- ap@nic.in
34	D.No. 1/153-(I), Ground Floor, Poola Subbaiah Street, Markapur - 523 315	Sri G. Konda Reddy, Inspector, L.M., Markapur.	ilmmrkp- ap@nic.in
35	D.No.23/1304, Tekkemitla Nellore - 524003	Sri G. Sai Sreekar Inspector, L.M., Nellore.	ilmnlr-ap@nic.in
36	D.No/.11-3-12(A), Swayampakulavari Street, Kavali - 524001	Sri Md. Karimulla Inspector, L.M., Kavali.	ilmkvl- ap@nic.in
37	D.No. 2-143, Narasingarao Pet Gudur - 524001	Sri B. Ramachandraiah Inspector(FAC), L.M., Gudur.	ilmgdr- ap@nic.in
38	D.No.9/86-A, OVR Buildings, West church compound, Amaravati Nagar, Tirupati-517502	Sri K.J. Raveendra Reddy Inspector(FAC), L.M., Tirupati.	ilmtpt-ap@nic.in
39	D.No.XVI-347, Pairamanna street, Madanapalli-517325	Sri K.J. Raveendra Reddy Inspector(FAC) , L.M., Madanapalli.	ilmmdnp- ap@nic.in
40	D.No.3-32/1A, CB Road, Chittoor-517001	Sri K.J. Raveendra Reddy Inspector(FAC), L.M., Chittoor.	ilmchtr- ap@nic.in

41	D.No.1-942, American School of Nursing building, Near Rudram pet bypass, Ananthapuramu-515003	Sri Y.G. Sankar Inspector, L.M., Ananthapuram.	ilmatp-ap@nic.in
42	D.No.30/60, R.S.Road, Dharmavaram-515401	Sri M. Sree Ramudu Inspector, L.M., Dharmavaram	ilmdrmvm-ap@nic.in
43	D.No.5-7-9, Kodikonda Road, Hindhupur -515201	Sri Y.G. Sankar Inspector(FAC), L.M., Hindupur.	ilmhdp-ap@nic.in
44	D.No.13/165-A2-B, Near Sankarananda Degree College, Kasapuram Road, Guntakal - 515301	Sri K.J. Raveendra Reddy, Inspector, L.M., Guntakal.	ilmgtkl-ap@nic.in
45	D.No. 39/308/1, Pakkiripalli Road, Near Gurukul Vidyapeet School, Kadapa - 516 002	Sri Md. Ghouse Inspector (FAC), L.M., Kadapa.	ilmkdp-ap@nic.in
46	D.No. 7/537,SaraswathiVidya Mandir Road Proddutur - 516 360	Sri Md. Ghouse Inspector, L.M., Proddutur.	ilmpdtr-ap@nic.in
47	D.No. 4/62-A, Usman Nagar, Rajampet, 516 115	Sri Md. Ghouse Inspector(FAC), L.M., Rajampet.	ilmrjmp-ap@nic.in
48	D.No. 43/211 & 212, Narasingaraopet Kurnool- 518 004	Sri J. Mohammad Inspector(FAC), L.M., Kurnool.	ilmknl-ap@nic.in
49	No. 15/384, Victoria Peta, <u>Adoni-51301</u>	Sri J. Mohammed Inspector, L.M., Adoni.	ilmadn-ap@nic.in
50	D. No.26-349-A, M.S. Nagar, Railway Station Road, <u>Nandyala - 518 502</u>	Sri P.V.M. Parameswar Kumar i/c Inspector, L.M., Nandyala.	ilmndl-ap@nic.in
51	D.No. 7/15/4, Court.Road, Dhone - 518 222	Sri J. Mohammad Inspector(FAC), L.M., Dhone	ilmdon-ap@nic.in
52	D No:48-9-12 & 12A, Surya Bhavan, Boddupativari Street, Near ESI Hospital Gunadala, Vijayawada-520004.	Sri B. Venu Gopal Flying Squad, Head Office	

Appellate Authority

S/No	Name of the Office/Administrative unit	Name & Designation of PIO	Office Tel: Residence Tel: Fax:	Email
I. State Level (Head of the Department):				
1	The Controller, Legal Metrology, A.P., D No:48-9-12 & 12A, Surya Bhavan, Boddupativari Street, Near ESI Hospital Gunadala, Vijayawada-520004.	Sri M. Kantha Rao, Controller, Legal Metrology, A.P., Vijayawada	0866 2450303 0866 2974239	clm-ap@nic.in
II. Region Level (Limited to territorial Jurisdiction)				
1	Sri B. Ram Kumar The i/c Joint Controller, Legal Metrology, A.P., Door No:48-9-12 & 12A, Surya Bhavan, Boddupativari Sreet, Near ESI Hospital, Gunadala, Vijayawada-520004.	Head Quarters	0866 2974235	rdclmhq-ap@nic.in
2	Sri G.Rajesh Kumar, The Joint Controller, Legal Metrology, D.No. 49-55-2, Vidhyuth Nagar, Near Port Stadium, Akkayyapalem, Visakhapatnam-530024	Visakhapatnam	0891 - 2799649	rdclmvis-ap@nic.in
3	Sri P. Sudhakar, The Joint Controller, Legal Metrology, Door No. 23B-3-6, Kasturivari Street, R.R. Pet, Eluru - 534 002	Eluru	08812 - 252838	rdclmwgo-ap@nic.in
4	Sri B. Ram Kumar, The Joint Controller Legal Metrology, D.No. 7-14, 3/10, Vidya Nagar, Guntur- 522007	Guntur	0863 - 2238560	rdclmgtr-ap@nic.in
5	Sri M. Gopi Krishna Reddy The Joint Controller, Legal Metrology, H.No.43/211&212, Narsingarao Pet, Kurnool - 518004	Kurnool	08518 - 221120	rdclmknl-ap@nic.in

II. District Level (Limited to territorial Jurisdiction)				
1	The Deputy Controller, Legal Metrology, H.No.8-19-85/1, Balaji Nagar, Vizianagaram - 535003	Sri N. Janardhana Rao, Deputy Controller, Legal Metrology, Vizianagaram	08922-223844 93981 45338	aclmviz- ap@nic.in
2	The Deputy Controller, Legal Metrology, D.No. 49-55-2, Vidhyuth Nagar,Near Port Stadium, Akkayyapalem, Visakhapatnam-530024	Sri B. Madhu Sudhana Reddy, Deputy Controller, Legal Metrology, Visakhapatnam	0891-2799551 93981 49416	aclmvis- ap@nic.in
3	The Deputy Controller, Legal Metrology H.No.9-5-9, Palavari Street, Elvinpet, Gandhinagar. Kakinada - 533003	Smt. M.N.S. Madhuri, Deputy Controller, Legal Metrology, Kakinada	0884-2378773 93981 49775	aclmego- ap@nic.in
4	The Deputy Controller, Legal Metrology, Door No. 23B-3-6, Kasturivari Stret, R.R. Pet, Eluru - 534 002	Sri B. V. Hari Prasad, Deputy Controller, Legal Metrology, Eluru.	08812-252981 93981 45564	aclmego- ap@nic.in
5	The Deputy Controller, Legal Metrology, Door No. 42-2/1-212, DRWA-679,6 th Line, Devinagar, Vijayawada - 520 003	Smt A. Krishna Chaitanya, Deputy Controller, Legal Metrology, Vijayawada	0866-2533721 93981 14258	aclmvij- ap@nic.in
6	The Deputy Controller, Legal Metrology, D.No. 7-14, 3/10, Vidya Nagar, Guntur- 522007	Sri T. Shalem Raju, Deputy Controller, Legal Metrology, Guntur	0863-2223202 93981 43677	aclmgtr- ap@nic.in
7	The Deputy Controller, Legal Metrology, H.No. 23/1304 Tekkamitta Old Excise Office, Nellore - 524003	Sri KT Ravi Kumar Deputy Controller, Legal Metrology, Nellore	0861-2331001 93981 42872	aclmnel- ap@nic.in
8	The Deputy Controller, Legal Metrology, D.No.9/86-A, OVR Buildings, West church compound, Amaravati Nagar, Tirupati-517502	Sri C. Dayakar Reddy, Deputy Controller, Legal Metrology, Tirupathi.	08554-297098 93981 91708	aclmatp- ap@nic.in
9	The Deputy Controller, Legal Metrology, H.No.43/211&212,	Sri G. V. Subba Reddy, Deputy Controller, Legal Metrology,	08518-220184 70131 93863	aclmknl@ap.nic .in

	Narsingarao Pet Kurnool - 518004	Kurnool		
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Chapter - 18
Other useful information
[Section 4(1)(b) (xvii)]

18.1 Please give below any other information or details of publication which are of relevance or of use to the Citizens

Nil

In case of any information which is not covered hereunder, any citizen, consumer can approach Deputy Controller/Joint Controller available nearby.

18.2 You may mention here information of your department which is excluded under Section 8(1) of the Act and / or under Rules of the State Government as guidance to the public seeking information from your department.

All the information which are exempted by the Government / the Commission from time to time.

18.3 Date of revision / publication : Date of publication is 29-01-2015
Date of publication is 29-01-2016
Date of publication is 20-02-2017
Date of publication is 12-03-2018

Sd/- M. Kantha Rao, IPS
Controller,
Legal Metrology, A.P.,
Vijayawada.

Kindly peruse the reference received from Sri G. Rajesh Kumar, JC, LM, Visakhapatnam, wherein it is requested that the RTI hand book under 4(1)(b) may be revised and communicated to upload on to the website.

As the Government have recently re-designated the nomenclature to the posts and also there were some changes arised on account of retirement, additional charges etc.

In view of the above, the revised RTI hand book under 4(1)(b) is placed below for perusal and approval please.